** Know Your**

**Information Technology**

Updated:

Next Review Date:

**TYPE:**  Computer Equipment/Hardware  Computer Software  Vital Records

Item:

Title and Version / Model Number:

Serial / Customer Number:

Registered User Name:

Purchase / Lease Price:

Purchase / Lease Date:

Quantity (equipment) or Number of Licenses (software):

License Numbers:

Technical Support Number:

Primary Supplier / Vendor:

Alternate Supplier / Vendor:

Notes:

Name of vital record:

Name of Business Function Vital Record Supports:

Type of Media:

Is it Backed Up?       How often is it backed up?

Type of Media for Backup:

Where is it Stored?

Can the record be recreated?

Notes: