

Kitsap County Information Services Policies and Procedures Documentation

Policies and Procedures Kitsap County Information Services December 2009, revised July 2012

Information Classification Policy

Description and Justification

Kitsap County's computer systems store both operational information, such as citizen, employee, financial, and asset inventory records, and functional information, such as property records. Because all of this information supports the County's mission, it must be trustworthy and available when needed. Additionally, the safekeeping and disclosure of some information, such as public records, is regulated by state and federal laws. This Information Classification policy applies to all information stored or transported by County computing resources. Use of these resources is governed by the Kitsap County Information Technology Security Policy and Acceptable Use Agreement, regardless of the point of access.

Classification	Name	Description
1	Public	Available publicly without risk to citizens, staff, or County mission. Information that is required by law to be publicly available.
2	Internal	Intended for use by individuals or groups for County operation or mission. May be disclosed to public under an information request.
3	Sensitive	Publicly disclosable internal information that may impact health & safety, if disclosed without legally required review and redaction.
4	Confidential	Access is tightly controlled. Unauthorized disclosure may harm public or staff, or violate state or federal regulations. Legally excluded from public disclosure.
5	Hazardous	Existence of information is a policy violation. This information may include computer virus files or information that the County is legally prohibited from possessing.