

<p>New York State Information Technology Policy</p>	<p>No: NYS-P08-002</p>
<p>Policy</p> <p>Authority to Establish State Enterprise Information Technology (IT) Policy, Standards, and Guidelines</p>	<p>Updated : 04/29/2011</p> <p>Issued By: Melodie Mayberry-Stewart State Chief Information Officer Director Office for Technology Policy Owner: Enterprise Strategy & Acquisition Services</p>

1.0 Purpose and Benefits of the Policy

The purpose of this policy is to communicate the authority of the New York State Office of Information Technology Services (ITS), to establish enterprise Information Technology (IT) plans, policies, standards, procedures, guidelines and bulletins as they relate to State agencies' acquisition, deployment and use of information technology, including, but not limited to, hardware, software and technology services, with which State agencies shall comply. In addition, this policy outlines the procedure to be followed by internal and external parties for recommending and developing new enterprise IT policies.

Enterprise IT Policies, Standards and Bulletins seek to:

- Ensure alignment with the New York State Enterprise Information Technology Strategic Plan to drive innovation and deliver cost-effective IT solutions;
- Ensure adherence to the Principles governing New York State Information Technology Enterprise Architecture;
- Ensure uniformity in common technical standards and technology systems deployed by State government;
- Protect and secure the State's IT infrastructure and data;
- Streamline the State's procurement and deployment of common IT systems and infrastructure;

- Streamline the delivery of information or services by promoting consistency in handling, collecting, transporting and storing of data information;
- Promote short or long term cost savings by reducing duplication of spending and achieving greater economies of scale across the State enterprise; and
- Create value for IT investments to better serve citizens, businesses and those who visit the State of New York websites.

2.0 Enterprise IT Policy Statement

Section 2 of Executive Order No. 117 provides the State Chief Information Officer, who also serves as Director of the NYS Office for Technology, the authority to oversee, direct and coordinate the establishment of information technology policies, protocols and standards for State government, including hardware, software, security and business re-engineering.

The authority for ITS to set policies, standards, and best practice guidelines is given in the State Technology Law, and in NYS Executive Order No. 117 (<http://www.cio.ny.gov/oft/execord117.htm>).

2.1 Section 103(10) of the State Technology Law provides the authority for the Director of the Office for Technology to establish statewide technology policies, including but not limited to, preferred technology standards and security.

2.2 Section 303(2)(a) of the State Technology Law provides the Office for Technology the authority to establish rules and regulations governing the use of electronic signatures and authentication.

2.3 Executive Order No. 117 defines “State government” to include all State agencies, departments, offices, divisions, boards, bureaus, commissions and other entities over which the Governor has executive power and the State University of New York, City University of New York and all public benefit corporations the heads of which are appointed by the Governor; provided, however, that the powers and duties of the Chief Information Officer shall extend to business and administrative functions of such universities common to State government.

2.4 Section 2 of Executive Order No. 117 provides the State Chief Information Officer, who oversees the Office for Technology, the authority to oversee, direct and coordinate the establishment of information technology policies, protocols and standards for State government, including hardware, software, security and business re-engineering.

2.5 Title 41, Part 102-173 of the Code of Federal Regulations outlines the authority of the chief information officers of the states to determine policy for local governments and state agencies regarding the registration and use of the .gov Internet domain. State and local policies, standards, procedures, and bulletins promulgated under the authority of Title 41, Part 102-173 of the Code of Federal Regulations are applicable to every organized body, office or agency established for the exercise of any function of state or local government in New York.

3.0 Scope of the Policy

This policy applies to all “State government entities,” as defined in NYS Executive Order 117.

4.0 Policy Statement

Any request, suggestion or recommendation to enhance or strengthen enterprise IT policy development or implementation must be submitted, in writing, to the attention of the Enterprise Strategy & Acquisitions Office (referred to as ESAO) through one of the following external mechanisms: the NYS CIO Council, the Executive Chamber, or the Legislature. In addition, the ESAO may recognize a need for policy development through additional research, working with partner agencies or other internal or external factors.

4.1 All policies, standards and best practice guidelines shall include a reference number, an effective date on which the policy, standard and/or guideline becomes binding on the State government entities, and name of the entity that published the policy.

4.2 The policy document must include, at a minimum, the following sections in this exact order:

1.0 Purpose and Benefits of the Policy

2.0 Enterprise IT Policy Statement

3.0 Scope of the Policy

4.0 Policy Statement

5.0 Policy Compliance

6.0 Definitions of Key Terms

7.0 ITS Contact Information

8.0 Revision Schedule and Review History

9.0 Related Documents

4.3 If an enterprise IT policy is no longer relevant, or the subject matter is best combined with another policy, ITS may decide to discontinue or replace the policy.

As part of the Policy and Standard development process, ITS reserves the right to collect any information regarding the use of information technology by New York State government entities.

5.0 Policy Compliance

This policy shall take effect upon publication. The Enterprise Strategy and Acquisition Services Unit shall review the policy at least once every two years to ensure relevancy. The Enterprise Strategy and Acquisitions Office may also assess agency compliance with this policy. To accomplish this assessment, ITS may issue, from time to time, requests for information to covered agencies, which will be used to develop any reporting requirements as may be requested by the NYS Chief Information Officer, the Executive Chamber or Legislative entities.

6.0 Definitions of Key Terms

A complete listing of defined terms for NYS Information Technology Policies, Standards, and Best Practice Guidelines is available in the "NYS Information Technology Policies, Standards, and Best Practice Guidelines Glossary (<http://www.its.ny.gov/policy/glossary.htm>)."

7.0 ITS Contact Information

Submit all inquiries and requests for future enhancements regarding this policy to:

Policy Owner
Attention: Enterprise Strategy Governance and Acquisition Services
New York State Office of the Chief Information Officer and Office for Technology
State Capitol, ESP, P.O. Box 2062
Albany, NY 12220

Questions may also be directed to your ITS Customer Relations Manager at:
Customer.Relations@cio.ny.gov

The State of New York Enterprise IT Policies may be found at the following website:
<http://www.its.ny.gov/tables/technologypolicyindex.htm>

8.0 Revision Schedule and Review History

Date	Description of Change
06/09/2005	Original Policy Issued
08/01/2008	Revised Policy Restating Authority, Procedures, and Contact Information
01/14/2009	Revised with Minor Non-substantive Changes
04/29/2011	Revised to include ability to collect Information Technology information.
09/12/2012	Reformatted and updated to reflect current CIO, agency name, logo and style.
04/29/2013	Review Scheduled

9.0 Related Documents
