

Kansas Administrative Regulations

Department of Administration

Article 38.—Standards for Security and Confidentiality

1-38-3. Physical security of data files, program libraries, operating and proprietary systems.

DCS shall provide a safe, secure and controlled environment within the facility for tape and disk libraries of data and programs in active use. DCS shall provide fireproof and tightly secured storage for duplicate ("back-up") copies of program libraries, archival or confidential data, and operating or proprietary programming systems. All tape files in active use shall be under library control, either by a user agency tape librarian or by DCS tape librarians. The DCS library system controls the release of magnetic tape to users, preserves recorded tape through its expiration date, and maintains the quality of tape through a tape cleaning and testing program. All magnetic disk files, both permanently mounted and mountable on call, are under the assignment control of the DCS systems programming group. The procedures required to "back-up" or duplicate files for security are implemented by the systems programming group for multiple user files, and by user agency data processing managers for single-user (agency) magnetic disk files.

(Authorized by K.S.A. 75-3706 and 75-4703; effective May 1, 1978.)

***** Authenticated Kansas Administrative Regulation *****