Rock Valley College

IT Resource End of Life Procedure

RVC Administrative Procedure (2:30.060)

Purpose

Every product has a lifecycle. When hardware and/or software products/services reach what's commonly known in the IT world as "end of life" (EOL), it no longer receives free security updates and fixes, software updates, or technical support. That leaves computers running software that are easy targets for hackers, viruses, malware, data theft and data loss.

The purpose of this Procedure is to ensure that the confidentiality, integrity, and availability of Rock Valley College (RVC) IT resources are kept intact by not utilizing, deploying, relying on hardware, software, or firmware in an EOL status where there is no remediation.

Scope

This Procedures applies to any hardware or software product/service, referred to as a resource, that has been procured with College funds by any unit or employee of RVC or any others who provide services or act under the name of the College, including contractors, vendors and consultants.

Decommissioning Resources

When a College-owned resource reaches EOL status it must be either decommissioned and/or replaced. The Department of Information Technology shall be responsible for monitoring the lifecycles of the resources. However, if a department believes that a resource is EOL, a department must submit a service request to the Department of Information Technology, and the Department of Information Technology shall determine whether the resource is EOL.

When a resource is decommissioned, records retention policies may require that the records stored within the resource must be retained beyond the useful EOL. Prior to decommissioning a resource, the Department of Information Technology, with the counsel of the Vice-President of Operations/COO, will inventory the records maintained within the resource to determine if records retention policies apply.

If records retention policies apply, one of the following options must be selected:

1) Data may be exported from the resource and maintained in a secured location until retention periods expire.
2) Underlying databases may be copied along with the associated data schema/metadata until retention periods expire.
3) The resource may be disconnected from the RVC network and be maintained as a standalone resource until retention periods expire.

For clarity, if records are stored on a resource that is being decommissioned, but those records are also on or available from another resource which is not EOL, then the Department of Information Technology must not adhere to the records retention policies delineated above; the essence of the records retention policies is to ensure that the records are maintained in accordance with applicable law.

Definitions

1. **End of Life (EOL):** describes the useful life of an operating system, applications, hardware, firmware, services, or subscriptions. After this period, the vendor will stop updating, supporting, marketing, or selling that specific item.
2. **Resource:** includes College-owned computing, networking, communications, application, telecommunications systems, infrastructure, hardware, software, data, databases, cloud-based vendors, Software as a Service (SaaS) vendors, and related materials and services.

Enforcement

All requests for clarifications or interpretations of this procedure should be directed to the Vice President of Operations/COO.

Reference: Board Report 8120
Implemented: March 2023
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