

RESOLUTION R - 07-183

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, APPROVING AND ADOPTING NEW INFORMATION TECHNOLOGY POLICIES REGARDING ACCESS TO AND USE OF COUNTY COMPUTERS AND RELATED SYSTEMS, DATA SECURITY, USE OF COUNTY-OPERATED INTERNET AND E MAIL FUNCTIONS, AND RETENTION OF ELECTRONIC RECORDS; MAKING RELATED FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the advancement of technology, including computers, computer software and the internet have improved the productivity of the modern workplace; and

WHEREAS, Manatee County government desires to make full use of these technologies to enhance the efficient and excellent services it provides to the citizens of Manatee County; and

WHEREAS, Florida law prohibits the use of government assets for personal, non-governmental use; and

WHEREAS, the Florida Public Records Act requires Manatee County to preserve for inspection its public records, including electronic records; and

WHEREAS, in June of 2001, the Board of County Commissioners adopted, by Resolution 01-125, the County's first comprehensive set of Information Technology Policies; and

WHEREAS, the continued advance of technology and the laws addressing it have resulted in the need to revise the initial IT Policies; and

WHEREAS, County Administration and the County Attorney's Office have therefore jointly developed and revised new Information Technology Policies which detail and clarify official County policy regarding the use and security of the County's computers and related devices, systems and software; the use and security of the County's data; and the policies and responsibilities regarding access to and use of the County's internet and e mail systems; and

WHEREAS, these policies will better protect information given to the County by citizens, clarify for agents and employees of Manatee County the permitted and prohibited uses of the County's computer assets, and set uniform standards to apply to all contractors working on or with Manatee County computers or related systems.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida, that:

1. The Board of County Commissioners of Manatee County hereby approves of and adopts the Information Technology Policies, which are attached hereto and incorporated herein.
2. The County Administrator or his or her designee shall, with the assistance of the County Attorney where appropriate, distribute these policies to those agents, employees, contractors and other persons or entities to which these policies may apply, shall post them so they may be electronically available, and shall make efforts to train and educate County agents, employees and contractors as to the responsibilities and duties which these policies place upon them.
3. In each contract Manatee County enters into with outside contractors, vendors, etc., where access to, use of, or repair or modification of County computers or related hardware, software or internet based systems is contemplated, provisions should be made within the contract which require the contractor to comply with these policies.
4. The County Administrator, or his or her designee, shall have the authority to suspend or deviate from these policies on a temporary or emergency basis as may be required to address changes in the law or exigent factual circumstances. However, if such revisions are recommended to become permanent changes to the policies, they shall be brought to the Commission for adoption.

BE IT FURTHER RESOLVED that this Resolution supercedes Resolution 01-125.

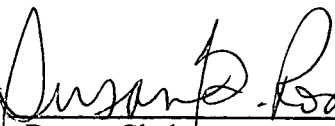
BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption. However, to allow for an orderly transition and communication to employees, the new policies adopted by this Resolution shall become effective on February 1, 2008.

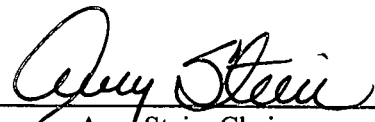
PASSED AND DULY ADOPTED by the Board of County Commissioners of Manatee County, Florida, with a quorum present and voting, this 11th day of December 2007.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

R.B. SHORE
CLERK OF THE CIRCUIT COURT

By: 
Deputy Clerk

By: 
Amy Stein, Chairman

