



# STATEWIDE IT ASSET INVENTORY AND MANAGEMENT

*2009 IT Asset Inventory Report  
Final V 1.0*

# 2009 IT Asset Inventory Report V1.0

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### Document Control

Date	Version	Change	Author
9/15/09	0.1	Original Draft	Younk, Stacie R.
9/22/09	0.2	Updated Summary of Findings, Figure 1 ITAM Type/Subtype Relationship, Table 1 Device Summary, Figure 2 Asset Type: PC & Table 2 Asset Type: PC, Table 5 Asset Summary By Type, By Agency, Figure 5 ITAM Database Normalization, Table 6 ITAM Coordinators & ITAM Reporting Status, Table 7 Exception Request Summary.	Younk, Stacie R.
9/23/09	0.3	Revised Table 5, Table 6, Figure 3, Table 3.	Younk, Stacie R.
9/29/09	0.4	Revised Table 1, Figure 2, Table 2, Figure 3, Table 3, Figure 4, Table 4, Summary of Findings, Appendix.	Younk, Stacie R.
9/30/09	0.5	Updated Summary of Findings, Figure 3, Table 3, Figure 4 and Table 4 Labels, Table 6.	Younk, Stacie R.
10/1/09	0.6	Updated Table 6 with agency submission data.	Younk, Stacie R.
10/2/09	0.7	Updated Table 6, Table 1, Figure 2, Table 2, and page 14 - Employment information. Updated Table of Contents.	Younk, Stacie R.
11/20/09	0.8	Updated Table of Contents, Introduction, Table 1, Figure 2, Table 2, Figure 3, Table 3, Figure 4, Table 4, Table 5, and Appendix Table Six.	Younk, Stacie R.
11/25/09	0.9	Updated Table of Contents, Background & Approach, Figure 1, Summary of Findings, Figure 2, Table 2, Figure 3, Table 3, Figure 4, Table 4, Table 5, Table 6, Figure 5, and updated the IT Exception Request Summary to reflect 2009 agency data.	Younk, R. Stacie
12/4/09	1.0	Updated Summary of Findings, more specifically 2009 IT Hardware Asset Statistics.	Younk, Stacie R.

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## INTRODUCTION

The Statewide Information Technology Asset Inventory & Management (ITAM) Policy ([#107-044-010](#)) went into on September 8, 2008. The policy requires agencies to establish IT Asset Management programs and procedures to track the acquisition, deployment, management, and disposition of all IT assets under their control. Further, the policy requires agencies to collect and report information about their IT assets to the Department of Administrative Services (DAS) Enterprise Information Strategy and Policy Division (EISPD) according to a published submission schedule. The policy and subsequent collection and reporting of IT asset information helps agencies and DAS fulfill their shared obligations under ORS 184.473 – 184.477 – IT Portfolio Management.

This 2009 Statewide IT Asset Inventory Report provides a summary of the more detailed agency IT asset inventory submitted to DAS EISPD during July, August and September 2009. This report will be refreshed on an annual basis. A draft of this report was distributed for review to agency ITAM coordinators on October 2, 2009. Several content areas were updated based on feedback and comments received during the months of October and November 2009.

## BACKGROUND and APPROACH

The [Statewide ITAM Policy - Mandatory Attributes Table](#) identified a specific list of asset types and attributes that agencies were required to track and report to DAS EISPD. The mandatory asset types to be reported on were: Personal Computer, Printer, Network Devices (Routers, switches, etc), Mainframe, Controllers, Storage Devices, and Servers. The mandatory attributes to be reported about those asset types were: Agency ID, Asset Tag #, Serial Number, Type, SubType, Manufacturer, Model, and Purchase Date. A series of optional asset attributes were also identified to be reported on a voluntary basis. A detailed document describing these attributes can be found at: [http://www.oregon.gov/DAS/EISPD/ITIP/docs/ITAM\\_Inventory\\_Definition\\_Document.v1.pdf](http://www.oregon.gov/DAS/EISPD/ITIP/docs/ITAM_Inventory_Definition_Document.v1.pdf)

