

Information Technology Form

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: _____

Record type

Computer equipment/hardware Computer software Vital records

General item information

Item name: _____

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: _____

Business use information

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: _____