



# Office of Information Technology Services

State Capitol P.O. Box 2062  
Albany, NY 12220-0062  
[www.its.ny.gov](http://www.its.ny.gov)

<b>Office of Information Technology Services Policy</b>	<b>No:</b> ITS-P20-001
<b>ITS Policy:</b>  <b>System Integration</b>	<b>Updated:</b> 10/26/2020
	<b>Issued By:</b> NYS Office of Information Technology Services  <b>Owner:</b> Chief Technology Office

## 1.0 Purpose and Benefits

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This policy sets the architectural requirements to control data and consolidate processing of data through standardized system integrations.

## 2.0 Authority

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*Section 103(10) of the State Technology Law* provides the Office of Information Technology Services (ITS) with the authority to establish statewide technology policies, including technology and security standards. *Section 2 of Executive Order No. 117*<sup>1</sup> 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. Details regarding this authority can be found in NYS ITS Policy, [NYS-P08-002 Authority to Establish Enterprise Information Technology \(IT\) Policies, Standards and Guidelines.](#)

## 3.0 Scope

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This policy document applies to ITS and its employees (including full-time, part-time, and temporary employees), contractors, consultants, volunteers, interns, and ITS supported agencies (“Client Agency”).

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<sup>1</sup> All references to Executive Order 117 refer to that which was originally issued by Governor George E. Pataki on January 28, 2002 and continued by Executive Order 5 issued by Governor Eliot L. Spitzer on January 1, 2007, Executive Order 9 issued by Governor David A. Patterson on June 18, 2008, Executive Order 2 issued by Governor Andrew M. Cuomo on January 1, 2011, and Executive Order 6 issued by Governor Kathy Hochul on October 8, 2021.

## 4.0 Information Statement

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### 4.1 Data Transfer and Sharing Justification

Business data transferred or shared from one system/application to another must be authorized by the information owner. The information owner may be a State Entity (SE) or an individual. A risk analysis must be performed by SE executive management before a data transfer is designed and developed.

### 4.2 Acceptable System Integration Patterns

There are three (3) acceptable system integration patterns for inter-application communication:

1. A service interface built in accordance with the Service Oriented Architecture (SOA) Standard.
2. A file transfer executed through the ITS supported managed file transfer services.
3. Data migrations executed through the ITS supported Extract, Transform and Load (ETL) services.

For the purpose of this document, an application is a collection of software and hardware assets that implement a business capability.

These system integration patterns only apply to the transfer of business data (this policy does not apply to system level information).

## 5.0 Compliance

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

If compliance with this policy is not feasible or technically possible, or if deviation from this policy is necessary to support a business function, an exception may be requested through the Chief Technology Office's exception process.

## 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>.

## 7.0 Contact Information

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

**Chief Technology Office**  
**Reference: ITS-P20-001**  
**NYS Office of Information Technology Services**  
**State Capitol, ESP, P.O. Box 2062**

Albany, NY 12220  
Telephone: (518) 402-7000  
Email: [CTO@its.ny.gov](mailto:CTO@its.ny.gov)

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

## 8.0 Revision History

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This policy should be reviewed consistent with the requirements set forth in [\*NYS-P09-003 Process for Establishing Information Technology Policies, Standards and Guidelines\*](#).

Date	Description of Change	Reviewer
10/26/2020	Issued policy	Chief Technology Office

## 9.0 Related Documents

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