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STATE OF MINNESOTA  
DEPARTMENT OF STATE

FILED  
MAY 27 1968

EXECUTIVE ORDER NO. 15

*Joseph L. Sullivan*  
Secretary of State  
Pursuant to the authority vested in me by law, I, Harold LeVander, Governor of the State of Minnesota, issue this Executive Order to accelerate the development and implementation of coordinated and integrated state information systems and related electronic data processing activities. Section I, below, outlines briefly the general background of and need for this Order; Section II establishes the Minnesota Information Systems Coordinating Committee; and Section III sets forth the responsibilities and authorities of the Division of Computer Services, Department of Administration.

I. GENERAL

The relatively recent developments of systems analysis, computers, and management science provide powerful aids to effective and efficient management. The government of the State of Minnesota has made good use of these administrative tools. Frequent improvements in techniques and equipment, however, make it mandatory that the state step up its efforts to keep abreast of managerial innovation. A principal objective of these efforts is obtaining greater economy in operation of the state government. Even more important, however, is improving service to the citizens of the state.

In the 1967 Session, the Legislature appropriated \$500,000 for the purpose of advancing state information systems and other data processing applications at an accelerated rate. The Legislature called for the establishment of a Division of Computer Services in the Department of Administration and the development of a long range plan for information systems of the state government. The Computer Services Division is now operating and is an outgrowth of the computer section of the previous Central Services Division. Its initial organization and operation have been materially aided by the ongoing work of the Governor's Committee on State Information Systems appointed in July, 1967. The broad objectives and the responsibilities and authority of this new division are stated in Section III of this Order.

To assist in coordinating the development and implementation of the several large information systems necessary for the state, the Minnesota Information Systems Coordinating Committee is being established on this date. Its responsibilities and initial membership are stated in Section II of this Order.

The State begins its move toward greater computerization from a base of considerable strength. Much excellent work has already been accomplished. Particularly outstanding has been the computerization progress of the Minnesota Highway Department.

Additional large scale systems are in the implementation stage; for example, MINCIS - the Minnesota Criminal Information System; the Department of Education information system; and CTRSC -- the Central Traffic Records Service Center program.

The computer coordinating structure is sound, with Minnesota having an essentially centralized computing facility -- an advantage enjoyed by few other states. Inter-departmental cooperation in computerization has been superior. Working with additional resources and with the same cooperative spirit, the departments of the state government now stand in an excellent position to progress rapidly with, and benefit greatly from, information systems development.

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## II. MINNESOTA INFORMATION SYSTEMS COORDINATING COMMITTEE

There is hereby established the Minnesota Information Systems Coordinating Committee. Its responsibilities include counseling with the Computer Services Division on the Development and annual updating of long range (five year) and short range (two year) plans for state information systems and on the policies and the priorities of that division. The chairman of the committee is the Commissioner of Administration. The initial membership is:

Association of Minnesota Counties  
Attorney General  
Department of Administration - Rolland F. Hatfield, Commissioner  
- Daniel B. Magraw, Director, Computer Services Division  
  
Department of Civil Service  
Department of Conservation  
Department of Corrections  
Department of Economic Development  
Department of Education  
Department of Employment Security  
Department of Health  
Department of Highways  
Department of Public Welfare  
Department of Taxation  
League of Minnesota Municipalities  
Legislature - House of Representatives  
Legislature - Senate  
Metropolitan Council  
Public Examiner  
Public Service Commission  
State Auditor  
State Colleges Secretary of State  
State Junior Colleges  
State Planning Agency  
State Treasurer  
University of Minnesota

## III. COMPUTER SERVICES DIVISION

The Computer Services Division, Department of Administration, established by an act of the Legislature in 1967, is charged with the following objectives, responsibilities, and authorities.

OBJECTIVES OF THE DIVISION: To plan the orderly and efficient development of information systems and other computer services for all agencies of the state government; guide the implementation of the plans so that optimum systems and computer integration may be accomplished; administer or coordinate the administration of systems, programming, management science, and computer operations; and provide for controls over accomplishment of the objectives to the end that the State of Minnesota will have a highly effective and efficient overall systems, management science, and computer capability.

