


KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER	PAGE NUMBER
		05-165	
		SUBJECT: INFORMATION TECHNOLOGY AND RECORDS: Information Management and Administration	

The IMPP has been placed on RESERVE status, reason being is that the viable content of this IMPP has been subsumed within the parameters of IMPP (05-163) being issued at this time.

Secretary of Corrections

06-02-04
Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-165

Title: INFORMATION TECHNOLOGY AND RECORDS: Information Management and Administration

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 09-21-02, was reviewed during January 2004 by the KDOC Policy Review Panel, per IMPP 01-101. At the time of this annual review, the Policy Review Panel determined that: no substantive changes and/or modifications to this IMPP are necessary at this time, and the IMPP shall remain in effect as issued on the above stated date.

The next scheduled review for this IMPP is January 2005.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Norman Bacon, IT Acting Director
Policy Review Committee Chairperson

Date

Roger Werholtz, Secretary of Corrections

~~02-03-04~~

Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

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Carlos Usera, Information Resource Manager
Policy Review Committee Chairperson


Date

Roger Werholtz, Secretary of Corrections

01-31-03

Date

KANSAS DEPARTMENT OF CORRECTIONS

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		<p>SUBJECT:</p> <p>INFORMATION TECHNOLOGY AND RECORDS: Information Management and Administration</p>	
<p>Approved By:</p> <p align="center">Secretary of Corrections</p>		<p>Original Date Issued: N/A</p>	
		<p>Current Amendment Effective: 09-21-02</p>	
		<p>Replaces Amendment Issued: N/A</p>	

POLICY

The Department of Corrections meets the informational needs of the department and other agencies through the use of analytical tools. All information providers in the department are required to consider architectures that will enable compilation of data that can be used for creating reports, records management, analysis and decision support. Data and information resources are State assets that shall be managed as valuable State resources to be handled with trust and care.

Proper information management shall:

- Protect the data stored on transaction processing systems.
- Provide a cross-organization view of data where possible.
- Provide access to data not found on transaction systems to include summary data, historical data, metadata and external data.
- Avoid duplication of efforts to collect, verify, store, and maintain data used by multiple reporting systems or agencies.
- Provide an appropriate metadata repository that contains information about the data and processes used to populate and access a transaction processing system.
- Provide optimal end-user access.

The department shall maintain a metadata repository to meet the requirements of KSA 45-221(a)(16) and facilitate access to public records on information residing on computers and the form in which data can be made available.

DEFINITIONS

Metadata: The definition or description of data.

PROCEDURES

I. Information Management Policies

- A. All users must promote data consistency and standardization using appropriate tools, methods and technologies as approved by the Director of Information Technology.
- B. Business functions and department initiatives shall shape and drive the conceptual, logical and physical models of data and information assets.
- C. All users shall facilitate information sharing within the organization and with other state agencies.
- D. Data and information resources are State of Kansas assets that shall be managed as valuable State resources.
- E. Metadata shall be maintained for all data and information assets.

II. Responsibilities:

- A. System Management Team:
 - 1. Shall understand and support sound data and information management techniques.
 - 2. Shall encourage the use of common techniques and open standards to promote interoperability among systems.
- B. Database Administrators:
 - 1. Shall maintain metadata for all data and information assets.

REPORTS REQUIRED

Daily Backup Logs

REFERENCES

Government Records Preservation Act (KSA 45-401 – KSA 45-413)

Open Records Act (KSA 45-215 – 45-223)

Public Records Act (KSA 75-3501 – KSA 75-3518)

Records made on Electronically-accessed Media; Authorization, Conditions and Procedures, Application, Notice to State Records Board (KSA 45-501)

Freedom of Information Act (FOIA) – (5 USC 552) and Electronic Freedom of Information Act (E-FOIA) – (amendment to 5 USC 552)

Tampering with a Public Record (KSA 21-3821)

General Records Retention and Disposition Schedule for State Agencies (KAR 53-3-1)

Records Officer (KAR 53-4-1)

Development of a Data Administration Program (ITEC Policy 8000)

Kansas State-wide Technical Architecture, Chapter 19

ATTACHMENTS

None