



## 7. KNOW YOUR INFORMATION TECHNOLOGY

**USE THIS FORM TO LIST THE COMPUTER EQUIPMENT, HARDWARE AND SOFTWARE, VITAL RECORDS AND YOUR BACK UP PROCESSES THAT YOU WILL NEED TO FULFILL YOUR CRITICAL BUSINESS FUNCTIONS.**

### **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:

### **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 Re-created? \_\_\_\_\_

Notes:

Last Updated: \_\_\_\_\_

Next Update: \_\_\_\_\_