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**TO:** All State Agency Directors

**FROM:** Bo Reese, Chief Information Officer  
Office of Management and Enterprise Services

**DATE:** Aug. 30, 2016

**RE:** Information Technology Statutory and Regulatory Reporting  
Requirements for State Agencies

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The state chief information officer and the Office of Management and Enterprise Services have statutory and regulatory duties dependent on state agencies providing certain reports and information to the CIO. These CIO and OMES duties are primarily detailed in the Information Technology Consolidation and Coordination Act ([62 O.S. § 35.1-35.9](#)) and the Information Services Act ([62 O.S. § 34.11.1 et seq.](#)). Duties related to information technology accessibility requirements are also found in [Title 260](#) of the Oklahoma Administrative Code.

Attachment A below lists IT-related reports and time-sensitive information agencies must submit to the CIO. The list is an attempt to capture all required reports but is not provided as legal advice or a substitute for an agency's independent review. It is recommended that the statute and any corresponding rule be reviewed to determine what information is required. Likewise, other required reports may not be identified below or may be required in the future.

This memorandum is a friendly reminder to provide the CIO with the reports and information described below via email to [cioreports@omes.ok.gov](mailto:cioreports@omes.ok.gov). To assist in preparing the report required by Item No. 1 below, see Attachment B for pertinent definitions of "information technology assets" and "information technology position" set forth in the ITCCA.

**ATTACHMENT A: Reporting Requirements (62 O.S. and 260 OAC)**

No.	Due Date	Content	Justification
1	Oct. 15	<p><b>From each executive state agency<sup>1</sup>:</b></p> <p><b>A.</b> List of IT assets and IT positions integral to agency-specific applications or functions.</p> <p><b>B.</b> Federal, state or constitutional provision requiring agency to perform the agency-specific applications or functions<sup>2</sup>.</p>	
2	Oct. 15	<p><b>From Higher Education CIO:</b></p> <p>Information related to IT and telecommunications systems of all higher education institutions, state regents and OneNet<sup>2</sup>.</p>	
3	Immediately	<p><b>From each state agency<sup>3</sup> that owns, licenses or maintains computerized data that includes personal information:</b></p> <p>Notice of security breach of a system for which notification may be required of any state agency pursuant to 74 O.S. §3113.1 and provide information related to the breach as requested by the CIO.</p>	
4	Before enhancement	<p><b>From state regents:</b></p> <p>Plans for enhancement of state regents telecommunications network.</p>	For CIO review and approval of enhancement within context of statewide telecommunications network. <b>(§34.23)</b>
5	July 1	<p><b>From state regents:</b></p> <p>Identify the telecommunication plans of each member of the state system of higher education.</p>	To facilitate development of a statewide master plan for meeting communication needs of educational entities and state agencies. <b>(§34.23)</b>
6	Before enhancement	<p><b>From Department of Public Safety:</b></p> <p>Plans for enhancement of statewide law enforcement-data communications network.</p>	For CIO review and approval of enhancement within context of statewide telecommunications network. <b>(§34.23)</b>

No.	Due Date	Content	Justification
7	July 1	<p><b>From State Superintendent of Public Instruction:</b></p> <p>Identify the telecommunication plans of the public common school system of the state.</p>	To facilitate development of a statewide master plan for meeting communication needs of educational entities and state agencies. (§34.23)
8	July 1	<p><b>From Department of Career and Technology Education director:</b></p> <p>Identify the telecommunication plans of technology center school districts.</p>	To facilitate development of a statewide master plan for meeting communication needs of educational entities and state agencies. (§34.23)
9	July 1	<p><b>From Department of Libraries director:</b></p> <p><b>A.</b> Identify the telecommunication plans of public libraries and public library systems.</p> <p><b>B.</b> With respect to libraries that are part of state system of higher education, public elementary and secondary schools, and technology school districts, certify that plans of such libraries are consistent with the plan developed by the Oklahoma Library Technology Network or explain any inconsistencies.</p>	To facilitate development of a statewide master plan for meeting communication needs of educational entities and state agencies. (§34.23)
10	July 1	<p><b>Each executive state agency<sup>1</sup>:</b></p> <p>Identify the telecommunication needs.</p>	To facilitate development of a statewide master plan for meeting communication needs of educational entities and state agencies. (§34.23)
11	Aug. 13	<p><b>Each agency, board, commission or other entity organized within the state executive department<sup>3</sup>:</b></p> <p><b>A.</b> Number of licenses issued, license renewals and permits issued by the agency.</p> <p><b>B.</b> Estimated savings incurred by the entity as a result of the online licensing and permitting process.</p> <p><b>Note:</b> Not applicable to driver's license renewals.</p>	To post online in compliance with the Taxpayer Transparency Act. (§34.24.1)

