



# Arapahoe County

5334 South Prince Street  
Littleton, CO 80120  
303-795-4630  
Relay Colorado 711

## Board Summary Report

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**File #:** 21-619

**Agenda Date:** 9/14/2021

**Agenda #:** 5.h.

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**To:** Board of County Commissioners

**Through:** David Bessen, Director, Information Technology

**Prepared By:**

David Bessen, Director, Information Technology

**Subject:**

Updated Computer Usage Policy, renamed Acceptable Use Policy for Computers and Related Technology.

**Purpose and Request:**

The purpose of this Board Summary Report is to present to the Board of County Commissioners for their approval an updated Computer Usage Policy, now renamed to the Acceptable Use Policy for Computers and Related Technology (AUP).

**Background and Discussion:** The current Computer Usage Policy was developed in 2008 and amended in April 2011. Since the development of the current policy, technology has changed, technology vendors' business models have changed, regulations about privacy have been created, and cybersecurity has become a greater concern to computer users and the County. Information Technology has worked over the past year to update the computer policy, removing references to mainframe computing, terminals, pagers, and the like. The policy has been updated to reflect the needs of technology and computers in 2021. These changes include definitive statements about the ownership and usage of County Computing Resources and requirements for securing cell phones and computers. The new policy also discusses unacceptable uses as well as prohibited uses for computing resources with the overall goal of making sure that staff understand why they have been issued County Computing Resources and how they are to be properly used and secured. The policy also discusses data retention and how data, especially data containing Personal Identifying Information, is to be deleted from devices when it is no longer needed or when the retention period has expired, whichever comes first. Finally, as technology has evolved in the past decade and technology investments by the County are of significant proportions, the policy discusses technology procurement. Information Technology is to be involved in nearly all technology purchasing, especially with the advent of Software-as-a-Service solutions (an operating expense) and the engagement of professional services. The rationale for this involvement is multi-faceted; for cost management and containment and the for the on-going security of the County's computing ecosystem, this centralized and coordinated approach to procurement is a requirement.

**Alternatives:** The County could continue to use the 2011 amended Computer Usage Policy with its outdated provisions.

**Fiscal Impact:** The Acceptable Use Policy itself has no fiscal impact on the County. However, by adhering to the procurement provisions of the policy, better technology investment management and possible cost containment can be achieved, resulting in fiscal efficiencies for the County.

**Alignment with Strategic Plan:**

- ☒ Be fiscally sustainable
- ☒ Provide essential and mandated service
- ☐ Be community focused

**Concurrence:** In this section state whether there are others in addition to the requestor who concur with the request.

**Resolution:** Attach a copy of the draft resolution.