TO: **Information Technology Committee**
FROM: **North Dakota League of Cities**
DATE: **April 4, 2012**
RE: **Coordination of Services Between the Information Technology Department and Cities**

Records Management Services:

Information Technology Department (ITD) personnel have presented several training sessions about the state's comprehensive records management program to city officials.

The North Dakota League of Cities (NDLC) has a link to ITD's records retention schedule on our website at: www.ndlc.org

The records retention schedule provides information on how long to retain records and methods of records disposal for all city departments.

NDLC provides information and reporting forms on records retention developed by ITD to all North Dakota cities.

Internet Network Administration:

Anti-virus protection, help desk and support on network administration have been provided by ITD to some cities.

ITD has provided wide area network to some cities, including firewall protection, email and internet access.

Secured socket layer certification (SSL) for reverse 911 service has been provided by ITD to some cities.

High speed mobile data assistance has been provided by ITD for some Public Safety agencies.

State Geographic Information System (GIS) Hub:

The GIS hub is a central location for state agency data and data from cities, counties, and federal agencies.

Fargo, Grand Forks, Bismarck, Mandan, Devils Lake and Minot have shared their GIS data with the state (primarily aerial photographs and elevation data).

The GIS Hub plays a supporting role (primarily through the Department of Emergency Services) during flood fighting.

Minot Flood Assistance:

When the flood of 2011 threatened information technology equipment for the City of Minot, the state ITD offered to provide assistance. The City was able to handle the temporary re-locations of equipment, but appreciated that the state ITD was ready and willing to provide assistance if needed.