No.	Due Date	Content	Justification
12	Oct. 14	<p><b>From Accessibility Compliance Representative of each agency<sup>4</sup>:</b></p> <p><b>A.</b> Certified statement assuring agency’s compliance with the IT accessibility standards.</p> <p><b>B.</b> Submit name and contact information of the agency accessibility compliance representative.</p>	For consideration by the CIO in accomplishing statutory and regulatory duties related to accessibility. <b>(§34.28) (OAC 260:15-1-5)</b>
13	Oct. 14	<p><b>From appointing authority of each agency<sup>4</sup>:</b></p> <p>IT accessibility complaint report.</p>	For consideration by the CIO in accomplishing statutory and regulatory duties related to accessibility. <b>(OAC 260:15-1-9)</b>
14	Dec. 11	<p><b>From each state agency<sup>1</sup> with an IT system not consolidated under the ITCCA or otherwise retained by the agency:</b></p> <p>Information security risk assessment to identify vulnerabilities associated with the system.</p>	Identify, prioritize and document information security vulnerabilities of each state agency. <b>(§34.32)</b>

<sup>1</sup> “State agency,” as used in the Information Services Act sections cited with items 1, 10 and 14, is defined at §34.11.1 (N): “Unless otherwise provided for, ‘state agencies’ shall include any office, officer, bureau, board, commission, counsel, unit, division, body, authority or institution of the executive branch of state government, whether elected or appointed; provided ... the term “state agencies” shall not include institutions within The Oklahoma State System of Higher Education, the Oklahoma State Regents for Higher Education and the telecommunications network known as OneNet.”

<sup>2</sup> Although §34.11.1 and 35.5 are not generally applicable to the State System for Higher Education, State Regents for Higher Education and OneNet, the requirements of §34.11.1 (D) (items 1 and 2) are specifically applicable to these entities pursuant to §34.11.1 (N).

<sup>3</sup> Sections 34.11.10 and 34.24.1 (items 3 and 11) are not part of either the ITCCA or the Information Services Act, therefore, the definition of “state agency” is as defined in the Oklahoma State Finance Act at §34.3: “Any agency, board, bureau, commission or other entity organized within the executive department of state government.” There are no executive branch exclusions from the definition.

<sup>4</sup> “State agency,” as used in §34.28 and corresponding OAC rules with items 12 and 13, has been specifically defined in §34.29 and OAC 260:15-1-2 as “any office, officer, bureau, board, counsel, court, commission, institution, unit, division, body or house of the executive or judicial branches of the state government, whether elected or appointed, excluding political subdivisions of the state. State agency shall include the Oklahoma State Regents for Higher Education, the institutions, centers or other constituent agencies of The Oklahoma State System of Higher Education, the State Board of Career and Technology Education and Technology Center school districts.”

**ATTACHMENT B: Statutory definition of IT assets at 62 O.S. §35.3:**

“Information technology assets’ means any equipment or interconnected system or subsystem of equipment that is used in the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term shall include computers, ancillary equipment, software, firmware and similar procedures, services, including support services and consulting services, software development and related resources, and shall further include telecommunications fiber networks used for conveying electronic communication or information systems to multiple physical locations.”

**Statutory definition of IT position at 62 O.S. §35.3.3:**

“Information technology position’ means a classified or unclassified position in the following functional areas:”

- a. Applications programming.
- b. EDP audit.
- c. Data examination.
- d. Computer applications.
- e. Computer data entry.
- f. Computer networking.
- g. Computer operations.
- h. Computer programming.
- i. Computer security.
- j. Computer software design.
- k. Web applications.
- l. Database analysis.
- m. Data management analysis.
- n. Database development.
- o. Database programming.
- p. Software design/development.
- q. Help desk.
- r. Imaging.
- s. Systems analysis.
- t. Systems application planning.
- u. Systems application.
- v. Systems administration.
- w. Systems coordination.
- x. Systems integration.
- y. Systems operation.
- z. Systems  
    planning/development.
- aa. Systems programming.
- bb. Systems engineering.
- cc. Systems service specialist.
- dd. Systems support.
- ee. Network administration.
- ff. Network management.
- gg. Network technical.
- hh. Operating systems specialist.
- ii. Systems program manager.
- jj. Telecommunications, whether  
    data or voice.
- kk. Software training.
- ll. Technology development or  
    support.