

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON

RESOLUTION

NO.: 2017- 001

TO ADOPT REVISIONS TO KITTITAS COUNTY TECHNOLOGY POLICIES

- WHEREAS, Kittitas County has previously adopted a set of technology policies; and
- WHEREAS, It is in the best interest of Kittitas County to regularly review and update policies to align with current technology and county practices; and
- WHEREAS, The technology policies have been reviewed and revised by the Kittitas County Information Technology Committee with a recommendation to adopt said revised policies; and
- WHEREAS, The Kittitas County Board of County Commissioners wishes to clearly state the amended technology policies of Kittitas County and to provide for distribution of these policies to affected decision makers; and

NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Kittitas County, Washington authorizes the adoption of the Kittitas County Technology Policies that are attached hereto and incorporated herein by this reference.

ADOPTED this 3rd day of January, 2017.



Attest:  
Clerk of the Board

Julie A. Kjorsvik  
Julie A. Kjorsvik

BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

[Signature]  
Commissioner, Chair

[Signature]  
Commissioner, Vice Chair

[Signature]  
Commissioner

# MEMO



To: Board of County Commissioners

From: Jim Goeben, IT Director

Date: January 3, 2017

Subject: Recommended changes to Technology Policy 3 – Purchasing and Inventory of Technology

IT recommends a modification of Technology Policy 3 – Purchasing to incorporate changes made by the commissioners to the computer rotation process with the implementation of the Computer Replacement Internal Service (CRIS) fund. The IT Committee approved these changes on 12/13/2016 and recommends the board adopt the changes.

Below are the recommended changes.

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## 3. Purchasing and Inventory of Technology

### 3.1 Summary

IT purchases and manages all inventoried technology.

### 3.2 References

1. CAMAS – Purchase Request
2. KCIT User Wiki – Software employees can install and update
3. Kittitas County Financial Policies
4. Technology Policy 1 - Enforcement
- 4.5. Technology Policy 6 – Personal Equipment
- 5.6. Technology Policy 7 - Data Management, Access, and Protection
- 6.7. Technology Policy 13 - Mobile Devices

### 3.3 Definitions

#### 3.3.1 Computer

An electronic device for storing and processing data, e.g. desktop, laptop, and tablet computers.

#### 3.3.2 Department software

Software that is used by one department or a limited number of departments (e.g. Esri, GoToMyPC, and ArchiveSocial), or is an off-the-shelf license (e.g. Adobe Acrobat).

### **3.3.3 Enterprise software**

Software that is used across all departments and a server software component (e.g. Microsoft Office and Laserfiche).

### **3.3.4 Inventoried technology**

Any hardware item installed in or connected to a computer or the county network that has a value over \$100 or would be considered small and attractive.

## **3.4 Policy**

### **3.4.1 Purchasing**

IT will purchase all inventoried technology assets (refer to definition above). Non-inventoried technology purchases will be made by the department. Refer to section 3.4.3 Funding Source.

Examples of inventoried technology purchases made by IT are:

- Computers, monitors, and software (see Kittitas County Financial Policies)
- Internal computer components
- Network devices, e.g., Wi-Fi access points, routers, switches
- Printers/scanners
- Uninterruptable Power Supplies (UPSs)
- Minor computer software (<\$5000)
- GIS and GPS equipment
- External drives (portable hard drives, CD/DVD, network attached storage)
- USB devices (excluding flash drives)

Exceptions of department purchased equipment that ~~should you are strongly encouraged to have~~ be reviewed by IT before purchasing (if the ~~item connects~~equipment will be connected to a computer or the network):

- Digital cCameras
- Smartphones – see Technology Policy 13 - Mobile Devices
- Copiers
- Surveillance video cameras
- Vendor supplied or required hardware
- Capital computer software (>=\$5000)
- Audio/video equipment

See the KCIT User Wiki – Technology Recommendations for knowledgebase for pre-approved technology.

Examples of non-inventoried technology purchases made by departments are:

- Flash drives, device memory cards
- CDs/DVDs
- Keyboards and mice
- Toner and printer supplies
- Surge protectors

### **3.4.2 Standardized Computer Software and Hardware**

IT defines/designates standard computer software and hardware for commonly used applications in order to ensure compatibility between computer systems and manage the provisioning of user support. If non-standard software or hardware is needed, IT will work with the department to select an appropriate solution.

