



## **USB Storage Devices Usage**

### **Policy**

The purpose of this policy is to establish standards and requirements for County staff usage of portable / removable USB storage devices.

Unauthorized usage of removable USB storage devices could significantly compromise the security of the County network. Summit County employees shall not deploy non-county-issued or non OIT- approved USB removable storage devices on the County network or on County-owned computers. Prohibited removable USB devices include but are not limited to USB devices such as USB flash drives, external hard drives, phones, or cameras.

No exceptions are to be made to exclude an employee from observation of this requirement when using County computers, or when using removable USB devices on the county network.

### **Procedure**

#### **Approval**

When a county agency believes that usage of a removable USB storage device on the County network or on County-supplied devices is necessary to support their operations, permission for usage of said device must be requested of OIT by that agency's administration. The request shall be submitted to OIT support, for review by OIT administration. If usage is approved by OIT administration, County OIT reserves the right to configure and appropriately secure said device and to restrict non-OIT employee configuration or alteration of the device.

OIT approval / denial of the request shall be documented in the support request.