



Department Source: Information Technology

To: City Council

From: City Manager & Staff

Council Meeting Date: November 7, 2022

Re: USB Security and File Upload Process

Executive Summary

Due to the unique threat they pose, flash drives and other physical media drives will no longer be permitted for directly delivering files or presentation materials. All files will need to be uploaded to CoMo.Gov/upload at least 15 minutes prior to meetings. There they will be made privately available to the owner via secure password.

Discussion

There are numerous risks associated with allowing unknown/external USB flash drives. USB flash drives circumvent many levels of the City's network-based security controls. In addition to nearly unlimited malware and undesirable content, there are some USB devices that can physically damage hardware. This new process is supported by the City's Acceptable Use Policy.

Starting Nov. 8, the City will begin utilizing a new file upload process for all external presentations. This includes Council, Boards and Commissions and vendors utilizing City facilities for presentations. The City will implement a grace period through Dec. 31, where both physical USB access and the file upload process will be available. USB ports will be deactivated on Jan. 1 and the file upload process will become the sole method available for accessing external presentations. The upload portal can be accessed from <https://como.gov/upload>

Files must be in Powerpoint or PDF format and be no larger than 100MB. Please contact the webmaster if you require a different file type or your file is larger than 100MB. Once a file is uploaded it will be available for use in 5 to 10 minutes.

City staff will launch a comprehensive informational campaign to help educate residents on this new process. This will include information on the City's website, social media, signage and training for City staff.

Fiscal Impact

Short-Term Impact: \$0

Long-Term Impact: \$0

Strategic & Comprehensive Plan Impact



City of Columbia

701 East Broadway, Columbia, Missouri 65201

[Strategic Plan Impacts:](#)

Primary Impact: Organizational Excellence

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable

Legislative History

Date	Action
None	None

Suggested Council Action

Staff recommends acceptance of report.