



Commonwealth of Kentucky  
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**AGENCY CONTACT MEMORANDUM #2015-1205**

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

**From:** Jim Barnhart  
Deputy Commissioner

**Date:** December 30, 2015

**Subject:** New Enterprise Computer Standard

Please be advised that new deployment of enterprise personal computers and laptops will no longer feature optical CD or DVD drives. This will be a departure from the traditional computer models that have existed within the enterprise for many years; however COT has chosen this path to help improve the Commonwealth security posture.

New Dell laptops without optical drives began arriving at the Commonwealth Office of Technology this month. New desktops without optical drives are expected to arrive in the near future.

In order to reduce the risk of malware, data exfiltration and other security issues, the use of personal storage devices on state-owned PCs is prohibited, pursuant to section [7.2.9 of the Security Standard Procedure Manual \(COT-067\)](#).

[7.2.9 Unauthorized Hardware](#)

*Personal hardware is prohibited from being used on the Commonwealth's network or on any hardware device maintained by the Commonwealth. This hardware includes laptops, workstations, USB storage devices, etc. Using these devices on Commonwealth systems could be a proponent to the spread of virus, data loss, data theft, and hardware malfunctions.*

All technical contacts receiving this message should remind employees about COT-067, as well as [CIO-092, the enterprise Media Protection Policy](#) that outlines the measures that should be implemented to protect information stored on media (transporting, storage, encryption, sanitation, etc.), based on its classification pursuant to federal, state, and agency regulatory requirements.

Please contact your [COT Business Relationship Manager](#) for additional information.