



OFFICE OF THE SENIOR VICE PRESIDENT
BUSINESS & FINANCE

INFORMATION RESOURCES & COMMUNICATIONS
Interoffice Memo

To: UCOP Division and Department Heads
From: Associate Vice President Kristine Hafner
Date: January 26, 2005
Subject: New UCOP Requirements for Connecting Computers to the Network

I am pleased to announce publication of the first section of a new UCOP Electronic Information Security Policy: requirements for attaching computers and any other devices to the UCOP network. Subsequent guidelines will address departmental responsibilities for protecting and safeguarding sensitive and critical information.

Key provisions of the policy announced today include the requirements that

- servers connected to the UCOP network must be registered with Information Resources & Communications, and
- computers and other devices must meet specific minimum standards in order to be connected to the UCOP network.

The draft policy was introduced to the UCOP PC Advisory Group in October 2004 and was highlighted during security awareness training sessions that IR&C Policy Director Jacqueline Craig conducted with departments this fall. The full text of the policy is available on IR&C's Web site at <http://www.ucop.edu/irc/policy/ucop/ucopitpolicies.html>. In recognition of the fact that departments may face some challenges in implementing the policy, full compliance with the new minimum standards is encouraged immediately, but is not required until July 1, 2005.

IR&C and departmental IT staff have been working hard to secure UCOP's information technology environment. IR&C is planning the deployment of a standard desktop configuration (the Managed Desktop Initiative) to all members of the UCOP community in order to ensure proper security management, virus protection, system back-up capability, remote distribution of updates and automated asset management. We have developed an IT security informational Web site (<http://www.ucop.edu/irc/itsec/>), established spam and virus protection services and offered IT security training to UCOP departments.

If your department has not yet taken advantage of the IT security training, I urge you to contact Director Craig at 987-0409 or Jacqueline.Craig@ucop.edu to schedule a session that meets the needs of your staff. Jacqueline will also be happy to answer any questions you might have about the new UCOP Electronic Information Security Policy or guidelines under development.

We all recognize the importance today of securing our network and our information assets. Thank you in advance for your support for and full compliance with these guidelines.