

## INFORMATION TECHNOLOGY-RELATED STATUTORY PROVISIONS

This memorandum provides information regarding statutory provisions relating to the Information Technology Committee and the Information Technology Department (ITD).

### INFORMATION TECHNOLOGY COMMITTEE - STATUTORY PROVISIONS

North Dakota Century Code Section 54-35-15.1 requires the Legislative Management during each biennium to appoint an Information Technology Committee in the same manner as it appoints other interim committees. The committee is to consist of six members of the House of Representatives and five members of the Senate. The Chief Information Officer (CIO) of the state serves as an ex officio nonvoting member of the committee.

The following is a summary of statutory responsibilities and duties of the Information Technology Committee. Major changes made by the 2019 Legislative Assembly are boldfaced. A copy of the Century Code sections is attached as [Appendix A](#).

Section	Responsibilities and Duties
15-10-44	Requires the State Board of Higher Education, upon request, to provide a report to the Information Technology Committee regarding higher education information technology planning, services, and major projects.
54-10-28 54-35-15.4	Provides that the committee may request the State Auditor to conduct an information technology compliance review. The review may consist of an audit of an agency's information technology management, information technology planning, compliance with information technology plans, and compliance with information technology standards and policies or an audit of statewide compliance with specific information technology standards and policies.
54-35-15.2	Requires the Information Technology Committee to: <ul style="list-style-type: none"> <li>• Meet at least once each calendar quarter.</li> <li>• Receive a report from the CIO of the state at each meeting.</li> <li>• Review the business plan of ITD.</li> <li>• Review macro-level issues relating to information technology.</li> <li>• Review the activities of ITD.</li> <li>• Review statewide information technology standards.</li> <li>• Review the statewide information technology plan.</li> <li>• Review information technology efficiency and security.</li> <li>• Review established or proposed information technology programs and information technology acquisition by the executive and judicial branches.</li> <li>• Receive and review information, including a project startup report and a project closeout report, regarding any major information technology project of an executive branch agency. A major project is a project with a total cost of \$500,000 or more.</li> <li>• Receive and review information, including a project startup report and a project closeout report, regarding any major information technology project of the State Board of Higher Education or any institution under the control of the State Board of Higher Education. A major project is a project that significantly impacts the statewide wide area network, impacts the statewide library system, or is an administrative project, and is a project with a total cost of \$500,000 or more.</li> <li>• Receive and review information regarding any information technology project of an executive branch agency with a total cost between \$100,000 and \$500,000 as determined necessary by ITD.</li> <li>• Receive a report regarding the recommendations of the State Information Technology Advisory Committee relating to the prioritization of proposed major information technology projects and other information technology issues.</li> <li>• Receive and review information, including a project startup report and a project closeout report, regarding any information technology project of the legislative or judicial branch with a total cost of \$500,000 or more.</li> <li>• Receive information from the State Board of Higher Education regarding higher education information technology planning, services, and major projects.</li> </ul>
54-35-15.3	Authorizes the committee to review any information technology project or information technology plan and provides if the committee determines that a project or plan is at risk of failing to achieve its intended results, the committee may recommend to the Office of Management and Budget (OMB) the suspension of the expenditure of money appropriated for a project or plan. The Office of Management and Budget may suspend the expenditure authority if ITD agrees with the recommendation of the committee.

Section	Responsibilities and Duties
57-40.6-12	Requires the Emergency Services Communications Coordinating Committee to provide a report to the Legislative Council by November 1 of each even-numbered year regarding the use of the assessed communications services fee revenue and provide recommendations to the Legislative Assembly regarding changes to the operating standards for emergency services communications, including training or certification standards for dispatchers.

**INFORMATION TECHNOLOGY DEPARTMENT - PRIMARY STATUTORY PROVISIONS**

Chapter 54-59 establishes the Information Technology Department. The following is a summary of statutory provisions in Chapter 54-59 related to ITD. Major changes made by the 2019 Legislative Assembly are boldfaced. A copy of the chapter is attached as [Appendix B](#).

