Texas State Soil & Water Conservation Board

Security Procedures for Agency Software

1. All software is received and loaded on end users computer by IT personnel.
2. After installation, the software media is secured in clear plastic sleeves in a binder.
3. The binder is stored in the top drawer of the putty four drawer locking file cabinet housed in Vicki Davis' cubicle.
4. The key to the file cabinet is kept in agency's fire proof safe.

Personnel Authorized to Access Agency Software

Authorized personnel to use key to access the software are Clay Wright, Amy Devereaux and Kenny Zajicek.

Security Procedures for Agency Computer Hardware/Software Disposal

1. When an end user receives a new computer (desk top CPU or Laptop), our IT personnel configures the new computer, and will wipe the hard drive of the old computer to make ready for disposal to the computer recovery program of Texas Correctional Industries. (TCI) In the event the hard drive cannot be wiped, it will be removed and physically destroyed.

2. The purchaser will contact TCI to arrange a date/time for our agency to deliver the computers and monitors to the designated state prison facility to complete the transfer.

3. Agency software is retained in the secure location, and is kept until the media is no longer compatible with our agency computers. When deemed no longer useful, the media is physically destroyed.