

HB

394

LEGAL SERVICES

DIVISION OF LEGAL AND RESEARCH SERVICES
LEGISLATIVE AFFAIRS AGENCY
STATE OF ALASKA

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Mail Stop 3101

State Capitol
Juneau, Alaska 99801-1182
Deliveries to: 129 6th St., Rm. 329

MEMORANDUM

March 18, 2010

SUBJECT: CSHB 394(STA), a bill relating to the data processing and telecommunications activities of the state (Work Order No. 26-LS1542\E)

TO: Representative Bob Lynn
Chair of the House State Affairs Committee
Attn: Nancy Manly

FROM: *JB*
Theresa Bannister
Legislative Counsel

This memo accompanies the bill described above.

CSHB 394(STA) does not contain a section that establishes when the first report under sec. 44.21.165(e) is due from the department. It is not clear now when the legislature wants the first report to be due. Even if the five-year delay was not what you wanted, I recommend reinserting a similar section that establishes clearly when you want the first report to be due.

Since this bill has passed out of your committee, please pass this memo on to the next committee of referral. Thank you.

If I may be of further assistance, please advise.

TLB:plm
10-154.plm

Enclosure

CS FOR HOUSE BILL NO. 394(STA)

IN THE LEGISLATURE OF THE STATE OF ALASKA

TWENTY-SIXTH LEGISLATURE - SECOND SESSION

BY THE HOUSE STATE AFFAIRS COMMITTEE

Offered:

Referred:

Sponsor(s): REPRESENTATIVE KELLER

A BILL

FOR AN ACT ENTITLED

1 **"An Act relating to the data processing and telecommunications activities of the state;**
 2 **relating to the security of certain data processing records of the executive branch and**
 3 **making the Department of Administration responsible for the security of those records;**
 4 **and making the commissioner of administration the chief information officer."**

5 **BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:**

6 *** Section 1. AS 40.21.030(b) is amended to read:**

7 (b) In order to carry out the records management program, the state archivist
8 shall

9 (1) analyze, develop, and coordinate the standards and procedures for
10 record making and current record keeping;

11 (2) ensure the maintenance and security of records, subject to
12 AS 44.21.165;

13 (3) initiate action to recover state records removed without
14 authorization;

1 (4) establish and operate state records centers for the purposes of
 2 accepting, servicing, storing, and protecting state records that must be preserved for
 3 varying periods of time but that [WHICH] are not needed for the transaction of
 4 current business;

5 (5) transfer records considered to have permanent value to the state
 6 archives;

7 (6) institute and maintain a training and information program in all
 8 phases of the management of current records for all state agencies, subject to
 9 AS 44.21.165;

10 (7) make continuing surveys of paperwork operations and recommend
 11 improvements in current records management practices, including the use of space,
 12 equipment, and supplies;

13 (8) initiate programs for improving the management of
 14 correspondence, forms, reports, and directives as integral parts of the overall records
 15 management program;

16 (9) provide centralized microfilm service for state agencies as
 17 determined to be necessary by the department;

18 (10) establish standards for the preparation of records retention
 19 schedules providing for the retention of state records of permanent value and for the
 20 prompt and orderly disposition of state records no longer possessing administrative,
 21 legal, or historical value to warrant their retention;

22 (11) receive records retention schedules from the agencies and submit
 23 them to the attorney general for review and approval;

24 (12) obtain from agencies reports that are required for the
 25 administration of the program.

26 * Sec. 2. AS 40.21.060 is amended to read:

27 **Sec. 40.21.060. Duties of chief executive officers of state agencies. Subject**
 28 **to AS 44.21.165, the** [THE] chief executive officer of each state agency shall

29 (1) make and preserve public records containing adequate and proper
 30 documentation of the organization, functions, policies, decisions, procedures, and
 31 essential transactions of the agency, and designed to furnish the information necessary

1 to protect the legal and financial rights of the state and of persons directly affected by
2 the agency's activities;

3 (2) establish and maintain an active, continuing program for the
4 efficient management of the records of the agency under the procedures prescribed by
5 the department, including effective controls over the creation, maintenance, and use of
6 records in the conduct of current business;