You may not use non-standard software or hardware, including personally owned software or hardware, on county computer systems without IT pre-approval. If IT approves installation of non-standard software or hardware, the county-IT shall not be responsible for its operation and/or maintenance. You may not install personally owned software on county owned equipment (see Technology Policy 6 – Personal Equipment). IT may remove any non-standard software and/or hardware that might compromise/affects the operation of the user/the county network or any county-owned computer or the network, or any unauthorized software or hardware discovered during routine maintenance operations or monitoring. IT will notify the DH/EO prior to software removal unless there is an immediate threat to the computer or network in which case the DH/EO will be notified after the removal.

### **3.4.3 Funding Source**

- Desktop Licenses for department specific and enterprise computer software (e.g. Microsoft Office, Adobe Acrobat, Esri, and Laserfiche) is funded by the requesting department.
- -Maintenance for department specific software (e.g. Esri, GoToMyPC, and ArchiveSocial) is funded by the requesting department.
- Maintenance for Enterprise enterprise computer software (e.g. Laserfiche, Microsoft Office) may be funded by IT as directed/approved by the BOCC.
- Network hardware (everything to the computer) is funded by IT. If a purchase was not budgeted, or is for the sole benefit of a non-general fund department, the department may be asked to provide funding or the purchase may be postponed until budgeted.
- Desktop hardware (including computers) is funded by the requesting department. Computer replacement is funded by the department; however, computers initially purchased by the general fund are funded by the computer replacement fund. Computer and monitor additions to the county inventory (not replacing equipment on rotation) are funded by the requesting department.

- Computer and monitor replacement is funded by the Computer Replacement Internal Service (CRIS) fund to which the general fund and non-general funds contribute annually.

#### **3.4.4 Servers**

IT Director will only authorize the addition of a virtual server to the county network at the request of the department's DH/EO.

#### **3.4.5 Computers and Monitors**

Each user having a need for a computer will receive equipment appropriate to their duties. IT will consult with users and DH/EOs to make this determination.

There will be one right-sized system per user, whenever possible.

Standard equipment combinations:

- Desktop computer with one monitor (or 2 depending on monitor size and need; additional monitors may be rented if required), or
- Laptop computer with docking station and monitor, or
- Tablet computer with docking station and monitor

Non-standard equipment may be coordinated with the DH/EO and will be billed accordingly.

Additional equipment internal or external to the computer will be purchased by the DH/EO and may be retained by the DH/EO. Examples include: mouse, keyboard, expansion card, and external optical disk drive.

Only computers, monitors, and network equipment purchased by IT may be connected to the network or a computer connected to the network. Departments/offices/others may not purchase this equipment and connect it to the network or a computer connected to the network. Computers and monitors provided to the county by a third party must be pre-coordinated through IT before they may be connected to the county network or a computer connected to the network.

Each desktop computer will be equipped with one monitor. Funding for additional monitors and its replacements will be provided by the department. Salvaged monitors may be provided at DH/EO request and at the IT Director's discretion.

#### **3.4.6 Software**

All software less than \$5000 will be purchased by, stored in, and maintained by the IT department. IT will ensure compliance with software copyrights and licenses. For more information see KCIT User Wiki – Software employees can install and update.

#### **3.4.7 Inventory**

- IT maintains the inventory of all computers, (e.g., servers, desktops, laptops, and tablets) and monitors, regardless of the funding source, network hardware, and enterprise software.
- Departments maintain the inventory of their department software.
- As with all purchases made with county funds, the inventory is county property, regardless of funding source.
- The DH/EOs are responsible for the custodianship of all technology residing within their department and coordinating moves (locations, connections, and custodianship) with IT.
- Disposal/decommissioning of all inventoried technology must be coordinated with IT.
- IT will ensure ALL data storage devices (including flash drives) are destroyed or erased prior to disposal/disposition (see Technology Policy 7.4.9 Destroying and erasing media).

