STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES

Information Technology &	Information Technology and Communications Division Policy #: ITCDP05-04	
	TITLE: Hardware Standards and Technology Refresh	
	EFFECTIVE DATE: March 17, 2005	
Communications Division	**APPROVED**: Chief Information Officer (CIO)	

I. PURPOSE:

     The purpose of this policy is to establish a standard for hardware configurations for Distributed and Mainframe equipment for Information Technology and Communications Division (ITCD) and implementation of technology replacement (refresh) schedules. This policy is not a contract and can be modified by DPSCS at any time.

II. REFERENCES:

     None

III. SCOPE:

     The Department of Public Safety and Correctional Services (DPSCS) and its customer community.

IV. POLICY:

     It is the policy of DPSCS to maintain standards for hardware acquisitions that will ensure hardware compatibility with the current systems and to maintain an eye towards future technology enhancements and to optimize resource management. Additionally, the policy to maintain a technology replacement (refresh) schedule will prevent the purchase and use of outdated equipment by appropriately replacing and upgrading equipment consistent with users' needs and agency goals; while maintaining technology and industry standards.

     The execution of this policy is based upon the commitment and availability of funds each year.

     ITCD will develop and maintain a refresh plan applicable to all hardware documented in the Appendix B.

     DPSCS hardware standards are established and are contained in Appendix A. Replacement chart is in Appendix B.

V.   RESPONSIBILITIES:

    A.   The Chief Network Officer (CNO) of ITCD will review and update the Hardware Standards Policy annually no later than July 1st. The policy version number and change history shall be explicitly documented in each policy.

    B.   ITCD is responsible for implementing and enforcing this policy within DPSCS.

VI.   APPENDICES:

    A.   Hardware Standards

    B.   Replacement Chart

VII.   RECISSIONS:

    None.

APPENDIX A.   Hardware Standards

Dell Personal Computers

Dell Servers

IBM Servers

Cisco Switches / Routers

3 Com, Intel – Ethernet 10/100 PCI Network Interface Cards

EMC Storage

Check Point Security Appliances

HP Printers

HP Scanners

HP Plotters

IBM Mainframe CMOS

IBM 36-Track and 256-Track Tape Drives

APPENDIX B – Replacement Chart

HARDWARE	REPLACEMENT
Mainframe	5 Years
Midsize Servers	5 Years
Wintel Servers	4 Years
PC – Desktop	3 Years
PC – Laptop	3 Years
Peripherals – All types of printers, scanners, cameras	3 Years, if needed
Switches and Routers	5 Years

When planning and budgeting for equipment replacement the following shall be considered:

- Year equipment was installed
- Magnitude of use
- Skill requirements and business requirements of the functional or business role the equipment is supporting
- Industry and technology advancements
- Total amount of equipment in inventory that require refreshing
- If the equipment becomes obsolete prior to its scheduled replacement date, it would be replaced by current equipment.
- If the equipment lasts longer than the replacement life cycle and provides the required functionality to an acceptable degree, it could be used and maintained for a longer duration.