ITEC Policy 8000 - Kansas Data Review Board Charter

1.0 TITLE: Kansas Data Review Board Charter

1.1 EFFECTIVE DATE: July 1, 2021

Revised: March 9, 2021

1.2 TYPE OF ACTION: Update

2.0 PURPOSE: To establish the Kansas Data Review Board (KDRB) to advise the Chief Information Technology Architect (CITA).

3.0 ORGANIZATIONS AFFECTED: All branches, boards, commissions, divisions, departments and agencies of the state, hereafter referred to as Entities.

4.0 REFERENCES:

4.1 K.S.A. 1998 Supp. 75-7203 authorizes the ITEC to: Adopt information resource policies and procedures and provide direction and coordination for the application of the state's information technology resources for all state entities.

4.2 K.S.A. 1998 Supp. 75-7204 establishes the position of Chief Information Technology Architect and defines its duties and responsibilities.

5.0 DEFINITIONS: The following definitions are applied throughout this policy and procedure memorandum.

5.1 Information Technology is an inclusive term to address the services and functions commonly associated with information systems and telecommunications.

5.2 Kansas Information Technology Architecture (KITA) describes the current information systems infrastructure that supports the applications used by the state. Its purpose is to guide the development of the information systems infrastructure and establish consistency.

5.3 CITO - Chief Information Technology Officer, duties defined in K.S.A. 1998 Supp. 75-7205, 75-7206, and 75-7207.

5.4 ITEC - Information Technology Executive Council, duties defined in K.S.A. 1998 Supp. 75-7203.

5.5 ITAB - Information Technology Advisory Board, technical resource support group to the Executive Branch Chief Information Technology Officer.

6.0 POLICY: The Kansas Data Review Board shall:

6.1 Address data governance issues and provide policy, standards, guidelines, or procedural recommendations to the CITA and the ITEC;

6.2 Initiate and recommend data standards and targets for the KITA;

6.3 Review proposed programs and projects referred by the CITA and make recommendations regarding their compliance with KDRB standards;

6.4 Promote coordination and cooperation among state organizations to achieve effective utilization of the KITA, and;

6.5 Address other data governance issues at the request of the CITA and the ITEC, and make recommendations thereon.

7.0 PROCEDURES:

7.1 The Chief Information Technology Officers of the three branches of government shall appoint members of the KDRB. The Board shall be composed of a Chief Information Technology Architect, Chief Information Security Officer, State Archivist, Executive Director of INK, and expert representation from the executive branch, legislative branch, judicial branch, and regents' institutions.

7.2 The Chief Information Technology Architect (CITA) will recommend candidates to KDRB to the three CITOs. The CITA will provide a matrix showing the current membership, branch representation and skill/knowledge base representation to the three CITOs for approval, with the recommendation.

8.0 RESPONSIBILITIES:

8.1 The CITA shall establish the Board and convene meetings as required to address data governance related issues facing state government.

8.2 The CITA shall serve as Chairperson of the Board and provide staff support to the Board.

8.3 The Board shall organize and direct KDRB Advisory Subcommittees to address specific data governance issues as required. KDRB members shall identify and/or contribute personnel to support the activities of these subcommittees.

8.4 At the direction of the CITA, the Board shall elect any officers from among its members that are deemed necessary to discharge its duties.

8.5 Heads of entities will establish procedures for their organization's compliance with the requirements of this policy.

8.6 Each member of the KDRB shall carry out and support the duties and responsibilities of Board members as intended by this charter.

8.7 The Chief Information Technology Officer, Executive Branch, is responsible for the maintenance of this policy.

9.0 CANCELLATION: Replaces ITEC Policy #8000 titled, "Kansas Data Administration Program."