



# Office of Information Technology Services

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Albany, NY 12220-0062  
[www.its.ny.gov](http://www.its.ny.gov)

<b>New York State Information Technology Policy</b>	<b>No:</b> NYS-P08-002
<b>IT Policy:</b>  <b>Authority to Establish Enterprise Information Technology Policies, Standards, and Guidelines</b>	<b>Updated:</b> 02/21/2019
	<b>Issued By:</b> NYS Office of Information Technology Services  <b>Owner:</b> Division of Legal Affairs

## 1.0 Purpose and Benefits

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This policy communicates the authority of the New York State Office of Information Technology Services (ITS) to oversee, direct and coordinate the establishment of information technology policies, guidelines and standards for State Entities, on topics including hardware, software, security and business re-engineering.

Information technology policies, standards, and guidelines seek to:

- Promote innovation and deliver cost-effective IT solutions;
- Ensure adherence to the principles governing New York State information technology enterprise architecture;
- Ensure adherence to the principles governing New York State information technology project management practices for Executive agencies
- Ensure consistency in common technical standards and State Information Technology Resources;
- Protect and secure State Information Technology Resources and data;
- Streamline the State's procurement and deployment of IT systems and infrastructure;
- Streamline the delivery of information or services by promoting consistency in handling, collecting, transporting, transferring, and storing of data;
- Promote short or long term cost savings by reducing duplication of spending and achieving greater economies of scale across State Information Technology Resources; and
- Create value for IT investments to better serve citizens, businesses, State Entities, and those who visit the State of New York websites.

## 2.0 Authority

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Section 103(10) of the State Technology Law provides ITS with the authority to establish statewide technology policies, including technology and security standards. Section 2 of Executive Order No. 117 provides the State Chief Information Officer with 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.

## 3.0 Scope

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This policy applies to all “State Government” entities as defined in Executive Order 117 or “State Agencies” as defined in Section 101 of the State Technology Law (“State Entities”), their employees, and all others, including third parties (such as local governments, consultants, vendors, and contractors), that use or access any ITS Information Technology Resource for which ITS has administrative responsibility, including systems managed or hosted by third parties on behalf of ITS. Where a conflict exists between this policy and a State Entity’s policy, the more restrictive policy will take precedence.

## 4.0 Information Statement

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The authority for ITS to set policies, standards, and guidelines is given in the State Technology Law; in NYS Executive Order No. 117; and in Title 41, Part 102-173 of the Code of Federal Regulations.

### 4.1 State Technology Law

Section 103(10) of the State Technology Law provides ITS with the authority to establish statewide technology policies, including but not limited to, preferred technology and security standards, and statewide policies, standards, programs, and services relating to the security of state government networks and Geographic Information Systems (GIS), including the statewide coordination of geographically referenced critical infrastructure information.

Section 102(2) of the State Technology Law gives the Director of ITS responsibility for the administration of ITS.

Section 304 of the State Technology Law provides ITS the authority to establish rules and regulations governing the use of electronic signatures and authentication.

### 4.2 Executive Order

Section 1 of Executive Order No. 117 charges the State Chief Information Officer with overseeing and supervising the management and operations of ITS.

Section 2 of Executive Order No. 117 provides the State Chief Information Officer, who also serves as Director of ITS (formerly known as 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.

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.

#### 4.3 Code of Federal Regulations

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 regarding the registration and use of the dot gov Internet domain. State policies, standards, procedures, and bulletins promulgated under this authority are applicable to every organized body, office or agency established for the exercise of any function of state government in New York.

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 Compliance

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This policy shall take effect upon publication. Compliance is expected with all enterprise policies and standards. ITS may amend its policies and standards at any time; compliance with amended policies and standards is expected.

## 6.0 Definitions of Key Terms

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Except for terms defined in this policy, all terms shall have the meanings found in <http://www.its.ny.gov/glossary>.

Term	Definition/Description
<b>Chief Information Officer, State Chief Information Officer (CIO)</b>	Director of the New York State Office of Information Technology Services (ITS)
<b>State Entity(ies) (SE)</b>	any entity that falls within the definition of “State Government” entities as defined Executive Order 117 or “State Agencies” as defined in Section 101 of the State Technology Law”

## 7.0 Contact Information

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Submit all inquiries and requests for future enhancements to the policy owner at:

**Division of Legal Affairs**  
**Reference: NYS-P08-002**  
**NYS Office of Information Technology Services**  
**State Capitol, ESP, P.O. Box 2062**  
**Albany, NY 12220**  
**Telephone: (518) 473-5115**  
**Email: its.sm.dla@its.ny.gov**

Statewide technology policies, standards, and guidelines may be found at the following website: <http://www.its.ny.gov/tables/technologypolicyindex>

## 8.0 Revision History

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This policy shall be reviewed at least once every two years to ensure relevancy.

Date	Description of Change	Reviewer
04/04/2002	Original policy release	OFT
04/04/2002	Revised policy	OFT
01/05/2010	Revised to correct formatting and technical errors.	CIO/OFT
10/10/2017	Revised policy	Division of Legal Affairs
2/21/2019	Revised policy	Division of Legal Affairs

## 9.0 Related Documents

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[New York State Technology Law](#)

[Executive Order No 117](#)

[Code of Federal Regulations](#)

[NYS-P09-003 Process for Establishing Enterprise Information Technology Policies, Standards, and Guidelines](#)