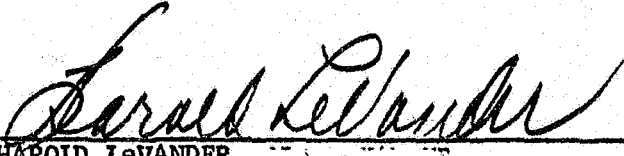
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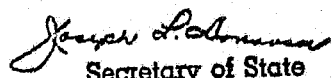
RESPONSIBILITIES AND AUTHORITY: Operating as a division within the Department of Administration and under the direction of the Commissioner of Administration, the Computer Services Division shall have the following responsibilities and authority commensurate therewith:

1. In consultation and cooperation with the Minnesota Information Systems Coordinating Committee, develop and up-date annually long range (5 year) and short range (2 year) plans for information systems development and related personnel and computer and communication capability.
2. Administer, or coordinate the administration of, the systems, programming management science, and computer operations of the Executive Branch of the Minnesota State Government, and administer any such operations for the legislative and judicial branches of the state government, as may be requested by those branches.
3. In consultation with the Minnesota Information Systems Coordinating Committee, establish priorities for computer systems design projects, and for programming and implementation of new systems. Review and recommend action on all requests for funds (state or federal) for use in planning, designing, programming, implementing, or operating any computer-based or computer-linked system. Authorize the initiation of systems projects for computer applications, and exercise approval authority over the systems design for such applications in consultation with the State Planning Agency.
4. Review and recommend action on the establishment of any position in systems analysis, programming, management science, or computer operations, or related management positions.
5. Maintain systems and programming staff to service state agencies without such personnel and to supplement staffs of state agencies having such personnel.
6. Review and recommend action on project specifications for and the selection of outside consultants to assist with the planning, designing, programming, or implementing of a computer systems application.
7. Assist the Procurement Division in establishing specifications for, and recommend, or review and recommend action on, the state rental, lease, or purchase of computers, related communication equipment, or other EDP-related equipment; the purchase of software or application programs; the purchase of service from service bureaus; and the purchase of computer-related supplies.
8. Initiate cooperative systems and/or programming efforts with other states; and utilize to the extent practicable systems design and programs available from other states, governmental jurisdictions, and private sources, reciprocating to whatever extent is appropriate and legal.
9. Establish procedures to prevent duplication of systems analysis, programming, or management science efforts among state departments.
10. Develop, install, and maintain an administrative information system for the administration of the State of Minnesota.

11. In conjunction with the Attorney General and appropriate department heads, establish policies and procedures governing the security of computer-stored data; and administer such procedures.
12. Establish:
  - a. Standards for data elements, systems analysis; and systems and programming documentation.
  - b. COBOL and FORTRAN as the standard programming languages, with procedures for authorizing use of other languages when necessary.
  - c. Computer production quality and service standards, including input controls, file reliability controls, and scheduling requirements.
  - d. A utilization record system on all state computer, communications, and related EDP equipment.
  - e. Cost accounting and billing systems for use in state computer installations; and cost-effectiveness measures for both computer applications and computer operations.
13. Maintain the following data on the state's computer resources:
  - a. An inventory record of computer and related EDP and communications equipment rented, leased, or owned by the state.
  - b. A roster of all systems, programming, management science, computer operating, and related management personnel in the state service.
  - c. Documentation of each computer-based system and its related programs and all computer systems projects and programming in process and planned.
14. Administer programs for the orientation and continuing education of appropriate state management personnel in information systems design and utilization.
15. Take action to develop information systems to make more effective the use of state funds by political subdivisions including providing the systems design and programming capability necessary to develop generalized computer programs for local units of government and, when feasible, the computer capacity to handle those programs.
16. Administer the state's central payroll functions other than the certification procedures of the Civil Service Department.

WITNESS my hand and seal of the State of Minnesota this 27th day of May, 1968.

  
 HAROLD LEVANDER  
 GOVERNOR OF THE STATE OF MINNESOTA

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