Queensland Government Enterprise Architecture

Information asset register guideline

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*Information asset register guideline*

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Information security

This document has been security classified using the Queensland Government Information Security Classification Framework (QGISCF) as PUBLIC and will be managed according to the requirements of the QGISCF.

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# Introduction

## Purpose

1. A Queensland Government Enterprise Architecture (QGEA) guideline provides information for Queensland Government agencies on the recommended practices for a given topic area. Guidelines are generally for information only and agencies are not required to comply. They are intended to help agencies understand the appropriate approach to addressing a particular issue or doing a particular task.
2. This guideline specifies the minimum suggested requirements for an information asset register. Queensland Government agencies can use this document to assist with the development of requirements for an information asset register or compare this guideline with existing requirements.

## Audience

1. This document is primarily intended for information custodians and managers of information assets.

## Scope

### In scope

1. This guideline relates to the domains within the information layer of the QGEA and applies to all agencies of the Queensland Government.

The intent of this document is to describe typical content that may be required to be captured in an information asset register irrespective of the different types of information assets, for example, spatial information assets, strategic information assets and published information assets.

### Out of scope

1. The following are considered out of scope of the current guideline:
* detailed field specifications for an information asset register
* an approach to implementing an information asset register
* detailed procedures for maintaining an information asset register
* recommendations relating to ICT products that can support information asset registers.

# Background

1. A principle of effective information custodianship requires information to be maintained relating to an organisation’s holdings of information assets. A number of information asset registers exist that contain details of the Queensland Government information holdings. Some of these relate to holdings of specific types of information assets. Examples include the Register of Statistics that contains details of strategic information holdings, and the Intellectual Property Register that records details about the government’s intellectual property holdings.
2. This guideline has been developed to assist agencies to develop an information asset register for its information asset holdings. Depending on the extent of information already gathered, agencies may wish to extend existing agency registers based on the information contained in this guideline. Alternatively agencies may choose to capture additional information that has not been identified in this guideline.

# What is an information asset register?

1. Within the associated guideline identification and classification of information asset/s is defined as:
2. *An identifiable collection of data stored in any manner and recognised as having value for the purpose of enabling an agency to perform its business functions, thereby satisfying a recognised agency requirement.*
3. *Data or information that is referenced by an agency, but which is not intended to become a source of reference for multiple business functions is not considered to be an information asset of the agency...[[1]](#footnote-2)*
4. The [Information custodianship policy(IS44)](https://www.qgcio.qld.gov.au/products/qgea-documents/548-information/2632-information-asset-custodianship-policy-is44) requires agencies to establish and maintain an information asset register. An information asset register lists the existing information assets across all of the business units within an organisation. It enables users of information to identify the available information resources from a single source and provides information custodians with an overview of the information assets under their care.
5. An information asset register ensures that agency information is identified, defined and organised in a way that will facilitate access to and reuse of this information. A register will assist to avoid any unnecessary duplication of information.

# Structure of an information asset register

The type of information that may be captured as part of an information asset register is contained in table 1 below. This suggested information is based on the following sources:

* [Queensland Government ICT planning methodology](https://portal.qgcio.qld.gov.au/products/qgea-documents/547-business/2516-ict-resources-strategic-planning-is2-business), QGCIO (Queensland Government employees only)
* Open Data Information Catalogue, DSITI
* [Queensland Government Information Architecture](https://www.qgcio.qld.gov.au/products/information-architecture), QGCIO
* [Queensland Government ICT profiling standard](https://portal.qgcio.qld.gov.au/products/qgea-documents/547-business/2602-qgea-standard-data-requirements) within IS2, QGCIO (Queensland Government employees only)
* [IS34 – Metadata](https://www.qgcio.qld.gov.au/products/qgea-documents/548-information/2458-metadata-is34), QGCIO
* [IS18 – Information security](https://www.qgcio.qld.gov.au/products/qgea-documents/549-information-security/2704-information-security-is18policy), QGCIO
* [IS44 – Information custodianship](https://www.qgcio.qld.gov.au/products/qgea-documents/548-information/2632-information-asset-custodianship-policy-is44), QGCIO
1. **Note:** The middle column indicates the recommended minimum requirement for an information asset register.

