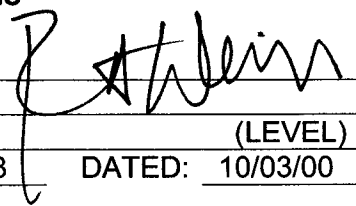


DEPARTMENT OF FINANCE AND ADMINISTRATION
Administrative Memorandums

200.18.3 TITLE: Consent Agreement
ISSUING OFFICE: Director's Office
DISTRIBUTION THROUGH: All DFA Employees (LEVEL)
DATE ISSUED/REVISED: 6/30/09 REPLACES: 200.18 DATED: 10/03/00



I will treat all information maintained on DFA computer systems as strictly confidential and will not release any information to an unauthorized person.

I will not disclose any information concerning access procedures without proper authorization.

I will store information under secure conditions and make every effort to protect the data.

I will not access, modify, or copy programs, files or data of any sort belonging to other users without obtaining prior authorization from the appropriate authority (owner of record, DFA Chief Information Officer or designee).

I will immediately notify the DFA Chief Information Officer if any data is lost or stolen.

I understand that my internet usage will be monitored. This usage will be reported to the DFA Chief Information Officer, DFA Administrator, and my Manager and/or Supervisor.

I understand that electronic files, including e-mail files, of state employees are potentially subject to public inspection and copying under the state Freedom of Information Act ("FOI"), Ark. Code Ann. § 25-19-101 et seq.

I understand that violation of these policies or procedures may result in severe disciplinary action per DFA Administrative Memorandum 300.12. This disciplinary action may result in my immediate termination or initiation of criminal or civil action if appropriate.

My signature below indicates I understand the terms of the DFA Internet, E-Mail, and General Computer Use Policy and the corresponding procedures and agree to comply with their terms and provisions.

NAME (Print)

SIGNATURE

DATE

OFFICE