Policies of the University of North Texas Health Science Center	**Chapter 04 - Administration**
04.302 Server Management & Security Policy	

Policy Statement.
The purpose of this policy is to state clearly the responsibilities and requirements for managing and securing a data processing server.

All servers in the institution that contain institutional data or are connected to the UNTHSC-FW network must be under the logical and physical control of the Information Technology Services Department unless the Director of Information Technology Services approves that the placement and/or control of a server should reside elsewhere. Logical control over a server is vested in the person who has administrative rights to the server.

Application of Policy.
This policy applies to all servers that belong to the UNTHSC-FW or any server connected to the UNTHSC-FW network.

Definitions.
None

Procedures and Responsibilities.

Procedure / Duty	Responsible Party

1. Server managers and administrators must adhere to the following:
  a. Responsibilities for server management must be included in a person's job description.
  b. Server manager is defined as a security-sensitive position (institutional requirements apply to all such positions).
  c. Server managers will adhere to all institution policies relating to network and data security.
  d. Complete the institutional security training once per year.
	Server managers and administrators

2. Departments housing servers are expected to provide the proper environmental and physical security for the server in accordance with institutional policy.	Server managers and administrators

3. Server managers must maintain current documentation about the server covering the following:
  a. Server operating systems, directory structures and network connectivity
  b. License for any software running on the server
  c. Applications running on the server
  d. Client list
  e. Emergency procedures
  f. Contact list
  g. Data backup and recovery plan for the server
  h. A disaster recovery plan for the server
	Server managers and administrators

4. Backup information must be stored off-site using the Record Management Office for storage and retrieval.	Server managers and administrators
5. Server Managers must classify and protect all data on the server in accordance with the Data Integrity and Classification Policy.	Server managers and administrators

References and Cross-references.
None

Forms and Tools. (optional)

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