7 (3) submit to the department, in accordance with the standards
8 established by it, records retention schedules proposing the length of time that
9 [WHICH] records having administrative, legal, or historical value shall be retained;

10 (4) apply the provisions of approved records retention schedules to
11 ensure the orderly disposition of state records including transfer to a state records
12 center;

13 (5) identify, segregate, and protect records vital to the continuing
14 operation of an agency in the event of natural, man-made, or war-caused disaster;

15 (6) cooperate with the department in conducting surveys made by it
16 under the provisions of this chapter;

17 (7) establish safeguards against unauthorized or unlawful removal or
18 loss of state records;

19 (8) comply with the regulations, standards, and procedures relating to
20 records management and archives established by the department;

21 (9) appoint a records officer who shall act as a liaison between the
22 department and the agency on all matters relating to the records management program.

23 * **Sec. 3.** AS 44.21.010 is amended by adding a new subsection to read:

24 (b) The commissioner of administration is the chief information officer in the
25 executive branch of the state. The chief information officer carries out the duties and
26 powers of the commissioner of administration and the Department of Administration
27 under AS 44.21.150 - 44.21.170 and 44.21.305 - 44.21.330.

28 * **Sec. 4.** AS 44.21 is amended by adding a new section to read:

29 **Sec. 44.21.165. Security of records.** (a) As the department responsible for the
30 operation and management of automatic data processing resources and activities of the
31 executive branch under AS 44.21.150, the department is the state agency responsible

1 for ensuring the security of the nonarchived records produced or maintained by the
2 automatic data processing resources and activities of state agencies through the
3 development and adoption of standards, policies, and procedures.

4 (b) The department shall

5 (1) develop, implement, and maintain policies to ensure that data
6 processing records are secure from unlawful release;

7 (2) define the responsibilities for the security of the data processing
8 records of each state agency, communicate the responsibilities to the state agency, and
9 coordinate the responsibilities among state agencies; and

10 (3) establish procedures for maintaining the security of the data
11 processing records and provide training for state agency personnel to implement the
12 procedures.

13 (c) The state information systems plan adopted by the commissioner must
14 satisfy the security requirements of this section.

15 (d) The department shall adopt regulations to implement this section.

16 (e) On or before January 1 every two years, the department shall submit to the
17 legislature a report that evaluates, for the two years since the period covered by the
18 previous report under this subsection, the effectiveness of the department's
19 implementation of this section in maintaining the security of data processing records.

20 (f) In this section,

21 (1) "data processing records" means the records that are produced or
22 maintained by the automatic data processing resources and activities of a state agency
23 and that are not being held by the Alaska State Archives;

24 (2) "records" includes personally identifiable information in a record;

25 (3) "state agency" means an agency of the executive branch.

Alaska State Legislature



Chairman
State Affairs Committee

Member
Judiciary Committee
Labor & Commerce Committee
Health & Social Services Committee
Military & Veterans Affairs Committee

Finance Subcommittees
Labor and Workforce Development
Military and Veterans' Affairs
Public Safety

A Communication From
REPRESENTATIVE BOB LYNN
District 31 Anchorage

E-Mail: Representative_Bob_Lynn@legis.state.ak.us
"Bob Lynn's Alaska Blog" RepBobLynnBlog.com

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FAX

To: Legal Services

Fax #: 465-2029

From: Nancy Manly 465-2794
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Juneau, AK 99801-1182

of Pages (including cover): 1

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Re CS for HB 394 Version R

3/18/10

HB 394 Version R moved from the House State Affairs Committee this morning. Please draft a final CS to incorporate the following amendment:

Amendment #1 (Gruenberg)
Withdrawn

Amendment #2 (Gruenberg)
Delete all of Section 5 which is on page 4 lines 26-30

FISCAL NOTE

STATE OF ALASKA
2010 LEGISLATIVE SESSION

Fiscal Note Number: _____
Bill Version: HB 394
() Publish Date: _____

Identifier (file name): HB394-DOLWD-CO-03-17-10 Dept. Affected: Labor and Workforce Development
Title: Executive Branch Records Security RDU: Office of the Commissioner
Component: Commissioner's Office
Sponsor: Representative Keller
Requester: (H) STA Component Number: 340

Expenditures/Revenues (Thousands of Dollars)

Note: Amounts do not include inflation unless otherwise noted below.