Section	Responsibilities and Duties
54-59-01	Definitions relating to Chapter 54-59.
54-59-02	Identifies the responsibilities of ITD, including wide area network services, computer support services, host software development, statewide communications services, standards for providing information to other state agencies and the public through the Internet, technology planning, process redesign, and quality assurance. The department may not exercise its powers and duties in a manner that competes or otherwise interferes with the provision of telecommunications service to a private, charitable, or nonprofit entity by a privately or cooperatively owned telecommunications company.
54-59-02.1	Requires ITD to submit information regarding proposed major information technology projects for executive branch state agencies, excluding the institutions under the control of the State Board of Higher Education and agencies of the judicial and legislative branches, to the State Information Technology Advisory Committee. The committee is to review the projects and rank those that receive the committee's affirmative recommendation. The CIO is to submit recommendations of the committee regarding the prioritization of major information technology projects to the Information Technology Committee, OMB, and the Appropriations Committees of the Legislative Assembly. The judicial and legislative branches are to biennially notify the committee on their major computer software projects and priorities.
54-59-02.2	<b>Requires ITD to research and develop the use of distributed ledger-enabled platform technologies, such as blockchains, for computer-controlled programs, data transfer and storage, and program regulation to protect against falsification, improve internal data security, and identify external hacking threats. Research must include efforts to protect the privacy of personal identifying information maintained within distributed ledger programs. The department is required select a state agency, upon request of the state agency, to serve as a pilot program for the implementation and use of distributed ledger-enabled platform technologies. The CIO must report to the Legislative Management before June 1 of each even-numbered year regarding the implementation of distributed ledger technologies.</b>
54-59-03	Requires the Governor to appoint the CIO of the state.
54-59-04	Identifies the duties for the CIO.
54-59-05	Provides for the powers and duties of ITD, including to: <ul style="list-style-type: none"> <li>• Provide, supervise, and regulate information technology of all executive branch state entities, excluding the institutions under the control of the State Board of Higher Education.</li> <li>• Provide network services.</li> <li>• Review and approve additional network services that are not provided by ITD.</li> <li>• Purchase, finance the purchase, or lease equipment, software, or implementation services or replace equipment or software as necessary to carry out Chapter 54-59. An agreement to finance the purchase of software, equipment, or implementation services may not exceed a period of 5 years, and ITD shall submit any intended financing proposal for the purchase of software, equipment, or implementation services which is in excess of \$1 million to the Budget Section or the Legislative Assembly prior to executing a financing agreement. The department may finance the purchase of software, equipment, or implementation services only to the extent the purchase amount does not exceed 7.5 percent of the amount appropriated to ITD during that biennium.</li> <li>• Review and approve the acquisition of information technology for all executive branch state entities, excluding the institutions under the control of the State Board of Higher Education.</li> <li>• Provide information technology, including assistance and advisory service, to the executive, legislative, and judicial branches.</li> <li>• Request and review information, including a project startup report and a project closeout report, regarding any major information technology project of executive branch agencies.</li> <li>• Request and review information regarding any information technology project of an executive branch agency with a total cost between \$100,000 and \$500,000 as determined necessary by ITD.</li> <li>• Study emerging technology and evaluate its impact on the state's system of information technology.</li> </ul>

