



COLLIN COUNTY

Information Services
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To: Judge Keith Self
Commissioner Webb
Commissioner Hill
Commissioner Williams
Commissioner Reid
Bill Bilyeu

From: Caren Skipworth, CIO

Date: June 11, 2014

Re: Desktop Password Policy Update

The Information Technology department would like to respectfully inform Commissioners Court of a change to the Desktop Password Policy. The changes are being made based on testing results prior to the implementation of the policy approved by the court on April 21, 2014. The following changes, shown in red, have been made to section 5 of the policy:

❖ **Password Policy**

- Where supported, passwords for any device, system and account must comply with:
 - Minimum of 10 characters in length **containing at least 3 of the following:**
 - At least 1 upper-case alpha character (A through Z)
 - At least 1 lower-case alpha character (a through z)
 - At least 1 numeric character (0 through 9)
 - At least 1 special character (example: !, @, \$, ~, etc.)
- Passwords will expire every 60 days
- Passwords may not repeat more frequently than every 12 **password changes**
- **Minimum password age is 5 days**
- Password entry will be locked after 10 failed attempts
- Password lockout will last for 10 minutes
- Workstation screen saver will be set to require password entry after 5 minutes