

Introduced by

1 A BILL for an Act to provide for the information technology department and transition of  
2 responsibilities to the department; to amend and reenact sections 15-65-02, 41-09-46,  
3 54-16-11.1, 54-35-15, 54-44-11, 54-44.8-01, 54-44.8-02, 54-44.8-03, 54-44.8-04, 54-44.8-05,  
4 54-44.8-07, 54-44.8-08, 54-46-03, and 54-46.1-01 of the North Dakota Century Code, relating  
5 to references to the information services division, the information services operating fund, the  
6 legislative council, and the state records administrator; to repeal chapter 54-44.2 of the North  
7 Dakota Century Code, relating to the information services division; and to provide an effective  
8 date.

9 **BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

10 **SECTION 1. Definitions.** As used in sections 1 through 19 of this Act:

- 11 1. "Agency" or "entity" does not include any agricultural commodity promotion group  
12 or any occupational or professional board.
- 13 2. "Board" means the information technology board.
- 14 3. "Department" means the information technology department.
- 15 4. "Information technology" means the use of hardware, software, services, and  
16 supporting infrastructure to manage and deliver information using voice, data, and  
17 video.
- 18 5. "Network services" means the equipment, software, and services necessary to  
19 transmit voice, data, or video.

**NOTE:** This bill draft provides the statutory changes necessary to implement the nine recommendations contained in the Strategic Telecommunications Plan presented by Wolfe & Associates. The recommendations are found in one or more sections as described here and in the notes under the various sections. Recommendation 1: Sections 2 and 5; Recommendation 2: Sections 3 and 4; Recommendation 3: Sections 7 and 8; Recommendation 4: Section 6; Recommendation 5: Section 6; Recommendation 6: Section 16; Recommendation 7: Section 12; Recommendation 8: Section 14; and Recommendation 9: Section 2.

Section 1 is derived from NDCC Section 54-44.2-00.1, with changes reflecting changes contained in the bill draft revising provisions of 1997 House Bill No. 1034 and also the recommendation at the September 1998 meeting that the definition of agency also exclude an occupational or professional licensing board. In addition, "information technology" is changed to "information technology systems" to reflect what is defined. "Information technology" services and systems are redefined to reflect suggestions at the October 1 meeting.

1       **SECTION 2. Information technology department - Responsibility.** The information  
2 technology department is established with the responsibility for all wide area network services  
3 planning, selection, and implementation for all state agencies, including institutions under the  
4 control of the board of higher education, counties, cities, and public elementary and secondary  
5 schools in this state. In exercising its powers and duties, the department is responsible for  
6 computer support services, host software development, statewide communications services,  
7 standards for providing information to other state agencies and the public through the internet,  
8 technology planning, process redesign, and quality assurance.

**NOTE:** This section is derived from Recommendation 1 (establish an agency responsible for telecommunications for state agencies and public schools) and from Recommendation 9 (citizen service division to plan Internet uses), revised to reflect suggestions at the October 1 meeting.

9       **SECTION 3. Chief information officer of the state.** The governor shall appoint the  
10 chief information officer of the state. The governor shall appoint the chief information officer on  
11 the basis of education, experience, and other qualifications in information technology and  
12 administration. The position of chief information officer is not a classified position. The chief  
13 information officer serves at the pleasure of the governor. The governor shall set the salary of  
14 the chief information officer within the limits of legislative appropriations.

**NOTE:** This section is derived from Recommendation 2 (establish the position of Chief Information Officer) of the Strategic Telecommunications Plan and includes the qualifications for the director of the Information Services Division which are contained in NDCC Section 54-44.2-01, revised to reflect suggestions at the October 1 meeting.

15       **SECTION 4. Duties of chief information officer.** The chief information officer shall:  
16       1. Administer the department.  
17       2. Employ any personnel determined to be necessary to carry out the responsibilities  
18       of the department and duties as prescribed by law.  
19       3. Fix the salaries of all employees within the department, within the limits of  
20       legislative appropriation. All personnel within the department are entitled to actual

and necessary travel expenses at the same rate as for other employees of the state.

4. Participate on the information technology board as a nonvoting member.

**NOTE:** This section is derived from NDCC Section 54-44.2-01. Subsection 4 is derived from Recommendation 2 (nonvoting member of the board).

**SECTION 5. Powers and duties of department.** The department:

1. Shall provide, supervise, and regulate information technology of all executive branch state entities, excluding the institutions under the control of the board of higher education.
2. Shall provide network services in a way that ensures the network requirements of a single entity do not adversely affect the functionality of the whole network, facilitates open communications with the citizens of the state, minimizes the state's investment in human resources, accommodates an ever-increasing amount of traffic, supports rapid detection and resolution of problems, protects the network infrastructure from damage and security breaches, provides for the aggregation of data, voice, video, and multimedia into a statewide transport mechanism or backbone, and provides for the network support for the entity to carry out its mission.
3. May review and approve additional network services that are not provided by the department.
4. May purchase or lease equipment or replace, including by trade or resale, equipment as may be necessary to carry out sections 1 through 19 of this Act. Each executive branch agency or institution, except the institutions under the control of the board of higher education, shall submit to the department, in accordance with guidelines established by the department, a written request for the lease, purchase, or other contractual acquisition of information technology. The department shall review requests for conformance with the requesting entity's information technology plan and compliance with statewide policies and standards. If the request is not in conformance or compliance, the department may disapprove the request or require justification for the departure from the plan or statewide policy or standard. The department shall inform the board of any requests disapproved or additional justification received relating to a request.

