CITY OF MILLWOOD, WASHINGTON

RESOLUTION 12-04 MAY 8, 2012

A RESOLUTION OF THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON ADOPTING A POLICY ON CITY INFORMATION AND USE OF INFORMATION PROCESSING FACILITIES

WHEREAS, the City should adopt policies regarding the use of its information and the equipment and systems used for processing information,

NOW, THERFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON

The "City of Millwood Policy Regarding the Management of City Information and Use of Information Processing Facilities," a copy of which is attached as Exhibit A, is hereby adopted.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON, THIS 8th DAY OF MAY, 2012.

DANIIEL N MORK, MAYOR

Attest:

Thomas G. Richardson, City Clerk

Att: Exhibit A

City of Millwood Policy Regarding the Management of City Information and Use of Information Processing Facilities

Overview

This Policy Regarding the Management of City Information and Use of Information Processing Facilities is intended to provide all City of Millwood personnel with an understanding of their responsibilities in regard to City information and the systems/equipment required for its creation, use, management, and disposition.

Scope

This policy applies to all records and information {as defined below} created, received and managed by City personnel which serve to document City business, regardless of physical format, including any office PC, laptop, home computer, PDA, Blackberry, iPod, smart phone, portable storage device, filling cabinets, on and off-site records center, individual's homes or vehicles..

This policy applies to all employees and staff of the City, and in any location where City business is conducted. The City may require that individuals sign written acknowledgment of all or part of this Policy as a condition of employment and/or prior to use of these Facilities.

This policy will be reviewed annually and may be modified to comply with local, state and national laws. Questions regarding this policy should be directed to the Mayor.

Definitions

City Information	Material created or received in the course of City business which documents the City's business activities or which serves as an informational, reference or convenience capacity for City personnel
Client Information	Information received from a prior, current, or potential City business or customer related to a specific matter which must be returned, destroyed or otherwise managed according to a written arrangement between the City and client
City Official Record	Recorded information, regardless of physical format or characteristics, which serves as evidence of the City's organization, functions, policies, decisions, procedures, or is information retained for business, fiscal, legal, regulatory or historical purposes according to a retention schedule
Retention Schedule	A listing of the approved period for which City records and information will be retained of both record and non-record information managed by City personnel. These regulatory requirements are set by Washington state.

Information Processing Facilities	Systems and equipment used in the input , storage, processing, and transmission of City Information, including computers, telephones, smart phones, software, PDAs, etc.

1. Information Retention Schedules:

1.1 Information at the City of Millwood will be managed in accordance with the applicable records retention laws and regulations. Each City department will be required to develop and conduct an annual information retention schedule review. The annual review criteria will be set by the information retention schedule which will:

a} Identify the retention/disposition requirements for the City's official records

b} Identify the retention/disposition requirements for all non-record information

c} Identify the reason {financial, legal, regulatory, historic, or business} for the retention period assigned to each official record set.

1.2 Since retention requirements are driven by financial, regulatory, legal, business or historical requirements, they are dynamic. Updates will be issued by each department with the annual policy review of state, national and local requirements.

2. Obligations Should Your Employment End:

2.1 Persons who leave employment with the City of Millwood-regardless of circumstances- are required to surrender all records and information to the City Clerk or, in the case where the City Clerk is departing, the Mayor. Under no circumstances may persons remove or destroy City records or information prior to their termination of service, except as part of their official responsibilities under the City's record retention policies.

3. Information Security

3.1 All City personnel have an obligation to retain both City and client information in a secure and confidential manner. City or client information that is not subject to disclosure under the Public Records Act or similar disclosure law may not be disclosed or discussed outside the City without the express consent of the Mayor.

Acceptable Use of City Information Processing Facilities

The City owns or has a property interest in, all of the tangible and intangible office equipment and facilities, including information technology, used in the City's business. This equipment includes computers, wireless devices, telephones and other communication devices, software, and any equipment used in automatic or manual storage, transmission or reception of information.

Principles

1. The Information Processing Facilities are for use in conducting City business.

2. The City retains and will exercise the right to monitor all Information Processing Facilities use.

3. Use of the Information Processing Facilities, including specifically use of e-mail and wireless transmissions to third parties, can present confidentiality issues.

4. Personnel should not use the Information Processing Facilities to access, transmit, or forward any material that may be of an offensive nature, including any obscene, vulgar or profane material.

5. Personnel may access only those materials that they have permission to access as part of the conduct of their work responsibilities.

1. Information Processing Facilities are Generally to be Used for Business Purposes Only

1.1 Equipment provided to City personnel and the systems that run on that equipment should be used primarily for the conduct of City business. Under limited circumstances, personnel may use City equipment and systems for incidental personal purposes. Personal use of information processing systems must:

(i) Be kept within reasonable bounds within the spirit of this policy as determined by the Mayor,

(ii) Not expose the City or its clients to any potential risks from viruses or breaches of security or confidentiality.