### **3.4.8 Computer and Monitor Replacement (rotation)**

Rotation schedule:

- Computers – every 4 years
- Monitors – minimum of every 6 years

No equipment will be used after the rotation schedule unless authorized by the IT Director.

Shorter rotation schedules may be coordinated with the DH/EO and billed accordingly.

Departments are expected to use the equipment deployed to their staff for the entire rotation schedule. If staffing levels or job duties change resulting in a change of equipment requirements, IT will work with the DH/EO to make appropriate changes to the equipment.

When a computer or monitor is no longer needed by a department or has reached the end of its life cycle, it must be returned to IT and become part of the CRIS inventory. The department shall not be reimbursed from the CRIS fund for surplus value or unused replacement fees.

Grant funded and gifted equipment, unless required otherwise by contract, will have the same rotation schedule applied to them. When they have reached their rotation schedule, the DH/EO will replace the equipment with other grant funded or gifted equipment, purchase a replacement which will become part of the CRIS inventory, or take the equipment out of service. All equipment that reaches its rotation schedule will be released to IT and become part of the fund inventory, or processed according to the grant.

Replacement of computers, monitors, and servers shall be coordinated with IT.

- General fund – computers purchased with general funds will be replaced as determined by IT.
- Special revenue – rotation of non-general fund/special revenue computers will occur as requested and funded by the department.

- ~~• Grant and State funded computer replacement will not be rotated and need to be replaced as a new computer purchase.~~

~~Regardless of the funding source, replaced computers will be disconnected from the network and brought to IT where they will be processed and added to the salvage pool and repurposed or surplused at the discretion of IT. Grant funded computers will be processed as required by the grant.~~

## **3.5 Responsibilities**

### **3.5.1 Employees**

1. Make all inventoried technology purchases through IT.
2. Protect any county resources in their custody.
3. Keep IT informed of any changes in inventory, including custodianship.
- 3.4. Communicate known requirements for equipment to their DH/EO and IT at the time of rotation to ensure appropriate equipment is selected

### **3.5.2 IT**

1. Make all inventoried technology purchases.
  2. Maintain inventory of all inventoried technology.
  3. Replace computers at the direction of the IT Director and return replaced computer to IT.
  4. Notify DH/EOs of their department's computer rotation.
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# MEMO



To: Board of County Commissioners

From: Jim Goeben, IT Director

Date: January 3, 2017

Subject: Proposed changes to Technology Policy 5 – Access

IT recommends a modification of Technology Policy 5 – Access to allow for longer times of VPN access by vendors. The IT Committee approved these changes on 12/13/2016 and recommends the board adopt the changes.

Below are the recommended changes.

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## 5.4.3.2 Vendors

Vendors must complete a Confidential Information Agreement - Vendor Remote or On-Site Support before access to their software will be provided. After a signed agreement is received, IT will create a vendor account. Vendor accounts will remain disabled by default. Upon request by a DH/EO/designee through a service request, IT will enable the vendor account for a temporary session until ~~5:30~~1:59 pm the next business day unless a longer period of time is requested and required to resolve the issue. A session may not exceed 3 calendar days unless IT is an active participant in the project or the project is large in scope and approved by the IT Director or designee. ~~1;~~ if longer time is needed an additional request must be made by a county employee through a service request.

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# MEMO



To: Board of County Commissioners

From: Jim Goeben, IT Director

Date: January 3, 2017

Subject: Recommended changes to Technology Policy 8 – Email

IT recommends a modification of Technology Policy 8 – Email to reinforce email records management requirements. The IT Committee approved these changes on 12/13/2016 and recommends the board adopt the changes.

Below are the recommended changes.

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## 8.4.2 Retention

~~Email retention is, like all other public record retention, based on content. DH/EOs are responsible for setting their document management policies and following the document retention schedule of the Secretary of State or setting their custom retention schedule.~~

Do not delete email from Outlook until the email has passed its retention requirement (see the WA State Archives Local Government Records Retention Schedule), then delete it.

Email is a public record.

Public records must be kept in their original format until they have passed their retention requirement. You may not print and delete email in lieu of retaining the digital email.

Records management (the storing and disposition of public records) is the responsibility of each employee. IT is responsible only for maintaining the systems that store records.

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