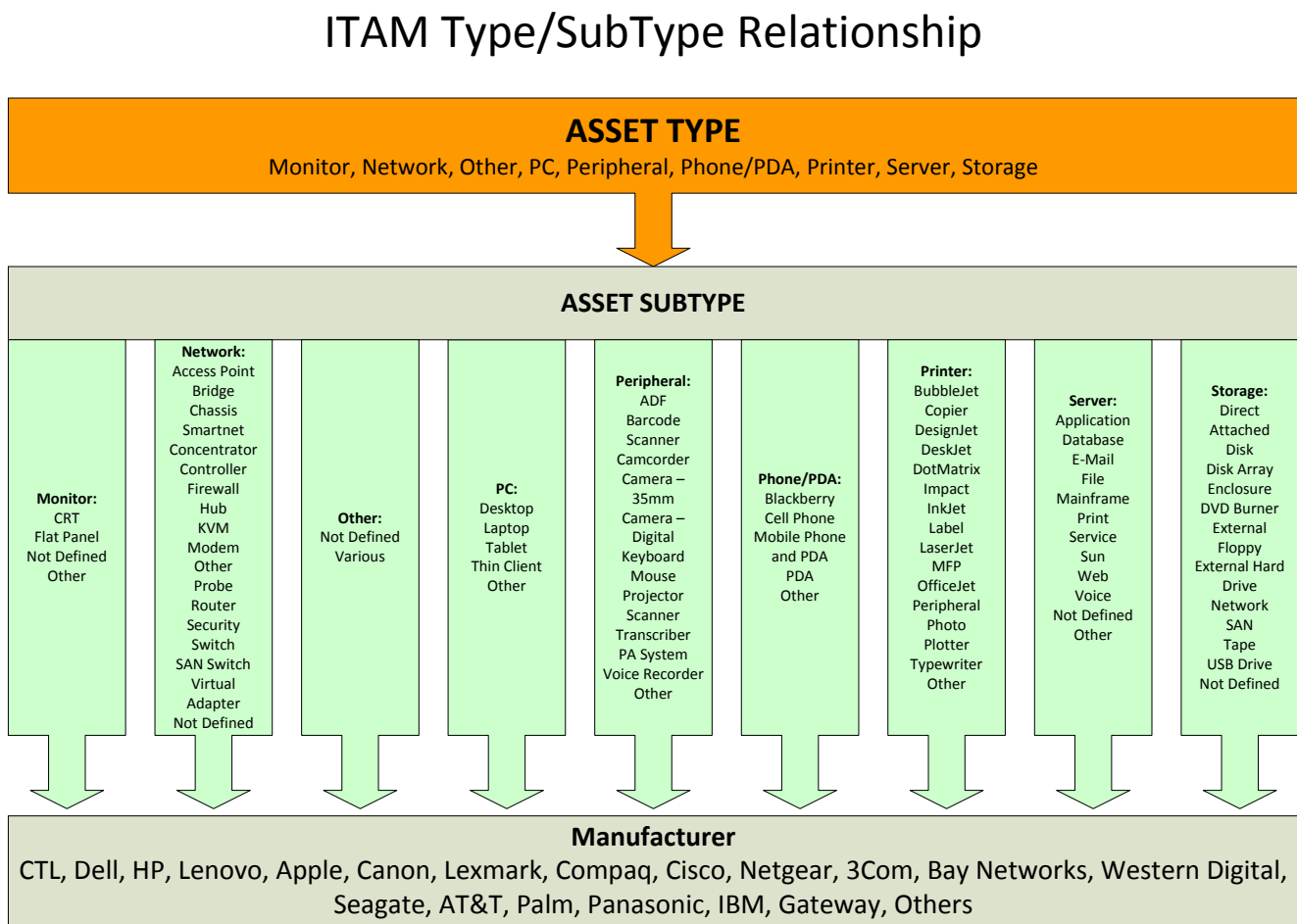
Several agencies submitted information to DAS EISPD on assets beyond the required list of mandatory asset types such as: phones, PDAs, peripheral devices, monitors and other devices. That information is also summarized in this report.

The asset information received was categorized into nine “parent” asset types: PC, Server, Network, Printer, Monitor, Storage, Peripheral, Phone/PDA, and Other.

Each of the nine parent categories were further distilled into subtypes. PC assets were assigned the following subtypes: Desktop, Laptop, Tablet, Thin Client, and Other. The type/subtype relationship for all parent asset types is described in Figure 1 below.

A number of agencies submitted information about assets that are not considered ‘active’ (i.e. assets that were surplus, disposed, or otherwise not in service). To improve the relevance and accuracy of this 2009 IT Asset Inventory Report those “in-active” records were omitted.

Figure 1 – Type/Subtype Relationship



Type, SubType, Manufacturer  
 Relationship  
 11 24 09  
 Stacie R. Younk

DAS EISPD imported the information submitted by state agencies into a database and due to a wide variation in field entry - normalized the data to ensure integrity and consistency in the summary reporting that follows. Many reported asset “Types” were summarized into a larger “Other” category. Similarly, many asset “SubTypes” were summarized into common categories. A summary of this normalization process can be found as an appendix to this report.

Note: In general, if EISPD was able to determine the type or subtype based on data in any other field (such as description) the asset record was modified to reflect the normalized data. In some cases, there was no “Type” reported; other data showed a “Type” in a “SubType” field; in either case, the data was modified to reflect an appropriate Type/SubType relationship.

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### SUMMARY of FINDINGS

#### IT Hardware Asset Reports & Software License Compliance

DAS EISPD received IT Asset Inventory Reports from sixty (60) agencies. Fifty-three (53) of those agencies prepared and submitted a Software Compliance Statement regarding the agency's compliance with all software license requirements. DAS EISPD will work with agency ITAM coordinators to improve agency reporting in this area for the 2010 inventory reporting cycle. In addition, state agencies will be required to submit a software inventory for the first time in 2010.

#### 2009 IT Hardware Asset Statistics

For the 2009 IT Asset Inventory, agencies reported a purchase date for approximately 87% of the PC's (37,755 of 43,287 PC assets) contained within the inventory. The average age of those 37,755 PC's (All PC Subtypes) is 3 years old. Within the PC Asset Type, the average age of the deployed Subtype Desktops and Laptops reported within the inventory is as follows:

- Agencies reported a purchase date for 30,660 of 34,374 Desktop assets. The average age of the deployed PC Desktop Assets is 3.2 years old.
- Agencies reported a purchase date for 7,095 of 8,074 Laptop assets. The average age of the deployed PC Laptop Assets is 2.9 years old.

