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STATE OF WASHINGTON

"the consolidated technology services agency" RCW 43.105.006

WASHINGTON TECHNOLOGY SOLUTIONS
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January 6, 2017

TO: Agency Executives

FROM: Michael Cockrill, Chief Information Officer

SUBJECT: ANNOUNCING NEW TECHNOLOGY POLICIES

This memo will provide information about newly approved policy and standards. While the policies/standards were adopted and published in August 2016, policy announcements occur only after the Technology Services Board (TSB) provides final approval. This approval occurred on December 6th.

Disaster Recovery
The Information Technology Disaster Recovery Planning Policy has been in place for many years. It identifies minimum requirements to develop, maintain and annually test disaster recovery plans for technology supporting vital services as determined by the agency Continuity of Operations Plan. The updated policy is rewritten for clarity. A related standard was rescinded following a sunset review.

Data Center Investments
The Data Center Investments Policy is substantially rewritten to better support the requirements of RCW 43.105.375. This statute requires agencies to locate servers and related equipment in the State Data Center (SDC). The updated policy identifies equipment that can remain in agency specific locations and establishes clear expectation for all other physical equipment to be located in the SDC. The policy does not preclude movement to an external cloud environment.

In recent months, agencies were asked to report locally hosted equipment and to identify migration plans. All agencies who reported equipment have been given waivers to operate local facilities until such time as migration or migration planning is complete. If your agency has locally hosted equipment not allowed by policy and is without an approved waiver, contact Sue Langen at (360) 407-8686 as soon as possible. Sue will work with your staff to understand the agency plan and work through the waiver process. The OCIO will regularly report migration progress to the TSB, OFM and the Legislature.

Accessibility
The Accessibility Policy and Minimum Accessibility Standard are important additions to state's technology policy manual. Approximately 1 in 9 Washingtonians identify as having a disability. Non-accessible technology impedes the ability of disabled Washingtonians to access services or conduct business.

While published as a technology policy, the impacts are far broader. Please share this memo with all areas impacted by the policy, including your Communications office.   The policy identifies 'covered technology' that must be accessible, including websites, electronic documents, software and e-learning.

The policy notes two items as being due in December 2016. Because of the delayed approval by the TSB, the deadline to identify an Accessibility Coordinator and to develop an initial plan is extended until March 31, 2017.   An Accessibility Coordinator Summit has been scheduled for January 13th and will repeat on January 27th. Registration is first come, first serve and there is no cost to attend. Register for January 13th session here. Register for the January 27th session here.

If you have questions about the Disaster Recovery or Data Center policy material, please contact Sue Langen at 407-8686. If you have questions about the Accessibility Policy, please contact Ryan Leisinger at 407-8687.

cc: Agency CIO's