- 1           5. Shall provide information technology, including assistance and advisory service, to  
2           the executive, legislative, and judicial branches. If the department is unable to  
3           fulfill a request for service from the legislative or judicial branch, the information  
4           technology may be procured by the legislative or judicial branch within the limits of  
5           legislative appropriations.
- 6           6. May request information on or review information technology, applications, system  
7           development projects, and application development projects of executive branch  
8           agencies.
- 9           7. Shall study emerging technology and evaluate its impact on the state's system of  
10          information technology, and report and make recommendations to the board  
11          regarding information technology in state government.
- 12          8. Shall develop guidelines for reports to be provided by each executive branch  
13          agency, institution, or department, the institutions under the control of the board of  
14          higher education, and agencies of the judicial and legislative branches on  
15          information technology in those entities.
- 16          9. Shall review the information technology management of executive branch agencies  
17          or institutions, including institutions under the control of the board of higher  
18          education as provided in section 15 of this Act.
- 19          10. Shall perform all other duties necessary to carry out sections 1 through 19 of this  
20          Act.

**NOTE:** Subsection 1 is derived from NDCC Section 54-44.2-01, revised to include providing such systems as suggested during the October 1 meeting. Subsections 2 and 3 are derived from Recommendation 1 (authority to approve components of the network; guidelines for operation). Subsections 4 through 6 and subsection 10 are derived from NDCC Section 54-44.2-02, but the board is informed of rejected requests, rather than the Legislative Council. Subsections 7 through 9 are derived from NDCC Section 54-35-15(4) through (6).

21          **SECTION 6. Business plan.** The department shall develop and maintain a business  
22          plan. Before final adoption, the chief information officer shall submit the business plan to the  
23          board for its approval, and the plan is subject to the approval of the board. The business plan  
24          must:

- 25           1. Define the department's overall organization, mission, and delivery of services.
- 26           2. Define the strategies for improving personnel productivity and workflow processes  
27           of the department.

- 1           3.   Determine how use of the statewide network will improve learning in the state, as  
2               defined by the board.
- 3           4.   Determine the specific strategies and processes to ensure that agencies share  
4               information, systems, and the statewide network.
- 5           5.   Define the processes that will ensure that cities and counties receive maximum  
6               benefit of the statewide network.
- 7           6.   Define a fair and equitable billing structure that provides for payback of the initial  
8               investments and ongoing operations of the statewide network.
- 9           7.   Address the processes that will be put in place to ensure that an entity receiving  
10             services from the department is aware of the technology available and to ensure  
11             training on its use.
- 12          8.   Address the deployment of encryption and the administration of digital signatures.

**NOTE:** This section is derived from Recommendation 4 (strategic business plan) of the Strategic Telecommunications Plan, revised to reflect suggestions at the October 1 meeting. Subsection 2 implements the substance of Recommendation 5 (improve workflow productivity) as suggested at the October 1 meeting.

13           **SECTION 7. State information technology board.** The board consists of the chief  
14 information officer, who is a nonvoting member; two members of the house of representatives  
15 and two members of the senate appointed by the chairman of the legislative council; the state  
16 court administrator, with the approval of the chief justice of the supreme court; the  
17 commissioner of higher education; and seven members appointed by the governor. The  
18 governor shall appoint two members representing major state agencies, one member  
19 representing a county, one member representing a city, one member representing elementary  
20 and secondary education, and two members from private industry who are knowledgeable in  
21 the deployment of major technology projects. The governor's appointees from private industry  
22 serve two-year terms, and other appointees of the governor serve at the pleasure of the  
23 governor. The chairman of the legislative council shall designate the chairman of the board.  
24 The department shall provide staff services to the board. Except for the commissioner of higher  
25 education and the representatives of state agencies who receive compensation for their duties  
26 as state officers or employees, members of the board are entitled to be compensated for time  
27 spent in attendance at meetings of the board and for other travel as approved by the chairman  
28 of the board at the rate of sixty-two dollars and fifty cents per day and are entitled to  
29 reimbursement for their actual and necessary expenses incurred in the same manner as other

1 state officials. The compensation and expenses are to be paid from appropriations for the  
2 department.

**NOTE:** This section is derived from Recommendation 3 (establish a state board), revised to reflect suggestions at the October 1 meeting.

3 **SECTION 8. Responsibilities of board.** The board is responsible for:

- 4 1. Approving the business plan of the department.  
5 2. Addressing macrolevel operational questions.  
6 3. Reviewing and approving statewide information technology standards.  
7 4. Reviewing and approving the statewide information technology plan.  
8 5. Providing comment to the legislative council regarding the appropriateness of any  
9 major project.  
10 6. Reporting to the governor and the legislative council on matters concerning  
11 information technology.

**NOTE:** This section is derived from Recommendation 3 (establish responsibilities in the board for technology services), revised to reflect suggestions at the October 1 meeting.

