Education and Workforce Development Cabinet
POLICY/PROCEDURE

Policy Number: EDU-12

Effective Date: March 1, 2005
Revision Date: December 20, 2012

Subject: Computerized data storage on Education and Workforce Development Cabinet (EDU) servers or workstations.

Policy: This policy supports the Education Cabinet (EDU) for end-user computerized data storage.

Scope: This policy applies to all EDU employees and contractors, including all persons providing contractor services, who use, process, or store computerized data relevant to agency business on an EDU maintained server or workstation.

Policy/Procedure Maintenance Responsibility: The EDU Agency Security Contacts (ASC) is responsible for the maintenance of this policy. The Chief Information Officer (CIO) is responsible for the revision of the EDU Policy and Procedures Manual (PPM). The EDU CIO is responsible for authorizing all changes to the PPM.

Applicability: All EDU employees and contractors shall adhere to the following policy.

Responsibility for Compliance

Each Department is responsible for assuring that employees within their organizational authority have been made aware of the provisions of this policy, that compliance by the employee is expected, intentional misuse and/or inappropriate use may result in disciplinary action pursuant to KRS 18A up to and including dismissal. It is also each Department's responsibility to enforce and manage this policy.

Overview

Storage of computerized data on workstations and server is vital to EDU. Business and critical information must be stored on file servers rather than on desktop workstations so functions like archive/retrieval and backup/restore can be done for disaster recovery.

Procedure

Any business or critical files must either be copied or configured to store on the user's folder on a file server share point. Properties of "MY Documents" folder should be configured to point to a user's folder on a file server share point.

Procedural Issues

Any non-business or non-critical files should not be stored on the file server share point. Any personal pictures (bmp, gif, jpg) files, music files and other files determined to be non-business (personal) shall be subject to removal from the file server. Any exceptions to file storage must be submitted for approval using form EDU_F03.

Review Cycle:
Annually

Timeline:
Review Date: November 27, 2012
Reviewed By: EDU Agency Security Contacts

Enterprise Security and Policies
Cross Reference:
https://gotsource.ky.gov/docushare/dsweb/Get/Document-301105/

OTS Standards
Cross Reference:
EDU-F03 -- Security Request Change Form