



# State of Nevada

## Information Technology Security Committee

### Standard

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#### 1.0 PURPOSE

This standard establishes the minimum Copyright standards.

#### 2.0 SCOPE

This standard applies to all state agencies meeting the requirements identified in the State IT Security Policy, Section 2.0 Scope.

#### 3.0 EFFECTIVE DATES

The requirements of this standard are effective 90 days after sign-off by the Governor or his designee.

#### 4.0 RESPONSIBILITIES

The agency head or appointed Information Security Officer (ISO) has the responsibility to ensure the implementation of and compliance with this standard.

#### 5.0 RELATED DOCUMENTS

State IT Security Policy 4.02  
State Information Security Officer (ISO) Roles and Responsibility, 4.03  
Web Style Guide, 3.02

#### 6.0 STANDARD

This standard supports the requirements of DoIT and State agencies as identified in the Executive Order, dated May 25, 1999, Computer Software Piracy.

- A. The agency is responsible for overseeing agency compliance with Federal copyright statutes. Agency management is responsible for ensuring compliance with the terms of all software licenses, establishing and monitoring inventory procedures for all the agency's software and certifying in writing, compliance with this standard. Software compliance is a legal responsibility for state agencies and non-compliance can impact an agency, as they may be held financially liable for unlicensed copies.
- B. Only state agency authorized software shall be installed or used on state-owned or leased hardware. The use of unlicensed software copies (software used in violation of the software license), or agency-unauthorized software is strictly forbidden.
- C. Each agency shall establish and maintain a software inventory to track and control all applicable software media, licenses or end user license agreements, certificates of authenticity, documentation and related items.



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- D. All agencies shall establish and maintain a software library or libraries to control access to all media, licenses or end user license agreements, certificates of authenticity, documentation and related items. This library or libraries shall be located in a secure area. The library shall include all copies of media and at least one copy of the manual and other documentation.
- E. The agency has the responsibility to conduct a software audit and annual physical inventory of the libraries and computer systems to determine whether the agency is complying with applicable software license agreements and State/Agency standards and procedures. The audit results and corrective actions shall be documented and provided to the agency management. All non-compliance software or discrepancies shall be removed or immediately brought into compliance.
- F. All disposal of software shall be done in accordance with the software publishers or manufacturer's license or copyright agreements, agency policy and state procedure.

#### 7.0 DEFINITIONS

None

#### 8.0 EXCEPTIONS/OTHER ISSUES

Request for exception to the requirements of this IT Security Standard must be documented, provided to and approved by the State IT Security Committee and Chief Information Officer (CIO).

<i>Approved By</i>		
Title	Signature	Date
<b>State IT Security Committee Chair</b>	Signature on File	10/31/2001
<b>NV IT Operations Committee Chair</b>	Signature on File	07/11/2002
<b>Governor/Governor's Representative</b>	Signature on File	06/17/2003

<i>Document History</i>		
Revision	Date	Change
A	07/11/02	Initial release.