

**AGENCY RULE**

**29.01.99.F1 Information Resources**

*Approved April 27, 2017*

*Revised February 22, 2022*

*Reviewed May 2, 2023*

*Next Scheduled Review May 2, 2028*

**RULE STATEMENT**

Texas A&M Forest Service regards information resources as a vital part of fulfilling the agency’s mission. The Information Resources (IR) Department Head is responsible for coordinating agency information resources, including ensuring, in consultation with the Director or designee, the effectiveness, security, and efficiency of the agency information resources. In addition, the IR Department Head, in consultation with the Director or designee, is responsible for ensuring that appropriate procedures and programs are implemented to safeguard computer systems, networks, and data and to mitigate risks that may compromise the integrity, availability or security of the agency’s information.

**REASON FOR RULE**

This rule supplements The Texas A&M University System (System) Policy 29.01, *Information Resources*, establishes the authority and responsibilities of the IR Department Head, and authorizes procedures and standards governing the use and security of agency information resources.

**PROCEDURES AND RESPONSIBILITIES**

1. AGENCY INFORMATION RESOURCES GOVERNANCE

1.1 In accordance with 1 Texas Administrative Code (TAC) §211.20, the Director designates the IR Department Head, under the supervision of the Associate Director for Finance and Administration, as the Information Resources Manager (IRM) to administer the requirements of 1 TAC Part 10 and all other applicable information resources laws, regulations, rules, and policies on behalf of the agency.

1.2 The IR Department Head is responsible for ensuring that agency information resources expenditures from any funding source are efficient and serve to improve agency services. The IR Department Head is also responsible for coordinating information resources purchases, regardless of the funding source.

1.3 The IR Department Head, with the Director’s or designee’s approval, will establish an information resources governance structure that accomplishes the following:

1. identifies and coordinates information technology projects and their priority among the operational and program areas;
2. reviews and provides recommendations on proposed information technology projects with substantial impact to stakeholders;
3. reviews and provides recommendations on proposed information technology capital investment requests;
4. reviews and provides recommendations on the information resources strategic plan; and
5. improves the security of technology infrastructure.

1.4. The IR Department Head will develop and implement rules and procedures as necessary to ensure compliance with 1 TAC Part 10. The IR Department Head is also responsible for obtaining the necessary agency approvals, as well as the approval of the System Chief Information Officer or designee, for newly developed rules and procedures before they become effective.

2. AGENCY INFORMATION RESOURCES SECURITY GOVERNANCE

2.1 In accordance with 1 TAC §202.70, the Director designates the information security officer (ISO), under the supervision of the IR Department Head, to administer the information security requirements of 1 TAC Chapter 202 and all other applicable information security laws, regulations, rules, and policies on behalf of the agency.

2.2 The ISO will develop and implement procedures and standards to ensure compliance with applicable federal and state requirements, as well as System information security policies and regulations.

2.3 Mandatory security controls required by 1 TAC §202.76 and System Regulation 29.01.03, *Information Security*, will be developed by the ISO and enforced through administrative procedures. Noncompliance with these procedures by employees may be considered grounds for disciplinary action up to and including termination.

3. USE OF AGENCY INFORMATION RESOURCES

3.1 Each user of agency information resources is responsible for using them in accordance with applicable System policies and regulations and agency rules, procedures, and guidelines.

3.2 There is no expectation of privacy when using agency information resources beyond that which is expressly provided by applicable privacy laws. Information created, stored, or transmitted on agency information resources may be subject to disclosure under the Texas Public Information Act or through legal or administrative proceedings. The agency may monitor individual usage of agency information resources. The agency has the right to examine information created, stored, or transmitted on agency information resources for general business purposes, including but not limited to, the normal operation and maintenance of such resources.

3.3 Usage of agency information resources may be subject to security testing by authorized IR personnel.

**RELATED STATUES, POLICIES AND REQUIREMENTS**

[1 Tex. Admin. Code Part 10, *Department of Information Resources*](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=3&ti=1&pt=10)

[1 Tex. Admin. Code Ch. 202, *Information Security Standards*](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=10&ch=202)

[1 Tex. Admin. Code Ch. 206, *State Websites*](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=10&ch=206)

[1 Tex. Admin. Code Ch. 211, *Information Resources Managers*](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=10&ch=211)

[1 Tex. Admin. Code Ch. 213, *Electronic and Information Resources*](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=10&ch=213)

[Tex. Educ. Code §51.9335, *Acquisition of Goods and Services*](http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.9335)

[Tex. Gov’t Code Ch. 2054, *Information Resources*](http://www.statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.2054.htm)

[System Regulation 25.07.03, *Acquisition of Goods and/or Services*](http://policies.tamus.edu/25-07-03.pdf)

[System Policy 29.01, *Information Resources*](http://policies.tamus.edu/29-01.pdf)

[System Regulation 29.01.01, *Information Resources Governance*](http://policies.tamus.edu/29-01-01.pdf)

[System Regulation 29.01.03, *Information Security*](http://policies.tamus.edu/29-01-03.pdf)

**DEFINITIONS**

**Agency information resources** – an information resource owned, leased, managed, or otherwise under the control of the Texas A&M Forest Service.

**CONTACT**

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