



## Workstation Data Storage Standard

### Introduction

The State of Oklahoma has established data storage requirements to assist agencies in providing technical and physical safeguards to protect state data and associated information systems, as well as meet regulatory requirements and industry best practices. This helps ensure critical data used to serve the state and its citizens is not lost in the event of a security incident or in the event of a catastrophic event that renders a local managed storage unreadable.

### Purpose

This document establishes requirements for storing state data on workstations.

### Standard

The State of Oklahoma standard for storing state data is Microsoft OneDrive. OneDrive for Business is provided to all state employees and contractors as the approved storage solution. OneDrive has been vetted for the protection of state data and users' privacy. By default, every workstation is configured with a OneDrive local folder that automatically synchronizes with OneDrive and is included in backup and recovery services. Users are not permitted to store data locally outside of the OneDrive folder.

Box.com cloud-based content management and file sharing is authorized as an alternative to OneDrive upon the CIO's discretion.

Additionally, unmanaged removable storage media of any type is prohibited in any form or function within the state operational environment. Removable media devices shall not be used for sharing or storing data except those managed under the Removable Media Usage Standard.

### Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

### Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

### References

[Removable Media Usage Storage.](#)

### Revision history

This standard is subject to periodic review to ensure relevancy.

<b>Effective date:</b> 06/20/2023	<b>Review cycle:</b> Annual
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