

Number: AS-PT-08-002

Issue Date: 07/08/2008

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:	Transportation of Information Assets		
Policy/Rule Number(s):	DHS-090-010	Release No:	1.0
Effective Date:	05/12/08	Expiration:	none
Reference:			
Web Address:	http://www.dhs.state.or.us/policy/admin/security/090_010.pdf		

Discussion/Interpretation: This policy outlines and provides specific detail to the Department of Administrative Services (DAS) policy 107-004-100 as it applies to DHS and the agency’s specific needs. This policy ensures that DHS is in compliance with the DAS policy as well as provides security for confidential/sensitive information assets owned by DHS. This policy is vital to the protection of the information DHS uses to conduct business.

Implementation/Transition Instructions: This new policy sets controls for the removal of confidential/sensitive information assets from DHS facilities. Each office shall establish procedures to implement policy controls. The “owning” office will develop a formal policy based on the DAS policy and provide formal announcement to staff. The “owning” office will develop and provide formal processes.

Training/Communication Plan:

- This policy transmittal provides formal announcement of the policy.
- Each office shall establish internal procedures to implement policy controls.
- Staff members will need to be trained on the processes developed by each office.

Local/Branch Action Required:

- Each office shall establish procedures to implement policy controls.

Information Security Office Action Required:

- Respond to questions or concerns.
- Annually review the policy and any associated procedures or other documents and update as necessary.
- Conduct incident reviews as incidents occur.
- Conduct compliance assessments.

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:

Contact(s):	Matt Betts		
Phone:	503-947-5051	Fax:	
E-mail:	matthew.betts@state.or.us		