

**Education and Workforce Development Cabinet**  
**POLICY/PROCEDURE**

**Effective Date:** March 1, 2005  
**Revision Date:** March 1, 2005

**Subject:** Computerized data storage on Education and Workforce Development Cabinet (EDU) servers or workstations.

**Policy:** This policy supports the Education Cabinet (EDU) for end-user computerized data storage.

**Scope:** This policy applies to all EDU employees and contractors, including all persons providing contractor services, who use, process, or store computerized data relevant to agency business on an EDU maintained server or workstation.

**Policy/Procedure Maintenance Responsibility:** The EDU Security Audit Group (SAG) is responsible for the maintenance of this policy. The Chief Information Officer (CIO) is responsible for the revision of the EDU Policy and Procedures Manual (PPM). The EDU CIO is responsible for authorizing all changes to the PPM.

**Applicability:** All EDU employees and contractors shall adhere to the following policy.

**Responsibility for Compliance**

Each Department is responsible for assuring that employees within their organizational authority have been made aware of the provisions of this policy, that compliance by the employee is expected, intentional misuse and/or inappropriate use may result in disciplinary action pursuant to KRS 18A up to and including dismissal. It is also each Department's responsibility to enforce and manage this policy.

**Overview**

Storage of computerized data on workstations and server is vital to EDU. Business and critical information must be stored on file servers rather than on desktop workstations so functions like archive/retrieval and backup/restore can be done for disaster recovery.

**Procedure**

Any business or critical files must either be copied or configured to store on the user's folder on a file server share point. Properties of "MY Documents" folder should be configured to

point to a user's folder on a file server share point.

### **Procedural Issues**

Any non-business or non-critical files should not be stored on the file server share point. Any personal pictures (bmp, gif, jpg) files, music files and other files determined to be non-business (personal) shall be subject to removal from the file server. Any exceptions to file storage must be submitted for approval using form EDU\_F03.

### **Review Cycle:**

Annually

### **Timeline:**

Revision Date: March 1, 2005

Review Date: November 30, 2011

Effective Date: March 1, 2005

### **Enterprise Security and Policies**

Cross Reference: <https://gotsource.ky.gov/docushare/dsweb/Get/Document-301105/>

### **DTS Standards**

Cross Reference: EDU Security Request Change Report Form EDU\_F03