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# Purpose

The purpose of this policy is to:

Clarify which institutions and agencies are generally considered in scope of the technology policies and standards issued by the state Chief Information Officer.

Document the methods and roles and responsibilities for developing and maintaining technology policy and standards.

# Policy Statement:

1. Unless otherwise stated, technology [policies](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#policy) [1] and [standards](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#standard) [2] issued by the state Chief Information Officer apply to the following agencies and institutions:
	1. State Agencies:All state agencies, boards and commissions, including those headed by statewide elected officials.(RCW [43.41A.006](http://app.leg.wa.gov/rcw/default.aspx?cite=43.41A.006) [3])
	2. Higher Education: Business and administrative applications within higher education.Academic, research, medical, clinical and health care applications within higher education are encouraged, but not required, to comply with technology policies and standards. (RCW [43.41A.010](http://app.leg.wa.gov/rcw/default.aspx?cite=43.41A.010) [4]).
	3. Legislative and Judiciary: Because these are separate branches of government, legislative and judiciary agencies are not required to comply with technology policy and standards, but are encouraged to as best practice. (RCW [43.41A.010](http://app.leg.wa.gov/rcw/default.aspx?cite=43.41A.010) [4]).
2. Technical [policy](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#policy) [1] and [standards](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#standard) [2] will be developed and implemented by the state Chief Information Officer (CIO) with the approval of the Technology Services Board (TSB).
3. The CIO will ensure that a cross-section of institution and agency experts are involved in the development and review of technical [policy](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#policy) [1] and [standards](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#standard) [2] and may involve others as needed.
4. Technology [policies](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#policy) [1] and [standards](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#standard) [2] will undergo appropriate levels of review including, at a minimum, a review by the CIO community and the Technology Services Board at time of creation, significant update or at [sunset review](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#sunset%20review) [5]. Standing or ad hoc subject [workgroups](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#workgroup) [6] will be used to support technology policy and standard creation and maintenance as needed. The formal, multi-level review process will not be required of [administrative revisions](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#administrative%20revision) [7].
5. IT Policy [sunset review](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#sunset%20review) [5]periods will be not more than three (3) years from the adoption date. IT Standards sunset review periods will be not more than two (2) years from the adoption date.
6. Technology [guidelines](https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#guideline) [8], where published by the state Chief Information Officer, do not require compliance but are offered as best practice.

# Roles and Responsibilities

The Chief Information Officer (or designee) is responsible for:

Identifying the desired outcome and documenting the business case for a policy or standard; Involving agencies and others in policy making activities;

Escalating and resolving issues surrounding proposed policies and standards in a timely manner; Maintaining documentation associated with IT policies and standards;

Creating and continuously improving the processes, formats and templates used in making policy and standards; Publishing and disseminating policies and standards at lifecycle stages;

Establishing compliance monitoring expectations; Ensuring timely completion of sunset reviews;

Developing and deploying communication plans for policies and standards; Supporting the development of implementation and monitoring plans where needed;

Adopting and rescinding policies and standards, as appropriate, pending formal approval.

Institutions and agencies are responsible for:

Complying with all published technology policies and standards unless a waiver has been granted by the state Chief Information Officer.

Providing subject matter experts from the agency to participate on workgroups;

Providing input on technology policies, standards and guidelines as requested or when gaps are identified. Meeting established timelines for participation and review;

Implementing statewide information technology policies/standards within the agency; Developing communication plans to support internal agency implementation and compliance.

The Technology Services Board Policy/Portfolio Subcommittee is responsible for:

Reviewing draft policies/standards and recommending changes; Recommending approval or rescinding of policies and standards.

The Technology Services Board is responsible for

Approving or rejecting proposed policy and standards, including the rescinding of policy and standards.

# Contact Information

Please contact the OCIO Policy & Waiver Mailbox [9] if you have questions about this policy.

# Sunset Review Date:

May 31, 2018

# Approval Date:

May 13, 2015

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| **Date** | **Action taken:** |
| **May 13, 2015** | **Adopted by State CIO** |
| **June 10, 2015** | **Approved for Adoption by TSB** |

# APPROVING AUTHORITY

/s/ Michael Cockrill

State Chief Information Officer Chair, Technology Services Board

Source URL: <https://ocio.wa.gov/policies/101-technology-policies-and-standards>

Links:

[1] https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#policy

[2] https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#standard

[3] <http://app.leg.wa.gov/rcw/default.aspx?cite=43.41A.006>

[4] <http://app.leg.wa.gov/rcw/default.aspx?cite=43.41A.010>

[5] https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#sunset review

[6] https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#workgroup

[7] https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#administrative revision

[8] https://ocio.wa.gov/definition-terms-used-ocio-policies-and-reports#guideline

[9] mailto:ocio.policy@ocio.wa.gov?subject=Policy%20101:%20%20Request%20for%20Clarification%20or%20Waiver

[10] https://ocio.wa.gov/policies/policy-103-technology-policy-standards-waiver-request