	Appropriation Required	Information						
		FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
OPERATING EXPENDITURES								
Personal Services								
Travel								
Contractual								
Supplies								
Equipment								
Land & Structures								
Grants & Claims								
Miscellaneous								
TOTAL OPERATING	***	0.0	***	***	***	***	***	***

CAPITAL EXPENDITURES								
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CHANGE IN REVENUES ()								
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FUND SOURCE (Thousands of Dollars)

	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
1002 Federal Receipts							
1003 GF Match							
1004 GF							
1005 GF/Program Receipts							
1037 GF/Mental Health							
Other Interagency Receipts							
TOTAL	***	0.0	***	***	***	***	***

Estimate of any current year (FY2010) cost: None

POSITIONS

	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Full-time							
Part-time							
Temporary							

ANALYSIS: (Attach a separate page if necessary)

This legislation places overall authority for state data processing record security policy in the Department of Administration. The Department of Labor and Workforce Development has numerous data collecting and sharing agreements with state and federal agencies, and private employers, which could be impacted by this bill. Data sharing permitted by these agreements is necessary to perform our basic functions, including unemployment insurance collection and benefit payment, basic economic research, vocational rehabilitation services, Social Security disability benefit determination, benefits fraud detection, and training program outcome measurement. The cost to the department's business units of complying with any new policies derived as a result of this legislation is indeterminate.

Prepared by: Guy Bell, Assistant Commissioner
Division: Office of the Commissioner
Approved by: Click Bishop, Commissioner
Agency: Department of Labor and Workforce Development

Phone 465-2700
Date/Time 3/17/10 8:17 AM
Date 3/17/10

ALASKA STATE LEGISLATURE

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REPRESENTATIVE WES KELLER DISTRICT 14

Sponsor Statement HB 394

"An Act relating to the data processing and telecommunications activities of the state; relating to the security of certain data processing records of the executive branch and making the Department of Administration responsible for the security of those records; and making the commissioner of administration the chief information officer."

"Compatibility", is a word that has become common in technology. It is the challenge of the sharing of any information electronically. The State of Alaska, like other governments depend on electronic communications for the vast majority of the work load. Compatibility becomes an expensive goal when any given entity unilaterally selects the software and standards for electronic data transfer.

House Bill 394 looks to the future of increasing technology. Over the 50 years of Alaska statehood valuable and historical documents have been maintained on paper which is slowly being converted to a digital format. The 'magic' of this information age is the growing insignificance of digital storage, distance, and time compared to warehouses of documents, travel costs and time, and scheduling in convenience.

The goal of HB 394 is to allow for the security, storage, and access of public information. Without HB 394, information is handled very differently in various jurisdictions within the state-- a situation that is costing us extra right now and will cost us much more in the future.

To accomplish this HB 394 assigns the Department of Administration to establish standards related to security, software, archiving, access, and hardware. The task will be one of coordination and consideration of a broad scope of needs so we can improve from where we are today. The Department of Administration is the logical government agency to do this coordination.