12 **SECTION 9. Required use of wide area network services.** Each state agency and  
13 institution, county, city, and public elementary or secondary school that desires access to wide  
14 area network services shall obtain those services from the department.

**NOTE:** This section lists those types of entities that must use the statewide network if they desire wide area network services.

15 **SECTION 10. Information technology standards.** Based on information from state  
16 agencies and institutions, and in consultation with the board, the department shall develop  
17 statewide information technology policies, standards, and guidelines. Unless an exception is  
18 granted by the department, each executive branch state agency and institution, excluding the  
19 institutions under the control of the board of higher education with respect to academic and  
20 research uses of information technology, shall comply with the policies and standards  
21 developed by the department. Unless an exception is granted by the department, each entity  
22 receiving wide area network services provided by the department shall comply with the policies  
23 and standards developed by the department with respect to access to or use of wide area  
24 network services.

**NOTE:** This section is derived from NDCC Section 54-44.2-09, but the consultation is with the board rather than the Legislative Council because the board reviews and

approves the standards under Section 8, and is revised to reflect suggestions at the October 1 meeting.

1       **SECTION 11. Information technology coordinators.** Each agency or institution shall  
2 appoint an information technology coordinator. The coordinator shall maintain liaison with the  
3 department and assist the department in areas related to making the most economical use of  
4 information technology.

**NOTE:** This section is derived from NDCC Section 54-44.2-04.

5       **SECTION 12. Information technology plans.** Each executive branch state agency or  
6 institution, including the institutions under the control of the board of higher education, shall  
7 prepare an information technology plan, subject to approval by the department. The plan must  
8 be submitted to the department by January fifteenth of each even-numbered year. The plan  
9 must be prepared based on guidelines developed by the department in consultation with the  
10 board; must provide the information technology goals, objectives, and activities of the entity for  
11 the current biennium and the next two bienniums; and must include a list of information  
12 technology assets owned, leased, or employed by the entity. Each entity shall provide interim  
13 updates to its plan if major information technology changes occur which affect its plan. The  
14 department shall review each entity's plan for compliance with statewide information technology  
15 policies and standards and may require an entity to change its plan to comply with statewide  
16 policies or standards or to resolve conflicting directions among plans. Agencies of the judicial  
17 and legislative branches shall file their information technology plans with the department by  
18 January fifteenth of each even-numbered year. Each entity shall prepare its budget request for  
19 the next biennium based on its information technology plan. Based on the plans, the  
20 department shall prepare a statewide information technology plan and distribute copies of that  
21 plan to members of the legislative assembly as requested by the legislative council or its  
22 designee. The statewide information technology plan must be developed with emphasis on  
23 long-term strategic goals and objectives. Any entity that uses the statewide network or is a user  
24 of services of the department shall file a plan that includes and identifies all requirements for  
25 voice, data, or video.

**NOTE:** This section is derived from NDCC Section 54-44.2-10, but the guidelines are prepared in consultation with the board, rather than the Legislative Council and the statewide plan must be based on long-term strategies as suggested at the October 1 meeting. The last sentence is derived from Recommendation 7 (network users file strategic plans).

1           **SECTION 13. Coordination of activities - Reports.** The department shall cooperate  
2 with each state entity providing access to any computer data base or electronically filed or  
3 stored information under subsection 4 of section 44-04-18 to assist in providing economical,  
4 efficient, and compatible access. The chief information officer shall conduct conferences and  
5 meetings with political subdivisions to review and coordinate information technology. The chief  
6 information officer and the commissioner of the board of higher education shall meet at least  
7 twice each year to plan and coordinate their information technology. The chief information  
8 officer and commissioner shall consider areas in which joint or coordinated information  
9 technology may result in more efficient and effective state government operations. Upon  
10 request, the chief information officer shall report to the legislative council or its designated  
11 committee regarding the coordination of services with political subdivisions, and the chief  
12 information officer and commissioner shall report to the legislative council or its designated  
13 committee regarding their findings and recommendations.

**NOTE:** This section is derived from NDCC Sections 54-44.2-02(5), 54-44.2-08, and 54-44.2-11 and includes the changes contained in the bill draft revising the provisions of 1997 House Bill No. 1034.

14           **SECTION 14. Quality assurance.** The chief information officer shall establish a  
15 project quality assurance process that provides an independent assessment of the status of  
16 major projects. The board shall define a major project, whether by a predefined amount or a  
17 determined risk. The personnel responsible for providing the assessment shall report to the  
18 board on a quarterly basis until six months before actual deployment of a major project. At that  
19 time, the personnel responsible for the assessment shall begin providing monthly project status  
20 reports to the board. Notwithstanding any other provision of law, the board may suspend the  
21 expenditure of moneys appropriated for a project if the board determines that the project is at  
22 risk of failing to achieve its intended results or does not comply with standards adopted by the  
23 department. The board shall notify the office of management and budget with respect to any  
24 suspension under this section.

