

**Commonwealth Information Security Council  
Encryption Committee Meeting  
December 2, 2008  
2:00 PM to 3:45  
The Supreme Court Building**

**Encryption Committee members attending:**

David Hines, (SCV) [dhines@courts.state.va.us](mailto:dhines@courts.state.va.us) – Co-Chair  
Michael McDaniel (VRS), [mmcdaniel@varetire.org](mailto:mmcdaniel@varetire.org) – Co-Chair  
Cameron Caffee (VDOT) [Cameron.Caffee@VDOT.Virginia.gov](mailto:Cameron.Caffee@VDOT.Virginia.gov)  
Michael Watson, (VITA) [michael.watson@vita.virginia.gov](mailto:michael.watson@vita.virginia.gov) (Teleconference)

**Encryption Committee members absent:**

Steve Werby (VCU), [smwerby@vcu.edu](mailto:smwerby@vcu.edu) – Co-Chair  
Craig Goeller (DMAS), [craig.goeller@dmass.virginia.gov](mailto:craig.goeller@dmass.virginia.gov)

**Also attending:**

Bill Freda, (VITA) [bill.freda@vita.virginia.gov](mailto:bill.freda@vita.virginia.gov)

**The goals:**

- Survey agencies – IT and business perspective (complete)
- Develop plan for educating users and ISOs (pending completion of 1 & 2 below)
- Develop best practices and compare with Commonwealth's practices
- Recommend feature sets for enterprise encryption solutions

**Tasks:**

- Develop 10 encryption best practices for next meeting
  - Data at Rest, Data in Motion
- Review COV ITRM Guideline SEC507-00
- Build to Recommend feature sets for enterprise encryption solutions

**Topics included:**

- Primarily discussion focused on how to create encryption best practice documents based on the highest risk.
- The Committee agreed to work single topics to create encryption best practice documents.
- The Committee agreed to start with the highest risk to the Commonwealth regarding laptop encryption solutions.
- Other potential Topics included:
  - Removable Media encryption solutions
  - Web Server encryption solutions
  - E-Mail encryption solutions
  - Transfer Protocol encryption
  - "Machines in the open" encryption
  - Other Infrastructure encryption areas