




Effective: 10-29-2014

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Policy

See Also:

Approved by: 

POL-### USING AGENCY-ASSIGNED CELL PHONES AND SMART PHONES FOR DAHP BUSINESS

The Department of Archaeology and Historic Preservation will offer cell phones or smart phones to some of its staff to facilitate the speedy completion of DAHP business.

1. The Director Will Decide Which Staff Need Phone to Perform DAHP Business

The DAHP director will have sole discretion in deciding which staff members need a cell phone or smart phone to facilitate DAHP business.

2. Staff Must Follow DAHP's Limited Use Policy When Using Agency-Assigned Phones

Please see DAHP's *Acceptable Use of IT Resources* Policy for more information on acceptable uses of DAHP cell phones, i.e. storage of personal data is prohibited.

3. DAHP Staff Will Not Use Text Messages to Conduct DAHP Business

Staff may not use text messages for DAHP business. All official DAHP business must be done through written correspondence such as letters or email, or telephone calls. DAHP staff may use text messages for transitory messages only, such as to tell other he/she will be late to a meeting.

4. DAHP Staff Will Frequently Offload Photos from Phones to DAHP Network

Staff must offload photos to the DAHP network as soon as they return to the office in order to ensure agency compliance with the Public Records Act.

5. DAHP Staff Will Not Record Videos on Phones

Staff may not record videos on DAHP phones as they pose a public record compliance problem, i.e. the technological issue of redacting videos.

6. DAHP Staff Must Report Their Phone Password to DAHP Administrative Assistant

Staff must report their current phone password to the Assistant who will safeguard these passwords in a spreadsheet. Staff must always report any change of their phone password to the Assistant as soon as possible.