

	<h2 style="text-align: center;">Information Technology Policy and Standards</h2>	<p>Approved: _____</p> <p>_____ (Name), Secretary Date</p>																
<p>Year - Number</p>	<p style="text-align: center;">(Policy Name)</p>																	
<p>Area(s):</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Process</td> <td><input type="checkbox"/> Procurement</td> <td><input type="checkbox"/> Security</td> <td><input type="checkbox"/> Hardware</td> <td><input type="checkbox"/> Web</td> </tr> <tr> <td><input type="checkbox"/> Facility</td> <td><input type="checkbox"/> End-User</td> <td><input type="checkbox"/> Software</td> <td><input type="checkbox"/> Network</td> <td><input type="checkbox"/> Data</td> </tr> <tr> <td><input type="checkbox"/> Voice</td> <td><input type="checkbox"/> Audit</td> <td><input type="checkbox"/> Other</td> <td></td> <td></td> </tr> </table> <p>Replaces Other Policy: <input type="checkbox"/> No <input type="checkbox"/> Yes</p>				<input type="checkbox"/> Process	<input type="checkbox"/> Procurement	<input type="checkbox"/> Security	<input type="checkbox"/> Hardware	<input type="checkbox"/> Web	<input type="checkbox"/> Facility	<input type="checkbox"/> End-User	<input type="checkbox"/> Software	<input type="checkbox"/> Network	<input type="checkbox"/> Data	<input type="checkbox"/> Voice	<input type="checkbox"/> Audit	<input type="checkbox"/> Other		
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<p>Purpose: <i>A succinct statement of why the policy exists.</i></p>																		
<p>Policy Statement: <i>A succinct statement of the rule, method, process that is to be followed. Incorporate an agency feedback process and a 30-day implementation period from when the Secretary signs the policy.</i></p>																		
<p>Applicable Law & Other Policy: <i>Citation of the relevant Maryland State law and other relevant policy from DoIT or other Federal, State, or Local policies. Often the relevant legal source is contained in MD State Finance and Procurement Code Ann. Section 3A-202, 301-309.</i></p>																		
<p>Scope and Responsibilities: <i>All Maryland State government agencies, except educational institutions. Agency executives and applicable staff will ensure adherence to State Law and DoIT policy regarding IT resource management and service delivery.</i></p>																		
<p>Key Terms: <i>A list of important terms and definitions that promote understanding of the policy. Definitions will be consistent with those in relevant established law and policy.</i></p>																		
<p>Technical Specifications: <i>A succinct listing of applicable public and private sector technical standards on products and methods to assist agencies with policy implementation. Amplifying information may be included as an attachment.</i></p>																		
<p>Policy Review: <i>By the DoIT IT Policy Review Board three years from approval, or as needed.</i></p>																		
<p>Contact Information: <i>Chair, IT Policy Review Board, (email and phone).</i></p>																		
<p style="text-align: center;">### (denotes the end of the policy statement)</p>																		
<p>Attachments: <i>Examples or more detailed lists, descriptions, or other material that makes the policy statement more understandable and implementation more consistent and effective.</i></p>																		