

# Minutes

## Information Technology Advisory Board (ITAB)

August 20, 2019

Statehouse Rm 112-N

### **Opening Welcome**      Lee Allen, EBIT CITO

Lee Allen opened the meeting and welcomed everyone. He went on to explain that ITAB is a subcommittee of ITEC to assist with policy for the council.

### **CITO Update**              Lee Allen, EBIT CITO

We are currently engaged with the strategic planning process in OITS, Governor's office and agencies. This will be a 3-year strategic plan due Sept 15. We have been asked to have a report ready for JCIT by Oct 1<sup>st</sup>.

The cabinet will also be working on a strategic plan. Lee recognized Department of Administration Secretary DeAngela Burns-Wallace in attendance today. DeAngela Burns-Wallace is a member of the ITEC Board. Lee also recognized Representative Pittman who is also on the ITEC Board.

### **CPM Graduates**              Lee Allen, EBIT CITO

The CPM class is complete, and certificates are being presented today on behalf of the KITO office, the Legislative CITO, and the Judicial branch CITO. KUDOS to all graduates. These skills will be used in personal life as well as in state work.

Kelly Johnson, Sagar Bhatia, Dee O'Donovan, Jennifer Cook, Brett Dietz, Lisa Shryock, Cristina Fischer, Christina Corbett, Susan Hancock, Jeff Duncan, Brett Sanders, Patrick Martin

### **ITEC Policy Updates (See backside for list)**

Email Guidelines 6401 Status Update - Matt Veatch

Matt Veatch provided a brief update of work the Email task force has accomplished thus far. The team has done a fair amount of work and research on this policy.

Interbranch work to be used as guidance for all Kansas Governmental agencies. Meagan, Laura, Lisa, Brian, Travis, Julie, Brenda, Jennifer, Ryan, Ethan are on his team.

- This is a 17-year old guideline.
- The team is attempting to streamline the policy as much as they can.

8.20.19 ITAB Minutes

- They are recommending an approach that recognizes the challenges of managing emails at the individual message. It is difficult to identify and classify email without well-developed natural language processing tools.
- Wanting to adopt a Capstone approach.
- Identify Capstone accounts that have permanent value to the state of Kansas. Executive-level, Mid-level or any level staff of an organization that are making or generating email records with enduring value. Recommending that we retain email being generated by specific positions.
- Wants to ensure state archive receives emails that are needed for retention purposes.
- State general retention and disposition schedule entries for correspondence. Two currently. Will recommend an additional category and identify policy related correspondence, routine correspondence – retain until business is completed. Adding a 3<sup>rd</sup> one which is correspondence - retention schedule specific to cover email that relates to a specific agency business function. Conclude with best practices where specific items are mentioned, including:
- Agencies need to have their own guidelines. How to deal with attachments, filing email in file folders, KORA requests, legal holds, litigation emails, discovery and managing email outside the email system. The guidelines are a little over 7 pages.
- First draft should be ready for review by first of September.
- The team plans to present at the November meeting.

Questions for Matt:

1. Have you reached out to email vendor community and learned how retention works within an O365 environment?  
A. Matt stated that Travis Combes, O365 Director is on their team and they ensure he is ok with what the group is suggesting.

Lee asked that any other policy update team that needs assistance to reach out to him or Eric Davis.

**Open Discussion**

Travis White, new State Security Council Chair.

- Appropriate use of resources.
- The Security Council is working on Policy #7300 Charter for Security Council –They are expanding membership, requirements for voting, attendance for voting. They will be holding a membership drive this year.

If the ITAB Member list needs updated, please send updates to [Shelly.Bartron@ks.gov](mailto:Shelly.Bartron@ks.gov) Thank you.

Ended at 2:04pm

**Future Meetings: at 2722 SW Topeka Blvd, Rm 166 unless noted.**

**ITAB:**

2019: November 19, 2019

2020: February 18, 2020      May 19, 2020      August 18, 2020      November 17, 2020

**ITEC:**

2019: Sept 10, 2019      Dec 10, 2019

2020: Mar 10, 2020      June 9, 2020      Sept 8, 2020      Dec 8, 2020

8.20.19 ITAB Minutes

ITAB Member Sign In August 20th, 2019

Adrian Guerrero	Kansas State Board of Nursing	
Andy Sandberg	Kansas Dept. of Revenue	
Angela Neria	Pittsburg State University	
Anthony Fadale	ADA Coordinator	<i>Anthony A. Fadale</i>
Bob Lim	University of Kansas	
Brian Richter	Kansas Corporation Commission	
Cindy Hooper-Bears	Office of the State Treasurer	<i>Cindy Hooper-Bears</i>
Col <del>Chris</del> Stratmann	Kansas Adjutant General's Department	
Darren Dreier	Kansas Lottery	
Dennis Bachman	Kansas Racing and Gaming Commission	<i>David Bachman</i>
Duncan Friend	Information Network of Kansas	
Eric Davis	Information Technology Architect	
Glen Yancey	Kansas Department of Health and Environment	<i>Glen Yancey</i>
Harold Sass	KCJIS Executive Branch Agencies	
<del>Henry</del> Mace	Kansas Department on Aging	
Jason Koehn	Kansas Department of Children & Families	<i>Jason Koehn</i>
Jeff Neal	Kansas Department of Transportation	
Jim Haugh	Kansas Department of Commerce	
Joe Mandala	Kansas Bureau of Investigation	
Joe Oborny	Kansas State School for the Deaf	
John Cahill	Kansas Department of Labor	
Kelly Johnson	Kansas Highway Patrol	<i>Kelly Johnson</i>
Kelly O'Brien	CITO - Judicial Branch	
Ken Nelson	Kansas Geographic Information Officer	
Ken Stafford	Kansas State University	
Lane Wiley	Kansas Dept. of Education	
Lee Allen	Chief Information Technology Officer Executive Branch	<i>Lee Allen</i>

