

**Number:** AS-PT-05-001

**Issue Date:** 01/04/2005

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**Authorized Signature**

**Topic:** Agency-wide Policy

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
  Other: \_\_\_\_\_

**Applies to (check all that apply):**

- All DHS employees                     
  County Mental Health Directors  
 Area Agencies on Aging                     
  Health Services  
 Children, Adults and Families                     
  Seniors and People with Disabilities  
 County DD Program Managers                     
  Other (please specify):

Policy/Rule Title:	DHS Information Security Policy		
Policy/Rule Number(s):	AS-090-001	Release No:	2.0
Effective Date:	11/22/04	Expiration:	N/A
Web Address:	<a href="http://www.dhs.state.or.us/policy/admin/security/090_001.htm">http://www.dhs.state.or.us/policy/admin/security/090_001.htm</a>		

**Discussion/Interpretation:** This amendment to the original DHS Information Security Policy clarifies and assigns responsibilities of the Information Security Officer according to and in compliance with the federal Security Rule. DHS is required to establish an Information Security Program that complies with State policies and other federal and state regulations.

**Implementation/Transition Instructions:** Change requires no implementation or transition action.

**Training/Communication Plan:** This policy transmittal satisfies the communication plan requirement to notify all staff of the impact of amendments to existing policies.

**Local/Branch Action Required:** Managers are expected to encourage staff to read these transmittals regularly to keep updated on changes that take place when a policy is amended.

**Central Office Action Required:** Provide policy clarification and technical assistance

as requested.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:** Internal Security Advisory Council: Sue Abrams, Jon Cooper, Susan Columbus, William Coulombe, Tami Dohrman, Kristen Duus, Ken Forbes, Judy Giggy, Maynard Hammer, David Harrison, Rick Howard, Margie Lowe, Mike McCormick, Deborah McDermott, Kyle Miller, Steve Modesitt, John Radich, Ted Swigart and Michelle Wallace.

**Filing Instructions:** No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

*If you have any questions about this policy, contact:*

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