

POL-01

State CIO Adopted: July 19, 2023

TSB Approved: September 14, 2023

Sunset Review: September 14, 2026



**Replaces:**  
IT Policy 101  
Technology Policies and Standards  
June 15, 2015

## TECHNOLOGY POLICIES, STANDARDS AND PROCEDURES

**See Also:**

RCW [43.105.054](#) WaTech Governance

RCW [43.105.025](#) WaTech Responsibilities

RCW [43.105.020](#) (22) "State agency"

RCW [43.105.205](#) (3) Higher Ed

RCW [43.105.205](#) (4) Legislative and Judiciary

RCW [43.105.287](#) TSB Powers and Duties

- 1. Unless otherwise stated, technology policies, standards, and procedures issued by the state Chief Information Officer (CIO) apply in the following ways to agencies and institutions:**
  - a. State Agencies: "State agency" means every state office, department, division, bureau, board, commission, or other state agency, including offices headed by a statewide elected official. All state agencies, boards, and commissions, including those headed by statewide elected officials. State agencies as defined are required to adhere to all policies, standards, and procedures issued by the state Chief Information Officer.
  - b. Higher Education: Business and administrative applications within higher education must adhere to the policies and standards issued by the state Chief Information Officer. Academic, research, medical, clinical and health care applications within higher education are encouraged, but not required, to comply with technology policies and standards.
  - c. The Legislature and judiciary are strongly encouraged to coordinate with WaTech, participate in shared service initiatives and development of enterprise-based strategies.
- 2. Technical policy and standards will be developed and implemented by the state CIO with the [current IT governance framework](#).**
  - a. Policy structure and naming conventions are outlined in [POL-01-01-S Naming Convention Standard](#).

- b. IT Technology guidelines, where published by the state Chief Information Officer, do not require compliance but are offered as best practice. Guidelines do not require approval from governance bodies.
- c. Administrative revisions for corrections such as typos or updating references to current links do not require the formal, multi-level review process.
- d. The CIO will review and approve enterprise service standards in accordance with [EA-02 Establishing an Enterprise Service Policy](#).
- e. In support of policies, standards, and guidelines, the CIO may develop and update procedures without the formal, multi-level review process.
- f. To fulfill its obligations in supporting statewide services and supporting state agencies, the CIO may develop confidential procedures.
  - i. These confidential procedures would be evaluated for adherence to the Washington Public Records Act [RCW 42.56 Public Records Request](#).
  - ii. Procedures will be made available to agencies through secure methods utilizing a relevant data-sharing agreement, as outlined in [RCW 39.24.240- Data requests—when a written agreement is required](#). See [SEC-08 Data Sharing Policy](#).
- g. A cross-section of institution and agency experts will participate in the development and review of technical policy and standards, including identifying the desired outcome and documenting the business case for a policy or standard. Standing or ad hoc subject workgroups will be used to support technology policy and standard creation and maintenance as needed.
- h. The CIO will resolve issues surrounding proposed policies and standards in a timely manner and escalate to the Governor as necessary.
- i. The CIO will use an Equity, Diversity, Access & Inclusion (EDAI) lens ensuring the following principles are embedded in each policy, standard, procedure, and guideline:
  - i. The CIO will consider possible inequity for protected classes when approving adoption.
  - ii. The CIO will apply policy requirements equitably.

iii. Where applicable, person-first and gender-neutral language will be used.

**3. The Technology Services Board Security Subcommittee is responsible for reviewing draft cybersecurity policies and standards. The Technology Services Board Policy/Portfolio Subcommittee is responsible for reviewing all other technology draft policies and standards. Either subcommittee may recommend approval or rescinding of their respective policies and standards.**

- a. With subcommittee recommendation, the state CIO may adopt policies pending formal adoption by the full TSB.
- b. Once adopted, policies are effective as if they had been approved by the full TSB.

**4. The Technology Services Board approves or rejects proposed policy and standards, including the rescinding of policy and standards.**

- a. The full TSB may review and adopt policies without recommendation of a subcommittee if the state CIO requests an expedited approval.
- b. WaTech must establish realistic and clear timelines for adoption in accordance with the TSB for expedited policies/standards.
- c. WaTech must support agency compliance through clear communication and any other support WaTech can provide.

**5. The state CIO will maintain documentation associated with IT policies and standards and publish and disseminate policies and standards at lifecycle stages.**

**6. The state CIO will create and continuously improve the processes, formats and templates used in making policy and standards, including:**

- a. Establishing compliance monitoring expectations.
- b. Ensuring timely completion of sunset reviews. Policy sunset review periods will be no more than three (3) years from the adoption date. IT Standards sunset review periods will be no more than two (2) years from the adoption date.
- c. Supporting the development of implementation and monitoring plans where needed.

d. Adopting and rescinding policies and standards as appropriate in the governance process.

**7. Institutions and agencies are responsible for complying with all published technology policies and standards unless a waiver has been granted by the state Chief Information Officer. See [POL-01-01-S Technology Policies, Standards, and Procedures Waiver Standard](#) and [POL-01-01-PR Waiver Procedure](#) for more details.**

a. Agencies must develop communications plans to support internal agency implementation and compliance.

b. Agencies must submit annual policy certification survey responses by Sept. 30 each year. Security policies are not included in this annual certification. See the IT Security Audit and Accountability Standard.

c. WaTech must develop and publish guidance to agencies for the annual attestation process by July 1 each year.

## REFERENCES

1. [Definition of Terms Used in WaTech Policies and Reports.](#)
2. [Boards and Committees \(Current IT governance framework\).](#)
3. [POL-01-01-S Technology Policy and Standard Naming Convention.](#)
4. [POL-01-02-S Technology Policy and Standard Waiver Request Standard.](#)
5. [POL-01-01-PR Technology Policies and Standards Waiver Procedure.](#)
6. [Establishing an Enterprise Service.](#)
7. [RCW 42.56 Public Records Request.](#)
8. [RCW 39.34.240: Data requests—When written agreement required.](#)
9. [SEC-08 Data Sharing Policy.](#)

## CONTACT INFORMATION

- For questions about this policy, please email the [WaTech Policy Mailbox](#).