

## Asset Management Policy

### Number:

**Description:** London School of Economics & Political Science IT Asset Management policy

### Introduction

1. IT Services is charged with keeping the School's IT equipment inventory under the Financial Regulations (C14.2 Inventories). The Library and and The LSE Research Laboratory (not including the Financial Markets Group, whose assets are managed by IT Services) have a delegated responsibility for purchasing, managing and reporting on their IT assets estate, but are obliged to adhere to this policy and use the central IT asset management system. The inventory includes all equipment bought from School funds (from whatever source). All assets remain the property of the School.

### Purpose

2. This asset management policy provides the overall framework for the management of IT equipment from procurement to disposal. This policy draws from the Financial Regulations and Information Security Policy.

3. It defines roles and responsibilities that relate to the implementation of this policy.

### Scope

4. This policy applies to, all staff, students, and other members of the School who hold IT equipment purchased by the School. (Note: the LSE's Financial Regulations stipulate that all IT equipment must be purchased through IT Services with limited exceptions.)

5. IT equipment is currently defined in the LSE Financial Regulations<sup>1</sup> as:

- (a) All desktop and laptop PCs;
- (b) All monitors, printers and scanners;
- (c) All phones, mobile phones, smartphones and PDAs;
- (d) Any other IT peripheral costing £200 or more.

6. This policy also applies to all IT equipment forming part of the School's IT infrastructure (servers, network switches etc.) and equipment installed in IT classrooms and open access areas.

### Policy statement

7. The LSE is committed to managing the lifecycle of its IT equipment:

- a. Protecting School against loss of IT equipment assets;
- b. Commitment to legal compliance;
- c. Audit ability of asset use;
- d. Management information.

(References include but not limited to WEEE, Data PA and the School's Information Security Policy.)

<sup>1</sup> The definition of IT equipment is being reviewed for the 2010-11 Financial Regulations

8. This policy shall be reviewed and updated on a regular basis to ensure that it remains appropriate in the light of any relevant changes to the law, organisational policies or contractual obligations by ICT Managers Group.

## Roles and responsibilities

9. The Chief Information Officer has overall responsibility for the implementation of this policy in the School. Responsibility of the day-to-day operation is delegated to the IT Managers.

10. The IT Managers have responsibility for (and delegating where appropriate):

- a. Coordinating the audit of the equipment their team supports;
- b. Updating and maintaining the accuracy of the inventory (such as equipment moves);
- c. Ensuring that equipment is signed for (without amendment) by equipment holders and declaration is scanned into the asset management system;
- d. Applying IT supplied barcode asset tag before equipment is taken out of IT Services care;
- e. Checking equipment is returned in the same configuration as expected and signing pro-forma receipts upon collection from equipment holders;
- f. Care of IT equipment held in stock for issuing and awaiting transfer for disposal;
- g. Provide reports on any assets stripped for spares to the Departmental Manager and note components removed within the asset management system. Data on harvested drives will immediately have data destructed using a method approved by the Information Security Manager;
- h. Printing and issuing replacement asset and location bar codes.

11. The IT Services Departmental Manager has responsibility for (and delegating where appropriate):

- a. Ensuring that on collection new equipment is signed for by IT staff. IT equipment will not be issued by the purchasing team to porters or end users.
- b. Issuing barcode asset tags for IT equipment purchased through IT Services;
- c. Entering Purchasing information on the asset management system;
- d. Care for equipment once transferred from technical and support teams for disposal;
- e. Creating an asset list prior to disposal agents collection;
- f. Confirming asset disposal on system using disposal reports.

12. The User Support Manager and IT Services Departmental Manager have responsibility for:

- a. Marking equipment as lost or stolen from the asset register;
- b. Creating management reports including the annual audit report for the Director of Finance;
- c. Adding IT equipment not purchased through IT Services where an exception under the Finance Regulations has been agreed in advance.

13. Members of the School issued with IT equipment have the following responsibilities for the equipment in their care:

- a. Loss or theft of IT equipment must be reported immediately to the Head of Security, Information Security Manager and the User Support Manager or IT Services Departmental Manager;
- b. All IT equipment (including home working) must be returned to the relevant IT support team upon replacement, equipment redundancy (i.e. no longer required for LSE business) or when the holder or School severs affiliation. Equipment holders will retain responsibility for equipment issued to them until it has been returned to IT Services for redeployment or disposal;

- c. Equipment holders are not permitted to transfer their responsibilities to another member of the School without the joint consent of the budget holder and support team. Fixed IT equipment must not be moved without the consultation of their support team;
- d. Equipment holders must present mobile assets such as laptops and mobile phones to their support team for auditing within 2 weeks of request. Equipment may be presented for auditing at any time, but all equipment must be accounted for within a year of issuing or last being audited. The IT Help Desk on the first floor of the Library operates a drop-in auditing service. (Note: equipment not accounted for during the annual audit will be reported to the Director of Finance by 31 July each year.);
- e. Equipment used for home working will be normally audited remotely. If equipment does not allow this alternative arrangements will be made.
- f. IT equipment holders must make every effort to ensure that the equipment bar code asset marking is not damaged or destroyed whilst in their care;
- g. In the event that a bar code asset marking has been damaged or destroyed the equipment holder must contact the appropriate support team immediately to arrange for a replacement marking;
- h. Return equipment immediately that is not operating normally to their support team.

## Reporting

14. Any actual or suspected breach of the asset management policy must be reported to the User Services Manager or IT Services Departmental Manager, who will take appropriate action and inform the relevant internal and external authorities.

## Disciplinary Procedure

15. Failure to comply with this policy or the Financial Regulations may result in disciplinary action in accordance with the relevant process.

James Harvey – December 2009