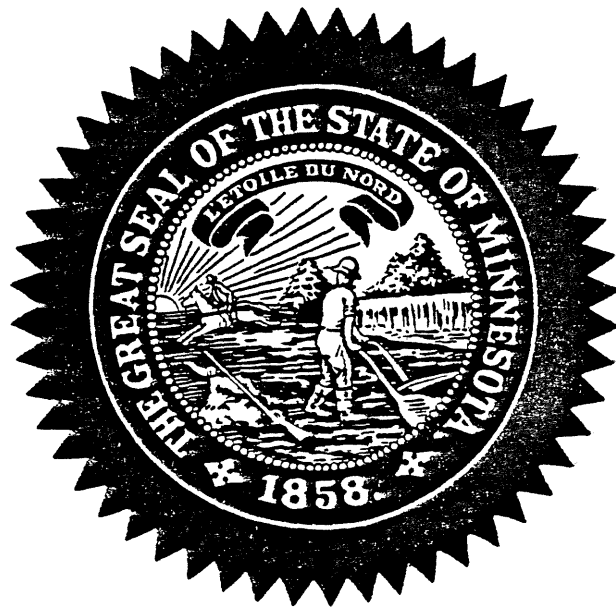


STATE INFORMATION PROJECT DIRECTORY PLAN



Legislative Reference Library - State Capitol

St. Paul, Minnesota

Revised July, 1984

Background and Introduction

A desire to know what information systems and data files exist in Minnesota State government and a desire to facilitate planning and avoid duplication and error, led to the passage of Minnesota Statutes 3.3026 (1983). This law directs the Legislative Reference Library to locate, list, and describe these systems and files. Minnesota is the first state in the nation to require gathering of this type of information. The following is a revision of the plan submitted to the Legislature in January of 1984.

Decisions made with respect to types of systems and information to be included in the project's data file, and the manner in which this data is to be made available were based on extensive interviews and needs assessments of end users in the legislative, executive and judicial branches of government.

The Information System Directory and the State Information System data file are designed to serve as a "locator" or "meta-level" system which will direct users to contact persons and will provide only descriptions of files, but will not contain files or libraries themselves.

Approach and Types of Systems to be Included in the Directory

In an earlier draft of this plan, we put forth our intention to enter the agency information into our data base in an order determined by their EDP expenditures. Because of additional experience and insight, we have altered this plan and will now approach agencies by broad topic group. This should ensure that data are collected in a manner that will facilitate analysis of the data and its translation to information supporting decision-making. The order of approach was determined in consultation with key legislative staff and is an attempt to anticipate the needs of Minnesota's policy makers.

Additionally, information relating to computer-assisted systems will be collected first. This approach is intended to provide agencies with experience with SISP forms and to address increasing interest in sharing knowledge relating to hardware and software.

Only systems that are intended for permanent use will be included. Systems which are ephemeral or incident-related will be excluded. Data covered by privacy restrictions will be named but not described.

Types of Information

Entries in the state information systems directory will be brief. Each entry will include a short narrative description of the files, major processing steps, inputs, and outputs for a system, geographic relevance of the data in the system, availability of outputs, publications, citations of federal or state laws or regulations mandating the activity the systems supports, and computers and software used, if any.

The directory will enable interested users to find any specific system, the name of the agency which maintains the system, the name and telephone number of a contact person, the title and popular name of the system, etc. Each information system will be linked to the state's budgeting process through a unique information system number that will include the department and division numbers used in the budgeting process.

A number of fields will be indexed to facilitate on-line queries and indexing of the published form of the directory. These indexed fields include, for example, agency and division names, system name, subject descriptors, citations, computer manufacturer and model, and software developer and name.

Where data directories or other usable data about agency information systems already exists, the Library will make use of this data to the extent possible and reasonable. This will reduce duplication of effort and expense.

Production and Dissemination

The Legislative Reference Library explored eight hardware/software options and evaluated each using criteria relating to feasibility, timeliness, ability to produce required reports, ability to provide on-line access to users, and cost.

After evaluating costs and analyzing the extent to which each system met the requirements, in consultation with legislative data processing professionals, System 2000, a data base management system at the University Computer Center, was selected. The system will be used to generate tapes for microfiche publication of the directory and accompanying indices. The indices will allow users to identify information systems relating to specific subject areas, using specific computers and software, and by agency and division. The major portion of the directory will consist of formatted printouts of information collected for all systems. Copies of the directory will be distributed to all state agencies and depository libraries.

System 2000 will also be used to provide on-line interactive to the SISP data base.

Project Status

Data collection efforts are currently underway. The cooperative attitude of many governmental agencies and their willingness to assist in this project continues to be heartening. Also, the service orientation of the Legislative Reference Library has been of assistance in winning agency cooperation.

Requests for information about the project are increasing. Even though the Library has not promoted use of SISP services, we have received many inquiries from agency and legislative staff relating to the availability of data and about referrals to others using hardware and software of interest. The Library has also received requests for information from staff in other state governments who are interested in Minnesota's experience.

RANK OF ALL DATA PROCESSING ACTIVITES

1 Public Safety
2 Revenue
3 Administration
4 Public Welfare
5 Department of Transportation
6 Minnesota Educational Computing Consortium
7 Finance
8 Education
9 Economic Security
10 State University Board
11 Natural Resources
12 Health
13 Corrections
14 State Court Administrators
15 Legislative Coordinating Commission-Revisor's Office
16 Energy & Economic Development
17 Higher Education Coordinating Board
18 State Community College Board
19 House of Representatives
20 Minnesota State Retirement System
21 Minnesota House Finance
22 Employee Relations
23 Investment Board
24 State Treasurer
25 Teacher's Retirement Association
26 Labor and Industry
27 Pollution Control Agency
28 Agriculture
29 Commerce
30 Attorney General
31 Public Service
32 Legislative Audit Commission
33 Zoological Board
34 State Auditor
35 Nursing Examination Board
36 Public Employees Retirement Association
37 Minnesota Sentencing Guideline Commission
38 Human Rights
39 Supreme Court
40 Tax Study Commission
41 Medical Examiners Board
42 Environmental Quality Board
43 Secretary of State
44 Minnesota State Senate
45 Law Library
46 Examination Board-Electricity
47 Legislative Coordinating Commission-Reference Library
48 Legislative Coordinating Commission-Economic Status of Women
49 Examination Board-Pharmacy
50 Architecture, Engineering Board

51 Education-Vo Tech
52 Examination Board-Accountancy
53 Examination Board-Chiropractors
54 Board of Veterinary Medicine
55 Office of Administrative Hearings
56 Waste Management Board
56 Mediation Services
57 Iron Range Resource Rehabilitation
58 Law Examiners
59 Peace Officers
60 Examination Board-Optometry
61 State Planning Agency
62 Water Planning Board
63 Governor's Office
64 Animal Health Board
65 Continuing Legal Education Board
65 Finance-Debt Services
65 Public Utilities
65 Trial Courts
65 Veterans Affairs
Other