#### Hardware Assets

The assets reports contained herein should be considered at multiple levels.

Level 1: Summarizes the statewide asset information to a very high level; no subtype information ([Contained in this report](#))

Level 2: Displays summary asset type information by Agency ([Contained in this report](#))

Level 3: Displays both the statewide asset type and subtype information; with manufacturer information ([Contained in this report for the PC Type](#))

Level 4: Displays statewide asset type, subtype, manufacturer information (The full level 4 report is available upon request.)

Level 5: Displays asset type, subtype, manufacturer, and model by Agency (The full level 5 report is a report of considerable size. It is available upon request.)

**This figure shows all the reported State IT assets in aggregate.**

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**Table 1 – Device Summary – Level 1 (Updated November 16, 2009)**

<b>Asset Type</b>	<b>Total Assets</b>
Monitor	15691
Network*	6836
Other	1307
PC**	43287
Peripheral	1883
Phone/PDA	264
Printer	10836
Server***	4456
Storage	707

\*: This Total Assets value for each Asset Type has been adjusted to compensate for duplicate records (based on non-unique serial number).

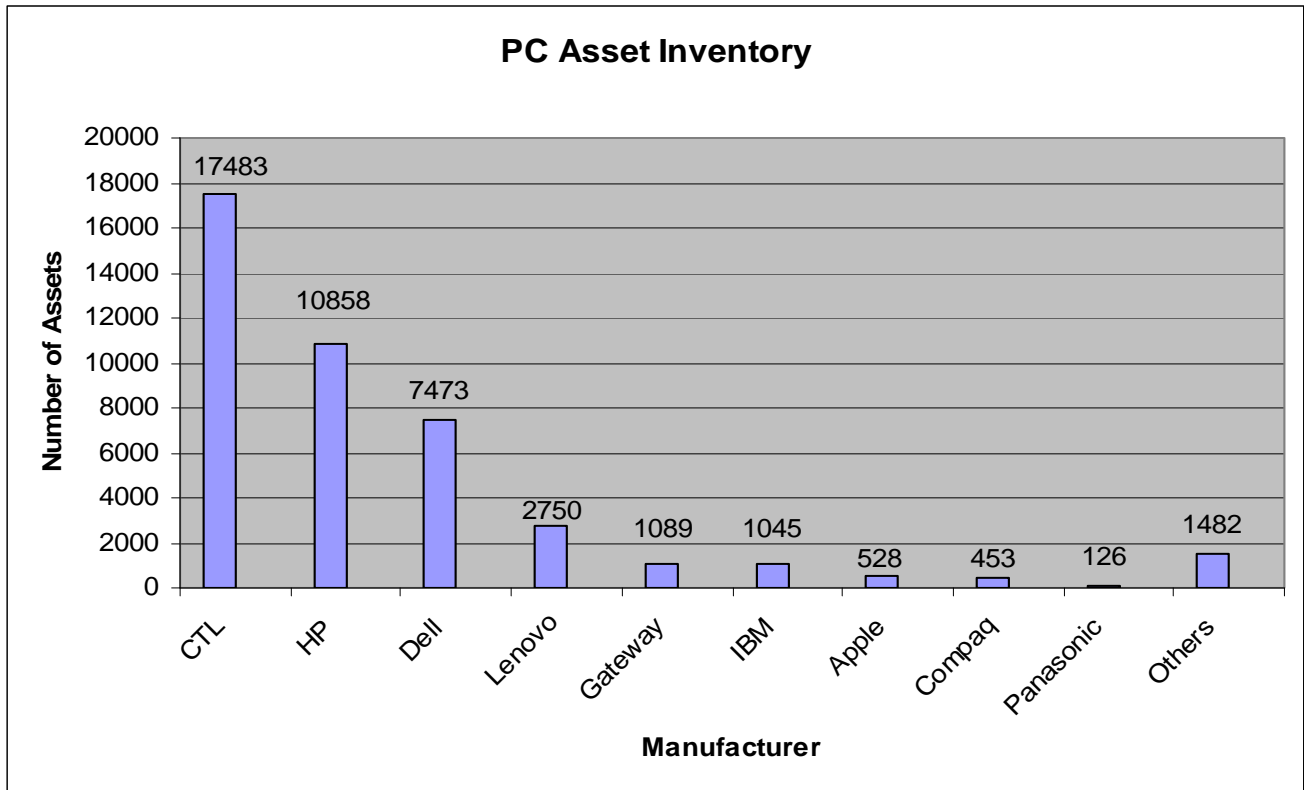
\*\*: This number represents all reported PC assets - PC/Desktop, PC/Laptop and other asset subtypes including: PC/tablet, PC/thin client, PC/other and PC asset information submitted with no discernable subtype. That is why the number presented above is greater than the sum of PC/Desktop and PC/Laptop presented in the following charts.

\*\*\*: This number includes the one (1) active Mainframe system.

