



# Information Technology Department

## Best Practice

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### Departmental Servers and Administration

***Purpose:***

This practice outlines department autonomous server standards and administration requirements.

***Practice:***

**Autonomous Department Servers**

In support of federated server sustainability and co-operation with the City's enterprise environment, departments have autonomy to operate their own computing servers provided the following is adhered to:

1. All servers and server replacements follow Information Technology (IT) department server standards as outlined on T:\\_\_\_\_\_.
2. Servers are used by a single department and administered by that department. Servers must be administered by IT if they are operationally relied upon by another department.
3. Department has identified, trained, and maintained certified system administrators and second-level replacements for federated servers. The department will accommodate best practice in the continued operational maintenance of federated servers or coordinate with IT for service prior to system acquisition.
4. Department will follow industry best practices for backup, archival, and disaster recovery planning for all federated servers, or coordinate with IT for service prior to system acquisition.
5. Department has taken responsibility for continued capital management (periodic replacement) of federated servers within their operational budgets.
6. All server network connectivity is coordinated with IT, allows for remote access by IT, and accommodates Enterprise Network Management software.
7. All servers are housed within appropriate rack mounted devices, supported by Uninterruptible Power Supply units, dedicated isolated grounded power supply, in a secured location (room or closet), with adequate ventilation and/or air conditioning.
8. Department will follow all applicable laws and policies which govern the storage and retention of government files.