

Electronic Data Processing Policy

Electronic Data Processing Policies guarantee the safeguarding of Franklin County Property as utilized for the purposes of the finance departments responsibility of operations.

Operating & Application Security

All employees of the finance department are required to understand, sign & follow the "Franklin County User Agreement for Computer Services, Internet Access & Electronic Mail". This policy was approved by the Franklin County Legislative Body on January 17, 2006, state the following:

- 1 All computer hardware/software used by the finance office are property of Franklin County
- 2 All electronic mail, docs, spreadsheets, databases & materials generated on Franklin County hardware belongs to Franklin County.
- 3 Franklin County reserves the right to monitor all usage of hardware/software, internet use of unacceptable internet sites are not tolerated.
- 4 Employees verify that all hardware/software shall be utilized for Franklin County authorized business only.
- 5 All information shall be kept confidential by use of secure passwords not disclosed publicly or within office.
- 6 All information concerning hardware, software and operating procedures, database & storage shall be kept confidential.

Hardware/Software Maintenance

Finance employees shall maintain hardware by being responsible users in that they will make time bi-annually to deep clean areas surrounding equipment & maintain a clean dust free area in which use of finance department hardware is used. Software shall be maintained by automatic updates for all software and reporting any error messages on a log for information purposes. The log shall include date, procedure trying to process, error message, action taken & resolution of error. Any abnormalities shall be reported to the finance director for resolution if applicable.

Backup Procedures

All finance personnel shall back up their electronic data files at least monthly by storing on their alternate hard drive, their server file or designated jump drive utilized for the purpose of the backup of files. Employees will log their backups on the finance employee backup log.

The finance servers that contains all information and electronic data for the general ledger, fixed assets, purchasing & payroll is backed up daily by a designated finance employee. This process shall be logged and data tapes utilized properly and transported daily to tan offsite location designated on the backup log. A transportation log shall be maintained at the offsite location by personnel transporting tapes. Server backups shall be made daily Monday through Friday. The Friday backup tape shall be kept on a rotation alternating two tapes. A quarterly backup tape shall be made ending each fiscal quarter & sent to the finance hardware/software contractor for testing of backup data.

Hardware/Software Disposal

Before disposal of hardware belonging to Franklin County, all issues shall be addressed concerning cleaning of all confidential information before recycling or disposing of equipment. All outdated software shall be disposed of in a timely secure matter.

Computer Virus Protection

All finance department computers & servers shall utilize hardware/software vendor recommended for virus, spyware & malware protection. Updates and scans shall be on an automatic basis as recommended by said vendor. This best practice shall insure all precautions are taken in protecting Franklin County hardware, software & electronic information contained on said equipment.

Funding & Replacement of Equipment

The finance department shall be responsible in updating hardware/software to assure security cost effective usage of said equipment. Annually, replacement needs shall be addressed by the finance director. The funding of such needs of hardware & software is currently paid for by a lease set up for such operational needs. This was executed to put in place guaranteed funding for finance operations.

Output Distribution

Monthly reports are disbursed to department heads & program managers; however no confidential information is contained therein. There will be no distribution of confidential data information from the finance office other than information requested by department heads for program management & budget purposes, with the exception of information subpoenaed by court officials. Information that is categorized under the Public Information Act shall be disbursed according to the State of Tennessee, Open Records Law and the Franklin County, TN Request for Public Information Policy.

Scheduled Processes

- Daily: Payroll, Purchasing, Signature Logs shall be checked & Segregation of Duties maintained.
- Monthly: Payroll Changes Log checked by the Finance Director.
- Quarterly: Backup up data tapes checked by hardware/software vendor.
- Annually: All Logs gathered & filed for Backups for desktops and servers, Backup Transport Logs, General Ledger & Payroll Audit Logs. Inventory & Software User List reviewed & updated. Hardware & Software Vendor information reviewed and updated.