Know Your Information Technology

Use this form to list computer equipment, hardware and software, vital records and your backup processes that you will need to fulfill your critical business functions. Duplicate the form for each item or record.

Updated: _____

Next review date: _____

Type

☐ Computer equipment/hardware   ☐ Computer software   ☐ Vital records

Item

Title and version/model number:
_____

Serial/customer number:
_____

Registered username:
_____

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:
_____

Company Representative

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:
_____

Frankenmuth
INSURANCE