



PAUL J. FETHERSTON
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

Information Technology Policy

Effective Immediately
February 1, 2005

SUBJECT : **Audit Policy**

PURPOSE : To provide the authority for the Town of Newington's Director of Information Systems and Technology (hereinafter, "IST") and/or his/ her duly authorized designee(s) to conduct a security audit on any system at the Town of Newington (hereinafter, "Town") or any of its properties.

APPLICABILITY: This policy applies to all Town employees, its contractors, vendors, consultants, agents, and affiliates, including all personnel affiliated with third parties. This policy also covers all equipment (e.g., computer(s) and communication devices) owned or operated by the Town of Newington, used by anyone accessing or attempting to access Town communication networks, and any equipment (e.g., computer(s) and communications device that are present on Town of Newington premises, but which may not be owned or operated by Town of Newington).

1.0 Policy

- 1.1.** When requested, and for the purpose of performing an audit any access needed will be provided to IST.
- 1.2.** This access may include:
- 1.3.** User level and/or system level access to any computing or communications device
- 1.4.** Access to information (electronic, hardcopy, etc.) that may be produced, transmitted or stored on Town of Newington equipment or premises.
- 1.5.** Access to work areas (labs, offices, cubicles, storage areas, etc.)
- 1.6.** Access to interactively monitor and log traffic on Town communication networks.

2.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Paul J. Fetherston
Town Manager