

Approved James F. Morrison 3/18/99
Date

MINUTES OF THE SELECT COMMITTEE ON INFORMATION MANAGEMENT

The meeting was called to order by Chairperson Morrison at 3:32 p.m. on March 16, 1999, in Room 526-S of the Capitol.

All members were present except Representatives McKinney and Burroughs, who were excused.

Committee Staff Present:

Julian Efird, Kansas Legislative Research Department
Audrey Nogle, Kansas Legislative Research Department
Norman Furse, Revisor of Statutes' Office
Gary Deeter, Committee Secretary

Conferees: Dave Larson, Director, Legislative Computer Services

Others Attending: See attached list.

The minutes for the March 9 meeting were unanimously approved. (Motion, Representative Farmer, second, Representative Holmes.)

Dave Larson, Director, Legislative Computer Services, reviewed the Policies and Procedures for Computers adopted by the Legislative Coordinating Council (LCC) in 1993 and amended in 1998. (Attachment 1) Following his presentation, the SCIM discussed each policy, offering comments, observations and interactions as follows:

Policy #1: Assignment of machines and other equipment.

Policy #2: Relocation of hardware or software.

Policy #3: Taking hardware or software off-site.

Mr. Larson said information technology (IT) equipment was assigned to an specific office, not to an individual. Representative Farmer said issuing laptops to legislators will require changes in the policy. Staff noted that even desktop computers might be purchased to be used off-site. Representative Holmes expressed concern for insuring laptops. Mr. Larson said the three-year warranties on machines had covered most problems.

Policy #4: Backup and preservation of data.

Policy #5: Security.

Mr. Larson said that the present legislative computer network tries to balance access and security. He said data on computers belong to individual legislators and are the responsibility of office staff. He said the network provides for individual access and individual security, using separate log-ons for legislators and staff. Representative Holmes suggested an archive policy which separated proprietary information, such as committee notes, and public information, such as committee minutes, in order to provide a dual record: a traditional paper/microfiche record and an electronic record. Mr. Larson said Computer Services is working toward making all approved committee minutes publicly accessible. He said presently a committee secretary turns in a paper copy and an electronic copy of minutes. Representative

CONTINUATION SHEET

MINUTES OF THE SELECT COMMITTEE ON INFORMATION MANAGEMENT, Room 526-S
Statehouse, at 3:30 p.m. on March 16.

Dean questioned which documents are private and which are public. Staff said the Kansas Open Records Act specifies that memos and notes made by legislators, as well as committee audio recordings and secretary notes, are protected and private. Only when committee minutes or transcriptions have been approved by the chairman and/or the committee do they become public records. Committee members requested including pertinent quotes from the Act in the policy statement. Regarding security, the chair suggested encryption be included in the policy.

Policy #6: Standard Software.

Policy #7: Copying Software.

Mr. Larson said presently the standard for software is set by the Director of Legislative Computer Services. Discussion centered around a basic standard for legislative offices with a menu of choices beyond the basic standard. Mr. Larson said all computers are required to have properly licensed software, and no copying of software is permitted for any reason.

Policy #8: Access to the Legislative Network.

Mr. Larson stated that the goal of access has focused on benefitting the legislature, not providing access for ancillary interests. He said the present access of information through Information Network of Kansas makes this policy obsolete. He noted that one accessibility problem has been legislators who wish to be linked to the legislative Groupwise network, but who also want a public web presence outside the legislative firewall. The Chair suggested eliminating the \$100 fee levied against each legislator to access the Information Network of Kansas. Further discussion centered around making computer policies as joint rules of the Senate and House through a concurrent resolution. Regarding telephone access, Mr. Larson said each legislator is provided only one phone line, and voice mail is available only through the legislator's secretary's phone. Norm Furse, Revisor of Statutes' Office, said during the 1999 legislative interim, his office plans to develop more timely access to bill drafting.

Policy #9: Computer Supplies.