**Statewide PC Asset Analysis**

**Figure 2 – Asset Type: PC – All Subtypes by Manufacturer – Level 3 (Updated November 16, 2009)**

*Note: Figure 2 includes all PC inventory including Desktop, Laptop, Tablet and Thin Client systems.*



**Table 2 – Asset Type: PC – All Subtypes by Manufacturer – Level 3 (Updated November 16, 2009)**

Manufacturer	Number of Assets	% of Total
CTL	17483	40.39%
HP	10858	25.08%
Dell	7473	17.26%
Lenovo	2750	6.35%
Gateway	1089	2.52%
IBM	1045	2.41%
Apple	528	1.22%
Compaq	453	1.05%
Panasonic	126	0.29%
Others	1482	3.42%
<b>Total</b>	<b>43287</b>	<b>100.00%</b>

\*: “Others” means the Manufacturer field within submitted inventory reports was left blank and/ or the manufacturer could not be determined by another field.

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Figure 3 – Asset Type: PC – Desktop – Level 3 (Updated November 25, 2009)

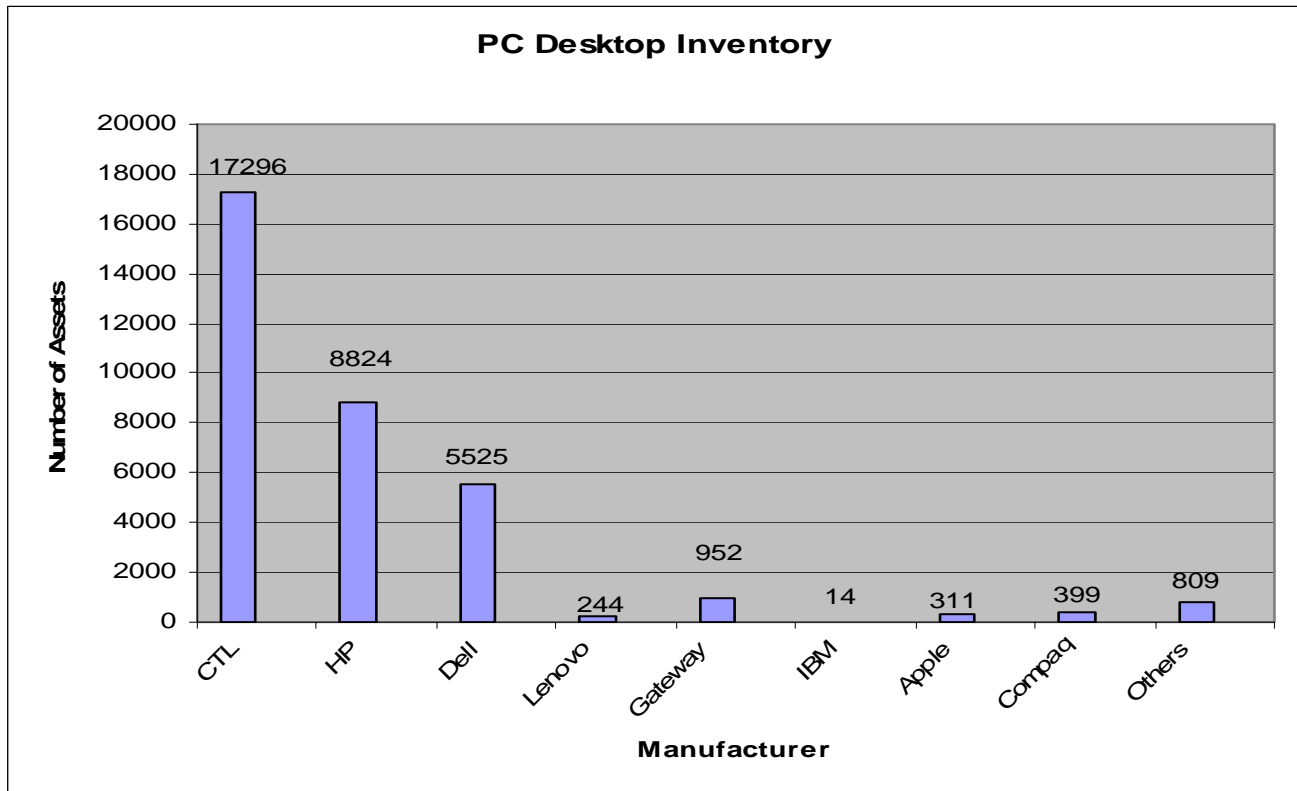


Table 3 – Asset Type: PC – Desktop – Level 3 (Updated November 25, 2009)

Manufacturer	Number of Assets	% of Total
CTL	17296	50.32%
HP	8824	25.67%
Dell	5525	16.07%
Lenovo	244	0.71%
Gateway	952	2.77%
IBM	14	0.04%
Apple	311	0.90%
Compaq	399	1.16%
Others	809	2.35%
<b>Total</b>	<b>34374</b>	<b>100.00%</b>

\*: "Others" means the Manufacturer field within submitted reports was left blank and/or the manufacturer could not be determined by another field.