Section	Responsibilities and Duties
	<ul style="list-style-type: none"> <li>• Develop guidelines for reports to be provided by each executive, legislative, and judicial branch agency, excluding the institutions under the control of the State Board of Higher Education, on information technology in those entities.</li> <li>• Collaborate with the State Board of Higher Education on guidelines for reports to be provided by institutions under the control of the State Board of Higher Education on information technology in those entities.</li> <li>• Perform all other duties necessary to carry out Chapter 54-59.</li> <li>• Provide wide area network services to state agencies, cities, counties, school districts, and other political subdivisions and not provide wide area network services to any private, charitable, or nonprofit entities.</li> <li>• Assure proper measures for security, firewalls, and Internet protocol addressing.</li> <li>• Provide wide area network services for a period not to exceed 4 years to occupants of technology parks and businesses in business incubators associated with higher education institutions.</li> <li>• <b>Advise and oversee cybersecurity strategy for all executive branch state agencies, including institutions under the control of the State Board of Higher Education, counties, cities, school districts, and other political subdivisions. The department is required to consult with the Attorney General on cybersecurity strategy related to the executive branch and political subdivisions. The department is required to advise and consult with the legislative and judicial branches regarding cybersecurity strategy for those branches.</b></li> </ul>
54-59-06	Requires ITD to develop and maintain a business plan.
54-59-07	Establishes a State Information Technology Advisory Committee to advise ITD regarding statewide information technology planning and budgeting, services of ITD, and statewide information technology initiatives and policy and shall review reports on major information technology projects as required by Chapter 54-59.
54-59-08	Requires each state agency and institution that desires access to wide area network services and each county, city, and school district that desires access to wide area network services to transmit voice, data, or video outside that county, city, or school district to obtain those services from ITD.
54-59-09	Requires ITD and OMB to develop statewide information technology policies, standards, and guidelines. The policies, standards, and guidelines must recognize the uniqueness of certain agencies and be reviewed by the State Information Technology Advisory Committee. All executive branch agencies, excluding the institutions under the control of the State Board of Higher Education, must comply with the policies and standards unless the CIO exempts an agency.
54-59-10	Requires each agency or institution to appoint an information technology coordinator to maintain a liaison with ITD.
54-59-11	Requires each executive branch state agency or institution, excluding institutions under the control of the State Board of Higher Education, to prepare an information technology plan and submit the plan to ITD by August 15 of each even-numbered year unless the CIO grants an extension. The department is to review each entity's plan for compliance with statewide information technology policies and standards. Based on the plans, ITD is to prepare a statewide information technology plan and distribute the plan to members of the Legislative Assembly.
54-59-11.1	Requires each executive branch state agency, excluding entities under the control of the State Board of Higher Education, to involve ITD in the planning and study of an information technology project with an estimated cost of \$100,000 or more.
54-59-12	Requires ITD to cooperate with state entities to provide access to any computer database or electronically filed or stored information and the CIO to conduct meetings with political subdivisions and the CIO of the North Dakota University System to review and coordinate information technology. The CIO is to report to the Legislative Management regarding coordination of services with political subdivisions and higher education.
54-59-14	Authorizes ITD to establish a state information technology operating account.
54-59-15	Authorizes ITD to accept federal or other funds.
54-59-16	Provides for the confidentiality of records.
54-59-19	Requires ITD to prepare and present an annual report to the Information Technology Committee and identifies the report contents.
54-59-20	<b>Allows</b> ITD to obtain security background information for all individuals, <b>including any individuals employed by contractors or subcontractors performing work under a contract</b> , who have unescorted physical access to the facilities or other security-sensitive areas and allows the CIO to require as a condition of contracting with respect to an information technology project that any individual employed by the contractor or a subcontractor submit to a record check. A statute related to the Bureau of Criminal Investigation providing the response of the Federal Bureau of Investigation regarding statewide and nationwide criminal history record checks requested by certain entities, including ITD, is provided for in Section 12-60-24.

Section	Responsibilities and Duties
54-59-22	Requires each state agency and institution, excluding the legislative and judicial branches, institutions under the control of the State Board of Higher Education, the Public Employees Retirement System, the Retirement and Investment Office, the Attorney General's office, and any entity exempted by OMB, to obtain information technology services, including email, file and print server administration, storage, application server, and hosting services, through a delivery system established by ITD in conjunction with OMB.
54-59-22.1	Requires certain state agencies to utilize centralized desktop support services from ITD. Desktop support services include technical assistance and device management relating to the use of personal computers and peripheral devices.
54-59-23	Requires executive, legislative, or judicial branch agencies, except for institutions under the control of the State Board of Higher Education, to report to the State Information Technology Advisory Committee regarding the plan for and status of any information technology project that is estimated to cost more than \$500,000.
54-59-24	Allows ITD to borrow from the Bank of North Dakota, subject to approval from the Emergency Commission, an amount necessary to pay telecommunications costs for connecting approved schools and libraries in the event federal e-rate funding is not received by ITD. The department is to request a deficiency appropriation from the Legislative Assembly to repay any loan obtained.
54-59-25	Establishes a Health Information Technology Advisory Committee.
54-59-26	Establishes a Health Information Technology Office within ITD. The director of the Health Information Technology Office, in collaboration with the Health Information Technology Advisory Committee, is to: <ul style="list-style-type: none"> <li>• Apply for federal funds that may be available to assist health care providers in implementing and improving health information technology.</li> <li>• Implement and administer a health information exchange to facilitate the collection, storage, and transmission of health records.</li> <li>• Establish a health information technology loan program.</li> <li>• Establish a health information technology planning loan program.</li> <li>• Facilitate and expand the electronic health information exchange in the state.</li> </ul>
54-59-27	Establishes an electronic health information exchange fund to be used to facilitate and expand the electronic health information exchange.
54-59-28	Requires each executive branch state agency and each institution of higher education that implements, acquires, or upgrades health information technology systems, by January 1, 2015, to use health information technology systems and products that meet minimum standards adopted by the Health Information Technology Office for accessing the health information exchange.
54-59-29	Relates to the confidentiality of information in the health information exchange.
54-59-30	Relates to immunity for reliance on data from the health information exchange.
54-59-31	Provides that effective January 1, 2015, an executive branch state agency, an institution of higher education, and any health care provider or other person participating in the health information exchange may use only an electronic health record system for use in the exchange which is certified under rules adopted by the federal Office of the National Coordinator for Health Information Technology. Certain health care providers participating in the health information exchange are allowed to use an electronic health records system that is not certified by the National Coordinator for Health Information Technology's office if that type of provider is not required to be certified.
54-59-32	Establishes an executive steering committee to oversee each major information technology project, and requires: <ul style="list-style-type: none"> <li>• The executive steering committee consists of the director of OMB, the CIO, the head of the agency contracting for the project, the project sponsor, and a large project oversight analyst designated by the CIO. The committee must monitor the overall status of the project and review project decisions. Any project decision declared by a member of the committee to be a major project decision requires at least four affirmative votes.</li> <li>• An executive branch state agency, excluding institutions under the control of the State Board of Higher Education, proposing a major information technology project must collaborate with ITD and OMB and consult with the Attorney General's office to approve and administer the contract for a project.</li> <li>• Contracts and any changes to a contract must be signed by the head of the contracting agency and the CIO.</li> </ul>
54-59-33	Identifies the membership of the Statewide Longitudinal Data System Committee.
54-59-34	Relates to the duties of the Statewide Longitudinal Data System Committee, including requirements to establish policies for the system and to provide operational oversight. The committee must provide annual reports to education and workforce development programs.
54-59-35	Relates to the powers of the Statewide Longitudinal Data System Committee, which allow the committee to authorize studies and appoint advisory committees.