Mr. Larson said Legislative Administrative Services provides all consumable supplies for both office computers and personal legislative computers.

Mr. Larson briefly noted the following policies:

Policy #10: Reporting Problems.

Policy #11: Off-season use of systems.

Policy #12: Privacy of E-mail.

Policy #13: User groups.

Policy #14: Access to Information Network of Kansas.

Committee discussion of these policies concluded with #8. Meetings were scheduled for Thursday, March 18, and Tuesday, March 23, 1999, to further discuss the policies. The meeting was adjourned at 5:03 p.m.

POLICIES AND PROCEDURES FOR COMPUTERS
KANSAS LEGISLATURE
Adopted by the LCC September 1993
Last Amended September 16, 1998

#1 Policy and Procedure: Assignment of machines and other equipment.

Information technology hardware and software is assigned to a legislator's office or a committee office. Regardless of who originally specified and acquired the system, once assigned to an office that configuration remains with that office.

Reassignments are made through the President of the Senate for the Senate and the Speaker of the House for the House of Representatives. All reassignments are coordinated with the Director of Legislative Computer Services and the LAS inventory clerk.

#2. Policy and Procedure: Relocation and movement of hardware or software.

The relocation or movement of information technology hardware and software is to be coordinated through the Director of Legislative Computer Services. Proper reinstallation and installation is important to ensure correct operation and avoid damage to State property. The proper procedure is to contact the Director of Legislative Computer Services and request the service.

#3. Policy and Procedure: Taking information technology hardware and software off-site.

To be determined.

#4. Policy and Procedure: Backup and preservation of data.

The backup and preservation of data on any machine is the responsibility of the operator. There is no system-wide backup procedure or facility. The Legislature does not have the resources to provide backup or preservation of data for every computer in the Legislature.

It is therefore the responsibility of the person using the computer to make the appropriate backups of important data and maintain those backups in a secure environment. This ensures recoverability of data and maintains privacy. Training will be provided all new computer users as to how to make backup copies of data. Anyone needing refresher training for making backups will be readily accommodated. Backing up data is an important activity and should be a part of the normal office procedure. Backup diskettes can be procured through Secretarial Typing Pool.

#5. Policy and Procedure: Security

Various security measures are available to every legislative computer user. Private data should be protected by security measures. It is the responsibility of the computer user to protect their data with the proper use of security. Training in the range of security measures and their application will be provided all new legislative computer users. Any legislative computer user needing refresher training in the use of

Attachment 1
SCIM 3-16-99

security measures will be readily accommodated.

E-Mail provides additional security with the use of a password assigned to every legislator at the beginning of each session.

Many security methods resort to the use of passwords. The password is the key that unlocks security and allows access to the data. Passwords are only effective if they are sufficiently complex and hard to crack, remain confidential and are changed reasonably often.

Every legislative computer user is responsible for the protection and privacy of their password.

Office security is also the responsibility of the legislative offices. Locking doors, desks and cabinets is the responsibility of the office inhabitants. Access to important data is first secured by protecting the computer and backups of data from unauthorized hands.

No legislative computer user shall create a TCP/IP connection with a modem while connected to the legislative network. (Amended September 16, 1998.)

#6. Policy and Procedure: Standard Software at the Legislature.

The standard software in use at the Legislature is determined by the Director of Computer Services. The list of standard software is maintained and published by the office. The Director of Legislative Computer Services or his designee periodically arranges training and provides support for these applications. Other software that may be within the Legislature can not be guaranteed on-site assistance.

The Director of Legislative Computer Services or his designee will always attempt to assist any legislative staff with a software question but can not guarantee an answer for non-supported products.

Training in the standard software will be provided and encouraged. Training for non-supported products will be authorized by the President of the Senate for the Senate and the Speaker of the House for the House of Representatives.

#7. Policy and Procedure: Copying Software.

The Legislature does not approve of unauthorized copying of software. Software licenses are to be honored. In general, most software licenses allow copying of software for backup and archival purposes only.