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Figure 4 – Asset Type: PC – Laptop – Level 3 (Updated November 25, 2009)

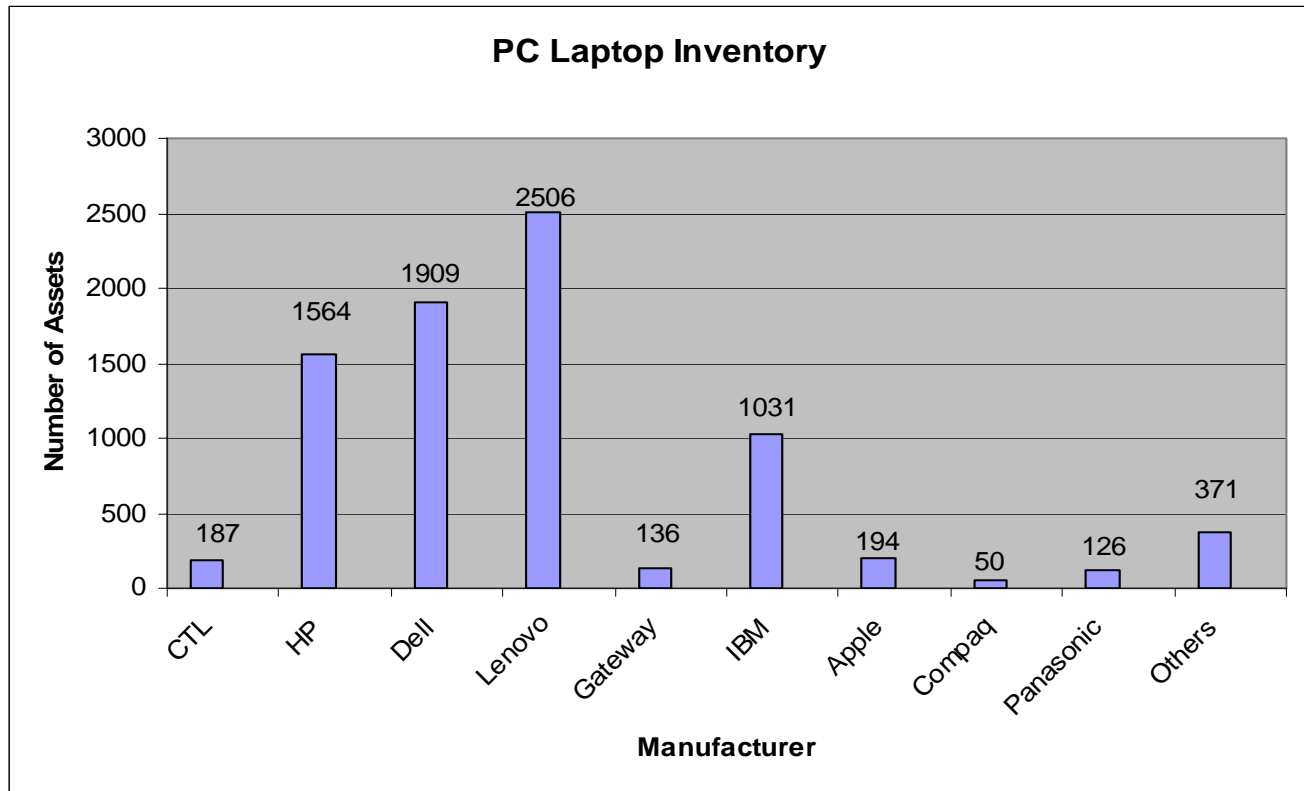


Table 4 – Asset Type: PC – Laptop – Level 3 (Updated November 25, 2009)

Manufacturer	Number of Assets	% of Total
CTL	187	2.32%
HP	1564	19.37%
Dell	1909	23.64%
Lenovo	2506	31.04%
Gateway	136	1.68%
IBM	1031	12.77%
Apple	194	2.40%
Compaq	50	0.62%
Panasonic	126	1.56%
Others	371	4.59%
<b>Total</b>	<b>8074</b>	<b>100.00%</b>

\*: “Others” means the Manufacturer field within submitted reports was left blank and/ or the manufacturer could not be determined by another field.

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### SUMMARY by AGENCY

**Table 5 – Asset Summary By Type, By Agency – Level 2 (Updated November 24, 2009)**

The following asset type and asset count information is provided by Agency in alphabetical.

<b>Administrative Services, Dept. of</b>		
Network		4474
Other		203
PC		1350
Phone/PDA		8
Printer		223
Server		2842
Storage		125
<b>Advocacy Commissions Office, Oregon</b>		
Monitor		7
PC		7
Peripheral		1
Printer		2
<b>Agriculture, Dept. of</b>		
Monitor		160
Network		135
Other		6
PC		438
Peripheral		37
Phone/PDA		68
Printer		64
Server		57
Storage		204
<b>Aviation, Dept. of</b>		
PC		26
Printer		6
<b>Blind Commission</b>		
Network		16
Other		1
PC		86
Printer		13
Server		14
<b>Clinical Social Workers, Board of</b>		
Monitor		6
Other		1
PC		7
Printer		6
Server		2

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Columbia River Gorge Commission	
Monitor	34
Other	21
PC	38
Peripheral	6
Phone/PDA	2
Printer	9
Server	3
Storage	6
Community Colleges & Workforce Development, Dept. of	
Monitor	66
Network	19
Other	6
PC	94
Peripheral	8
Phone/PDA	1
Printer	13
Server	16
Storage	13
Construction Contractors Board	
Monitor	83
Network	9
Other	13
PC	109
Peripheral	6
Phone/PDA	3
Printer	13
Server	16
Storage	4
Consumer and Business Services, Dept. of	
Monitor	1262
Network	24
Other	68
PC	1682
Peripheral	40
Phone/PDA	8
Printer	318
Server	8
Storage	40
Corrections, Dept. of	
Monitor	1813
PC	3656
Printer	1444
Server	1

