STATE OF ALABAMA

Information Technology Policy

Policy 680-02: Public Information Dissemination

All information processed or stored on State information systems and associated storage media is considered public unless designated otherwise by Agency Management, the information owner, or by other regulatory or statutory requirements.

OBJECTIVE:
Establish appropriate safeguards to the dissemination of public information.

SCOPE:
This policy extends the requirements of State IT Policy 680-01: Information Protection, and applies to all agency managers and information owners.

RESPONSIBILITIES:
Agencies are ultimately responsible for their own information dissemination practices.

Public access to State information is governed by Alabama Open Records Law, Code of Alabama 1975 (Section 36-12-40), and other statutory responsibilities limiting the dissemination of certain types of information (such as social security numbers).

Management shall review and approve all information prior to posting to any State web site.

- Information technology policy related postings must have the approval of the Chief Information Officer
- Operational or other non-policy postings must have the approval of the appropriate agency head, manager, or other designated authority

Official business postings to public web sites, newsgroups, web logs, etc. shall be cleared through the appropriate authority.

Information normally considered public may at times require protection at a higher level (e.g., information pertaining to cyber security incidents or information retained as evidence). Appropriate authorities shall assume ownership of such information and be responsible for its dissemination until such protection is no longer required.

ENFORCEMENT:
Refer to Information Technology Policy 600-00: Information Security.

By Authority of:

Chief Information Officer _____ Date 6/8/06

Policy History

Version	Release Date	Comments
Original	6/8/2006	