

COLORADO INFORMATION TECHNOLOGY SERVICES
COMPUTING SERVICES SECTION
STATEMENT OF COMPLIANCE

It is the policy of this agency, the Colorado Information Technology Services, Computing Services Section (CITS/CSS), that the Executive Order dated July 1, 1978 and the former Division of ADP Policy Statement regarding access of public records through the use of computer technology be strictly adhered to. An excerpt from these documents can be found below. Please review the paragraphs and indicate your understanding by signature. If anything is unclear, or you wish to review the complete documents, please contact your security administrator or the CITS/CSS Service Center.

It is the public policy of this State that all public records shall be open for inspection by any person at reasonable times, except as provided in Part 2 of Article 72 of Title 24, C.R.S. amended, or as otherwise specifically provided by law.

The release of any information to the public, supplied through automated processes, shall not take place unless the following events have transpired:

- Written requisition delineating the desired information, records, or data must be received by the official custodian.
- The official custodian must determine if the requested information, record, or data constitutes public record and its disclosure is within the law.
- All data resulting from the activities of an agency using CITS/CSS equipment is considered private data of that agency. Use and dissemination of this data by computer center personnel is absolutely prohibited without proper authority being given. The appropriate Executive Director or the official custodian must provide written authority to the computer facility's manager prior to any data within the facility manager's jurisdiction being released in any manner to any individual, government agency, or private concern. It is the facility manager's responsibility to adopt adequate safeguards to protect data stored within the facility.

The data processing system shall be used only for official State business. Use of the data processing system for non-business activities is not allowed. This includes personal business (i.e. letters, games, etc.), access of the system software without proper consent, abusive language (i.e. messages), and abuse of the operating system including hardware.

Name (Please print)

Date

Signature

**COLORADO INFORMATION TECHNOLOGY SERVICES
COMPUTING SERVICES SECTION**

SECURITY REQUEST FORM

Date Issued: December 7, 1998
Date Revised: Wednesday, April 26, 2000

EMPLOYEE INFORMATION:

Employee Name: _____ **ACID:** _____
Department or Agency: _____
Phone: _____

BILLING INFORMATION:

Agency: _____ **Schedule 12:** _____ **Ext1:** _____ **Ext2:** _____ **Ext3:** _____

ACCESS INFORMATION:

Type of access requested: **New:** _____ **Change:** _____ **Delete:** _____

CICS: _____ **BATCH:** _____ **TSO:** _____ **CPPS/TAPS:** _____

INSTDATA: 1) _____ 2) _____

**These data must be items that the user will NOT forget.
An example of this is mother's maiden name.**

COFRS access: **Production:** _____ **Test:** _____

TCP/IP access: **Yes:** _____ **No:** _____

APPROVAL INFORMATION:

Manager's Name (Please Print)

Manager's Signature

Date

CITS/CSS Security Administration Use Only:

Date created: _____

TSA signature: _____