

Inventory of Assets

ID	Asset category	Name of asset	Asset owner	Asset description	Impact	Notes

Checklist of assets

The following are examples of information assets which may be found in the organization.
This list is not final. Each organization must specify its own assets.

People

top management (members of the management board, members of the supervisory board, business unit managers)
employees - experts (e.g. system administrators, designers, security experts, etc.)
other employees

Applications and databases

application software (licensed)
various tools
databases

Documentation (in paper or electronic form)

contracts
correspondence with clients and partners
manuals
equipment documentation
training documentation
internal documents
plans
bookkeeping records
personnel documents

IT, communication and other equipment

desktop computers
UPS devices
power generators
power cables
servers
telephones
telephone exchange systems
scanners
photocopiers
backup tapes
fax machines
alarms
vehicles
cards and card readers

Infrastructure

offices
cabinets

Outsourced services

electrical power supply
information systems maintenance
mail and courier services
supervisory institutions