NIS MEMORANDUM 10-03

April 2, 2010

To: All Texas Transportation Institute (TTI) Employees

Subject: Updated Agency Information Technology (IT) Standard Administrative Procedures (SAP)

Over the last few months, the Network & Information Systems team has been reviewing, updating and creating new IT Standard Administrative Procedures to insure that they meet the current Texas Administrative Code (TAC) requirements. In addition, as a part of our periodic review, internal processes and related agency plans have been updated. These updates will help to renew our commitment to providing information technology resources that are more secure, reliable, up-to-date and recoverable in the event of a disaster. **It’s important that you understand your responsibility as a user of these resources and take the time to reacquaint yourself with the existing and updated procedures as well as become familiar with the new procedures.** A brief list of policy highlights can be found on TTINet at [http://ttinet.tamu.edu/network/policies/highlights.stm](http://ttinet.tamu.edu/network/policies/highlights.stm) and all IT SAPS can be found at: [http://ttinet.tamu.edu/network/policies/](http://ttinet.tamu.edu/network/policies/)

During the next few weeks TTI will undergo an Information Technology Security Audit that will be conducted by the Texas A&M University System Auditors. This underscores the importance of being familiar with these procedures.

We appreciate your efforts to help insure that TTI information resources are used in a secure and responsible manner. Your cooperation is greatly appreciated. If you have any questions, please contact NIS via e-mail at [support@ttimail.tamu.edu](mailto:support@ttimail.tamu.edu), or by phone at (979) 862-1417.

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