

RESOLUTION NO. R-01-2025

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FULTON APPROVING AND ADOPTING INTERNAL COMPUTER CONTROLS

WHEREAS, the Town contracts with Straight Edge Technology, Inc., Hereafter referred to as “IT” for IT work on an as-needed basis.

WHEREAS, backup is done daily through CLOUD storage.

WHEREAS, the IT adds/deletes users and determines application access for the appropriate employees.

WHEREAS, the battery backup is located in the computer mechanical room located in the Building Official’s office.

WHEREAS, the Town has established a Disaster Recovery Team (DRT) to coordinate the disaster recovery process. The DRT should include representatives from all departments and should be responsible for developing and implementing the disaster recovery plan.

WHEREAS, the DRT should establish backup and recovery procedures for critical systems and data. This includes procedures for backing up data on a regular basis and for restoring data in the event of a disaster.

WHEREAS, the IT is committed to protecting the privacy and security of personal data in accordance with applicable laws and regulations.

WHEREAS, all computers are password protected. Passwords are not shared. The City Secretary has all passwords for emergency use.

WHEREAS, the Comptroller and Bookkeeper can access payroll and accounts payable. The City Secretary/Municipal Court Clerk, Administrative Assistant, Building Official, and the Fulton Convention Center Coordinator record payments from customers in their respective software systems.

The Town respects the privacy of its employees. However, an employee may not expect such privacy rights to extend to the use of Town - Owned systems, Property, equipment, or supplies.

- a. All Computers and related equipment used by the Town must be used in accordance with the Towns policies and procedures.
- b. All computers and computer systems owned by the Town are to be used for official business only.
- c. All users must respect the privacy of others and not access, modify, or delete any files or data belonging to another user without their permission.

- d. All users must respect the intellectual property rights of others and not copy, distribute, or otherwise use any software or data without the permission of the copyright holder.
- e. All users must respect the security of the computer systems and not attempt to gain unauthorized access to any system or data.
- f. All users must respect the integrity of the computer systems and not attempt to damage or disrupt any system or data.
- g. All users must respect the confidentiality of any sensitive information stored on the computer systems and not disclose any information to unauthorized persons.
- h. All users must respect the privacy of others and not sue the computer systems for any illegal or unethical activities.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF FULTON, TEXAS:

Section 1. The Town Council approves the Internal Controls Policy as presented in this Resolution.

Section 2. The Town Council adopts the above Whereas clauses as the Internal Computer Controls.

Section 3. The City Secretary shall disseminate the Internal Controls Policy to all Town employees.

Section 4. The Mayor, or presiding officer, is hereby authorized to affix her signature to this Resolution signifying its adoption by the Town Council of the Town of Fulton and the City Secretary, is directed to attest thereto.

PASSED AND APPROVED this the 16th day of April, 2025.

TOWN OF FULTON

Kelli Cole, Mayor

ATTEST:

Stephanie Garcia, City Secretary