Statutory Reporting Collection Process Standard

Introduction
To aid with governance and oversight, Title 62 of the Oklahoma statutes require the Office of Management and Enterprise Services submit various reports to the governor, the speaker of the House of Representatives and the president pro tempore of the Senate. OMES needs the cooperation of state agencies to meet this responsibility and provide the reports below in a timely manner.

Purpose
This document establishes the required reports, due dates for each report and associated statutory requirements.

Definitions
- OAC – Oklahoma Administrative Code.
- ServiceNow, the Customer Success team's service management or ticketing system.
- State agencies – For purposes of the Oklahoma Information Services Act, unless otherwise provided for, "state agencies" shall include any office, officer, bureau, board, commission, counsel, unit, division, body, authority or institution of the executive branch of state government, whether elected or appointed. Some exceptions exist for the Oklahoma State System of Higher Education, the Oklahoma State Regents for Higher Education and the telecommunications network known as OneNet.
- Communication and telecommunication plans – The statutes (Title 62-34.20 & 62-34.20) state the term includes but is not limited to, the acquisition, development or enhancement of voice, data, radio, video, printers, scanners, copiers, facsimile systems, broadband, Wi-Fi or wireless networking, GPS (Global Positioning Systems), internet, eGovernment, facsimile transmission systems, and associated services or supplies. It also includes interactive video, informational databases, and software for manipulation of bibliographic records.
- IT Accessibility Standards - The Oklahoma IT Accessibility Standards is a policy requiring agencies develop, procure, maintain and use technology that accommodates individuals with disabilities.

Standard
State agencies shall submit the applicable reports by the stated due dates using the IT Statutory and Regulatory Reporting Online form located on the OMES website. Agencies unable to access the online form shall submit their reports to the Risk, Assessment and Compliance (RAC) team by opening a ServiceNow ticket, selecting the **Risk, Assessment & Compliance** category, then the **Audit/Assessment Request** catalog item. Use the Upload function, when submitting the ticket to attach the required report to the service ticket.

- *Telecommunication Plans* reports for the upcoming fiscal year are due July 1st annually as required by Title 62 § 34.21 and 34.23. State agencies with any plans to enter into an agreement for the acquisition, development or enhancement of a communication or telecommunication system or service are required to inform OMES of such plans by submitting a telecommunications report. This report helps OMES verify telecommunication plans are compatible with the State of Oklahoma's enterprise architecture.

- *IT Accessibility Compliance reporting* is due October 1st annually as required by §62-34.28 and OAC 260:15-1-5. This report requires state agencies to certify its compliance with Oklahoma's IT Accessibility Standards and to provide the name and contact information for the agency's Accessibility Compliance Representative.

- *IT Accessibility Complaints reporting* is due October 1st annually as required by §62-34.28 and OAC 260:15-1-9. The Appointing Authority shall maintain summaries and statistical information about the number, nature, and outcome of all formal IT accessibility complaints received by the agency during the prior state fiscal year.

- *Information Technology Assets* reports are due October 15th annually as required by Title 62 § 34.11.1.D and § 35.5. State agencies shall provide to OMES a list of their information technology assets integral to agency-specific applications or functions. The agency shall further provide the reference to federal or state statutory or constitutional provisions which require it to manage the applications or functions.

- *Information Technology Positions* reports are due October 15th annually as required by Title 62 § 34.11.1.D and § 35.5. State agencies shall provide to OMES a list of information technology positions which are directly associated with each IT asset. The agency shall further provide the reference to federal or state statutory or constitutional provisions which require it to manage the applications or functions.

- *Web-Based Licenses and Permits* reports are due August 13th annually as required by Title 62 § 34.24.1. State agencies responsible for licensing or permitting shall utilize the portal system (ok.gov) to allow for a link to a web-based application and renewal application for any license or permit issued by that agency.

  Each entity responsible for licensing or permitting shall make available on a yearly basis a report describing the number of licenses issued, license renewals and permits issued as well as an estimate of the amount of savings incurred by the entity because of the online licensing and permitting process.

Compliance
This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

Rationale
To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

References
- Oklahoma State Statute Title 62.
- Oklahoma Administrative Code, OAC 260:15-1-5 and OAC 260:15-1-9.
- IT Statutory and Regulatory Reporting Form.
- IT Statutory and Regulatory Reporting General Information.
- Accessibility Policy.

Revision history

This standard is subject to periodic review to ensure relevancy.

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Approved by: Joe McIntosh, Chief Information Officer	