



# Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Technology Hardware, Software and Service Specifications</b>
<i>AP Number:</i>	AP 9.01.06
<i>Adoption Date:</i>	11/13/06
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	5/27/11, 5/20/21, 5/8/24
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<i>Sponsoring Unit/Department:</i>	Information Technology
<i>Policy Title(s) &amp; No(s):</i>	Information Technology Resource Management, BP 9.01
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

## **PURPOSE**

The purpose of this Administrative Procedure (AP) is to define and authorize the process of creating and enforcing minimum hardware, service, and software specifications for College Information Technology (IT).

## **SECTION 1: Process and Enforcement**

- 1.1. The College's Information Technology Department is responsible for establishing specifications for computer hardware, peripherals, services, and software. Specifications will be based on current industry benchmarks.
- 1.2. Hardware and software specifications shall be reviewed and updated every year or more frequently as needed.
- 1.3. Hardware and software which deviate from the specifications are reviewed by the Information Technology Department and could result in removal of

unauthorized or noncompliant hardware or software from College property (i.e., specific devices or physical facilities), exclusion of personal devices from access to College IT systems, or termination of a user's related IT services.