**NOTE:** This section is derived from Recommendation 8 (quality assurance process), revised to reflect suggestions at the October 1 meeting. Compare this section with the proposal in the bill draft revising 1997 House Bill No. 1034 relating to feasibility studies:

The department, in consultation with the board, shall establish guidelines for an agency or institution to use in determining whether an information technology project requires a feasibility study and analysis before proceeding with the project. The agency or institution shall report the results of the feasibility study to the department and the



board. The department shall prepare an analysis of the project and present that analysis to the board. The board shall make the final determination as to whether the agency or institution may proceed with the project. If the determination is that the agency or institution may not proceed with the project, the agency or institution may not expend any funds appropriated for the project without the approval of the Office of Management and Budget after consultation with the board.

1       **SECTION 15. Compliance reviews.** The department shall review the information  
2 technology management of executive branch state agencies and institutions, including the  
3 institutions under the control of the board of higher education, as determined by the chief  
4 information officer. The review must include an evaluation of the entity's planning  
5 effectiveness, conformance to its information technology plan, compliance with statewide  
6 policies and standards, asset quality, and training methods, and for an entity that contracts for  
7 information technology services, an analysis of the entity's contract management system and  
8 the contractor's compliance with contract provisions. If an agency or institution is found not to  
9 be in conformance to its plan or in compliance with statewide policies and standards and does  
10 not agree to come into conformance or compliance, the department shall report the issue to the  
11 board.

**NOTE:** This section is derived from NDCC Sections 54-44.2-12 and 54-35-15(7) and (8), but noncompliance is reported to the board rather than to the Legislative Audit and Fiscal Review Committee.

12       **SECTION 16. Information technology development account.** The state treasurer  
13 shall maintain the information technology development account as a special account in the  
14 state treasury. Moneys appropriated to establish the statewide network must be deposited in  
15 the account. Subject to legislative appropriation, the department may expend moneys in the  
16 account to establish the statewide network and to evaluate emerging technologies and  
17 implement common, shared components for the users of the network.

**NOTE:** This section is derived from Recommendation 6 (establish a technology development fund), revised to reflect suggestions at the October 1 meeting.

18       **SECTION 17. Information technology operating account.** The department shall  
19 establish a state information technology operating account in the state treasury to be used, in  
20 accordance with legislative appropriation, for procuring and maintaining information technology,  
21 network services, and central microfilm unit equipment and supplies, and for providing  
22 information technology, network services, and central microfilm unit services to state entities  
23 and network services to users of the state network. Unless excepted by law, each agency or

1 institution provided with information technology or network services shall pay to the department  
2 the charges as determined by the department. The department shall deposit the amounts  
3 received in the information technology operating account or the information technology  
4 development account, as appropriate.

**NOTE:** This section is derived from NDCC Section 54-44-11(3) and (5).

5 **SECTION 18. Acceptance of funds.** The department may accept federal or other  
6 funds, which must be deposited in the information technology development account or  
7 information technology operating account, as appropriate, and which may be spent subject to  
8 legislative appropriation. The department may apply for any public or private grants available  
9 for the improvement of information technology.

**NOTE:** This section is derived from NDCC Section 54-44.2-07.

10 **SECTION 19. Confidentiality.** The department may receive from various agencies  
11 and various agencies may provide to the department any information from the agencies  
12 necessary to effect the purposes of sections 1 through 19 of this Act without regard to the  
13 confidential nature of the information. The department is subject to the same restrictions and  
14 penalties regarding the dissemination of this information as the entity involved. The department  
15 may refer a request for access to or inspection of information provided by an agency to that  
16 agency for response. Referral to the agency satisfies any responsibility of the department to  
17 provide that information under open records requirements. Upon court order the department  
18 shall provide access to or inspection of accordance with restrictions of that entity involved  
19 governing dissemination of that information.

**NOTE:** This section is derived from NDCC Section 54-44.2-06, revised to reflect suggestions at the October 1 meeting.

20 **SECTION 20. TRANSITION.** The governor, director of the office of management and  
21 budget, and director of the information services division shall take appropriate actions before  
22 July 1, 2000, to ensure the transition of the information services division into the information  
23 technology department. All appointing authorities are encouraged to consider their  
24 appointments as soon as possible after the legislative assembly adjourns so that appointments  
25 may be made and activities may commence effective with the effective date of the relevant  
26 authority. The governor, director of the office of management and budget, and the director of  
27 the information services division shall complete these activities by July 1, 2000. Until July 1,

2000, the chief information officer is responsible for administering the information services division, and before October 15, 1999, the chief information officer shall develop and the state information technology board shall approve the business plan for the department.

**SECTION 21. AMENDMENT.** Section 15-65-02 of the 1997 Supplement to the North Dakota Century Code is amended and reenacted as follows:

**15-65-02. Membership - Appointment - Term - No compensation - Expenses - Organization.** The North Dakota educational telecommunications council consists of:

1. The commissioner of higher education or the commissioner's designee.
2. The superintendent of public instruction or the superintendent's designee.
3. ~~The director of the chief information services division of the office of management and budget officer of the state.~~
4. A representative of the telephone industry, appointed by the governor.
5. A school board member, appointed by the governor.
6. A school administrator, appointed by the governor.
7. A schoolteacher, appointed by the governor.

The term of office of the appointed members is three years. At all times either the school board member or the school administrator must be from a school with an enrollment of fewer than five hundred students.