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Dentistry, Oregon Board of	
Monitor	9
Network	2
Other	10
PC	20
Peripheral	5
Phone/PDA	1
Printer	13
Server	2
Dietitians, Oregon Board of Examiners of Licensed	
Monitor	1
PC	1
Peripheral	1
Printer	1
Economic & Community Development Dept. of	
Network	6
PC	182
Printer	31
Server	10
Storage	1
Education, Oregon Department Of	
PC	689
Printer	49
Server	40
Employment Department	
Monitor	2604
PC	2333
Peripheral	10
Phone/PDA	49
Printer	305
Server	2
Employment Relations Board	
Monitor	16
Network	2
Other	5
PC	24
Peripheral	1
Printer	5
Server	5

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Energy, Dept. of		
Monitor		126
Network		11
PC		177
Peripheral		1
Phone/PDA		25
Printer		34
Server		9
Storage		7
Environmental Quality, Dept. of		
Monitor		495
Network		194
Other		350
PC		1327
Peripheral		18
Printer		272
Server		136
Storage		178
Fish & Wildlife, Dept. of		
Network		34
PC		1161
Printer		172
Server		51
Storage		1
Forestry, Dept. of		
PC		762
Peripheral		11
Phone/PDA		16
Printer		199
Server		12
Storage		1
Oregon Forest Resources Institute		
Monitor		14
PC		20
Peripheral		1
Printer		5
Geology & Mineral Industries, Dept. of		
Network		2
PC		81
Peripheral		7
Printer		3
Server		16

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<b>Government Ethics Commission</b>		
PC		9
Printer		1
<b>Governor, Office of the</b>		
PC		85
Printer		21
<b>Health Licensing Agency, Oregon</b>		
PC		57
Printer		23
<b>Housing &amp; Community Services Dept.</b>		
Monitor		193
PC		232
Printer		32
<b>Human Services, Dept. of</b>		
PC		11989
Peripheral		2
Printer		2954
Server		59
<b>Justice, Dept. of</b>		
Monitor		1
Network		152
PC		1795
Peripheral		8
Phone/PDA		21
Printer		238
Server		96
Storage		13
<b>Labor &amp; Industries, Bureau of</b>		
Monitor		133
Network		12
Other		8
PC		173
Phone/PDA		1
Printer		37
Server		9
Storage		7

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Land Conservation & Development, Dept of		
Monitor		127
Network		37
Other		25
PC		135
Peripheral		5
Printer		40
Server		14
Storage		6
Land Use, Board of Appeals		
Monitor		8
PC		8
Peripheral		1
Printer		2
Lands, Dept. of State		
Monitor		122
Network		10
PC		126
Peripheral		7
Phone/PDA		7
Printer		29
Storage		9
Liquor Control Commission, Oregon		
Monitor		393
Network		95
Other		4
PC		323
Peripheral		426
Printer		123
Server		42
Storage		11
Medical Board, Oregon		
Monitor		12
Network		7
Other		12
PC		90
Peripheral		30
Phone/PDA		1
Printer		18
Server		18
Storage		3

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Military Department, Oregon		
Network		60
PC		490
Printer		50
Server		52
Storage		4
Mortuary and Cemetery Board, Oregon		
Network		2
PC		6
Printer		4
Server		1
Nursing, Oregon Board of		
Monitor		52
Network		8
Other		3
PC		63
Peripheral		3
Printer		23
Server		10
Storage		4
Occupational Therapy Licensing Board, Oregon		
PC		2
Peripheral		1
Printer		1
Parks & Recreation Department		
Network		201
Other		12
PC		850
Peripheral		35
Printer		282
Server		29
Storage		3
Pharmacy, Board of		
Network		5
PC		31
Printer		6
Server		3
Physical Therapists Licensing Board		
PC		4
Printer		4
Server		1

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Police, Oregon State		
Monitor		18
Network		2
Other		40
PC		1331
Peripheral		26
Printer		461
Server		41
Storage		4
Psychologist Examiners, Board of		
Network		1
PC		6
Printer		5
Public Employees Retirement System		
Monitor		851
Network		53
PC		751
Peripheral		39
Printer		59
Server		133
Storage		34
Public Safety Standards & Training, Dept. of		
Monitor		272
Network		58
Other		157
PC		300
Peripheral		84
Phone/PDA		28
Printer		112
Server		19
Storage		20
Public Utility Commission		
Monitor		154
Network		22
Other		31
PC		174
Peripheral		3
Phone/PDA		18
Printer		53
Server		17

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Racing Commission, Oregon		
Network		7
Other		4
PC		15
Printer		2
Server		3
Radiologic Technology, Oregon Board of		
Network		2
PC		3
Printer		4
Real Estate Agency		
Monitor		61
Network		14
Other		10
PC		60
Peripheral		8
Phone/PDA		1
Printer		16
Server		14
Storage		7
Revenue, Dept. of		
PC		1301
Peripheral		19
Printer		181
Secretary of State		
Monitor		195
Network		48
Other		42
PC		426
Peripheral		55
Phone/PDA		2
Printer		95
Server		80
Storage		2
Speech-Language, Board of Examiners for		
PC		3
Printer		2
State Library		
Network		18
PC		74
Printer		11
Server		13