#8. Policy and Procedure: Access to the Legislative Network.

The Legislature has developed and implemented a network of computers for the benefit of the Legislature. There may be instances where individuals may request access to the Legislative network. Possible requests for access may come from:

(a) Legislators - Any Legislator that desires to network their personal computer to the Legislative network must first request permission from the President of the Senate for the Senate and the Speaker of the House for the House of Representatives. Upon receiving this approval, the requestor must contact the Director of Legislative Computer Services for coordination of the access. The legislator will bear all costs for hardware and software required to network their personal computer plus a one time fee of \$100 to cover the incremental costs to the Legislature of expanding its network.

Support of the legislator's computer is still the responsibility of the legislator, however the Director of Legislative Computer Services will assist the legislator with networking issues and possible resolution. It may be in some rare instances impossible to network a legislator's personal computer to the Legislative network. Although rare and hard to predict, this possibility must be understood by the legislator before they undertake the expense of networking and the Legislature will not be responsible for results.

(b) Other State agencies - The Legislative network is for the benefit of the Legislature, access by other state agencies is not permitted. However, the exchange of electronic mail with personnel of executive branch agencies may be authorized by the LCC. The LCC shall decide which electronic mail transactions shall be beneficial to the Legislature and therefore authorized. (Amended December 19, 1994.)

(c) Lobbyists, associations, businesses and other entities. The Legislative network is for the benefit of the Legislature and access by other entities is not permitted.

#9. Policy and Procedure: Computer supplies.

The Legislature will provide computer supplies for the legislative computer network. Legislators with personal computers who wish to use them at the Capitol during session will also receive supplies from Legislative Administrative Services. Supplies for legislator's personal computers will be tracked and limits are set by the LCC. These limits can not be exceeded without permission of the Senate President for the Senate and the Speaker of the House for the House of Representatives.

Computer supplies are defined as consumables such as ribbons, printer cartridges, floppy disks, paper etc. Legislative Administrative Services will acquire these supplies but may not stock every item. A stock of computer supplies will be maintained for the technology used by the legislative computer network. Legislators with personal computers may find that supplies for their particular configuration may need to be ordered.

Computer supplies for legislator's personal computers are provided only during the legislative session.

#10. Policy and Procedure: Reporting of problems.

As it is inevitable that problems will arise, the following procedure for problem resolution must be followed in order:

(1) Check the obvious. Is the electricity on? Has something jiggled loose? What was I doing, did I really do what I intended? Was there anything in my training, my training handouts or my manual that addresses this problem?

(2) Call a "first responder". A First Responder is an individual who has both the computer experience and legislative office experience to answer most problems. Check your Legislative Staff directory for the phone number.

(3) All problems not resolved at this point should be forwarded to the Director of Legislative Computer Services. The First Responder will forward the request to the Director and provide a history of actions to date. The Director will determine who and how to proceed.

This policy will allow quicker resolution, ability to track major problems, avoid duplicate reporting of problems and minimize charges for outside repair services.

#11. Policy and Procedure: Off season use of systems

To be decided

#12. Policy and Procedure: Privacy of EMail.

The exchange of messages and other information on the Legislative network is considered private. There is no capturing and archiving of messages on the Legislative Email system. Any unforeseen "crash" of the Legislative network could result in a few lost messages which under this policy could not be recovered and would need to be resent. Such occurrences will be very infrequent.

#13. Policy and Procedure: Establishment of a "user group".

To be decided

#14. Policy and Procedure: Access to INK

The legislative network provides, as a service, access to the Information Network of Kansas (INK). This service is for the benefit of the legislature and as such, use is restricted to official legislative business. No member of the legislature or any staff member of the legislative branch shall provide access through the legislative network to the Information Network of Kansas to any individual or entity who is not a member of the legislature or a staff member of the legislative branch. (Adopted December 13, 1993.)