

JAN 21 1970



STATE OF MINNESOTA

OFFICE OF THE GOVERNOR

ST. PAUL 55101

HAROLD LEVANDER
GOVERNOR

EXECUTIVE ORDER NO. 56

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In order to assist the carrying out of tasks and responsibilities of state government and all other units of government, it is necessary to use computer based information systems and other computer services as indispensable tools for the rapid and efficient handling and analysis of data. As a first step in accelerating the state's efforts in computerization, I, Harold LeVander, Governor of the State of Minnesota, issued Executive Order No. 15, dated May 27, 1968. To build upon the experience and the results gained since then and to accelerate further the state's efforts in this broad field, it is necessary and in the public interest to clarify the authority and responsibility for accomplishing the desired goals.

Therefore, pursuant to the authority vested in me by law, I Harold LeVander, Governor of the State of Minnesota, issue this Executive Order superseding Executive Order No. 15, to further the development, implementation, coordination, and integration of state information systems and related electronic data processing activities, and assign this responsibility and authority to the Commissioner of Administration to be executed by him through the Computer Services Division, Department of Administration, which division was created by the 1967 Session of the State Legislature. Pursuant to the provisions of Minnesota Statutes 1967, Sections 16.13 and 16.135 and Article IX, Chapter 1129, Session Laws of Minnesota for 1969 and other existing statutes, the Commissioner of Administration is directed to implement such administrative actions as may be necessary to comply with the intent of this Executive Order.

In order that the Commissioner of Administration and the Director of the Computer Services Division will have the benefit of competent and objective advice, counsel, and guidance in carrying out their responsibilities, they will advise and consult with the Governor's Committee on State Information Systems. The Committee shall advise the Commissioner and the Director, Computer Services Division, concerning the development and implementation of a state information systems master plan and make recommendations from time to time to the Governor, the Commissioner, and the Director, Computer Services Division, concerning the progress, direction, and needs for the state systems efforts.

The Governor's Committee on State Information Systems shall also advise and consult with the departments and agencies of the state government on overall state objectives in information services and the policies necessary to accomplish those objectives; on departmental and agency needs for information systems and other computer services; and on progress toward meeting those needs. In addition, the committee shall advise and confer with appropriate committees of the Legislature at their request on matters relating to information services of the state or local governments.

Pursuant to this Executive Order the Computer Services Division shall design and administer a master plan, including specific objectives and detailed policies, for the development and implementation of information systems and other computer services within the structure of state government. The master plan will be composed of individual segments, integrated to the extent practicable, for administration, education, the legislature, and the judiciary, and for local government, federal government, and other public bodies, corporate and politic. The Division shall advise and consult with the appropriate agencies of government in developing the several segments.

As one of its principal objectives, the plan is to establish information systems that provide for the most efficient means of data collection, storage, retrieval, and exchange among units and agencies of federal, state, and local governments.

Effective implementation of the master plan requires that the Division develop criteria for preparation of proposals and evaluation of proposals for information systems and related computer systems and that the Division review all requests at the state level for systems projects; programming efforts; and computer hardware and related equipment. Further, requisitions for additional or replacement personnel for, and requests for consulting assistance in, information systems are subject to review by the Division. In arriving at a decision to accept, reject, or modify such requests and requisitions, the Division will work with the requesting agency to relate the requests to the state master plan, proposal preparation and evaluation criteria, and priority schedules.

A major area of information systems in which the state has both a financial and operational interest is in the political sub-divisions of the state. Local governments in general have neither the funds nor the personnel necessary to the development and implementation of such systems. The need, however, is pronounced. To assist local governments in this area of great concern, the Division will take action to develop local government information systems including providing the systems design and programming capability necessary and, when feasible, the computer capacity to handle those programs on a pilot project basis. In accomplishing this, the Division will coordinate its efforts with other interested agencies to assure integration of resources and elimination of redundant efforts.

To attain its objectives in the most effective manner at both the state and local government levels, the Division will utilize to the extent practicable systems design and programs available from other states, from governmental jurisdictions, and from private sources, reciprocating to whatever extent is appropriate and legal. It will initiate cooperative systems and/or programming efforts with other states when practicable.

