City of Waukesha
Asset Management Policy

I. **Purpose.** Enterprise asset management is the process of procuring, identifying, tracking, maintaining, and disposing of an asset owned by an enterprise. The Enterprise Asset Management Policy provides the processes and procedures for governing the enterprise asset lifecycle while an enterprise is using an asset. An inventory must be created and maintained to support the enterprise's mission. This inventory must be current and reflect the current assets owned and operated by the enterprise.

II. **Definitions.**

A. **Enterprise Assets** Enterprise assets are assets managed by the enterprise and have the potential to store, process, or transmit data. Types of enterprise assets include:

- End-user devices, such as desktops, workstations, laptops, tablets, and smartphones
- Network devices, such as wireless access points, switches, firewalls, physical/virtual gateways, and routers
- Non-computing/Internet of Things (IoT) devices, such as Industrial Control Systems (ICS), smart screens, printers, physical security sensors, and IT security sensors
- Servers, such as web servers, email servers, application servers, and file servers

B. **Acquisition** Purchasing new enterprise assets or obtaining new enterprise assets by transfer from another business unit.

C. **Discovery** The identification of new enterprise assets by actively searching for systems connected to the enterprise network. This process is constantly occurring throughout the lifecycle of an enterprise asset.

D. **Usage** The authorized use of enterprise assets by users. For the purposes of this document, users may include employees (both on-site and remote), third-party vendors, contractors, service providers, consultants, or any other user that operates an enterprise asset.

E. **Controlled Disposal** Retiring enterprise assets in a secure manner.

F. **Uncontrolled Disposal** Lost, stolen, or otherwise unaccounted for enterprise assets. As an enterprise grows, this tends to become a regularly occurring issue, and it is worthwhile to discuss the procedures around this before it becomes a problem.

III. **User Responsibility** Refer to sections C & D below.

IV. **IT Responsibility** The IT business unit is responsible for all enterprise asset management functions. IT is responsible for informing all users of their responsibilities in the use of any enterprise assets assigned to them.

III.

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Policy.

A.   Acquisition

1.   All enterprise assets acquired by the City must be purchased through the IT Department and applicable City purchasing policies.
2.   Purchases of enterprise assets must be reviewed by the IT Department, ensuring it will work with the city network and all applicable applications and hardware.
3.   Capital projects involving the acquisition of enterprise assets must be reviewed by the Information Technology Board during the budget process.
~~1.~~4.   The IT business unit shall assign unique identifiers to all existing and newly acquired enterprise assets.
~~2.~~5.   Each enterprise asset (e.g., desktops, laptops, servers, tablets), where applicable, must have an enterprise asset tag affixed to the device with this identifier.
~~3.~~6.   Record the enterprise asset identifier alongside other relevant information within the IT inventory. This is to include:

   (i)   ~~Enterprise asset identifier~~ Asset Name
   (ii)   ~~Date of purchase~~ Acquisition Date
   (iii)   Warranty expiration date
   ~~(ii)~~(iv)   Expiry Date (Replacement date)
   ~~(iii)~~(v)   Purchase price
   ~~(iv)~~(vi)   ~~Item description~~ Product Type (Laptop, Desktop, Server, etc.)
   ~~(v)~~(vii)   Manufacturer
   ~~(vi)~~(viii)   Model number
   ~~(vii)~~(ix)   Serial number
   ~~(viii)~~(x)   Name of the ~~enterprise~~ primary asset ~~owner~~ user and department. ~~(e.g., administrator, user), role, or business unit, where applicable.~~
   ~~(ix)~~   Site (~~P~~physical location) of enterprise asset, where applicable
   (xi)   Asset State (In Store, In Use, In Repair, On Loan, Expired, Disposed)
   ~~(x)~~(xii)   Physical (Media Access Control (MAC)) address
   ~~(xi)~~(xiii)   Internet Protocol (IP) address
   ~~(xii)~~(i)   ~~Warranty expiration date~~
   ~~(xiii)~~(xiv)   Any relevant licensing information

7.   IT will synchronize the Mobile Device Management inventory with the Asset Management database monthly.
~~4.~~8.   IT must verify the enterprise asset inventory every ~~six~~ three months. ~~or more frequently.~~

B.   Discovery

1.   Enterprise assets not included within the inventory must be investigated, as these assets may be unauthorized.

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(i)   Assets not owned by the enterprise must be removed from the network unless temporary access is granted by the IT business unit.

(ii)   Assets owned by the enterprise but not kept within the enterprise asset inventory must be added to the inventory.

2. Users are required to connect their enterprise assets to the enterprise network on a weekly basis, where practical.

3. Permanently air-gapped systems must be approved by IT.

4. IT must address unauthorized assets on a weekly basis at a minimum.

5. IT must choose to remove the unauthorized asset from the network, deny the asset from connecting remotely to the network, or quarantine the asset.

C. Usage. Refer to the Acceptable Use Policy.

D. Controlled Disposal

1. The primary end-user must ensure that records are retained in compliance with the Record Retention Policy.

1. ~~Enterprise assets to be decommissioned or retired must be returned to IT.~~

2. It is the primary user's responsibility to ensure any data that is stored locally has been removed.

2. ~~The primary end-user must make a copy of the user data, as needed.~~

3. Enterprise assets to be decommissioned or retired must be returned to IT.

3.4. IT will be responsible for the secure erasure of the primary memory storage device within the enterprise asset, where applicable.

4.5. IT will be responsible for updating the status of the enterprise asset within all enterprise management systems.

5.1. ~~The primary end-user must ensure that records are retained in compliance with the Record Retention Policy.~~

6. Document the removal of the enterprise asset from the enterprise within the asset inventory.

E. Uncontrolled Disposal

1. All lost or stolen enterprise assets must be immediately reported to the appropriate business units, including IT, cybersecurity, and finance.

2. A report must be filed with law enforcement for all enterprise assets assumed stolen.

3. Lost and stolen enterprise assets must have their access to enterprise data revoked as soon as possible.

(i)   The enterprise assets must also be removed from the inventory.

~~IV.~~V. **Penalties for Violations.** Violations of these rules will subject the User to discipline, up to and including termination, as provided in Human Resources Policy G-3.

Passed by the Information Technology Board on the 4th day of February 2026.~~5th day of March 2025.~~

~~Approved by the Common Council on the~~ 17th day of February 2026.~~11th day of March 2025.~~

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Shawn N. Reilly, Mayor