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| Information Technology Policy |
| ***Title***  |
| ITP NumberITP-XXXnnn | **Effective Date**Month Day, Year |
| CategoryDomain | **Supersedes**None |
| ContactRA-ITCentral@pa.gov | **Scheduled Review**Month Year |

# Pennsylvania Office of Administration Logo

1. **Purpose**

This Information Technology Policy (ITP) establishes

1. **Scope**

 This ITP applies to all offices, departments, boards, commissions, and councils under the Governor’s jurisdiction (hereinafter referred to as "agencies"). Agencies not under the Governor’s jurisdiction are strongly encouraged to follow this ITP.

1. **Background (*optional*)**
2. **Definitions (*to be published to online Policy Glossary*)**
	1. **Definition 1**

* 1. **Definition 2**
1. **Objective *(optional)***
2. **Policy**

1. **Responsibilities**
	1. **Responsible Party 1**
	2. **Responsible Party 2**
2. **Related ITPs/Other References**Definitions of associated terms of this policy are published on the Office of Administration’s public portal: <http://www.oa.pa.gov/Policies/Pages/Glossary.aspx>

Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration’s public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>
* Management Directive 205.34 Amended *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*
1. **Authority**

Executive Order 2016-06 *Enterprise Information Technology Governance*

1. **Publication Version Control**

It is the [Authorized User](https://www.oa.pa.gov/Policies/Pages/Glossary.aspx)’s responsibility to ensure they have the latest version of this publication, which appears on [https://itcentral.pa.gov](https://itcentral.pa.gov/) for Commonwealth personnel and on the Office of Administration public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>. Questions regarding this publication are to be directed to RA-ITCentral@pa.gov.

1. **Exemption from This Policy**

In the event an agency chooses to seek an exemption from the guidance within this ITP, a request for a policy waiver is to be submitted via the enterprise IT policy waiver process. Refer to [ITP-BUS004 *IT Policy Waiver Review Process*](https://www.oa.pa.gov/Policies/Documents/itp_bus004.pdf) for guidance.

This chart contains a history of this publication’s revisions. Redline documents detail the revisions and are available to CWOPA users only.

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| **Version** | **Date** | **Purpose of Revision** | **Redline Link** |
| Original | mm/dd/20yy | Base Document | N/A |
| Revision | mm/dd/20yy |  | Revised IT Policy Redline <mm/dd/20yy> *Link to Redline, IT Central Document Repository-hosted* |