Section	Responsibilities and Duties
54-59-36	Requires the Statewide Longitudinal Data System Committee to report to the Legislative Management each interim.
54-59-37	Provides a continuing appropriation to the Statewide Longitudinal Data System Committee to receive gifts, grants, and donations.
54-59-38	Requires ITD to maintain the statewide longitudinal data system at the direction of the Statewide Longitudinal Data System Committee.
54-59-39	Requires state agencies to provide requested information for the statewide longitudinal data system and provides for the confidentiality of information within the system. The Information Technology Department may not redisclose any unemployment insurance wage data from Job Service North Dakota that identifies an individual unless the redisclosure is expressly permitted by a written agreement between Job Service North Dakota and ITD, or is otherwise expressly permitted or required by federal or state law.

### INFORMATION TECHNOLOGY DEPARTMENT - OTHER STATUTORY PROVISIONS

The following is a summary of statutory provisions in chapters other than Chapter 54-59 related to ITD. Major changes made by the 2019 Legislative Assembly are boldfaced. A copy of the Century Code sections is attached as [Appendix C](#).

Section	Responsibilities and Duties
15-10-44	Requires the State Board of Higher Education to develop information technology policies, standards, and guidelines in coordination with ITD and is required to collaborate with ITD to coordinate higher education information technology planning with statewide information technology planning. The State Board of Higher Education is required to provide advice to ITD regarding the development of policies, standards, and guidelines, relating to access to or use of wide area network services.
15-10-45	Prohibits the Northern Tier Network from replacing any wide area network services to any city, county, or school districts that are provided by ITD.
15.1-06-06	Requires the superintendent of a school district to submit a report to the Superintendent of Public Instruction to verify that its schools use North Dakota eTranscripts, or an alternative information system designated by ITD in collaboration with the Superintendent of Public Instruction, to generate official transcripts.
15.1-07-33	Allows ITD to administer <b>a state student information system for school districts. References to PowerSchool were repealed.</b>
15.1-21-02.9	Requires each school district to use North Dakota eTranscripts, or an alternative information system designated by ITD in collaboration with the Department of Public Instruction, to submit official transcripts for the North Dakota academic or career and technical education scholarship to the Superintendent of Public Instruction.
23-02.1-27	Allows the State Department of Health to grant limited access to birth and death information to various entities, including ITD.
23-06.5-19	Allows ITD to prescribe a registration form to facilitate the filing of a health care record and establish and maintain a health care record registry which must be accessible through a website maintained by the department. The department must create a digital reproduction of health care records received, enter the reproduced record in the health care record registry database, and assign each registration a unique file number. The department is not required to review a health care record to ensure the health care record complies with statutory requirements that apply to the health care record. The records maintained by ITD are considered confidential. At the request of the owner of a health care record, ITD may transmit the information received regarding a health care record to the registry system of another jurisdiction. The department is allowed to charge and collect a reasonable fee for filing a health care record and a revocation of a health care record.
26.1-54-01	Requires the Department of Human Services to collaborate with ITD regarding an American health benefit exchange.
32-12.2-19	Requires OMB to consult with ITD regarding a data breach involving a state entity.
37-17.3-02	Allows <b>the CIO of ITD, rather than the director of the Division of State Radio</b> , to purchase necessary equipment to construct or establish a statewide interoperable radio network (SIRN) to enable seamless interoperable communications from local, state, and federal levels and provides the <b>CIO</b> is responsible for the operation and maintenance of SIRN <b>as directed by the Statewide Interoperability Executive Committee. The CIO may not use state funds, including resources from the SIRN fund for dispatch consoles, connectivity, and associated necessary software, equipment, or services to support a public safety answering point unless these items are intended for use by a state agency or state department.</b>
37-17.3-03	<b>Requires the CIO to establish a process to register and audit users of SIRN. The department may provide a state cost-share for each personal and vehicular radio purchased for county and city law enforcement, firefighters, and emergency medical personnel. The state cost-share is \$1,500, unless the cost of the radio is less than \$1,500, in which case the state cost-share is the cost of the radio. A one-time fee of \$10 for registering and assigning unit numbers for radios of governmental entity radios, to be paid to the director of the Division of State Radio, was repealed.</b>

