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**AGENCY CONTACT MEMORANDUM #2015-0702**

**To:** Agency IT Leadership, Technical Contacts

**From:** James M. Fowler,  
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**Date:** July 6, 2015

**Subject:** CIO-102 Software Sunset Policy

Due to increasing support costs and security risks that result from the use of unsupported software no longer compliant with enterprise information technology standards, the Commonwealth Office of Technology announces a new cost recovery policy.

Effective July 8, [CIO-102, the Software Sunset Policy](#), authorizes COT to establish and recover appropriate charges that shall be applied in addition to normal service rates when agencies choose to continue employing unsupported software.

“Sunset” software is defined as software that is no longer supported by the manufacturer or distributor. It exposes the Commonwealth to numerous risks and vulnerabilities, and prevents the Commonwealth from utilizing the features and functions of newer technologies because of incompatibility issues between products.

The enterprise incurs real costs when non-compliant software must be supported, so we strongly encourage agencies to remain current with vendor-supported software products.

Please take time to thoroughly review CIO-102. If you have questions about the policy, please contact your [COT Business Relationship Manager](#).