

**SC CUSTOMER INFORMATION ADVISORY GROUP
MEETING SUMMARY
JUNE 28, 2000**

Agenda Items

- Proposed E-mail on SC Data Retention Policy
- Proposed E-mail on SC Password Policy

Draft E-Mails

Robbie Green provided draft e-mails on the agenda topics for discussion. The Group decided the following.

The draft e-mail on data retention will be revised to:

- Ask all users to focus on "cleaning up" the data that resides on the P:drive beginning on July 3, 2000;
- Request that users also make an effort to "clean up" the Q:drive;
- Indicate that the Support Center will provide whatever information is available on P: and Q:drive file ownership to the CIAG members who will distribute it within their organizations;
- Note that starting July 31, 2000, the P:drive will retain only one year's worth of SC LAN data; all data one year and older will be migrated to a tape backup system; and users needing access to data on the tape backup will need to make a request to the Support Center by name, location, or timeframe.

The draft e-mail on password policy will be revised to allow additional time to transition everyone to new passwords (July 31, 2000 instead of July 14, 2000).

The revised e-mails will be sent to the CIAG members for a quick review before the Support Center sends them out.

CIO Plan to Improve Web Security

Green also discussed the CIO plan to improve security by August 21, 2000 for all publicly accessible web sites as well as those with local connectivity to support service sites. The current requirement is to provide a detailed "inventory" of the SC Home Page, as well as the connected links, to the Office of the CIO by July 7, 2000. Between July 7 and August 21, the CIO and each DOE Program Office (SC, DP, EM, etc.) will develop any necessary implementation plans. Green will provide more information on the impact of this requirement at the next CIAG meeting.

Action Items

- Revise draft e-mail on data retention as noted above. (Green)
- Revise draft e-mail on password policy to allow a longer time to transition to new passwords as noted above. (Green)
- Review revised e-mails briefly prior to the Support Center sending them out. (CIAG)
- Provide information on the impact of the CIO's effort to improve security for publicly accessible web sites and those connecting to support service sites. (Green)

Proposed 07/12/00 Meeting Agenda

- Discussion of Impact of CIO Efforts to Improve Web Security
- Final Selection of Performance Measures

Proposed Future Agenda Items

- Presentation on Cyber Security
- Support Center roles and responsibilities with regard to IM Training (Green)

Meeting Attendees

Name		Organization	Contact Information
John	Willis	SC-55	3-4095
Greg	Dilworth – Alt Chair	SC-17	3-2873
Patricia	Rice – Exec. Sec	SC-621	3-4556
Steve	Eckstrand	SC-55	3-5546
Jane	Hiegel	SC-31	3-5800
Dean	Oyler	SC-22	3-6394
Caryle	Miller	SC-82	3-8434
Marvin	Stodolsky	SC-72	3-4475
Peggy	Burris	SC-4	3-7265
Steve	Buswell	SC-7	6-9741
Brian	O'Donnell	SC-5	6-7399
Emily	Knouse	SC-622	3-1577
Mike	Gercken	SC-621	3-5253
Anne	Priebe	SC-621	3-2449
David	Wigtil	SC-621	3-5730
Kirk	Harrison	SC-621	3-5253
Michael	Lynott	SC-621	3-6409
Brent	Baker	SC-621	3-2345
Robbie	Green	SC-621	3-6578
Jeanne	Beall	SC-621	3-4587
Ted	Griffin	SC-621	3-4602
Todd	Forsythe	SC-621	3-5253
Kathi	Centeno	SC-621	3-5472
Dick	Yockman	SC-621	3-3394