



Information Security & Compliance
IT@UC
University of Cincinnati
PO Box 210658
Cincinnati, Ohio 45221-0658
Suite 400, University Hall
51 Goodman Drive
(513) 558-4732

**Information Security and Compliance Committee
Meeting Minutes
University Hall, Room 420B
March 17th, 2016**

Present: Cindy Lusby, Mel Sweet, Katrina Biscay, Matt Williams, Jesse Fatherree, Eira Tansey, Karen Kovach, Todd Beekley, Lorre Ratley, Bo Vykhovanyuk, Bruce Burton, Alla Lobkis

Guest: Anita Ingram

Apologies: Angie Sklenka, Tara Wood, David Baker, Jeff Corcoran, Gary Grafe, Jason Green, Brett Harnett, Mark Stockman

New Business

- Welcome and Overview

- Review of February Meeting Minutes
 - Change in meeting minutes that a rep for Eira Tansey met with Bo Vykhovanyuk, and Lorre Ratley.
 - Lorre Ratley motioned to approve the minutes with change; Eira Tansey seconded the motion; motion was unanimously approved.

- Bo informed the committee that the Password Policy has been endorsed by the IT@UC Governance co-chairs Advisory Committee and will be sent to IT Council for an email vote this week.
- Vulnerability Policy, Policy Development Framework will move to integrated decision making.
- Enterprise Risk Management – Anita Ingram
 - See attached PowerPoint presentation
- Records Retention Update – Eira Tansey
 - Eira Works in UC Libraries/archives

- She advises UC on how long they need to keep records according to federal and state laws.
- Her main role is education about retention policies
- She helps write records retention schedules for colleges and departments.
- UC needs a records retention standard guideline. Eira is working on a draft.
- Standard will define how long to keep records in office and what to do with them when that time is up.
 - Will have one source for retention schedules except for departments with special needs, e.g. Registrar's Office.
 - Roll out will need lots of education (especially about using UC email only).
 - Eira hopes to start on education process this fall.
 - UC is subject to public records information laws.
- The committee discussed retention records UC vs UC Health. Anita Ingram and Eira will meet outside of this meeting to discuss, but generally speaking, if it is UC Health data, their record retention policies apply.
- There is no automated email removal process and no email record retention policy.
 - **Bo will investigate this and report back.**
- UC has issues with people hoarding records.
- Eira said records retention is more concerned with UC faculty, staff, and students using non-UC mail accounts more than email retention.
- **Katrina will meet with Eira to discuss the education plan for records retention.**
- Authority for State of Ohio public records as they pertain to universities is with Board Of Trustees since the 1980s. City of Cincinnati does have to have retention schedules approved by Historical Society.
- Policy Updates
 - Data Center Visitor Policy has retention policy added for surveillance video.
 - Clean Desk Policy – for Central IT unit only (does not have auto lockout feature now).
 - Risk Acceptance Policy- will send revised version that clarifies focusing solely on Information Security Risks, intended for units and individuals who cannot comply with RAP but have other mitigating control factors in place.
 - Incident Response Management Policies, Procedures, and Guidelines
 - Please review policies and send feedback within 2 weeks (due 3/31 EOB).

Adjourn

The meeting adjourned at 11:25 am.

[SharePoint Site for shared documents](#)