Information systems and other computer services are vital to the efficient and effective management of all agencies of local government. The importance of development of such systems increases daily because of the growing demands on local government for services on one hand and the increasingly serious local government revenue problem on the other hand. To assist in attacking this problem and in

addition to the action specified in the two preceding paragraphs, the Division is to submit a report to the Governor no later than September 1, 1970, outlining the needs of local government for information services and plans and programs to meet those needs in the most expeditious and efficient manner.

The Division is charged with developing a security system, including the capability of auditing the security system, with the assistance of appropriate state officials for the protection of all computer-based data so that information that is required by law and administrative rules and regulations to be confidential will remain so and is available only to authorized personnel. The objectives of the system are to provide protection of individual liberties and to safeguard data stored in computer compatible form.

The University of Minnesota is not to be considered a department or agency of state government under provisions of this Order. Nevertheless, the University may avail itself of the computer services of the Department of Administration as contemplated by this Order upon the execution of a written agreement between the University and the Commissioner of Administration.

The research that has been done on data processing systems indicates that three factors are key in successful operations: (a) detailed advanced planning, (b) heavy participation by users in systems design and implementation, and (c) a careful review of performance against plans. The Budget Division of the Department of Administration is charged with responsibility for accomplishing (c), above, on a continuing basis, reporting quarterly to the Commissioner of Administration and the Governor's Committee on State Information Systems.

The Commissioner of Administration shall report to the Governor in writing quarterly beginning April 1, 1970, on short and long range plans in regard to state use of information systems and other computer services. Such reports shall include the progress made in the implementation of previously defined objectives.

Witness my hand and seal of the State of Minnesota this 20th day of January, 1970.

/s/ HAROLD LeVANDER

Harold LeVander
Governor of the State of Minnesota

ATTEST:

/s/ JOSEPH L. DONOVAN

Joseph L. Donovan
Secretary of State

STATE OF MINNESOTA
DEPARTMENT OF STATE

FILED 1/20/70
JOSEPH L. DONOVAN
SECRETARY OF STATE

OFFICE OF THE GOVERNOR
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St. Paul, Minnesota 55101
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Re: Exec order 56

TED FARRINGTON,
News Secretary

2/5/70

FOR THURSDAY, FEBRUARY 12 RELEASE

GOVERNOR'S REPORT
BY
GOVERNOR HAROLD LEVANDER

I am pleased to announce that by Executive Order I have created a new computer division in the Department of Administration. This will be one of the most significant steps for effective government taken in a long time.

The Reorganization Act gave the Governor broad power to carry out further consolidations or transfers beyond those that were provided in the Act itself.

One area where it is essential that all facilities be brought together is in the use of computers to serve state government. If every department were to have its own hardware and system we would have enormous cost and unnecessary duplication. One of my primary areas of interest has been computerization of administration and research activities of state government.

In Minnesota, which is Number One in the computer industry with Control Data, Honeywell, IBM, and Univac, we should have the best state computer plan in the nation. This we are now going to have, thanks to an Advisory Committee with representatives from each company that manufactures computers, plus representatives from some of our largest users of computers. This committee, appointed 2½ years ago, is chaired by Mr. Gilbert Holmes, of Northwestern Bell Telephone Company.

This group has made a complete study and developed a plan which will make Minnesota a leader. Each member has given hundreds of hours of time without compensation because of his desire to have Minnesota be a model.

Now through my Executive Order, one computer division will serve all

departments as well as the Legislature. Such a total information system will give us vital information for administration and policy making almost instantaneously.

87 sheriffs and scores of police chiefs will get information within minutes before making arrests.

The Highway Department can get design information that would otherwise require dozens of men working many days with slide rules.

The state payroll can be run in a few hours. The Tax Department can run thousands of refund checks in a matter of days.

Other departments will be able to store their information in a central system.

Waste and duplication will be avoided and millions of dollars of savings will be realized. Minnesota will have a system of which we can be justly proud.

I thank you for this opportunity to communicate with you through the columns of (name of local paper).