


CITY OF BREMERTON		NETWORK/COMPUTER ACCOUNTS
INDEX Information Management 2-20-11	EFFECTIVE DATE: February 1, 2008	 APPROVED <hr/> CARY BOZEMAN, Mayor

1.0 Purpose

The purpose of this policy is to define procedures for the creation, modification and termination of network/computer access accounts. These standards and procedures are designed to minimize the potential exposure to the City of Bremerton from damages which may result from unauthorized use of City of Bremerton resources. Damages include the loss of sensitive or city confidential data, intellectual property, damage to public image, damage to critical City of Bremerton internal systems, etc.

2.0 Scope

This policy applies to all City of Bremerton employees, contractors, vendors and agents with a City of Bremerton-owned or personally-owned computer, workstation or network client used to connect to the City of Bremerton network.

3.0 Policy

The authority to grant users access to network and computer resources rests with the City's Departments. All requests must be approved by the requesting department head or their designee.

3.1 New accounts

Requests for new accounts will be made to Information Technology on the form provided.

3.2 Account Changes

Requests for account modification will be made to Information Technology on the form provided.

3.3 Termination of Accounts

Requests for account terminations will be made to Information Technology on the form provided. Special care must be taken in situations where it is desirable to save or protect any information that may be in the terminated users' accounts. Special handling of account termination can be coordinated with Information Technology.

4.0 Monitoring for Inactivity

Information Technology will monitor all user accounts and E-mail accounts for inactivity. If any account, user or e-mail, is inactive for 3 consecutive months, that account will be temporarily disabled. The users Department will then be contacted to determine if the account is still required.

5.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

7.0 Account Access Form

City of Bremerton

Employee Network Access Form

Please take the necessary steps to create access to the City's network and e-mail system per the instructions below:

Employee's Name _____

Effective Date _____

Network Account

- Create a Network account for the above named employee.

E-mail Account

- Create an e-mail account for the above named employee.

Internet Access

- Give the above named employee access to the internet.

Database Accounts

- Give the above named employee access to database accounts that permit the following activities:

Department Head Signature _____

Date _____

Human Resources Signature _____

Date _____

8.0 Account Termination Form

**City of Bremerton
Terminated Employee Network Access Form**

The following person is no longer employed by the City. Please take the necessary steps to remove him/her from the City's network and e-mail system per the instructions below:

Terminated Employee's Name _____

Last Day Worked _____

Network Removal

Please review all documents for compliance with state retention requirements prior to deleting from accounts or computers.)

- Remove the above named employee's account from the network and destroy any data created by the employee and maintained within his/her own user account network volume.
- Provide access to the above named employee's own user account network volume, for the purpose of determination and disposition, to:

E-mail Removal

(Please review all documents for compliance with state retention requirements prior to deleting from e-mail accounts or computers.)

- Remove the above named employee's account from the e-mail system and destroy any e-mail stored in the account.
- Forward any e-mail in the employee's account, for the purpose of determination and disposition, to:

Database Access Removal

- Remove access for the above named employee to the City's database systems.

Note: When data is removed from the network it will not be retrievable.

Department Head Signature _____ Date _____

Human Resources Signature _____ Date _____

Electronic Copy Sent to IT on _____ by _____
Date Initials