

This document contains a Table of Contents for KDOR's Security Policies, a Listing of Chapters in the Business Continuity Plan and a List of Information Included in the Business Contingency Plans.

KDOR Security Policies

Table of Contents

- 1. *Introduction*.....
- 1.1 General Policy Statement
- 1.2 Scope.....
- 1.3 Compliance
- 1.4 Document Changes and Feedback.....
- 1.5 KDOR Acceptable Use Policy
- 1.6 Confidentiality Provisions
- 2. *Organizational Roles & Responsibilities*
- 2.1 Secretary of Revenue and Management Council
- 2.2 Data Owners
- 2.3 Custodians.....
- 2.4 Users
- 2.5 Security Administration
- 2.6 System Administration
- 2.7 Database Administration.....
- 2.8 Computer and Network Operations.....
- 2.9 Application System Development
- 2.10 Legislative or Internal Auditors
- 3. *Vendor/Contractor Relationships*
- 4. *Security Incident Reporting*
- 5. *Application/System Security Planning Process for Development or Modification*
- 6. *Testing Security Functions during System Development*
- 7. *Revision Management*.....
- 8. *Information Security*
- 8.1 Authorized Use and Ownership of Information Resources
- 8.2 Availability of Critical Data & Systems
- 8.3 Physical Security
- 8.3.1 Access control measures
- 8.3.2 Fire Suppression Measures
- 8.3.3 Environmental Measures.....
- 8.3.4 Electrical Power Measures
- 8.4 User Security.....
- 8.4.1 Identification
- 8.4.2 Authentication

8.4.3	Authorization.....
8.4.4	Non-repudiation
8.4.5	Audit Trails
8.5	Application Security.....
8.6	System Security
8.7	Data Security
8.7.1	Data Access.....
8.7.2	Data Backups
8.7.3	Data Disposal
8.8	Network Security.....
8.8.1	General Network Controls
8.8.2	Distributed Network Access Security
8.8.3	Network connectivity and Monitoring Controls
8.8.4	System Identification Screens
8.9	Security Administration
8.10	Social Engineering/Human Factors.....
9.	<i>Data Encryption & Key Management</i>
9.1	Data Encryption
9.2	Encryption Services
9.3	Guidelines for Data Encryption.....
9.4	KDOR Encryption Standards.....
9.5	Encryption and Authentication Keys.....
9.6	Key Management - Also known as Public Key Infrastructure (PKI)	
9.6.1	Authentication
9.6.2	Data encryption keys.....
10.	<i>Personal Computers and Agency Equipment</i>
10.1	Practices
10.1.1	Physical Security
10.1.2	User Security
10.1.3	Application Security.....
10.1.4	System Security.....
10.1.5	Data Security
10.1.6	Network Security
10.1.7	Social Engineering/Human Factors.....
11.	<i>Issue-Specific Policies.....</i>
11.1	Use of Federal Tax Information from the IRS
11.1.1	Record Keeping for Electronic Files.....
11.1.2	Secure Storage.....
11.1.3	Restricting Access.....
11.1.4	Computer Security
11.1.5	Other Safeguards.....
11.1.6	Reporting Requirements.....
11.1.7	Disposal of FTI upon completion of use.....
11.1.8	Disclosure to Contractors

11.2 Internet and E-Mail Access
 11.2.1 Security
 11.2.2 Privacy.....
 11.2.3 Guidelines on Employee Use.....
11.3 Voice Mail Systems
11.4 Remote Access
11.5 Video.....
11.6 Virus Protection
Appendix A: Glossary of Terms.....
Appendix B: Firewall Policies.....
Appendix C: Web-Enabled Application Security Policies.....

KDOR Business Continuity Plan

Introduction

SWAT Team

Management Team

- Charter**

- Team Membership**

- Team Leader Duties**

- Disaster Declaration**

- Disaster Recovery Progress Log**

- Summary Log**

Facility Team

- Team Leader Duties**

- Task List**

- Team Membership**

- Resource Requirements**

- Team Member Tasks/Responsibilities**

Administrative Support Team

- Charter**

- Team Membership**

- Administrative Manager Tasks**

- Command Center**

- Help Desk**

- Support Agreement**

- Forms and Supplies**

Production Support Team

- Charter**

- Team Membership**

- Team Leader Duties**

- Operations Team**

- Action Plan**

- Recovery Team Responsibilities**

Technical Team

- Charter**

- Team Membership**

- Team Leader Duties**

- Recovery Team Responsibilities**

- Recovery Procedures**

Applications Team

- Charter**

- Team Membership**

- Team Leader Duties**

- Recovery Team Responsibilities**

Tax Operations

- Disaster Recovery Teams**

- Recovery Teams Roles and Responsibilities**

Phone Notification

- Procedure**

- Phone Log**

- Phone List**

Appendix

- DR Coordinator Duties**

KDOR Business Contingency Plans

Introduction

Applications Priority List

Inclement Weather Plan

Detailed Plans by Application/Functional Area

System/Process Name

Risk(s) if Failure

Contingency Plan Details

Interim Procedures

Special Requirements

Restoration Procedures

Business Process Team

SWAT Team Listing