#### Information asset register content

| 1. **Type**
 | 1. **Req’d?**
 | 1. **Description**
 |
| --- | --- | --- |
| 1. **Asset detail information**
 |
| 1. Asset identifier
 | 1. 🗹
 | 1. Unique identification code to identify the asset.
 |
| 1. Information asset title
 | 1. 🗹
 | 1. Business use name for the information asset.
 |
| 1. Information asset description
 | 1. 🗹
 | 1. A description regarding the nature of the information contained in the information asset and how the information is used.
 |
| 1. Creator
 |  | 1. Organisation or position responsible for creating the content of the information asset.
 |
| 1. Original acquisition/ creation date
 | 1. 🗹
 | 1. Date that the information asset was acquired or created.
 |
| 1. Keywords
 | 1. 🗹
 | 1. Theme or keywords that may enable faster searching for the information asset.
 |
| 1. Language
 |  | 1. Publication language or languages in which the information is available.
 |
| 1. Publisher
 |  | 1. Name of the department or other third party responsible for publishing the information.
 |
| 1. Audience
 |  | 1. The intended audience for the use of the information asset.
 |
| 1. **Asset storage information**
 |
| 1. Originating source
 |  | 1. Internally created or sourced externally.
 |
| 1. Location
 |  | 1. The physical storage location of information assets both electronic and physical.
 |
| 1. Source systems
 |  | 1. The business use name of supporting business applications and systems used to capture the information.
 |
| 1. Storage
 |  | 1. Details of primary physical storage systems used to store electronically held information assets.
 |
| 1. Storage format
 |  | 1. Details of file formats for the electronic storage of the information.
 |
| 1. **Asset usage information**
 |
| 1. Department
 |  | 1. Details of the department principally responsible for the capture, storage, usage of the information asset.
 |
| 1. Mandate
 |  | 1. The specific warrant which requires the resource to be created or provided.
 |
| 1. Role
 |  | 1. The role of the agency with reference to its operations on the information asset. The possible roles are:
* creator – direct interaction with the entity from which data is obtained[[2]](#footnote-3) and stored to create an information asset or generate an original set of data in the information asset
* referencer – refers to information from a source[[3]](#footnote-4) using an ID. Does not update the information asset. Only the ID is stored locally.
* acquirer – gets information from a source and either uses and/or stores again as a separate asset, but makes no modifications
* modifier – gets information from a source and modifies the information for own purposes, accepts updates to its own copy of the information asset
* aggregator – gets information assets from a number of sources and combines the information into a new information asset. Does not accept the boundaries of the previous information assets and attempts to create a new one.
 |
| 1. Frequency of updates
 |  | 1. The frequency with which information asset content is updated.
 |
| 1. **Asset classification information**
 |
| 1. Information asset classification – QGEA
 |  | 1. Details of primary, secondary and tertiary classifications to the domains of the Queensland Government Enterprise Architecture Information Classification Framework.
 |
| 1. Other information classification
 |  | 1. Details of classification to other information classification framework.
 |
| 1. Security classification
 | 1. 🗹
 | 1. Details of classification to the Queensland Government Enterprise Architecture Security Classification Framework.
 |
| 1. Information exchange capability
 |  | 1. The ability of the asset to support a limited or wide range of information exchange scenarios. The standard information chronometry types are used to indicate the temporal capability of the information asset as follows[[4]](#footnote-5):
* last known versionNote: for the purposes of assessment, it is assumed that **all** information assets can support last known version
* point in time
* event based.
 |
| 1. **Asset management information**
 |
| 1. Information asset owner
 | 1. 🗹
 | 1. Title and name of the information asset owner.
 |
| 1. Information asset custodian
 | 1. 🗹
 | 1. Title and name of the position within the organisation which is the custodian.
 |
| 1. Point of contact – key creator/user/manager of the information
 |  | 1. Position responsible for ensuring that the quality of the information is maintained and acts as the single point of contact in relation to information quality issues.
 |
| 1. **Asset constraints**
 |
| 1. Access constraints
 | 1. 🗹
 | 1. Specific constraints relating to access to the information asset.
 |
| 1. Use constraints
 | 1. 🗹
 | 1. Specific constraints relating to the use of the information asset.
 |
| 1. Risk profile
 |  | 1. Specific risks to the organisation relating to the misuse or unavailability of the information asset and details of mitigation strategies.
 |
| 1. Access rights
 | 1. 🗹
 | 1. Rules related to the publication or sharing of the information asset content.
 |
| 1. **Asset condition/assessment information**
 |
| 1. Business impact
 |  | 1. The significance of the asset to the business in terms of the impact of failure, scope of usage, coverage and support to the business in meeting its operational and service delivery requirements.
 |
| 1. Technical condition
 |  | 1. The health of an asset in terms of its performance, maintainability, and alignment with the corporate architecture and best practices.
 |
| 1. Future business value
 |  | 1. The capability of the asset to support future business strategies and objectives of the organisation.
 |
| 1. Last review date
 |  | 1. Date on which the assessment was last carried out.
 |
| 1. Performance
 |  | 1. Assessment of the overall performance of the asset in terms of meeting the business need versus the overall management overhead.
 |
| 1. **Asset history**
 |
| 1. Major maintenance history
 |  | 1. Dates and details of changes and enhancements to the information asset.
 |
| 1. Retirement details
 |  | 1. Dates and details relating to the retirement or replacement of the information asset.
 |

1. For the formal definition of an information asset, refer to the QGEA definition paper - *What is information architecture?* available on the [QGCIO website](http://www.qgcio.qld.gov.au/qgcio/architectureandstandards/qgea2.0/Pages/azqgeadocs.aspx#i). [↑](#footnote-ref-2)
2. Direct interaction with an entity refers to both a request for information from a person or organisation as well as measurement of a physical object. For example, a person provides their name and address details to the Department of Communities or an engineer from Main Roads takes some measurements of a bridge dimension in the field or an officer conducts an inventory of stationery stock. [↑](#footnote-ref-3)
3. Receiving information from a source implies that the agency did not have a direct interaction with the entity. For example, if the Department of Environment and Resource Planning (DERM) receives survey information from a Main Roads survey of a road in Toowoomba, then Main Roads is the source of the information from a DERM perspective. [↑](#footnote-ref-4)
4. Based on the information chronometry types in the GEA White Paper **I-O** *Information Architecture Supporting Classifications*  [↑](#footnote-ref-5)