

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Asset Management

Policy Number: 105.13

Effective Date: 09/03/2020

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Executive Division (Office of
Information Technology)

Access Listing:
Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) shall use asset inventory and asset management procedures as the method by which the Agency maintains accountability of the physical computing devices and software.

II. Authority:

- A. Georgia Technology Authority: Accountability of Assets Policy (PS-08-002), Service Asset and Configuration Management Process (PRO-405-1, V4.0), Service Asset and Configuration Management Plan (PL-405-01, V4.0), and Data and Asset Categorization Policy (PS-08-012);
- B. O.C.G.A. §50-16-160, *et seq.*
- C. ACA Standards for Adult Correctional Institutions (ACI): 5-ACI-1F-04 and 5-ACI-1F-05; and
- D. GDC Standard Operating Procedures (SOPs): 105.01 Technology Policies and Procedures, 204.04 Facilities Technology Security and Operations, 204.07 Inmate Use of Computers Policy, and 204.10 Offender Use of the Goal Device and J-Pay Kiosk.

III. Definitions: None

IV. Statement of Policy and Applicable Procedures:

- A. The Georgia Department of Corrections shall maintain perpetual and up-to-date accountability of all hardware and software (including licenses), including methods of procurement, identification, utilization, and maintenance, and shall include all staff and offender technology assets. In the case of shared resource situations among two or more entities within Georgia state government, the hosting agency shall be responsible for this accountability.

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- B. All assets shall be recorded in compliance with all applicable state and agency asset management policies and Georgia law.
- C. Asset management shall include procedures for accountability throughout the asset's lifecycle from acquisition to decommission, transfer of ownership, surplus, and/or equipment refresh/upgrades.
- D. The asset management process shall be reviewed annually during the budgeting process. Any exception to the asset management process shall be approved by the Chief Information Officer (CIO) or his designee.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.