The members appointed by the governor must be reimbursed for actual necessary expenses incurred in the performance of their duties as members of the council at the same rates as provided by law for other state officers and employees. The costs incurred in reimbursing the members of the council for their actual necessary expenses must be paid by the superintendent of public instruction. The other members of the council are not entitled to any compensation or reimbursement for expenses incurred in performing their duties.

**SECTION 22. AMENDMENT.** Section 41-09-46 of the 1997 Supplement to the North Dakota Century Code is amended and reenacted as follows:

**41-09-46. (9-407) Information from filing officer - Computerized central notice system - Secretary of state to compile lists for crops and livestock - Distribution of lists.**

1. If the person filing any financing statement, termination statement, statement of assignment, or statement of release, furnishes the filing officer a copy thereof, the

filing officer upon request shall note upon the copy the file number and date and hour of the filing of the original and deliver or send the copy to such person.

2. Upon request of any person, the filing officer shall issue a certificate showing whether there is on file on the date and hour stated therein, any presently effective financing statement naming a particular debtor and any statement of assignment and if there is, giving the date and hour of filing of each statement and the names and addresses of each secured party. The fee for this certificate is as provided by section 41-09-42. Upon request the filing officer shall furnish a copy of any filed financing statement or statement of assignment for a fee as provided by section 41-09-42.

3. The secretary of state shall develop and implement a computerized central notice system which must contain the information filed with the office of the secretary of state or with any of the offices of the registers of deeds in this state pursuant to sections 35-13-02, 35-17-04, 35-20-16, 35-30-02, 35-31-02, and 41-09-40. The system must connect each register of deeds' office to the secretary of state's office through the information ~~services division~~ technology department. The system must allow access to financing statement information by equipment that conforms to requirements determined by the ~~information services division~~ department. The system must have safeguards to allow access to information that is in the system relating to security interests or liens and to prevent unauthorized alteration or deletion of that information and to allow access to other information in the system as prescribed by the secretary of state. Within one working day of receipt of a financing statement, continuation statement, amendment, or termination statement filed pursuant to this chapter or a statement filed pursuant to section 35-13-02, 35-17-04, 35-20-16, 35-30-02, or 35-31-02, the register of deeds or secretary of state shall record the information contained in the statement in the computerized central notice system. A computer printout of information from the system is prima facie evidence of the existence or nonexistence of the filing of a financing statement or lien. From the computerized central notice system, the secretary of state or a designee shall produce each month one list for crops and one list for livestock which contain the information as filed on the forms pursuant to section

41-09-40. The secretary of state shall also include the information filed for crops and livestock pursuant to sections 35-17-04, 35-30-02, and 35-31-02. The list must be in alphabetical order according to the last name of, or in numerical order according to the social security number of, the person engaged in farming operations. The lists may be prepared in categories according to county, regions as designated by the secretary of state, or on a statewide basis. If requested, the lists must be in printed form and on microfiche. Each list must conspicuously note its effective date.

4. The lists prepared pursuant to subsection 3 must be distributed monthly by mail at least five business days in advance of their effective date. If requested, the secretary of state shall mail the lists to any person making a request at a fee as provided in section 41-09-42.

5. Upon a verbal request of any person, the secretary of state or a designee or a register of deeds shall verbally provide information contained on the list generated through the computerized central notice system when the collateral is crops or livestock. The requesting party may request a certificate from the secretary of state or the register of deeds and the secretary of state or the register of deeds shall confirm the information given. Direct computer access is equivalent to oral confirmation and a computer printout constitutes the written confirmation of the secretary of state, if use of this method of confirmation does not cause the central notice system to lose its federal certification. The fee for a verbal request and such a certificate must be as provided by section 41-09-42.

6. A computer printout from the computerized central notice system constitutes the certificate of the secretary of state or the register of deeds as to whether there is on file, on the date and hour stated on the computer printout, a financing statement.

**SECTION 23. AMENDMENT.** Section 54-16-11.1 of the 1997 Supplement to the North Dakota Century Code is amended and reenacted as follows:

**54-16-11.1. Emergency commission may increase revenues and appropriation authority for intergovernmental service fund agencies.** Upon presentation of the verified petition under section 54-16-10, the emergency commission shall meet to determine if additional demand from state agencies requires an increase in appropriation authority and

1 revenue receipts for the information ~~services division~~ technology department, central  
2 duplicating, surplus property, or roughrider industries division of the department of corrections  
3 and rehabilitation, ~~or central microfilm~~.

4 **SECTION 24. AMENDMENT.** Section 54-35-15 of the 1997 Supplement to the North  
5 Dakota Century Code is amended and reenacted as follows:

6 **54-35-15. Information technology program - Staff - Powers and duties.**

- 7 1. The legislative council, or its designee, shall provide information technology  
8 research and staff services to the legislative branch. The services must be  
9 provided in accordance with the existing statutory authority of the legislative council  
10 and within the framework of its other staff services.
- 11 2. The legislative council staff office shall provide information technology services,  
12 and the council, or its designee, may hire such additional staff as are necessary,  
13 and set compensation for any additional staff within the limits of legislative  
14 appropriations.
- 15 3. The council, or its designee, shall structure the provision of information technology  
16 services and assistance to the legislative assembly; and shall receive such  
17 cooperation and assistance from other state agencies as it may reasonably  
18 request.
- 19 ~~4. The council, or its designee, shall study emerging technology and evaluate its~~  
20 ~~impact on the state's system of information technology, and report and make~~  
21 ~~recommendations to the legislative council and the legislative assembly regarding~~  
22 ~~information technology in state government.~~
- 23 ~~5. The council, or its designee, shall develop guidelines for reports to be provided by~~  
24 ~~each executive branch agency, institution, or department, the institutions under the~~  
25 ~~control of the board of higher education, and agencies of the judicial and legislative~~  
26 ~~branches on information technology in those entities.~~
- 27 ~~6. The council, or its designee, shall review the information technology management~~  
28 ~~of executive branch agencies, institutions, or departments, institutions under the~~  
29 ~~control of the board of higher education, and agencies of the judicial and legislative~~  
30 ~~branches as determined necessary by the council or its designee.~~

- 1           7. ~~The council, or its designee, shall perform information systems reviews and audits~~  
2           ~~of information technology systems or applications of executive branch state~~  
3           ~~agencies, institutions, and departments, institutions under the control of the state~~  
4           ~~board of higher education, and agencies of the judicial and legislative branches, as~~  
5           ~~determined necessary by the council, or its designee. The reviews and audits may~~  
6           ~~include evaluating compliance with system or application requirements, data~~  
7           ~~integrity, security, controls, audit trails, backup and recovery methods, and the~~  
8           ~~effectiveness and appropriateness of the system in achieving its intended purpose,~~  
9           ~~as applicable.~~
- 10          8. ~~The council, or its designee, shall monitor the implementation of information~~  
11          ~~technology systems development projects and application development projects for~~  
12          ~~conformance with the agency's strategic plan and compliance with statewide~~  
13          ~~policies and standards as determined necessary by the council, or its designee,~~  
14          ~~and report any nonconformance or noncompliance discovered to the council or its~~  
15          ~~designated committee.~~
- 16          9. ~~As used in this section, "information technology" means computing and data~~  
17          ~~communications systems and their supporting infrastructure used in the~~  
18          ~~acquisition, processing, management, analysis, storage, and delivery of~~  
19          ~~information.~~

20           **SECTION 25. AMENDMENT.** Section 54-44-11 of the 1997 Supplement to the North  
21   Dakota Century Code is amended and reenacted as follows:

22           **54-44-11. Office's operating funds creation - Continuing appropriation.**

- 23          1. The office of management and budget shall establish a state purchasing operating  
24          fund to be used for the procurement and maintenance of an inventory of equipment  
25          and supplies for the state departments and agencies. Funds in the state  
26          purchasing operating fund are hereby appropriated on a continuing basis and may  
27          be spent by the office of management and budget for the procurement and  
28          maintenance of an inventory of equipment and supplies as provided in this  
29          subsection. The director of the office of management and budget shall transfer any  
30          unobligated balance in the fund, in excess of one hundred twenty-five thousand  
31          dollars, to the state general fund at the end of each fiscal year.

2. The office of management and budget shall establish a state printing operating fund to be used for the procurement and maintenance of an inventory of printing equipment and supplies for the state departments and agencies.
3. ~~The office of management and budget shall establish a state information services operating fund to be used for the procurement and maintenance of data processing equipment and supplies, telecommunications equipment and supplies, and central microfilm unit equipment and supplies, and for providing data processing, telecommunication, and central microfilm unit services to state departments and agencies.~~
4. The office of management and budget shall establish a state personnel training and development operating fund to be used for the coordination of employee training and career development data, supplies, equipment, and services and for providing or arranging necessary training and development programs to state departments and agencies. Any surplus in this fund in excess of twenty-five thousand dollars on June thirtieth of each year must be transferred to the state general fund.
- ~~5.~~ 4. Each office, agency, or institution provided with printing, ~~information services~~, or personnel training services, unless exempted by law, shall pay to the office of management and budget a proportionate share of the cost of such service as determined by the director of the office of management and budget, based on actual costs and actual usage. The amounts paid to the office of management and budget by the various offices, agencies, and institutions must be deposited in the appropriate operating fund and must be expended in accordance with legislative appropriations.

**SECTION 26. AMENDMENT.** Section 54-44.8-01 of the 1997 Supplement to the North Dakota Century Code is amended and reenacted as follows:

**54-44.8-01. Definitions.** As used in this chapter, unless the context otherwise requires:

1. "Administrator" means the individual employed by the ~~division~~ chief information officer of the state to oversee administration of the program.
2. "Commission" means the public service commission.



