**CITY AUDITOR REPORT**

**INFORMATION TECHNOLOGY -**

**ASSET INVENTORY COUNT & CONTROLS**

**NOVEMBER 9, 2020**

**THIS AUDIT PROJECT’S SCOPE COVERS SECURITY-SENSITIVE INFORMATION FOR WHICH THE OPEN RECORDS ACT DISCLOSURE EXCEPTIONS PROVIDED BY K.S.A. 45-221 (a) (12) APPLY. DUE TO THIS, THESE SECURITY-SENSITIVE DETAILS HAVE BEEN PROVIDED *ONLY* TO THE OLATHE CITY COUNCIL AND SELECT MEMBERS OF THE EXECUTIVE MANAGEMENT TEAM.**

**BELOW IS A DESCRIPTION OF THE PROJECT’S PURPOSE AND SCOPE FOR GENERAL PUBLIC INFORMATION.**

**INTRODUCTION**

In 2019, the Information Technology (IT) department began conducting a City-wide inventory of technology/computer assets. The count was begun to verify the assets in City possession and confirm that asset records accurately and completely reflected assets on hand. Four main locations/departments inventory were counted when the COVID-19 pandemic and related staff furloughs interrupted progress. Management took advantage of this pause to begin evaluating criteria used to select assets to be counted.

**AUDIT SCOPE**

The focus for the IT Asset Inventory audit was on review of documentation, count methods, and segregation of duties for the inventory counted to date. Additionally, IT asset records and tracking/monitoring controls were assessed, as risks in these areas are elevated by the rise of pandemic ‘work from home’ technology use outside City premises. To assess a control or method in these areas, the following gauges were used:

* applicable sections of the National Institute of Standards and Technology (NIST) *‘Framework for Improving Critical Infrastructure Cybersecurity’* **(overview included for reference at Appendix I, following)**
* to supplement interpretation of the above Framework, applicable sections of NIST Special Publication 800-53 *‘Security and Privacy Controls for Federal Information Systems and Organizations’*
* sound/commonly used internal control principles

The scope of this audit included review, testing and assessment of:

* Counted IT inventory documentation and records
* Asset categories counted/planned for counting
* Count and count documentation segregation of duties (*or* compensating controls)
* Asset controls in place to identify transfers, additions, and disposals
* Policies or guidelines established for inventory count timing, frequency, and methodology
* Tracking systems and/or monitoring controls for the location, custody and access of assets

