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Governor



MICHAEL COCKRILL  
Director & State Chief  
Information Officer

STATE OF WASHINGTON

“the consolidated technology services agency” RCW 43.105.006

**WASHINGTON TECHNOLOGY SOLUTIONS**  
**Office of the Chief Information Officer**

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July 7, 2016

**TO:** Agency Directors and Agency CIOs

**FROM:** Michael Cockrill  
State Chief Information Officer

A handwritten signature in blue ink, appearing to read "Michael Cockrill".

**SUBJECT: 2016 Annual Certification Requirements**

Each year, agencies are asked to provide information about compliance with a number of statewide policies and to provide information in support of statewide technology programs. This memo provides information about the 2016 certification requirements.

The 2016 certification process will be conducted in three stages. This memo supplies information about the first two stages:

**Stage 1**

Each agency must provide an Application Inventory **and** a Data Center Inventory **no later than August 31, 2016**. These inventories document agency data, status and compliance activities in these areas and provide critical data for the state’s portfolio management activities and technology business programs.

This packet provides blank inventory documents. However, some agencies have previously provided material requested in one or both inventories. For these agencies, the agency CIO will receive inventory documents this week, containing previously provided data in order to streamline work associated with their response.

The inventory templates and instructions are also available [online](#).

**Stage 2**

Each agency must provide a completed 2016 Annual Agency Certification of Compliance, signed by the agency head, **no later than September 30, 2016**. Where the agency is not in compliance, a waiver request outlining agency activities to come into compliance must be submitted before the certification form is returned.

The certification template and instructions are also available [online](#).

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### Stage 3

Each agency must provide a security attestation, signed by the agency head, **no later than September 30, 2016**. Additional information and specific instructions on the security attestation will be provided to you on or about August 1.

Technology is the underpinning for virtually every business function in state government. Washington State residents depend on us to keep their data safe and secure. As good stewards, we strive to spend scarce resources wisely and in support of agency priorities. Each topic highlighted in the 2016 certification process has significant business implications or considerations, and are key indicators of risk within your agency. While there may be an inclination to treat this as a 'check the box' exercise, I encourage you to use this opportunity to engage in conversations with your business and technology leaders to ensure that appropriate internal processes and controls are in place.

Thank you in advance for your support. If you have questions about the 2016 certification process, please contact [Rob St. John](#) or [Sue Langen](#).

Attachments

cc: Rob St. John, OCIO  
Sue Langen, OCIO