

# Estate Valuations & Pricing Systems, Inc.

## Asset Management Policy

### Summary

EVP Systems acquires, uses, tracks, and decommissions assets—both physical and virtual—in the course of its business according to this policy. All EVP Systems property is subject to this policy, though it primarily concerns itself with the assets that are deemed vital to the performance of the company’s function, including and especially resources that can store and maintain data.

### Acquisition

EVP Systems continually acquires new assets, of various types, to perform its work functions. It is vital that each type of asset acquired be properly instantiated, configured, and tracked.

All acquisition of significant assets need to be approved by senior company management, and new resources must be added to the company’s official asset inventory.

### Workstations

EVP Systems currently uses Dell desktop computers with Windows 10 Professional installed. Dell laptops are available for emergency or business-continuity situations, also with Windows 10 Professional. Each workstation must be configured using the “Workstation Installation Process,” including using company-only accounts and at-rest disk encryption.

### Servers

All EVP Systems servers are EC2 (Elastic Compute Cloud) instances at Amazon Web Services, running Ubuntu 20.04 LTS, and configured according to the “Infrastructure Installation Process.” They should be ordered as Reserved Instances, with a one-year term.

### File Systems

For AWS servers, boot file systems must be EBS (Elastic Block Store) volumes, so they can allow replacement of the hosting virtual server without data loss. They must be encrypted.

Shared AWS filesystems must be EFS (Elastic File System) volumes. They must be encrypted.

## Databases

All EVP Systems databases are AWS-hosted RDS (Relational Database Service) instances, configured according to the “Infrastructure Installation Process.” They must have automatic failover enabled, be encrypted, and be configured to automatically keep three days of backup snapshots.

## Paper Records

EVP Systems discourages the creation of paper records, both for environmental and security reasons. All paper records that are acquired must have a business justification for their creation, and must be stored in a locked file cabinet or desk when not in use, at a company office, which itself must have locked doors and other security measures during non-business hours.

## Use

Assets owned by EVP Systems are to be used solely by EVP Systems employees in the course of performing their job function. All other uses are prohibited, and subject to the “Employee Disciplinary Process.”

If an asset is badly suited or ineffective for the particular function it is being used for, it may be replaced with a new, more appropriate resource, acquired through the process defined above. The inappropriate asset will either be transferred within EVP Systems (per the process below) or decommissioned (per the “Decommissioning” section of this document).

If an asset is to be transferred inside EVP Systems to another employee or function, it’s location and intended use must be updated in the official asset inventory. If it is a resource that can potentially store information—a workstation, a database, removable media, etc.—it must be completely wiped and reinstalled from scratch, according to the appropriate installation process. If it is a cloud-based asset, it is company policy that it be decommissioned and a new asset instantiated, instead of being erased and reused.

## Decommissioning

When resources used by EVP Systems in the course of its business reach the end of their useful life, they are decommissioned as per the following process. This ensures that any and all EVP Systems data, client information, or other details are transferred off, removed, or destroyed in the process, as appropriate.

## Workstations

Windows workstations and laptops at EVP Systems are re-imaged annually with the latest standard built, but when they reach the end of their useful life, they are replaced with new hardware.

No backups are taken of workstations, nor is any company or client data stored locally on the machines.

Retired workstations are erased either with DBAN (if they have spinning-platter hard drives) or PartedMagic (if they have SSDs). The devices are then delivered to an electronics recycling facility to be safely and environmentally disposed of.

If a workstation cannot be reformatted with DBAN or PartedMagic for any reason, or if their erasure attempts fail, the storage medium is removed from the workstations and physically destroyed using a drill.

## Servers

EVP Systems servers are shared virtual machines, hosted at Amazon Web Services (AWS), in their us-east-1 region. When a server is retired, its boot partition is snapshotted and either re-used for a new server instance (if the retiring server is being replaced) or retained for at least 30 days before being deleted (if the server is being entirely removed). The server itself is marked as terminated, and goes through the standard AWS reclamation process.

## Filesystems

When an AWS server is decommissioned, its boot partition is either re-used on a new server or snapshotted and retained for at least 30 days before being deleted. If it is deleted, the storage goes through the standard AWS reclamation process.

If an AWS file system that is not a boot partition is decommissioned, it is detached from all the hosts that mount it, it is snapshotted, and then retained for at least 30 days before being deleted. When it is deleted, it is reclaimed by the standard AWS process.

## Databases

EVP Systems hosts all its databases as RDS instances at AWS.

When an individual database is decommissioned, it is snapshotted and retained for at least 30 days before being deleted. When a database server is decommissioned, all the databases hosted on it are snapshotted and retained for at least 30 days before being deleted. Once a database snapshot is deleted, it goes through the standard AWS storage reclamation process.

In addition, any nightly snapshots of the deleted database are also deleted, as are any nightly filesystem dumps of the database, and the off-site backups of same.

### Other Storage Media

Compact Discs (CDs), Digital Video Discs (DVDs), thumb drives, or any other electronic storage media are physically destroyed when they are decommissioned, with a hammer.

### Paper Records

When any paper records containing company or client data are no longer needed, they are shredded by a cross-cut shredder, resulting in debris that meets Security Level 3 standards.

## Tracking

All assets used by EVP Systems employees in the course of performing their job functions should be tracked in the official asset inventory, by some unique identifier—their MAC address, serial number, brand name, or location of physical installation. In the case of virtual assets, their name or storage location should be used.

If an asset is reassigned, moved, decommissioned or changes function, the asset inventory must be updated to reflect its new status. If and when new assets are acquired, the asset inventory should also be updated to reflect them.

Last Updated: April 30, 2021