Section	Responsibilities and Duties
37-17.3-12	Allows the CIO to apply for and accept funds, grants, gifts, or services made available for SIRN by an agency or department of the federal government or any other person. Any funds, grants, gifts, or money received from services received must be deposited in the SIRN fund.
52-01-03	Allows Job Service North Dakota to provide information regarding unemployment insurance to various entities, including to ITD related to the statewide longitudinal data system. Job Service North Dakota may enter into interagency agreements with these entities for the exchange of information that will enhance the administration of the unemployment insurance program and will be used only for governmental purposes.
54-09-09	Requires the Secretary of State's computerized central indexing system to allow access to financing statement information by equipment that conforms to requirements determined by ITD.
54-10-28	Allows the State Auditor to consult with ITD on audits of compliance with information technology plans and compliance with information technology standards and policies. The State Auditor may participate in ITD's enterprise architecture process for developing information technology standards and policies.
54-16-11.1	Requires the Emergency Commission to meet to determine if additional demand from state agencies requires an increase in appropriation authority and revenue receipts for ITD, Central Duplicating, Surplus Property, or Roughrider Industries Division of the Department of Corrections and Rehabilitation.
54-27-08	Requires the State Treasurer to utilize services provided by ITD related to electronic records and electronic signatures.
54-44.1-16	Requires OMB to obtain assistance from ITD regarding a review of technology costs and savings for any new building construction project proposed by state agencies, departments, and institutions. The department is required to provide an analysis of these costs to OMB.
54-44.6-01	Provides legislative intent to minimize governmental paperwork for state and local government entities by establishing a statewide forms management program in ITD.
54-44.6-02	Definitions relating to Chapter 54-44.6.
54-44.6-03	Establishes the CIO as the state forms manager. The state forms manager is required to administer the forms management program for the executive branch. The program must apply efficient and economical management methods to the creation and utilization of state forms.
54-44.6-04	<p>Establishes the duties of the state forms manager, including:</p> <ul style="list-style-type: none"> <li>• Establishing a statewide forms management program and prescribing the standards and procedures for forms creation and utilization.</li> <li>• Conducting surveys of forms management practices to identify forms that can be standardized, consolidated, or eliminated as duplicative and unnecessary.</li> <li>• Assisting agencies in the design of those forms that cannot be eliminated to minimize the effort and costs required to complete them.</li> <li>• Establishing a forms management program to provide agencies with forms design and revision services and to develop and implement standards for design, typography, format, data sequence, analysis, and numbering of state forms.</li> <li>• Establishing a central state form numbering system and a central cross-index filing system of state forms.</li> <li>• Providing training for agency forms coordinators.</li> </ul>
54-44.6-05	Requires agencies to maintain an active, continuing program for the economical and efficient management of forms and cooperate with the state forms manager in the conduct of forms management surveys. Agencies are required to implement forms management rules and procedures issued by the manager.
54-44.6-06	Requires agencies to submit any proposed new or revised form to the state forms manager for review. The state forms manager is required to analyze the form, advise the affected agency of comments and recommendations, and assist the agency with any recommended revision of the form.
54-44.6-07	Requires the state forms manager to assist and advise in the establishment of forms management programs in the legislative and judicial branches, as requested by those branches. The state forms manager must provide similar services to the legislative and judicial branches as those available to the executive branch if requested by those branches.
54-44.6-08	Allows the state forms manager to adopt rules to enforce the forms management program.
54-44.8-01	Defines the administrator as an individual employed by the CIO that oversees the administration of a communications-impaired telecommunications services program.
54-44.8-02	Requires the administrator to oversee the communications-impaired telecommunications services program. The administrator is required to review and recommend policies and procedures, prepare a budget, monitor expenditures, monitor the quality of the program and satisfaction of the users, and perform other duties necessary to oversee the administration of the program.

