Policy Title	Document Code No.
King County Information Technology Business Continuity Policy	

Chief Information Officer Approval	Date	Effective Date.
		01-25-05

1.0 PURPOSE:

To ensure effective service to the public of essential County business services that rely on the continuation of critical business functions and systems and the infrastructure that sustains those systems, that begins a long term and ongoing process implemented at various stages based on the policy guidelines (7.0 Policy Guidelines).

2.0 APPLICABILITY:

Applicable to Information Technology resources and organizations within King County Government.

3.0 REFERENCES:

3.1 "Guidelines for Implementing an Information Technology Business Continuity Program for King County Organizations."

4.0 DEFINITIONS:

4.1 **Essential County Business Services:** The essential business services that must be performed by statute or executive order or are otherwise deemed necessary.

4.2 **Critical Business Functions and / or Systems:** Those information technology functions, stated or implied, that organizations are required to perform by statute or executive order, or are otherwise necessary, to provide essential County business services.

4.3 **Organizations:** Every county office, every officer, every institution, whether educational, correctional or other, and every department, division, board and commission.

4.4 **Information Technology:** Computer systems and data assets that include hardware, software, network, telecommunications and interface components.

4.5 **Information Technology (IT) Business Continuity**: A process of advance arrangements, procedures or alternate business practices that enable an organization to respond to an event in such a manner that critical business functions continue within predictable and acceptable levels of service.

5.0 POLICIES:

5.1 King County organizations shall plan for and take action to ensure critical business functions will continue effectively and with minimal acceptable interruption by establishing information technology business continuity programs to support essential County business services.

6.0 RESPONSIBILITIES:

6.1 **Office of Information Resource Management** directs, oversees and strategically guides the county's IT business continuity program. The Office of Information Resource Management is responsible for:

    6.1.1 Providing oversight and guidance for implementing IT business continuity policies.

    6.1.2 Ensuring Countywide information technology policies align with this policy, and other IT business continuity mandates by federal, state, or local laws as applicable.

    6.1.3 Identifying and communicating IT business continuity processes, policies and programs to organizations to take advantage of parallel programs within the county and disseminate that information as appropriate.

    6.1.4 Helps locate and / or provide resources necessary for compliance.

6.2 **King County organizations** manage the IT business continuity program within their organization and manage compliance with King County's IT Business Continuity policy as feasible, due to budgetary constraints. King County organizations are responsible for:

    6.2.1 Ensuring compliance with other King County information technology policies, and other mandates by federal, state, or local laws.

    6.2.2 Ensuring that programs comply with King County's IT Business Continuity policy by maintaining IT business continuity plans through updates, testing, exercises, and an annual review.

    6.2.3 Identifying essential IT personnel, coordinating the development of, and providing resource support for information technology business continuity programs and plans.

    6.2.4 Ensuring that designated essential IT personnel:

        6.2.4.1 Are cleared for access to information and designated information technology facilities or sites to execute assigned tasks

        6.2.4.2 Are briefed on necessary aspects, including tasks during relocation and operating at, designated relocation sites.

        6.2.4.3 Are exercised in relocation and alternative business practices annually or as feasible, due to budgetary constraints.

7.0 POLICY GUIDELINES:

Information technology business continuity programs adhering to this policy shall align their practices to the "Guidelines for Implementing an Information Technology Business Continuity Program for King County Organizations" (Reference 3.1).