



This Rules/Policy document is provided to you and your organization as a starting point or maturity checkpoint for existing rules/policies. It is brought to you on behalf of Jim McConnell, Principal Owner, and Ask McConnell, LLC – A Converged Security Services Provider. The content is not meant to cover every circumstance, industry, law, regulation, contractual requirement, threat, environment, or risk, but it provides an easy, defensible, highly accountable starting point for any organization. Please consult with your legal counsel and insurance provider about added requirements. If you know of peers that you think would find value in these resources, please have them contact us. These will be updated on our website regularly. We are not legally protecting these documents; we just ask for credit, shout-outs, and referrals if you find them helpful. If you have recommended updates, we are all ears. And if you need Converged Security Consulting and Training, please reach out, we would be honored to serve you and your organization.

Jim McConnell

[info@askmcconnell.com](mailto:info@askmcconnell.com)

Ask McConnell, LLC

<https://askmcconnell.com>

# Asset Inventory Management

Updated: 8 April 2025

Protecting human lives is the highest requirement of our entire organization, whether they are employees, customers, volunteers, visitors, or part of our supply chain while under some nexus to our organization. Many times things we do online will impact people's lives, physically, financially, and emotionally.

## Rules

- I will report security incidents, concerns, vulnerabilities, and threats to my supervisor or organization's Ethics Hotline as soon as possible and safe, but if they are not available and I feel unsafe, I will contact law enforcement.
- I will track all physical and technology assets under my management control including:
  - Location
  - The critical, sensitivity and business/information/data classification
  - End of Life and End of Service Dates
  - Who manages the security of the asset
  - What assets and processes the asset is dependent on
  - What assets and processes that are dependent on the asset
  - Who has authorized access to the asset
  - Who has access to the asset
  - Who monitors the assets for malicious activities
  - The replacement value of the asset
- I will verify the accuracy of the inventory data including using independent auditors and large sampling, at least twice a year
- I will not move the asset to a location that doesn't consider the business impact, security or safety beforehand
- I will not acquire an asset that can impact the security or software of the organization without approval by the security and safety teams
- I will not change the inventory elements of an asset without checking with the caretaker/trustee of the asset to mitigate the impact and make sure the inventory is up-to-date.
- I will request and support inventory verification steps to compare my inventory with other inventories that might be maintained by Accounting, Technology, Real Estate, etc.
- I will implement metrics to manage the security and safety aspects of vulnerability management of environments under my management control
- I will manage or support a State of Vulnerability Management Security Report and Presentation, under Executive Session, at least yearly, that covers incidents, vulnerabilities, improvements, and metrics across all domains of Security.

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Signature Note: I am a huge fan of wet signatures on these types of documents for accountability and investigation reasons. So you can add the parts below to each rule/policy document or have a collective wet signature and references in the Security Agreement document, located on the same webpage you got this rule / policy from. Organizational preference.

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\_\_\_\_\_  
Print Full Legal Name

\_\_\_\_\_  
(Blue Ink) full Legal Name Signature  
Style of signature must closely match Driver's License

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Date

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