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<b>Tax Practitioners, State Board of</b>		
PC		6
<b>Transportation, Dept. of</b>		
Monitor		6403
Network		1000
Other		275
PC		6842
Peripheral		978
Phone/PDA		4
Printer		2459
Server		439
<b>Veterans' Affairs, Dept. of</b>		
PC		189
Printer		63
Server		4
<b>Water Resources Department</b>		
Network		1
PC		266
Printer		33
Server		27
<b>Watershed Enhancement Board, Oregon</b>		
Network		1
PC		46
Printer		4
Server		1
<b>Youth Authority, Oregon</b>		
Network		92
PC		762
Printer		188
Server		89

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### APPENDIX

**Table 6 – ITAM Coordinators and ITAM Reporting Status (Updated November 24, 2009)**

DAS EISPD requested a representative from each Agency to act as a coordinator for ITAM activities. The following table shows the point of contact for each of the reporting agencies as well as their status with regard to ITAM and software compliance reporting.

Agency Name	Agency ID	ITAM Coordinator Name	ITAM Report	Software Compliance Statement	Exception Request
Administrative Services, Dept. of	10700	James King	Received	Received	None
Advocacy Commissions Office, Oregon	13100	Helen Hoang	Received	Received	None
Agriculture, Dept. of	60300	Kevin Slater	Received	Received	Granted
Aviation, Dept. of	10900	Cindy Pease	Received	Received	None
Blind Commission	58500	James Wood	Received	None	Granted
Clinical Social Workers, Board of	12400	Martin Pittioni	Received	Received	None
Columbia River Gorge Commission	35000	Nancy Andring	Received	Received	None
Community Colleges & Workforce Development, Dept. of	58600	Al Pierce	Received	Received	None
Construction Contractors Board	91500	Shelly Wiles	Received	Received	None
Consumer and Business Services, Dept. of	44000	David P. Miller	Received	Received	Granted
Corrections, Dept. of	29100	Roy Bruce	Received	Received	None
Dentistry, Oregon Board of	834000	Patrick D. Braatz	Received	Received	None
Dietitians, Oregon Board of Examiners of Licensed	833414	Doug Van Fleet	Received	Received	None

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Agency Name	Agency ID	ITAM Coordinator Name	ITAM Report	Software Compliance Statement	Exception Request
Economic & Community Development Dept. of	12300	Clifford Priddy	Received	Received	None
Education, Dept. of	58100	Patty Fields-Cooper	Received	Received	Granted
Employment Department	47100 & 47101	Eric Erkenbeck	Received	None	Granted
Employment Relations Board	11500	Leann Wilcox	Received	Received	None
Energy, Dept. of	33000	Jim Gores	Received	None	None
Environmental Quality, Dept. of	34000	Dale Chipman	Received	Received	None
Fish & Wildlife, Dept. of	63500	David Mohney	Received	Received	None
Forestry, Dept. of	62900	Betsy Kelly	Received	Received	None
Forest Resources Institute, Oregon	62800	Kathy Storm	Received	Received	None
Geology & Mineral Industries, Dept. of	63200	Rudie Watzig	Received	Received	None
Government Ethics Commission, Oregon	19900	Virginia Lutz	Received	Received	None
Governor, Office of the	12100	James King	Received	Received	None
Health Licensing Agency, Oregon	83100	Janet Bartel	Received	Received	None
Housing & Community Services Dept.	91400	Robin Buchholz	Received	Received	None
Human Services, Dept. of	10000	Gerry Woock	Received	Received	Granted
Justice, Dept. of	13700	Roelin Smith	Received	Received	None
Labor & Industries, Bureau of	83900	Gary Lehto	Received	Received	None
Land Conservation & Development, Dept. of	66000	Jon Dunsmore	Received	None	None

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Agency Name	Agency ID	ITAM Coordinator Name	ITAM Report	Software Compliance Statement	Exception Request
Land Use Board of Appeals	66200	Kelly Burgess	Received	Received	None
Lands, Dept. of State	14100	Eric Andersen	Received	Received	None
Library, Oregon State	54300	Arthuro Guillen	Received	Received	None
Liquor Control Commission, Oregon	84500	Marc Otterbein	Received	Received	None
Medical Board, Oregon	84700	Mike Blasberg	Received	Received	None
Military Department, Oregon	24800	Pete Senser	Received	Received	None
Mortuary and Cemetery Board, Oregon	833417	Michelle Gaines	Received	None	None
Nursing, Board of	85100	Judith McEntee	Received	Received	None
Occupational Therapy Licensing Board, Oregon	833420	Felicia Holgate	Received	Received	None
Parks & Recreation Department	63400	Trygve (Trygg) Larson	Received	Received	None
Pharmacy, Board of	85500	Chrisy Hennigan	Received	Received	None
Physical Therapists Licensing Board	96900	James D. Heider	Received	Received	None
Police, Dept of State	25700	Monte Hogan	Received	Received	Granted
Psychologist Examiners, State Board of	12200	Debra Orman McHugh	Received	Received	None
Public Employees Retirement System	45900	Bryan Wynn	Received	Received	Granted
Public Safety Standards & Training, Dept. of	25900	Don Altermatt	Received	Received	None

