DEKALB COUNTY GOVERNMENT INFORMATION PROCESSING POLICY

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This page showing current page dates of the Information Processing Policy will be updated on the County's web page each March at www.dekalbcounty.org. This page was last reviewed for updates as of March 1, 2017.

INFORMATION PROCESSING POLICY

1.1.0.   **Purpose**

1.1.1.   To facilitate the effective and efficient planning, acquisition, and implementation of computer
hardware and software in departments with goal(s) of increasing service levels, increasing
productivity, controlling or reducing costs, and providing information to management to assist in
the decision-making process.
  - *(Revised 2/20/1984)*

1.2.0.   **Procedure**

1.2.1.   Any acquired hardware should represent the latest in technology, should be adaptable to a wide
range of software applications and should be compatible with hardware already being utilized.
  - *(Revised 2/20/1984)*

1.2.2.   Information which can be identified as useful to multiple users should be stored, when practical,
in a common database.
  - *(Revised 2/20/1984)*

1.2.3.   Whenever possible, information should only be entered and verified into the computer once, and
then it should be at the point (department) if first becomes available to the County, regardless of
the number of departments who may eventually use the information. This will provide the
greatest efficiency by eliminating duplicate work and also minimize the chance for error.
  - *(Revised 2/20/1984)*

1.2.4.   Utilization of microcomputers should be pursued as an <u>interim</u> solution to the total information
processing needs of DeKalb County.
  - *(Revised 2/20/1984)*

1.2.5.   Microcomputers should have the capability of service as a versatile workstation: performing duty
both as an independent computer and as a terminal which can interact with a mainframe computer.

  - *(Revised 2/20/1984)*

1.2.6.   Consideration for hardware and software should be given to vendors who can provide timely
maintenance and on-going support.
  - *(Revised 2/20/1984)*

1.2.7.   Purchased and propriety software can be copied for back-up purposes only. Because of copyright
laws, if an additional copy is needed for another microcomputer, it must be purchased.
  - *(Revised 2/20/1984)*

1.2.8.   Comprehensive documentation should be part of the software purchased.
   - *(Revised 2/20/1984)*

1.2.9.   Acquisition will be coordinated through the Finance Office.
   - *(Revised 2/20/1984)*

1.3.0.   Proper and adequate training should be given to employees for utilization of computer system.
   - *(Revised 2/20/1984)*

1.3.1.   Internal control procedures should be established at the time a system is installed and be reviewed periodically. Consideration should be given to adequate audit trails, back-ups, accessibility, modifications to software, and information editing. Responsibility for good internal control lies with the department head with assistance from the Finance Director.
   - *(Revised 2/20/1984)*

1.3.2.   Hardware and software cannot be used for personal business hours. Use at other times must be within established internal control procedures.
   - *(Revised 2/20/1984)*

1.3.3.   The County Administrator will develop procedures to implement and carry out this policy.
   - *(Revised 2/20/1984)*