

Information Technology Resource Management Council (ITRMC)

ENTERPRISE GUIDELINES – G100 INFORMATION TECHNOLOGY PLANNING

Category: G120 – EXEMPTION PROCESS

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I. DEFINITION

Exemption Process – Some State Agencies may have special conditions or extraordinary business requirements that prevent compliance with an ITRMC policy or standard. A completed [Exemption Request Form](#) is required to request an exemption from an ITRMC policy or standard.

II. RATIONALE

These guidelines are intended to provide direction to Agencies in the preparation of a request for an exemption from an ITRMC policy or standard.

III. REFERENCE

1. ITRMC Information Technology Policies can be found at:
<http://www2.state.id.us/itrmc/plan&policies/policies.htm>.
2. ITRMC Information Technology Enterprise Standards can be found at:
<http://www2.state.id.us/itrmc/plan&policies/standards.htm>.
3. *ITRMC Policy 1010 - Information Technology Standards and Guidelines Framework* describes the exemption process and can be found at:
<http://www2.state.id.us/itrmc/plan&policies/policies.htm#1010>.

IV. GUIDELINE

Agencies unable to comply with ITRMC Policies or desiring to purchase or maintain equipment or software that does not meet the ITRMC Enterprise Standards must submit an [Exemption Request Form](#) completed according to instructions contained within the form.

The completed Exemption Request Form is to be accompanied by a cover letter (Word format) from the Agency head addressed to the Chairman of the ITRMC. Please submit one (1) copy electronically to itrmc@adm.idaho.gov and one (1) hard copy to:

ITRMC Chairman
Department of Administration
650 West State Street, Room 100 (83702)
PO Box 83720, Boise, ID 83720-0042

Upon receipt of the completed Exemption Request Form, the ITRMC staff will review and make a recommendation to the ITRMC for consideration at the next scheduled Council meeting. The submitting Agency will be notified of the date and time in advance of the Council meeting where the Exemption Request will be heard. An Agency representative will be scheduled to appear before the Council to brief the Council members on the business case for the request.

The ITRMC may grant an exemption for a specified period not to exceed twenty-four (24) months. Agencies wishing to extend their exemption must submit a new request at least ninety (90) days before the exemption period ends.

For additional resources or more information, contact the ITRMC staff at (208) 332-1876.

V. TIMELINE

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