

## State of Oklahoma Collaborative Software Standard

### Overview

State employees, agencies and external partners have an ever-increasing need for collaboration tools like interagency instant chatting, document sharing and videoconferencing software. OMES is committed to balancing the convenience of such software against the threats of cybersecurity and risk exposure.

The State of Oklahoma standard for collaborative chat and document sharing is **Microsoft Office 365** and the standard for videoconferencing is **Microsoft Teams** or **Cisco WebEx**. Cisco WebEx is the approved platform for meetings required to comply with the Open Meeting Act. This is a temporary solution until Microsoft Teams live events support the state's requirements.

WebEx licenses are available on state contract [SW1006C](#). Please contact your OMES IT strategist for more information.

### Office 365 solutions

The Office 365 environment features system redundancy, network security and physical security at data center sites, as well as mailbox auditing and disaster recovery at georedundant data centers. Data is encrypted in transit and at rest. The hosted service attests compliance to the following security standards:

- Criminal Justice Information Services provided by the FBI.
- Federal Risk and Authorization Management Program, which provides a standardized approach to security assessment, authorization, and continuous monitoring for cloud products and services.
- IRS Publication 1075, which provides guidance and templates to protect the confidentiality of federal tax information.
- SSAE 16 Type II, which is designated by the U.S. Securities and Exchange Commission to obtain assurance about a service provider's internal controls.
- HIPAA customer-ready ISO 27001.
- Federal information Processing Standards, which are public, computer system standards announced by the National Institute of Standards and Technology.

The tools Microsoft Office 365 offers support collaboration in a secure manner. OMES' Oklahoma Cybersecurity Alliance will continually refine this guidance and release additional products related to the secure use of online collaboration tools and videoconference solutions as they become available. The links below are helpful resources to learn more about these designated collaborative tools for state agencies.

- [Microsoft Office 365 Features.](#)
  - [Microsoft Training for Outlook.](#)
  - [Microsoft Training for OneDrive.](#)
  - [Microsoft Training for Teams.](#)
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Additional considerations:

- **The Oklahoma Open Meeting Act** expressly outlines the requirements for a member of a public body to attend an open meeting via teleconference; this will become relevant for agencies who use WebEx or another virtual conferencing tool to host a meeting. The term teleconference is deemed by statute to be the equivalent of videoconference, which means “a conference among members of a public body remote from one another who are linked by interactive telecommunication devices permitting both visual and auditory communication between and among members of the public body and members of the public. During any teleconference, ***both the visual and auditory communications functions of the device shall be utilized,***” 25 O.S. § 304(7) (emphasis added). It is also important to note the public will be allowed to come in person to the place from where the member is attending; so, it is advisable to attend the teleconference in an office as opposed to the member’s personal residence. *Id.* During the state of emergency due to COVID-19, different rules may apply to an agency’s open meeting. The Oklahoma Office of the Attorney General published a [list of frequently asked questions](#) to go over those special OMA requirements.
  - **The Oklahoma Open Records Act.** An additional consideration for all state agencies is the creation of records using both Microsoft Office 365 and Microsoft Teams. A **state record**, for purposes of this standard, means information on a one of these Microsoft products created by, received by, under the authority of, or coming into the custody, control or possession of a state employee in connection with the transaction of public business, the expenditure of public funds or the administering of public property and as otherwise may be defined by the Oklahoma Open Records Act. For purposes of Microsoft Office 365 and Teams, this means every message sent or received, as well as every document created or saved within these programs could create a state record, which may be open to inspection by the public. Additionally, any recordings created of any Teams audio or video call are likewise a state record. All state employees shall abide by the state’s or the individual agency’s record retention policy when considering disposing of any state records.
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