Section	Responsibilities and Duties
54-44.8-03	Requires ITD to establish and administer a program to provide telecommunications relay service to persons who are communications impaired. The program must provide a telecommunications relay service to allow persons who are communications impaired to communicate via the telecommunications network with noncommunications-impaired persons. The Department of Human Services is required to furnish specialized telecommunications equipment to meet the needs of individuals who are communications impaired and must determine eligibility for the equipment.
54-44.8-04	Requires ITD to develop rules, policies, and procedures, for the communications-impaired telecommunications services program.
54-44.8-05	Requires ITD to contract with a qualified provider to design and implement a telecommunications relay service for the program. The department and the telecommunications relay service provider are not liable for damages or claims for relief from the establishment of, participation in, or operation of the telecommunications relay service, except in cases of willful misconduct, gross negligence, or bad faith.
54-44.8-07	Allows ITD to expend money from the telecommunications services account for the communications impaired, subject to legislative appropriations, which consists of all surcharges billed and collected.
54-44.8-08	Requires ITD, before May 1 of each year, to report all cost data and other information to the Public Service Commission. Each local exchange company and radio communications provider is required to report all information requested by ITD in order to determine the number of telephone access lines and radio communications access service numbers. The department is required to notify each local exchange company and radio communications services provider, in writing, of the amount of the monthly surcharge determined by the Public Service Commission. The administrator is required to remit surcharges received from local exchange companies and radio communications service providers to the State Treasurer. The State Treasurer must deposit all surcharges received in the telecommunications services account for the communications impaired.
54-46-11	Requires the ITD annual report to describe the status and progress of programs established pursuant to Chapter 54-46 related to records management and must include the recommendations of the administrator for improvements in the management of records in state government.
54-46.1-01	Requires the state records administrator to establish and maintain a Central Microfilm Unit and to microfilm any record of any county and state office, agency, or department in the executive, legislative, or judicial branch of state government, if the state records administrator determines the cost of the microfilming is reasonable in relation to the record's historical significance or the frequency and type of use of the record. The state records administrator is required to deposit money received for the Central Microfilm Unit in the information technology operating account.
54-46.1-02.1	Allows any public entity to adopt and use an optical data storage process for the storage of records by optical disk mediums when the use of the process is consistent with good records management practices. The state records administrator may provide for these practices, except for specialized commercial databases such as those used in libraries.
54-46.1-04	Provides whenever any record or document is copied or reproduced as part of the Central Microfilm Unit, the state records administrator is required to provide for duplicate storage of the photographic reproductions. The state records administrator may enter into contracts for duplicate storage services if, in the state records administrator's judgment, such contracts are necessary for the safekeeping of photographic reproductions.
54-46.1-05	Requires all state offices, agencies, and departments, except institutions under the control of the State Board of Higher Education, to receive the approval of the state records administrator before entering into a contract or agreement for the purchase or lease of microfilm equipment or services. The state records administrator may authorize a state office, agency, or department to make other arrangements for microfilm services if the Central Microfilm Unit is unable to perform the services required, or if, in the state records administrator's judgment, the special needs of the office, agency, or department justify the authorization.
54-46.1-06	Allows the state records administrator to adopt rules to establish standard procedures and practices for the Central Microfilm Unit, including the proper use of any optical data storage process.
54-46.1-07	Allows the personnel of the Central Microfilm Unit to receive information from files and records from state departments without regard to the confidential or secret nature of the information.

ATTACH:3