(iii) Not interfere with an employee's ability to complete his or her work responsibilities, and

(iv) Not involve the intentional receipt or transmission of offensive or unlawful materials.

1.2 Under no circumstances are personnel to use the City's hardcopy facsimile cover sheets for incidental personal use.

1.3 Email footers detailing City related contact or other information are not to be included in any personal emails sent from the City's email system.

2. Use of the City's Email system

2.1 Occasionally, City personnel may receive unsolicited e-mails. These may range from simple solicitations to the offensive. Should you receive such e-mail:

Never respond to any objectionable/unwanted e-mail- including any response that would purportedly "remove my name from this list",

Never forward an objectionable/ unwanted e-mail to anyone in the City system including the Information Processing System itself,

Do not click on a URL link embedded in an unsolicited e-mail, even if the message seems legitimate, and

Report such e-mail to the City Clerk if it becomes a problematic issue.

2.2 Sending unsolicited email messages, including the sending of "junk mail" or similar material and creating and sending chain letters or pyramid schemes is prohibited.

3. Use of the City's Voice Mail System

3.1 The City provides voicemail capability to enhance an employee's ability to conduct business.

3.2 Voice mail systems are not intended and should not be used as a means of storing City records. Messages that should be part of a City file should be transcribed and put in a letter, which will be mailed to the affected parties and filed.

3.3 Voice mail messages are to be heard only by those employees that have a business need or are authorized by their job duties to access such information.

3.4 The City requires each employee to maintain exclusive password access to his or her voice mail and to record a greeting that eliminates the caller's expectation of privacy.

3.5 In situations where others have access to a recipient's voice mail messages for a business related reason the recipient's recorded greeting should be modified to notify callers that voice mail messages are not strictly confidential.

4. Use of the City's Internet Capabilities

4.1 The City provides Internet capability to enhance an individual's ability to conduct City business.

4.2 Use of the City's Information Processing Facilities to access Internet-based external non-work-related message boards, chat rooms, personal Blogs, Wikis, or social networking sites is prohibited.

4.3 The City's Information Processing Facilities may not be used to download software from the Internet without prior approval of the City Clerk.

4.4 It is prohibited to use the Internet or the City's online facilities to purchase goods or services or to enter into any contract in the name of the City except when it is within the individual's work responsibility to do so.

5. Use of Laptops and Mobile Devices

5.1 The Cities Information Processing Facilities include laptop computers and mobile devices. It is each employee's responsibility to make sure these devices under his or her control are secure and available for use.

5.2 Devices such as laptop computers and mobile devices must not be used for long term storage of confidential data. This type of data must be transferred to the City's system as soon as possible, and in all cases within [***one week***] of receipt of such data, so it can be accessed.

5.3 Whenever a person ends his or her employment with the City any City data on personally owned equipment must be disposed of according to the City's policy on record retention.

5.4 Personally owned mobile devices cannot be used for City business unless they adhere to this policy, the City's policy on record retention, and any other related policies. data security criteria.

6. Security of Electronic Information

6.1 Any electronic device that accesses or stores information on City computers or the network must require password entry for access.

6.2 City and client records and information often contain confidential information. The City requires all personnel to utilize password features to protect information which should not be viewed by others.

6.3 Power-on, network, voicemail, or PDA passwords and electronic signatures should not be shared.

6.4 If loss, theft, or unauthorized access of City confidential or sensitive information occurs or is suspected notify the City Clerk immediately.

7. Access

7.1 An employee may access only those files, e-mails, programs, voicemails, etc. that he or she has permission or a business-related reason to view.

7.2 Accessing information that is not intended for your review is considered a breach of confidentiality.

7.3 Users must not let non-employees access or use the City's Information Processing System.

7.4 All users must restart their City provided computers every day and secure their computers by logging off or locking access before leaving such computers unattended.

8. Remote Network Access

8.1 All City personnel who are authorized to access the City network remotely using either Information Processing Facilities provided by the City or their own personal computers, including wired and wireless home networks, shall take reasonable steps to secure the equipment and connections.

8.2 City personnel logging in to the City network from their own personal facilities are subject to this same policy.

9. Violation of Laws and Violation of City Policies

9.1 Use of any City resources for illegal activity is grounds for immediate dismissal.

9.2 Copying of copyrighted material, including digitization and distribution of articles and photographs from magazines, books, or other copyrighted sources, and copyrighted music, audio, or video is prohibited unless a clearance is obtained from the Copyright Clearance Center or permission is obtained from the copyright holder.

10. Expectation of Privacy

10.1 No user should expect any personal right of privacy with respect to any file, communication, or e-mail created, received or stored through use of the City's Information Processing Facilities. The City reserves to right to monitor or review all use of such facilities.

11. Breach of Policy

11.1 The City reserves the right to amend or alter this Policy at any time.

11.2 Failure to follow this Policy can result in the revocation of privileges regarding the use of the City's Information Processing Facilities including immediate dismissal.