

Digital Asset Register

Recommended Document Structure

1. Document Version & Control

Version	Date	Author	Reviewed By	Comments
1.0	2024-06-01	Jane Doe	John Smith	Initial draft

2. Purpose & Scope

Briefly describe the purpose of the register and define the scope, including the types of digital assets covered (e.g., data, software, licenses, digital content, etc.).

3. Asset Inventory Table

Asset Name	Description	Owner	Location / Platform	Classification	Acquisition Date	Status
Website CMS	WordPress for main site	IT Dept.	Wordpress.com	Internal	2022-04-15	Active
Stock Photo License	Annual Shutterstock subscription	Communications	shutterstock.com	Licensed Asset	2024-01-10	Active

4. Asset Details (Optional for Each Entry)

- Technical Specifications
- Associated Contracts/Agreements
- Access Rights and Permissions
- License Expiry/Renewal Dates
- Backup Schedule

5. Roles & Responsibilities

- Asset Owner: Responsible for maintaining asset information and ensuring its protection.
- Custodian: Handles day-to-day management and security of the asset.
- User: Individuals/groups with authorized access.

6. Review & Maintenance Schedule

- Periodic review frequency (e.g., annually, bi-annually).
- Responsible parties for asset updates.

Important Notes

- Keep the register updated as assets are acquired, changed, or disposed of.
- Ensure that asset ownership and classification are clearly defined for accountability and risk management.
- Regularly review access rights to minimize security risks.
- Compliance with regulatory or industry standards may require additional asset details.
- Back up the register and restrict access to authorized personnel only.

