

7-16-60-1

RESOLUTION NO. 260-16 7-26-16

COL Amend IT Policy No. 11

Amending the Cayuga County Computer Hardware-Software Policy No. 11 and adding Policy 11 – 26 titled “Disaster Recovery Plan”.

BY: Hon. Ryan Foley, Chairman Government Operations

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and

WHEREAS, the County wishes to amend the **Cayuga County Computer Hardware-Software Policy 11, adding Policy 11 – 26 titled “Disaster Recovery Plan”**; and

WHEREAS, the County wishes to amend the **Cayuga County Computer Hardware-Software Policy No. 11, Page 3 by adding the following bulleted text between the fifth and sixth existing bullets thereby becoming the new sixth out of seven bullets listed under County Departments**; “Communicating the Cayuga County Information Technology Disaster Recovery Plan” and

WHEREAS, the County wishes to amend the **Cayuga County Computer Hardware-Software Policy No. 11, Page 16 by updating the following text from;**

“The network will simply a conduit for the information and shall be encrypted and segregated on a distinct VLAN.”

To;

“The network will simply be a conduit for the information and shall be encrypted and segregated on a distinct VLAN.”; and

WHEREAS, the County wishes to amend the **Cayuga County Computer Hardware-Software Policy No. 11, Page 74 by removing the following redundant text;**

“Decommissioning of Assets: All hardware slated for disposal by any means must be fully wiped clean of all County data. The County’s IT department will assume responsibility for decommissioning this equipment by deleting all files, County-licensed programs, and applications using a pre-approved disk-sanitizer. This sanitizer must **completely overwrite** each and every disk sector of the machine with zero-filled blocks. In addition, any property tags or identifying labels must also be removed from the retired equipment.”; and

WHEREAS, the County wishes to amend the **Cayuga County Computer Hardware-Software Policy No. 11, Page 74 by updating the following text from;**

“Before any computer or other storage enabled device or media leaves County premises, all data stored on the computer/device must be encrypted ensuring any current or previously stored information on the media is not recoverable by unauthorized parties. Prior to disposal, any storage device must be physically shredded. All technology related equipment must be sent to IT for proper data removal and disposal.”

To;

“Before any computer or other storage enabled device or media leaves County premises, all data stored on the computer/device must be encrypted ensuring any current or previously stored information on the media is not recoverable by unauthorized parties. Prior to disposal, any storage device must be physically shredded. Hard drives shall be degaussed prior to shredding. All technology related equipment must be sent to IT for proper data destruction and disposal.”; therefore be it

RESOLVED, the County Legislature does hereby adopt the attached amended “**Information Technology Governance and User Handbook for Information Security**” Policy No. 11 Policy; and be it further

RESOLVED, that said amended policy number 11 in the County Policy Manual be distributed by the Clerk of the Legislature to all County Department Heads; and it is further

RESOLVED, that this resolution will take effect immediately upon adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 26th DAY OF JULY 2016 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

7-27-16 7:48AM


CLERK, CAYUGA COUNTY LEGISLATURE