



# GOVERNMENT IT & CYBERSECURITY CHECKLIST

**How Confident Are You That Your Organization  
Is Protected and Prepared?**

A practical checklist for local government leaders to identify potential gaps in cybersecurity, backups, technology, critical applications, and IT accountability.



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# Government IT and Cybersecurity Checklist

## How confident are you that your organization is protected and prepared?

Local government depends on technology—from email and financial systems to court applications, document management, utilities, public works, and citizen services. Use this checklist to identify areas worth discussing with your IT team or technology provider.

### How to use this checklist

Check Yes, No, or Not Sure for each question. Pay particular attention to every question where your answer is No or Not Sure.

Organization: \_\_\_\_\_

Completed by: \_\_\_\_\_

## 1 Cybersecurity

| Checklist question                                                        | YES                      | NO                       | NOT SURE                 |
|---------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Do we use multi-factor authentication wherever appropriate?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are computers, servers, and other systems regularly patched and updated?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are our systems actively monitored for potential security threats?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do employees receive ongoing cybersecurity awareness training?            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we have appropriate email security and spam/phishing protection?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are administrator privileges restricted and controlled?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| When an employee leaves, is their access promptly removed?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we know who is responsible for responding to a cybersecurity incident? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 2 Backup and Disaster Recovery

| Checklist question                                                                 | YES                      | NO                       | NOT SURE                 |
|------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Are our critical systems and information backed up automatically?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are backups protected from the same threats that could affect our primary systems? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are backups regularly tested to confirm they can actually be restored?             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we know how long restoring critical systems would take?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we know which systems must be restored first after a major outage?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we have a documented recovery plan?                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 3 Critical Government Applications

Consider systems such as Abila MIP, Henschen, Equivant CourtView, Government Accounting System, SSI/VIP, PaperVision, WasteWorks, and other specialized applications your organization depends on.

| Checklist question                                                                        | YES                      | NO                       | NOT SURE                 |
|-------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Have we identified all applications considered critical to operations?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we know which servers, networks, databases, and services those applications depend on? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are those underlying systems monitored and maintained?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we have current contact information for each software vendor?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is responsibility clear when a problem involves both our software vendor and IT provider? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we have a plan if a critical application becomes unavailable?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 4 Microsoft 365 Email and User Access

| Checklist question                                                               | YES                      | NO                       | NOT SURE                 |
|----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Is MFA enabled for appropriate Microsoft 365 accounts?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are suspicious login attempts monitored?                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we have a consistent process for adding and removing users?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are permissions reviewed so employees only have access to what they need?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we understand what Microsoft protects versus what remains our responsibility? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 5 Infrastructure and Reliability

| Checklist question                                                                              | YES                      | NO                       | NOT SURE                 |
|-------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Do we have an accurate inventory of computers, servers, network equipment, and other IT assets? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we know which equipment is approaching end-of-life?                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are servers and network devices proactively monitored?                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we have a replacement plan and budget for aging technology?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have we identified technology that could create a single point of failure?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are recurring IT problems being permanently addressed rather than repeatedly patched?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 6 IT Support and Accountability

| Checklist question                                                                          | YES                      | NO                       | NOT SURE                 |
|---------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Do employees know exactly who to contact when they need IT help?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does our IT provider respond within a clearly defined timeframe?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are important issues followed through until they're resolved?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does our provider explain problems and recommendations in plain English?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does our IT provider proactively identify risks rather than waiting for something to break? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| When multiple vendors are involved, does someone take ownership of coordinating the issue?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do we receive useful information about the overall condition of our IT environment?         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 7 Internal IT Resources

| Checklist question                                                                                         | YES                      | NO                       | NOT SURE                 |
|------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Does our internal IT person/team have enough capacity to handle day-to-day support and strategic projects? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do they have outside expertise available for cybersecurity and difficult technical problems?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there backup coverage when our primary IT person is sick, on vacation, or unavailable?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is important IT knowledge documented rather than residing with one person?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Could the organization continue operating effectively if a key IT employee unexpectedly left?              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 8 Technology Planning

| Checklist question                                                                        | YES                      | NO                       | NOT SURE                 |
|-------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Do we have a documented technology plan for the next 12-36 months?                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do leadership and IT agree on the organization's highest technology priorities?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are cybersecurity risks prioritized instead of simply addressed as they appear?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can leadership clearly understand why major technology investments are being recommended? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are technology expenditures planned rather than driven primarily by emergencies?          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## How Did Your Organization Do

- **Mostly Yes:** You appear to have many important processes in place. Your next step is verifying that they are documented, tested, and consistently followed.
- **Several No Answers:** You have identified areas that deserve a closer look and should be prioritized with your IT team or provider.
- **Several Not Sure Answers:** This may be the most important result. As a government leader, you shouldn't have to personally manage IT—but you should be able to get clear answers about whether your organization is protected and prepared.

## Three Questions for Leadership

1. If we experienced a serious cyberattack tomorrow, how confident are we that we could recover?
2. Which technology failure would create the greatest disruption to our organization, and what is our plan if it happens?
3. Who is ultimately accountable for making sure our technology risks are identified and addressed?

## You Do Not Have to Become an IT Expert

Government leaders shouldn't have to become IT experts to know their organization is protected and prepared. At EK Computer, we understand how stressful it is to be accountable for technology and cybersecurity when you can't always tell whether important risks are being addressed. We've been helping organizations confidently manage their technology since 1998, backed by 24/7/365 monitoring and a 100% satisfaction guarantee.

1

Schedule a conversation

2

Assess your IT environment

3

Follow a clear technology plan

## Know Where You Stand

Stop wondering whether an overlooked IT or cybersecurity risk could disrupt your organization and put public trust at risk.

**Schedule a conversation with EK Computer to see where your technology stands and what needs attention.**

**SCHEDULE A CONVERSATION • [WWW.EKCOMP.COM](http://WWW.EKCOMP.COM)**

*Do not treat this as a technical certification or security assessment.*