



TO : Dr. Thomas Persing, Interim Superintendent of Schools

FROM: Frank Arbushites, Acting Director of Information Technologies

DATE : October 21, 2009

RE : Update on Information Technologies Inventory

Per your request, I am providing an update on the status of implementing the recommendations made in the Auditor General's report regarding the IT Inventory.

Response to Recommendations:	Update 10/21/2009
<ul style="list-style-type: none"> ❖ Implement an asset management software program to adequately control inventory <ul style="list-style-type: none"> ○ The district has developed a master inventory database to hold the asset records of all computer equipment and is in the process of importing data into this database. 	<p>The IT Department is in the process of importing new and existing inventory assets into the database. Estimated time for completion is December 1, 2009.</p>
<ul style="list-style-type: none"> ❖ Develop and implement a comprehensive information technology policy and procedure manual <ul style="list-style-type: none"> ○ The district will develop an information technology policy and procedure manual. To some extent, this already exists, but the policies need to be compiled and unified. 	<p>A technology procedure manual is under development, and existing procedures are being reviewed. Meetings with IT Department supervisors are being conducted to collect and compile the information.</p>
<ul style="list-style-type: none"> ❖ Ensure that all technology assets in its possession are correctly protected by: 	

<ul style="list-style-type: none"> ○ ... limiting and controlling access to inventory databases <ul style="list-style-type: none"> ▪ The new inventory database requires a unique user ID and password to be entered by any user accessing the database. These user IDs have been distributed to IT staff. An access log is maintained so that the IT department knows who is logging into the database, and a “last modified” field is attached to each record so that the IT department knows who is making changes to each record. Only the database administrator has access to modify these fields. 	<p>Access control policies for the inventory database will continue to be implemented as described in the recommendation. Access controls will be updated immediately when personnel changes occur.</p>
<ul style="list-style-type: none"> ○ ... providing technical specifications for equipment <ul style="list-style-type: none"> ▪ The fields in the database track the type of equipment, make, model, serial number, BASD number, and technical specifications such as hard disk size, memory, Ethernet address, wireless address, processor speed, processor type, and operating system. 	<p>The IT Department is in the process of importing this data into the database for existing computer equipment. Anticipated completion date is December 1, 2009.</p>
<ul style="list-style-type: none"> ○ ...listing purchase orders and equipment value <ul style="list-style-type: none"> ▪ The purchase order number is a field that will be added to the database. All new equipment being added to the database will have a purchase order number attached. ▪ Purchase order numbers for existing equipment will be added to the database as directed by the superintendent. ▪ Equipment <u>price</u> can be listed in the inventory database for new equipment, but equipment <u>value</u> is subject to depreciation costs. If equipment value is to be used, a depreciation formula needs to be determined. 	<p>A purchase order number field has been added to the database and assets will be updated.</p>
<ul style="list-style-type: none"> ○ ... copying equipment serial numbers <ul style="list-style-type: none"> ▪ Serial numbers will be included and updated for all assets in the database. 	<p>All assets being added to the inventory database must have a serial number included.</p>
<ul style="list-style-type: none"> ○ ... etching district asset tag numbers on equipment 	<p>The IT Department will continue etching laptop computers as they are</p>

<ul style="list-style-type: none"> ▪ This is currently done for laptop computers. The IT Department will, as directed by the superintendent, etch all equipment. 	<p>deployed.</p>
<ul style="list-style-type: none"> ○ ... recording shipment and received dates of equipment <ul style="list-style-type: none"> ▪ The database currently has fields for the date and time a record is created and the date the record was last updated. If shipment and received dates are needed, the IT Department will, as directed by the superintendent, enter these items in the database. 	<p>The IT Department will continue to record the received dates in the database for new equipment.</p>
<ul style="list-style-type: none"> ○ ... recording the building name / number and recipient of the equipment <ul style="list-style-type: none"> ▪ The database currently has fields for the building name and number of where the item is currently located. If the recipient of the equipment is also needed, the IT Department will, as directed by the superintendent, enter these items in the database. 	<p>The location of IT equipment will continue to be tracked in the database. If the equipment moves to another location, the information will be updated in the database upon arrival at the new location.</p>
<ul style="list-style-type: none"> ○ ... Providing complete repair history and reporting the transfer or moving or equipment <ul style="list-style-type: none"> ▪ There is an “additional info” field in the database that can be used to provide the transfer or moving information. The repair history can be obtained from the Technology Work Order database, which is in the process of being linked to the inventory database. 	<p>The history of the location of IT equipment will be tracked through the “Additional Information” field. The inventory database is being linked to the work order system.</p>
<ul style="list-style-type: none"> ❖ Establish a collective effort between the District’s IT Department and the Business Office to implement a review process for review of purchase orders and matching invoices. <ul style="list-style-type: none"> ○ With the district’s new Financial System, invoices can be scanned and electronically attached to purchase orders. The system also enables the business office to be notified immediately when an item is received and the invoice is ready to be paid. 	

