

# City of Richmond

## Administrative Manual

**SUBJECT:** Information Technology Department

**SECTION:** Information Technology

**POLICY NUMBER:** AP 650

**INITIAL DATE PREPARED:** August 25, 1999

**LAST DATE REVISED:** August 25, 1999

### **I. Purpose**

The Information Technology Department is responsible for the administration, management and implementation of information technology related services for the City of Richmond. These include services identified in the Information Technology Handbook and in the City of Richmond Administrative Manual:

- Source of information for City information technology planning and oversight
- Source of information for City information technology operation and control
- Development of information technology applications
- Conducting information technology audits and reviews
- Management, coordination and analysis of City business functions and systems
- Management of the global City information technology systems
- Management of information technology support and training
- Management of City information technology procurement and contracting
- Housing of information technology records and documents
- Preparation of information technology items for City Council approval.

### **II. Policy**

- A. It is the policy of the department to administer information technology services in accordance with applicable laws, ordinances, regulations, rules and good accounting practices.
- B. Information technology includes any information stored or transmitted in digital electronic format, including but not limited to electronic mail, voice mail, local databases, externally accessed databases, clip art, digital images, voice and sound recordings, and any digitized information that may be made available on or through City technology and its authorization and access.

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### **III. Procedure**

The Director of the Information Technology Department is responsible for writing procedures for information technology services. These procedures shall be contained in a City of Richmond Information Technology Handbook. Detailed information regarding information technology questions can be obtained by contacting the Director of Information Technology.

The organization chart for the Information Technology Department is shown on Exhibit AP 650-1.