WASHINGTON COURTS
ADMINISTRATIVE OFFICE OF THE COURTS

Updating JIS Policies

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JIS Policies Overview

- The JIS General Policies contain several policy subject areas, including:
  - Software
  - Security
  - Use of Customer Services
  - JIS Applications
- The document was last revised by the JISC in June 2015
- There are several other policy documents approved by the JISC that must also be revised.
- All approved documents are published at JIS Policies

Current JIS Policy Structure

General

Data Dissemination Policy

General Policies (10 subject areas)

Alternative Electronic Court Record Systems

Data Standards

Implementation Plan

Disaster Recovery (DR)

DR and Business Resumption Planning

IT Governance (ITG)

JIS ITG Policy

ITG Stakeholder Comment Process

Project Management

JIS IT Portfolio Process

Security

JIS IT Security Policy

JIS Policies Overview

- The current policies and documents are not well organized with only one or two documents in each category
- The JIS General Policy covers many subject areas, including some that no longer represent JISC decisions that have taken place in recent years
- The proposed new structure addresses these issues

Proposed JIS Policy Structure

1. **JIS Oversight and Governance Policies**
   - 1.1 JIS IT Portfolio Policy
   - *1.2 IT Governance*
     - 1.2.1 JIS ITG Policy
     - 1.2.2 ITG Stakeholder Comment Process
   - 1.3 IT DR Recovery and Business Resumption Planning Policy
   - 1.4 JIS IT Security Policy
   - *1.5 Alternative Electronic Record Systems*
     - 1.5.1 Data Standards
     - 1.5.2 Implementation Plan

2 **JISC Subcommittee Policies**
   - 2.1 Data Dissemination Policy

3 **AOC Service Policies**
   - 3.1 Access to JIS Applications and AOC Network
   - 3.2 AOC Services
   - 3.3 User Responsibilities

Next Steps

- Approve the proposed policy structure and the plan moving forward
- Begin revising the policies and bringing them to the JISC for approval, similar to the court rules update process
- Establish an improved JIS Policy page and post revised documents

Decision Point