

Organisation IT Asset Register

In order to maintain organisational control over IT related assets such as domain names & websites, it is important that a record is maintained by the committee to allow a seamless handover of management should the existing IT manager leave the organisation.

Web related assets should be treated the same as any other asset the organisation holds and be documented and overseen by the committee to avoid any loss of or disruption to the organisations online presence.

The following is the minimum information that should be collected:

Web Related Assets

1. **Domain Name** (for each domain name)
 - a. Domain Name (ie myorganisation.com.au)
 - b. Domain Name Password
 - c. Registrar
 - d. Registrant Details (owner)
 - e. Contact Details
 - f. Technical Contact Details
 - g. Renewal Date
 - h. Renewal Cost
 - i. Domain Name settings (locked, auto renewal etc)

2. **Website**
 - a. Primary Domain Name
 - b. Hosting Company
 - c. Type of site (content Management ie Wordpress/Wix or hard coded)
 - d. Control panel URL
 - e. Admin Login details
 - f. User accounts
 - g. Renewal date
 - h. Renewal cost
 - i. Amount of space available

3. **Email**
 - a. Email Hosting Company
 - b. Control panel URL
 - c. Admin login details
 - d. User accounts
 - e. Renewal date
 - f. renewal cost
 - g. amount of space available per user account

4. **Additional IT Facilities (ie Jotform, Mailchimp etc)**
 - a. Type of Facility (forms, newsletter etc)
 - b. Control panel URL
 - c. Admin login details
 - d. User accounts
 - e. 2nd factor login requirements
 - f. Cost & renewal date