People are the primary assets in any organization. Information and physical assets support the work of and service to people. The first step in protecting data, equipment, supplies, furnishings, buildings and grounds involves inventory systems. The next group of forms provides baseline information for each category of physical assets.

Form		Contents
F	Computer Inventory	Locations, values, vendors, specifications. Depending on your network, you may have to do this manually. Domain networks could use a free inventory program like Spiceworks or TechAtlas.
G	Software Licensing	Names of software applications, vendors, support, license codes and a copy of installation discs.
H	Furniture and Equipment Inventory	Descriptions, locations, value, use, vendors/suppliers.
I	Supplies Inventory	Items, brands, quantity, vendors, price.
J	Workspace Inventory	Photos and/or inventory of each office/workspace
K	Shelf and File Inventory	Titles, file types, use, location and value.
L	Land and Buildings Inventory	Acreage/square footage, appraisal value and dates, with dated photographs.

Recent photographs of all categories of physical assets provide both invaluable insurance records and offer supporting documentation to lists and databases related to such assets. Digital photography and/or video recordings of space and items in all locations offer an affordable way to record this information.