

# Office of the Chief Information Officer Enterprise Policy

## CIO-102 Technology Sunset Policy

**Effective Date:** 7/8/2015

**Last Revised:** 11/16/2020

**Last Reviewed:** 11/16/2020

### Policy Statement

This policy establishes controls addressing the sunset of technology. The controls provide guidance in decision-making and practices that optimize resources, mitigate risk, and maximize return on investments.

### Definition

Technology Sunsetting: The business process in which the Commonwealth Office of Technology (COT), or an agency, determines and plans for the end of the useful life of a particular technology. Technologies are typically sunset when the technology is obsolete or unsupported, or the function that required the technology is no longer needed due to changing business needs.

### Policy

Obsolete or unsupported software and hardware present numerous risks to the Commonwealth, such as security vulnerabilities, incompatibility with features and functions of newer technologies, and higher support costs. Consequently, this policy establishes the responsibilities for addressing technology in sunset status.

COT and agencies shall review their respective technology portfolios according to established review schedules, or at least every two years. The technology portfolio review should include participants responsible for IT asset management, finance/budgeting, and IT standards such as information security, compliance and technical standards, in order to ensure the technology meets current security, business, and technology requirements and standards. If a technology cannot meet technology requirements and standards, or no longer meets business requirements, COT and the impacted agencies will collaborate to set a sunset date and plan for the removal of the technology from the environment.

For enterprise-level technology or a technology that is an approved standard (i.e., product listed in [Kentucky Information Technology Standards \(KITS\)](#)), if COT determines that such a technology needs to be sunset or replaced, COT shall notify agencies using an [Agency Contact Memo \(ACM\)](#). Agencies requesting an exemption for continued use of sunset enterprise technology or approved standard technology must submit a [COT-F027 KITS Exception/Addition/Modification Request Form](#) to COT. The cost associated with retaining and supporting sunset technology is the responsibility of the agency, including any additional costs COT bears to support the sunset technology.

When an agency determines an agency-specific technology must be sunsetted, it shall inform the CIO and any potentially impacted agencies with a rationale for sunset status. COT may disable any technology in sunset status if the CIO, after consultation with the CISO and the agency, determines the software creates a significant operational or security risk to the Commonwealth that warrants such action.

**Authority**

[KRS 42.726](#) authorizes the Commonwealth Office of Technology (COT) to develop policies and compliance processes to support and promote the effective applications of information technology within the executive branch of state government.

**Applicability**

All executive branch agencies and non-executive branch agencies using COT-managed infrastructure or services shall adhere to this policy. This includes employees, contractors, consultants, temporaries, volunteers, and other workers within state government.

**Responsibility for Compliance**

Each agency shall ensure that staff within their organizational authority are made aware of and comply with this policy. The agency is responsible for enforcing it. Organizations may modify this policy to fulfill their responsibilities, but shall obtain approval through an exception request. Staff should refer to their internal policy, which may have additional information or clarification. Unauthorized and/or neglectful actions regarding this policy may result in disciplinary action up to and including dismissal. COT may require additional service charges for remediation efforts due to non-compliance with this policy.

**Maintenance**

COT's Privacy and Audit Support Branch is responsible for administrative coordination to maintain this policy, including review of this policy by the appropriate organizations at least every two years.

**References**

- [Agency Contact Memo](#) (published on COT website)
- [COT Service Rates and Descriptions](#)
- [COT-F027 KITS Exception/Addition/Modification Request Form](#) – link to the e-form available in [COT Forms library](#)
- [Exceptions, Modifications and Additions to KITS](#)
- [Kentucky Information Technology Standards \(KITS\)](#)
- [KRS 42.726](#)