WASHINGTON
COURTS

**June 16, 2022**

**TO:** Data Dissemination Committee

**FROM:** Kevin Cottingham, AOC Data Dissemination Administrator

**RE:** Request from John Franklin for Increased Non-Court IT Staff Access

Mr. John Franklin is a Senior Program Analyst with the Yakima County Superior Court who has requested access for additional non-court IT users in JIS. Prior votes by the DDC have limited such access, most notably in October 2018:

> ***2. Non-Court IT Personnel JIS Access Policy***
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> *DDA Happold presented this agenda item. The 2014 DDC non-court IT personnel JIS access policy is still considered temporary. The current temporary policy allows AOC to establish JIS access for non-court/county clerk IT personnel if requested by a court or county clerk's office (usually for IT personnel that work for the county/city). The RACFID is active for only six months and does not provide access to BIT. Currently, the access is just being renewed every six months, and AOC is requesting a permanent policy. Based on this information, the DDC approved the following:*
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> 1. *If a request comes in for JIS access for non-court/county clerk IT personnel, (usually IT personnel that work for the county/city) they are allowed a temporary JIS RACFID for 6 months. This access does not extend to running BIT Reports.*
> 2. *During those six months, an agreement must be executed as described in JIS General Policy 4.1.9, if continued access is needed:*
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>> *Vendors, contractors, and staff of local information technology departments may be granted security privileges for access to non-public data in the JIS if such access is needed in order to develop or maintain an information system for a court or the AOC. Such access shall be governed by written agreements between the AOC, the court or county clerk, and the vendor, contractor, or local information technology department. Such contracts shall require the*

*employees of the vendor, contractor, or local information technology department to sign a confidentiality agreement, and for the court or county clerk to keep the signed copies and to certify to the AOC that such agreements have been executed.*

3. *If an agreement is not executed, the access is shut-off after six months.*

*This policy is not retroactive. Meaning that if a jurisdiction contacts AOC to renew the access for another six months, their IT personnel are not shut off at that time. When AOC renews the access, the jurisdiction should be told that this is the last six month temporary extension AOC can grant, and that they must enter into an agreement as described in 4.1.9.*

*This decision does not alter the DDC's March 6, 2015, decision that three non-court IT personnel permanently assigned to Spokane County Superior Court be given RACFIDs to work with the court and the clerk's office.*

While the language of the minutes is not completely clear, discussions with former DDC Chair Judge Leach were dispositive: this exception is limited to a single non-court user.

AOC has received several complaints about this policy, but until the present request, no court has been able to provide the written request typically required by the DDC. As a result, only small exceptions have been ratified, such as a vote in December 2020 that allowed for additional users during upgrade periods.

AOC wholly endorses the present proposal from Yakima Superior, and would suggest that an additional one or two users as requested presently should be sufficient for all Superior Courts in the state. The remainder of the previous decisions should be preserved: all non-court IT staff should be required to sign a specific confidentiality agreement to be retained by the clerk's office, and all accounts should last only six months before requiring renewal.