Leigh Rush	Kansas Indigent's Defense Services	
Matt Veatch	State Historical Society	<i>M. Veatch</i>
Michael Erickson	Emporia State University	
Mike Branam	Kansas Public Employees Retirement System	
Mike Mayta	Office of the Secretary of State	
Neil Woerman	Kansas Insurance Department	
Rod Blunt	Enterprise IT Security	
Ron Kaufman	Kansas Department of Wildlife & Parks	<i>RLK</i>
Sara Spinks	Director Enterprise Project Management Office	
Shane Myers	Kansas.Gov	
Stan Wiechert	Legislative Division of Post Audit	
Steve Funk	Kansas Board of Regents	<i>Steve Funk</i>
Terri Clark	Kansas Legislative Services	
Todd Standeford	Board of Healing Arts	<i>Todd Standeford</i>
Tom Day	CITO - Legislative Branch	
Travis Rail	Kansas Dept of Agriculture	
Vacant, Assoc. Vice Chancellor for Information Resources	University of Kansas Medical Center	
Vacant, Chief Technology Officer	Sedgwick County Information Services	
Vacant, Computing & Telecommunications Center Director	Fort Hays State University	

*Cindy Hooper-Bears* Treasurer  
*David Marshall* KCJIS

## Guest sign in [ITAB August 20, 2019]

Carolyn Ingram	Christina Corbett - KDOL
Laura Behrkeuph - KBI	Walter Williams - KDOL
DeAngela Burns-Wallace	DAN KLUAS
Jeff Duvon - LPA	Dennis Grant - KCC
Katrin Osterhaus - LPA	Cole Robison - KITO
Patti Schwiedler	Jilly Barton
Jerry Clark - KQED	Courtney
Rob Edward - Presidio	
Jim Gurnley - Microsoft	
Chelsea Bode - Microsoft	
SAGAR BHATIA - LPA	
James Adams - KIC	
Theresa Wood - KFN	
Chris McGinley - KDHE	
Amy Cratiger - KDHE	
Brett Sanders - KDHE	
Shaun Glaubitz - KRBC	
Will Downing - KHP	
Megan Rehleder - KSIS	

# *Kansas Information Technology Executive Council (ITEC)*

## **Kansas Information Technology Policies and Guidelines**

### **Policies & Guidelines**

JCIT Policy 1 - Review of Proposed Projects

JCIT Policy 2 - Review of Active Projects

Guideline 6401 - Email Guidelines

Guideline 9501 - Interim Wireless Security Architecture

### **1000 Series - Applications/Software**

Policy 1100 - Software Licensing

Policy 1200 - Acceptable Internet Use

Policy 1210 - Web Accessibility Requirements

Policy 1500 - Software Code

### **2000 Series - Project Management**

Policy 2400 - IT Project Approval *Revised*

Policy 2400A - IT Project Plan Instructions *Revised*

Policy 2500 - IT Project Status Reporting *Revised*

Policy 2510 - IT Project Oversight *Revised*

Policy 2510A - IT Project Oversight Guidelines *New*

Policy 2530 - IT Project Management

### **3000 Series - Governance**

Policy 3100 - IT Advisory Board Charter

### **4000 Series - Architecture**

Policy 4000 - KITA Review Board Charter

Policy 4010 - KITA Compliance

Policy 4020 - KITA Change Management

Policy 4210 - Network Security Architecture

### **5000 Series - Business**

Policy 5300 - Business Contingency Planning

Policy 5310 - Business Contingency Implementation

### **6000 Series - Data / Records / Content**

Policy 6100 - GIS Metadata Policy

Policy 6120 - GIS Cadastral Policy

Policy 6120A - GIS Cadastral Standard

Policy 6180 - Water Utility Data Policy

Policy 6180A - Water Utility Data Standard

Policy 6200 - Date Data Policy

### **7000 Series - Security**

Policy 7220 - KANWIN Security Policy

Policy 7230 - Enterprise Security Policy *Revised*

Policy 7230A - Default Security Requirements - Nov 2014 *Revised*

Policy 7300 - Security Council Charter

Policy 7305 - Portable Electronic Device / Media Encryption

Policy 7310 - IT Security Self-Assessment

### **8000 Series - Shared Solutions**

Policy 8000 - Data Administration Program

### **9000 Series - Infrastructure**

Policy 9200 - Public Key Infrastructure

Policy 9200A - Kansas PKI Certificate Policy Ver 2.1

Policy 9210 - Identity Management Group Charter

Policy 9500 - Wireless LANs