- 1           3. "Communications impaired" means the condition of an individual who is deaf,  
2           hearing impaired, or speech impaired.
- 3           4. "~~Division~~ Department" means the information ~~services division of the office of~~  
4           ~~management and budget~~ technology department.
- 5           5. "Local exchange company" means a telecommunications company that provides  
6           telephone access lines to members of the general public who are its customers.
- 7           6. "Program" means the program established under section 54-44.8-03.
- 8           7. "Radio communications access" means the radio access between a customer of a  
9           radio communications service provider and the provider.
- 10          8. "Radio communications service provider" means a telecommunications company  
11          that provides radio communication service or cellular service to members of the  
12          general public who are its customers.
- 13          9. "Specialized telecommunications equipment" means a device that, when  
14          connected to a telephone, enables or assists a person who is communications  
15          impaired to communicate with another person utilizing the telephone network. The  
16          term may include telecommunications devices for the deaf, amplifiers, and  
17          signaling devices.
- 18          10. "Telecommunications relay service" means a statewide service through which a  
19          communications-impaired individual, using specialized telecommunications  
20          equipment, may send and receive messages to and from a  
21          noncommunications-impaired individual whose telephone is not equipped with  
22          specialized telecommunications equipment and through which a  
23          noncommunications-impaired individual, by using voice communication, may send  
24          and receive messages to and from a communications-impaired individual.
- 25          11. "Telephone access line" means the facilities between a serving central office and  
26          the customer of a local exchange company which are required to provide access to  
27          the local and toll network.

28           **SECTION 27. AMENDMENT.** Section 54-44.8-02 of the 1997 Supplement to the North  
29   Dakota Century Code is amended and reenacted as follows:

30           **54-44.8-02. Responsibilities of the administrator.** The administrator shall oversee  
31   the ~~division's~~ department's administration of the program. The administrator shall:

1. Review and recommend policies and procedures governing administration of the program and ensure the program is in compliance with any applicable state or federal law or rule;
2. Prepare a budget for administration of services under the program;
3. Monitor the expenditures of funds for the program;
4. Monitor the quality of the program and the satisfaction of the users; and
5. Perform any other duties necessary to oversee administration of the program.

**SECTION 28. AMENDMENT.** Section 54-44.8-03 of the 1997 Supplement to the North Dakota Century Code is amended and reenacted as follows:

**54-44.8-03. Program established - Purpose.**

1. The ~~division~~ department shall establish and administer a program to provide telecommunications relay service to persons who are communications impaired.
2. The program shall provide a telecommunications relay service to allow persons who are communications impaired to communicate via the telecommunications network with noncommunications-impaired persons.
3. The vocational rehabilitation division of the department of human services shall furnish specialized telecommunications equipment to meet the needs of individuals who are communications impaired and who might be otherwise disadvantaged in their ability to obtain such equipment. The vocational rehabilitation division shall determine eligibility and may provide the specialized telecommunications equipment to individuals determined eligible within the limits of funding made available to the vocational rehabilitation division through gifts and grants received under section 54-44.8-06 and from funding made available by the information ~~services division~~ technology department from the surcharge collected pursuant to section 54-44.8-08, which are ~~hereby~~ appropriated.

**SECTION 29. AMENDMENT.** Section 54-44.8-04 of the 1997 Supplement to the North Dakota Century Code is amended and reenacted as follows:

**54-44.8-04. Responsibilities of the ~~division~~ department.** The ~~division~~ department shall:

1. Develop rules, policies, and procedures, as may be necessary, to govern administration of the program.

- 1           2.    Implement the telecommunications relay service as described in subsection 2 of  
2                    section 54-44.8-03 by July 26, 1993, to the extent funds generated by the  
3                    surcharge described in section 54-44.8-10 are available.

- 4           3.    Perform any other duties necessary to properly administer the program.

5           **SECTION 30. AMENDMENT.** Section 54-44.8-05 of the 1997 Supplement to the North  
6   Dakota Century Code is amended and reenacted as follows:

7           **54-44.8-05. Telecommunications relay service - Requirements.**

- 8           1.    The ~~division~~ department shall contract with a qualified provider to design and  
9                    implement a telecommunications relay service that fulfills the requirement of  
10                  subsection 2 of section 54-44.8-03. The ~~division~~ department shall award the  
11                  contract for this service to the offeror whose proposal is the most advantageous to  
12                  the state; considering price, the interests of the communications-impaired  
13                  community in having access to a high quality and technologically advanced  
14                  telecommunications system, and all other factors listed in the request for  
15                  proposals.
- 16          2.    Except in cases of willful misconduct, gross negligence, or bad faith, neither the  
17                  ~~division~~ department nor the provider of the telecommunications relay service, nor  
18                  the employees of the provider, are liable for any damages or claims for relief  
19                  arising out of or resulting from the establishment of, participation in, or operation of  
20                  the telecommunications relay service.
- 21          3.    The ~~division~~ department shall require, under the terms of the contract, that:
- 22                  a.    The service be available statewide for operation seven days a week,  
23                          twenty-four hours per day, including holidays, for both interstate and intrastate  
24                          calls.
- 25                  b.    The service relay all messages promptly and accurately.
- 26                  c.    The service maintain the privacy of persons using the system.
- 27                  d.    The provider preserve the confidentiality of all telephone communications.
- 28                  e.    The service conform to any standards established by applicable state or  
29                          federal laws or rules.

30           **SECTION 31. AMENDMENT.** Section 54-44.8-07 of the 1997 Supplement to the North  
31   Dakota Century Code is amended and reenacted as follows:

**54-44.8-07. Telecommunications services account for the communications**

**impaired.** The telecommunications services account for the communications impaired consists of all surcharges billed and collected pursuant to section 54-44.8-08. Subject to legislative appropriation, the ~~division~~ department may expend moneys from the account for purposes of implementing this chapter.