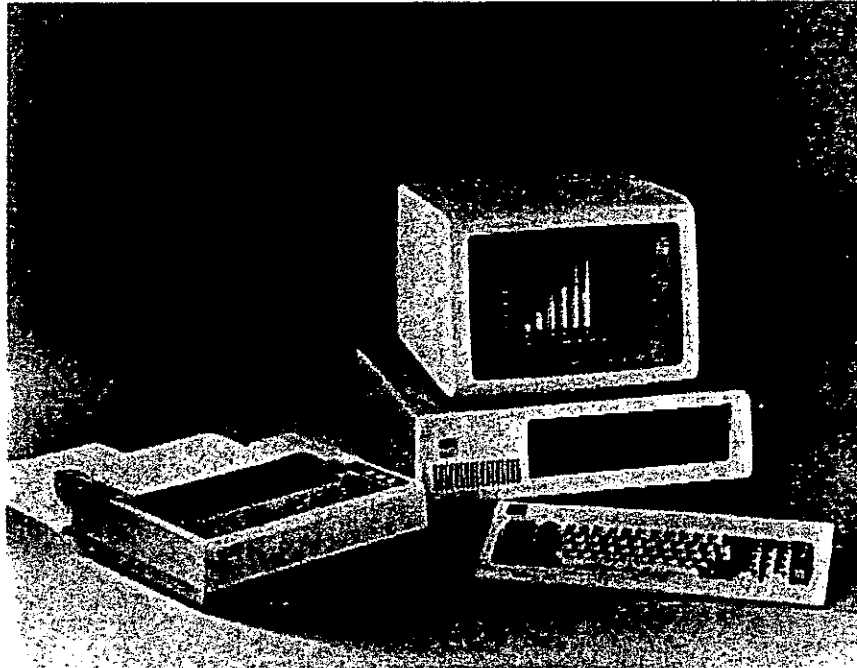
HB 394 allows Alaska to make the best of technological innovations that have and will continue to appear. It also looks to the need to protect, and the need to be efficient in storage of public information, some of which is presumably meant to be maintained until the end of time.

E-Mail: Representative_Wes_Keller@legis.state.ak.us
Call Juneau Toll free: (800) 468-2186
Website: www.akRepublicans.org/keller/

IBM Personal Computer

Before the beginning: Ancestors of the IBM Personal Computer

In the beginning, there was the IBM Personal Computer.



Well, not really.

Although IBM's launch of the Personal Computer (IBM 5150) in 1981 set the industry standard for personal computing, IBM had introduced a variety of small computers for individual users several years before that. So while now is certainly an appropriate moment to salute the legendary IBM PC on its 20th birthday, it's also a good time to take a brief look back at some of the pioneering IBM products that immediately preceded it.

One of the earliest IBM attempts to move computing into the hands of single users was the "SCAMP" project in 1973. This six-month development effort by the company's General Systems Division (GSD) produced a prototype device dubbed "Special Computer, APL Machine Portable" (SCAMP) that *PC Magazine* in 1983 called a "revolutionary concept" and "the world's first personal computer." To build the prototype in the short half-year allowed, its creators acquired off-the-shelf materials for major components. SCAMP could be used as a desktop calculator, an interactive APL programming device and as a "dispenser" of canned applications. The successful demonstration of the prototype in 1973 led to the launch of the IBM 5100 Portable Computer two years later.

Archive file

From Wikipedia, the free encyclopedia

An **archive file** is a file that is composed of one or more files along with metadata that can include source volume and medium information, file directory structure, error detection and recovery information, file comments, and usually employs some form of lossless compression. Archive files may also be encrypted in part or as a whole. Archive files are used to collect multiple data files together into a single file for easier portability and storage.

Computer archive files are created by file archiver software, optical disc authoring software, or disk image software that uses an archive format determined by that software. The file extension or file header of the archive file are indicators of the file format used.

Archive files are sometimes accompanied by separate parity archive (PAR) files that allow for additional error detection and recovery, particularly in recovery of missing package files in a multi-file archive.

Archives can have extensions like `.zip`, `.rar`, `.7z`, `.tar`, etc. (note: of these, `.tar` is the only one that does not include compression).

Archive files were originally used to store important files on alternate media (such as tapes) for preservation and recoverability. Archive files are now commonly used for transferring files and for software distribution and installation. A hard drive volume, RAID, and shadow copy/snapshot can also be considered archive files. The operating system would be the file archiver.

File archiver

From Wikipedia, the free encyclopedia

A **file archiver** is a computer program that combines a number of files together into one archive file, or a series of archive files, for easier transportation or storage. Many file archivers employ Archive formats that provide lossless data compression to reduce the size of the archive which is often useful for transferring a large number of individual files over a high latency network like the Internet.

