

STATE OF ALABAMA

Information Technology Policy

POLICY 100-02: INFORMATION TECHNOLOGY POLICIES

Information technology (IT) policies enhance the overall management and strategic value of State of Alabama IT resources. Policies provide a framework for agencies throughout state government to recognize the maximum potential of all IT resources. Policies are supported by other document types (described in the Additional Information section below) to form a complete IT management program.

OBJECTIVE:

The objective of this policy is to define the IT policy document as a vehicle for recording and communicating IT-related responsibilities to all State agencies, boards, commissions, and departments (hereafter referred to as agencies) under the authority cited below.

SCOPE:

This policy applies to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

AUTHORITY:

The authority of the Information Services Division (ISD) to create and enforce IT policies is derived from the following legislation:

The Code of Alabama, Section 41-4-220 through 41-4-224 (Acts 1973, No. 1299)
The Code of Alabama, Section 41-4-280 through 41-4-293 (Acts 1990, No. 90-553)

RESPONSIBILITIES:

Information Services Division (ISD):

- Identify and document the need for specific IT policies
- Create and publish IT policies and supporting documentation
- Provide procedures for the review of policies by the IT community
- Monitor the implementation and compliance of approved IT policies

Agency Management, Information Technology Organization:

- Review and comment on recommended IT policies
- Identify and document the need for specific IT policies
- Create organization-level policies and procedures as required
- Monitor and ensure compliance with IT policies, standards, and procedures

Individual Information Technology User:

- Adhere to all applicable IT policies

EXCEPTIONS:

Agencies requiring exceptions to policies must submit requests in writing to the Chief Information Officer. Where appropriate, conditions warranting exceptions will be specified within individual policies.

ADDITIONAL INFORMATION:

IT policy documents consist of Policies supported by Standards, Procedures, and Guidelines. Each of these document types are defined below:

Policies:

Policies define the overall expression of management's intention on how IT controls should be implemented, maintained, and enforced. Policies are usually point-specific, covering a single area, and outline specific responsibilities that must be met.

The security and privacy controls specified by the National Institute of Standards and Technology (NIST) in Special Publication 800-53 (and other referenced NIST documents) provide the basis for most of the IT and security policies of ISD.

NIST Special Publications are available here: <http://csrc.nist.gov/publications/PubsSPs.html>

Standards:

Standards define system-specific or subject-specific requirements for implementing the corresponding policies. For example, a policy may address the high-level responsibilities for protecting systems from malicious code, whereas one or more standards would address the specific requirements for implementation of anti-virus programs, anti-spam programs, etc.

ISD Standards are based on publications from some of the most widely recognized sources of technical and security guidance including the Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs) and the Center for Internet Security (CIS) Security Configuration Benchmarks.

DISA STIGs are available here: <http://iase.disa.mil/stigs/a-z.html>

CIS Benchmarks are available here: <http://benchmarks.cisecurity.org/downloads/browse/>

Procedures:

Procedures are step-by-step instructions or methods for performing a specific task or function. One or more procedures may support the implementation of a security policy. Creation of procedures is largely the responsibility of the implementer or entity responsible for performing the task.

Guidelines:

Guidelines are recommendations and best practices; not required, but implementation is strongly encouraged. ISD guidelines are based on best practices from a number of sources.

By Authority of Director, Information Services Division, Department of Finance

DOCUMENT HISTORY:

Version	Release Date	Comments
100-00	12/05/2005	Original
100-00_A	01/07/2009	Added ISD responsibility to create policies and supporting documents. Moved policy submission, review, and approval processes into a procedure (100-00P1).
100-01	04/26/2011	New format.
100-02	05/31/2013	Added Additional Information section