**SECTION 32. AMENDMENT.** Section 54-44.8-08 of the 1997 Supplement to the North Dakota Century Code is amended and reenacted as follows:

**54-44.8-08. Telephone access line and radio communications access surcharge.**

1. Before May first of each year, the ~~division~~ department shall report all cost data and other information to the commission. Each local exchange company and radio communications service provider shall report all information requested by the ~~division~~ department in order to determine the number of telephone access lines and radio communications access service numbers. Before June first of each year, the commission shall determine the amount of a surcharge, not to exceed eleven cents per telephone access line per month, based upon available cost data and other information provided by the ~~division~~ department necessary to cover the costs of providing intrastate telecommunications relay service as provided in section 401 of the federal Americans with Disabilities Act of 1990 [47 U.S.C. 225], including the cost of implementing and administering this chapter which includes the provision of specialized equipment to eligible persons, and taking into consideration any surplus in the telecommunications services account. The surcharge is imposed effective on its determination by the commission and must be billed and collected as provided in this chapter. The surcharge is subject to section 49-21-01.3. Funding for the interstate portion of the state telecommunications relay service must be provided in a manner consistent with rules and orders adopted by the federal communications commission in implementing the federal Americans with Disabilities Act. The ~~division~~ department shall notify each local exchange company and radio communications service provider, in writing, of the amount of the monthly surcharge determined by the commission.

2. Each local exchange company and radio communications service provider shall include and identify the surcharge determined under subsection 1 in its monthly billing for service to a customer of the company or provider.
3. Each customer of a local exchange company or radio communications service provider is liable for payment to the local exchange company or radio communications service provider of any surcharge imposed pursuant to this chapter. The local exchange company or radio communications service provider is not liable for any uncollected surcharge, nor does the company have an obligation to take any legal action to enforce the collection of any surcharge that is unpaid by its customers.
4. No customer of a local exchange company may be required to pay the surcharge on more than one hundred telephone access lines per account and no customer of a radio communications service provider may be required to pay the surcharge on more than one hundred radio communications access service numbers per account in this state.
5. Except as provided in subsection 6, a local exchange company or radio communications service provider shall transmit all surcharges billed and collected to the ~~division~~ department no later than the last day of the month following the end of the calendar quarter in which the surcharge is collected. The administrator shall remit the surcharges received to the state treasurer. The state treasurer shall deposit all surcharges received in the state treasury to the credit of the telecommunications services account for the communications impaired.
6. Each local exchange company or radio communications service provider may deduct and retain five percent of the total surcharges billed and collected each month to cover its administrative expense in complying with the requirements of subsections 2, 3, 4, and 5.

**SECTION 33. AMENDMENT.** Section 54-46-03 of the 1997 Supplement to the North Dakota Century Code is amended and reenacted as follows:

**54-46-03. State records administrator.** The ~~director~~ chief information officer of the ~~office of management and budget~~ state or an individual designated by the ~~director~~ chief information officer shall serve as the state records administrator, in this chapter referred to as

1 the administrator. The administrator shall establish and administer in the executive branch of  
2 state government a records management program, which will apply efficient and economical  
3 management methods to the creation, utilization, maintenance, retention, and final disposition  
4 of state records.

5 **SECTION 34. AMENDMENT.** Section 54-46.1-01 of the 1997 Supplement to the North  
6 Dakota Century Code is amended and reenacted as follows:

7 **54-46.1-01. Central microfilm unit.** The state records administrator shall establish  
8 and maintain a central microfilm unit and microfilm any record of any state office, agency, or  
9 department in either the executive, legislative, or judicial branch of state government, if the  
10 administrator determines the cost of such microfilming is reasonable in relation to the record's  
11 historical significance or the frequency and type of use of the record. Each office, agency, and  
12 department shall reimburse the central microfilm unit for the actual costs incurred in  
13 microfilming its records. The administrator shall deposit moneys received under this section in  
14 the information ~~services~~ technology operating fund account. The administrator shall employ  
15 professional, technical, and clerical personnel as the administrator determines to be necessary  
16 to carry out the duties prescribed in this chapter and, within the limits of the legislative  
17 appropriation, shall fix the salaries of all employees within the central microfilm unit. All  
18 personnel within the central microfilm unit must be allowed their actual and necessary travel  
19 expenses at the same rate as for other employees of the state. The administrator may perform  
20 microfilm services for any state institution and for any county, when the institution or county  
21 requests such services and the administrator agrees that the request is consistent with good  
22 records management practices.

23 **SECTION 35. REPEAL.** Chapter 54-44.2 of the North Dakota Century Code is  
24 repealed.

**NOTE:** Chapter 54-44.2 establishes the information services division.

25 **SECTION 36. EFFECTIVE DATE.** Except for sections 1, 3, 4, 6, 7, 8, and 20, this Act  
26 becomes effective July 1, 2000.

**NOTE:** This effective date clause allows the continuation of the operations of the Information Services Division until July 1, 2000. The sections excepted from the July 1, 2000, effective date concern the appointment of the Chief Information Officer, the business plan, the Information Technology Board, the duties of the board, and the transition clause and would become effective August 1, 1999, to allow for appointments to be made and work to begin to provide for an orderly transition from the Information Services Division to the Information Technology Department.