The most basic archivers just take a list of files and concatenate their contents sequentially into the archive. In addition the archive must also contain some information about at least the names and lengths of the originals, so that proper reconstruction is possible. Most archivers also store metadata about a file that the operating system provides, such as timestamps, ownership and access control.

The process of making an archive file is called *archiving* or *packing*. Reconstructing the original files from the archive is termed *unarchiving*, *unpacking* or *extracting*.

Unix Archiver Tools

Unlike integrated archival and compression tools like PKZIP, Winzip, and WinRAR, the Unix tools **ar**, **tar**, **cpio** (for "archiver", "tape archiver" and "copy in/out" respectively) act as archivers but not compressors. Users of the Unix tools typically add compression by compressing the result of packing (and uncompressing before unpacking), most often using the **gzip** or **bzip2** programs. Modern tar programs can automatically invoke a (de)compression program, giving the appearance that tar itself handles compression and decompression.

This approach has two advantages:

- It follows the Unix toolbox concept that each program should accomplish a single, well-done task, as opposed to attempting to accomplish everything with one tool. As compression technology progresses, users may use different compression programs without having to modify or abandon their archiver.
- The archival program can potentially detect redundancy across two or more archived files, and need not store redundant data. An archiver compressing each archived file in isolation usually cannot exploit inter-file redundancies, because compression tends to hide redundancy.

In practice, compression with tar is usually done on the entire archive, and the second advantage listed above is not obtained. This type of compression - compressing the archive itself - has three disadvantages as compared with compressing within the archive:

- Extracting one file requires decompressing all the files that are before the file in the archive. This may take many minutes for a large archive.
- Modification is even more inconvenient than extraction - just changing a single character of one of the archived files will typically require that the entire archive be uncompressed, updated, and then recompressed.
- It's impossible or more difficult to take advantage of inter-file redundancy.

Archive format

From Wikipedia, the free encyclopedia

Jump to: navigation, search

An **archive format** is the file format of an archive file. The archive format is determined by the file archiver. Some archive formats are well-defined by their authors and have become conventions supported by multiple vendors and/or open-source communities.

Archive formats support features such as file concatenation, data compression, encryption, file spanning, parity/Cyclic redundancy check, checksum, self-extraction, self-installation, volume and directory structure information, package notes/description, and other meta-data.

Types of Archive Formats

- **Archiving only** formats only concatenate files.
- **Compression only** formats only compress files.
- **Multi-function** formats can concatenate, compress, encrypt, create error detection and recovery information, and repackage the archive into self-extracting/self-expanding files.
- **Software Packaging** formats are used to create software packages that may be self-installing files.
- **Disk Image** formats are used to create disk images or optical disk images of mass storage volumes.

Examples

Note: a comprehensive List of archive formats and Comparison of archive formats is available.

By Type

[hide]	
Archive formats (comparison by type)	
Archiving only	ar · cpio · shar · tar · LBR
Compression only	bzip2 · gzip · xz · LZMA · SQ · compress
Archiving and compression	7z · ACE · AFA · ARC · Cabinet · cpt · DGCA · .dmg · GCA · kgb · LHA · LZX · RAR · qda · sit · SQX · zoo · ZIP · lzop · UDA
Software packaging and distribution	deb · pkg · RPM · RUNZ · MSI · JAR (WAR · RAR (Java) · EAR)
Document packaging and distribution	OEB Package Format · OEBPS Container Format · Open Packaging Conventions · PAQ

By Operating System

Unix operating systems utilize the tar file format, ar, and shar To concatenate files. These archive formats can then be compressed into gzip format.

On Windows platforms, the most widely-used archive format is ZIP; other formats are CAB, RAR (file format), and ACE. Windows Installer is a high-level archive format for distribution of software.

On Amiga computers the standard archive format is LHA.

on Apple Macintosh computers ZIP is now natively used in recent Mac OS X (10.3+), though StuffIt used to be the most common.

Linux often uses TAR, gz, and RPM package manager, a Package management system for distribution of software.