<ul style="list-style-type: none"> ❖ Perform an annual inventory of computer equipment for each district building <ul style="list-style-type: none"> ○ The IT department will do this each year to keep inventory assets data correct and complete. 	<p>The IT Department will conduct an inventory each year to match the physical assets with the electronic asset information.</p>
<ul style="list-style-type: none"> ❖ Monitor and review contract and lease agreements with technology vendors <ul style="list-style-type: none"> ○ The IT department works closely with the business office to plan and execute contracts and lease documents. The district recently consolidated lease payments for laptop computers, and currently the district is in the first year of a new four-year lease. 	
<ul style="list-style-type: none"> ❖ Consult with the District’s independent auditor to establish an appropriate internal control checklist for the IT department <ul style="list-style-type: none"> ○ The IT department will, as directed by the superintendent, seek the advice of the auditor on matters pertaining to internal controls. 	
<ul style="list-style-type: none"> ❖ Seek additional guidance and assistance from the Board, administrators, faculty, and staff in the creation of a Technology Committee to monitor the district’s technology initiatives. <ul style="list-style-type: none"> ○ The IT department will, as directed by the superintendent, initiate such a committee for the purpose identified, but such committees are frequently devised to set goals, receive input from stakeholders and improve communication. 	<p>The IT Department will initiate a volunteer committee that will meet quarterly. The first meeting will take place in November 2009.</p>

<ul style="list-style-type: none"> ❖ Create a procedure for the timely reporting of missing computers to the local police department, state agencies, contractors, vendors, and insurance carriers <ul style="list-style-type: none"> ○ The IT Department uses a “Missing Equipment” form to collect asset information relating to missing computers and to establish the last known whereabouts of the equipment. This form is filled out by the building support technologist. The building principal files a police report. Copies of the completed form are sent to the IT office and the Assistant Superintendent for Finance and Administration. The IT Department will work with the Business Office to report missing computers to state agencies, contractors, vendors, and insurance carriers. 	<p>The IT Department will continue to follow its established procedure for reporting missing equipment.</p>
<ul style="list-style-type: none"> ❖ Establish a proactive environment to protect against losses by: <ul style="list-style-type: none"> ○ ... initiating building risk and vulnerability assessments for physically securing laptop computers and other technology assets <ul style="list-style-type: none"> ▪ The IT Department will, as directed by the superintendent, work with the Director of Facilities and Operations to complete this task annually. 	
<ul style="list-style-type: none"> ○ ... performing annual district-wide building key and access card inventories <ul style="list-style-type: none"> ▪ The IT Department will, as directed by the superintendent, work with the Director of Facilities and Operations to complete this task annually. 	<p>Software for managing the district’s key inventory is being ordered by the Director of Facilities and Operations.</p>
<ul style="list-style-type: none"> ○ ... purchasing locking cabinets for all laptop storage and eliminating current milk crate locking devices <ul style="list-style-type: none"> ▪ This is very important. Funds need to be budgeted to properly secure the laptops in locking carts. 	<p>Locking computer carts have been budgeted for the 2010-11 school year.</p>

<ul style="list-style-type: none">○ ... adding or replacing computer storage door locks and building door locks when personnel changes occur<ul style="list-style-type: none">▪ The IT Department will, as directed by the superintendent, work with the Director of Facilities and Operations to complete this task.	
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