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Agency Name	Agency ID	ITAM Coordinator Name	ITAM Report	Software Compliance Statement	Exception Request
Public Utility Commission	86000	Vikie Bailey-Goggins	Received	Received	Granted
Racing Commission, Oregon	86200	Ginger Simmons	Received	Received	None
Radiologic Technology, Oregon Board of	833426	Linda Russell	Received	Received	None
Real Estate Agency	91900	Greg DeMaderios	Received	Received	None
Revenue, Dept. of	15000	John Hylton	Received	Received	None
Secretary of State	16500	Kathy Rice	Received	None	None
Speech-Language, Board of Examiners for	833428	Sandy Leybold	Received	None	None
Tax Practitioners, State Board of	11900	Marika Dwyer	Received	Received	Granted
Transportation, Dept. of	73000	Kevin Erickson	Received	Received	Granted
Veterans' Affairs, Dept. of	27400	Bruce Craig	Received	Received	None
Water Resources Department	69000	Dave MacMillan	Received	Received	None
Watershed Enhancement Board, Oregon	69100	Dave MacMillan	Received	Received	None
Oregon Youth Authority	41500	Jerry Sevey	Received	Received	none

Note: DAS EISPD received IT Asset Inventory Reports from sixty (60) agencies. Fifty-three (53) agencies submitted an affirmative statement regarding the agency's compliance with all software license requirements. DAS EISPD will work with agency ITAM coordinators to improve agency reporting in this area for the 2010 inventory reporting cycle.

## 2009 IT Asset Inventory Report V1.0

### Table 7 – Exception Request Summary

Per the [ITAM Policy Exception Process](#) - several agencies requested and received specific exceptions to the reporting of specific asset types or asset attributes required in the ITAM Policy #107-004-010. The exception requests can be categorized into four major groups related to: Printer, PC, Other assets, and a broader General category. DAS EISPD received eleven (11) Exception Requests and approved all of the requests for the 2009 reporting cycle.

<b><u>Printer Assets</u></b>
Exception requests relating to: <ul style="list-style-type: none"><li>▪ Reporting of purchase date information</li><li>▪ Reporting on personal printers and Inkjet printers</li><li>▪ Reporting on printers under a particular dollar threshold</li></ul>
<b><u>PC Assets</u></b>
Exception requests relating to: <ul style="list-style-type: none"><li>▪ Reporting on PC assets that were in restricted or high security areas</li><li>▪ Reporting on PC assets that manage control systems (fire, HVAC, radio, etc)</li></ul>
<b><u>Other Assets</u></b>
Exception requests relating to: <ul style="list-style-type: none"><li>▪ Reporting of model number for various Network Assets</li><li>▪ Reporting the agency PDA inventory</li><li>▪ Reporting on digital cameras</li><li>▪ Reporting on monitors</li></ul>
<b><u>General Exception Requests</u></b>
Exception requests relating to: <ul style="list-style-type: none"><li>▪ Submission of the inventory report within the required timeframe</li><li>▪ Exclusion of purchase date on reported assets</li><li>▪ Exclusion of assets under a specific dollar threshold</li></ul>

Note: Policy Exception requests will be reviewed and appropriate adjustments to the ITAM Policy and associated attachments will be considered prior to the 2010 inventory reporting cycle.

**Figure 5 – ITAM Database Normalization**

This figure illustrates the kinds of summarizations made to normalize the Statewide IT Asset Inventory database. This illustration is not intended to be an exhaustive list of specifics, but rather is meant to convey the approach taken. Each column aligns the Type (Yellow Box) with examples of the raw data received – to the Normalized Type (Green Box). A similar approach was used in normalizing Subtype information.



**ITAM Resources**

EISPD ITAM Website: [http://www.oregon.gov/DAS/EISPD/ITIP/ITAM\\_index.shtml](http://www.oregon.gov/DAS/EISPD/ITIP/ITAM_index.shtml)

IT Inventory/ Management Policy: <http://www.oregon.gov/DAS/EISPD/ITIP/docs/107-004-010.pdf>

ITAM Submission Schedule:

[http://www.oregon.gov/DAS/EISPD/ITIP/docs/ITAM\\_Submission\\_Schedule.pdf](http://www.oregon.gov/DAS/EISPD/ITIP/docs/ITAM_Submission_Schedule.pdf)

ITAM Mandatory Attributes Table:

[http://www.oregon.gov/DAS/EISPD/ITIP/docs/ITAM\\_Inventory\\_Mandatory\\_Attributes\\_v1.pdf](http://www.oregon.gov/DAS/EISPD/ITIP/docs/ITAM_Inventory_Mandatory_Attributes_v1.pdf)

Inventory Definition Document:

[http://www.oregon.gov/DAS/EISPD/ITIP/docs/ITAM\\_Inventory\\_Definition\\_Document.v1.pdf](http://www.oregon.gov/DAS/EISPD/ITIP/docs/ITAM_Inventory_Definition_Document.v1.pdf)