History

Origins

Ubiquitous amongst Unix and Unix-like operating systems is the tar file format ("tape archive"). Originally intended for transferring files to and from tape, it is still used on disk-based storage to combine files before they are compressed.

Development

Historically, every major computer platform, every operating system, and every vendor had its own preferred archive format. Some formats became more commonly used because of licensing, feasibility, and popularity. Today the most common formats are supported by many platforms and vendors. New technologies continue to introduce new formats.

Web

[Show options...](#)

Results 1 - 10 of about 156,000,000 for **Computer Archive software**. (0.35 seconds)

Sponsored Links

1. **Archive Software**
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2. **Archive Software**
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Search Results

1. **7-Zip**
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www.download3k.com/ - [Cached](#) - [Similar](#)
5. **The Easter Egg Archive**
Posted Monday, February 22 in **Software** > Video Games > Ratchet and Clank Future: Tools of Destruction. 1. Go to the snowy level. The one with the **computer** ...
www.eeggs.com/ - 11 hours ago - [Cached](#) - [Similar](#)
6. **Jumbo: Free & Shareware MP3 files, Games, Screen Savers & Computer ...**
Mar 1, 2010 ... Jumbo is the source for free MP3 files, games, desktop themes, screen savers and the latest **computer software**.
www.jumbo.com/ - [Cached](#) - [Similar](#)

7. Free **Software** Downloads - Simtel.net

Simtel is one of the largest **software** download sites, featuring free downloads ... any unknown video to your familiar format that can play in your **computer**. ...

www.simtel.net/ - Cached - Similar

8. AtariArchives.org - **archiving** vintage **computer** books, information ...

Full text of Atari **computer** Books; Atari Program Exchange **software**; other classic computing information. ... Old Hackers Atari User Group Newsletter **Archive** ...

www.atariarchives.org/ - Cached - Similar

9. SoftArchive

VirtualDubMod is a unification of several popular modifications of the famous video editing **software** VirtualDub. Unification of three projects, ...

softarchive.net/ - Cached - Similar

10. SDA: Survey Documentation and Analysis

SDA is developed and maintained by the **Computer**-assisted Survey Methods Program (CSM) at ... To see how it all works, test-drive SDA at our demonstration **SDA Archive**.

... You can also look at some other archives that use SDA **software**. ...

sda.berkeley.edu/ - Cached - Similar

FISCAL NOTE

STATE OF ALASKA
2010 LEGISLATIVE SESSION

Fiscal Note Number: _____
Bill Version: HB394
() Publish Date: _____

Identifier (file name): HB394-DOA-ETS-03-15-10 Dept. Affected: Administration
Title: "An Act relating to the data processing and telecommunications activities of the state..." RDU: Enterprise Technology Services
Component: Enterprise Technology Services
Sponsor: Rep. Keller
Requester: (H) STA Component Number: 20823

Expenditures/Revenues (Thousands of Dollars)

Note: Amounts do not include inflation unless otherwise noted below.

	Appropriation Required	Information						
		FY 2011	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
OPERATING EXPENDITURES								
Personal Services								
Travel								
Contractual								
Supplies								
Equipment								
Land & Structures								
Grants & Claims								
Miscellaneous								
TOTAL OPERATING	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

CAPITAL EXPENDITURES								
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CHANGE IN REVENUES ()								
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FUND SOURCE (Thousands of Dollars)

1002 Federal Receipts								
1003 GF Match								
1004 GF								
1005 GF/Program Receipts								
1037 GF/Mental Health								
Other Interagency Receipts								
TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Estimate of any current year (FY2010) cost: 0.0

POSITIONS

Full-time								
Part-time								
Temporary								

ANALYSIS: (Attach a separate page if necessary)

Additional work for Enterprise Technology Services (ETS) resulting from this bill could be managed by existing staff. The agency therefore submits a zero fiscal note.

Prepared by: Jim Kohler
Division: Enterprise Technology Services
Approved by: Rachael Petro, Deputy Commissioner
Department of Administration

Phone 907-723-9686
Date/Time 3/15/10 12:00 PM
Date 3/15/2010