

# MAINE STATE LEGISLATURE

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STATE OF MAINE  
ONE HUNDRED AND SIXTH LEGISLATURE  
COMMITTEE ON STATE GOVERNMENT

December 18, 1974

Representative Larry E. Simpson, Chairman  
Legislative Council  
State House  
Augusta, Maine 04330

Dear Representative Simpson:

Pursuant to joint study orders H.P. 1535 and H.P. 1638, the Committee on State Government was directed to study the organization and administration of State data processing. I enclose the final report of the Committee on this study.

Very truly yours,

  
JERROLD B. SPEERS, Chairman  
Committee on State Government

REPORT OF THE COMMITTEE ON STATE  
GOVERNMENT ON ITS STUDY OF THE  
ORGANIZATION OF STATE DATA PROCESSING

December 18, 1974

Senate

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Robert Clifford

House

Theodore Curtis, Chairman  
Richard Stillings  
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## I. Summary of Study Orders

Two joint study orders relating to State data processing were introduced during the Regular Session of the 106th Legislature; these study orders were subsequently referred by the Legislative Council to the Committee on State Government. Joint study order H.P. 1535 noted that several departments own and operate data processing applications. The order suggested that the centralization of data processing services might improve service availability and prevent the unnecessary proliferation of equipment, programs and personnel. The order directed the Committee to analyze the feasibility of creating a Bureau of Central Computer Services within an existing department or to create a Data Processing Center as a separate entity. (Appendix 1)

Joint study order H.P. 1638 was concerned with the authority of Central Computer Services in setting charges for services and establishing the personnel position count for the agency. The Committee was directed to study the existing operation of Central Computer Services to determine ways of clarifying its authority and improving its operating procedures. (Appendix 2)

## II. Committee Procedure

In carrying out its study, the Committee has been involved in an extensive review of the development of Maine State data processing, and has met several times with various department and agency representatives to discuss their needs and hear their suggestions. The Committee has also toured two of the three State data processing hardware installations. Prior studies on Maine State data processing have been considered, as well as the recommendations and background materials of the Maine Management and Cost Survey relating to data processing and the organization of data processing in other states.

The Committee was given assistance by a study team of the Council of State Governments' Interstate Consulting Clearinghouse. Paid for by the Maine Department of Finance and Administration and directed by the Chairman of the Committee on State Government, their study has provided a broad overview of Maine State data processing. The study team included the Assistant Director of the National Association for State Information Systems (an affiliate of the Council of State Governments), the directors of state data processing agencies in Vermont and West Virginia, and the Legislative Auditor of Wisconsin. The team was directed to:

- (a) review the current organization structure of Maine state data processing, commenting on its strengths and weaknesses.

- (b) review funding methods and reporting procedures
- (c) provide a critique of major application systems
- (d) provide an overall assessment of data processing in Maine State Government
- (e) recommend such changes as appear necessary.

A summary of the major recommendations of the study team regarding the organization, control and capability of State data processing is provided in section IV of this report. Given the purpose of the Committee's study, the Committee has not examined in detail data processing applications recommended by the study team. The study team's report is available at the State Law and Legislative Reference Library.

The Committee circulated the team's report among a broad range of State agencies and has reviewed the comments of these agencies.

The Committee's dialogue has been most extensive with Central Computer Services in the Department of Finance and Administration, with the Department of Transportation, and with the Department of Manpower Affairs. These three agencies currently operate data processing hardware.

### III. Major Recommendations

The Committee recommends that a Bureau of Central Computer Services be created by statute within the Department of Finance and Administration. The Bureau should have the authority to provide for the most efficient use of data processing equipment and services in Maine State Government. The Bureau should be responsible for the continued planning of the use and development of State data processing, for levying charges on State agencies for using the services of the Bureau, for developing and administering standards, and for providing for the appropriate maintenance and use of data processing information files.

The Committee recommends that an advisory board be established to assist the Bureau in its planning activities, in reviewing the system of charges to be levied, and in reviewing the standards established. The advisory board should have no operating authority but should have the authority to report to the Commissioner of the Department of Finance and Administration, the Governor, and the Legislature, as it deems necessary, regarding the manner in which the Bureau of Central Computer Services carries out its responsibilities. The advisory board should be composed primarily of representatives of State agencies using data processing services, along with a representative of the University of Maine and two representatives from the private sector knowledgeable in the science and administration of data

processing services.

The Committee also recommends that an appeal process be established whereby any agency disagreeing with a decision or action of the Bureau could appeal first to the Commissioner of the Department of Finance and Administration and, finally, to the Governor. The advisory board should have the authority to review all appeals and present its recommendations to the Commissioner and the Governor.

#### IV. Background to the Committee's Recommendations

##### A. Current practices

Central Computer Services in the Department of Finance and Administration provides data processing services to most agencies in State government. While its primary function is to process work sent to it by various user agencies, Central Computer Services also maintains a staff of system analysts and programmers who work for all state agencies on a consulting basis. Central Computer Services was organized in 1971, taking over the operating responsibility for a shared central computer facility which had been

developed by the Bureau of Accounts and Control.

The Bureau of Accounts and Control first acquired computer equipment in 1963. The Department of Transportation and the Department of Manpower Affairs are the only two other state departments to operate computer hardware, beginning in 1961 and 1967 respectively; these are "dedicated systems" serving one department only. The Department of Transportation performs business data processing on an IBM 370/135 installed in February, 1973. An IBM 1130 is utilized for scientific applications. The Maine Employment Security Commission of the Department of Manpower Affairs uses an RCA 2 computer.

B. Some History on the Study of the Organization of State Data Processing

The management and organization of State data processing activities is a concern of long standing in Maine. The Legislative Research Committee of the 100th Legislature in 1961 contracted for a comprehensive study of clerical and data processing activities. That committee's recommendation to provide a central control of these activities by creating a Bureau of Administration within the Department of Finance and Administration was rejected by the 101st Legislature. Later, in 1967, Governor Kenneth Curtis issued

an executive order establishing the "Task Force for Data Processing" composed of representatives from State departments. The Task Force was charged with determining the most effective use and organization of data processing in State government.

A consulting firm from Massachusetts, "Systemation Incorporated", carried out two major studies related to the development of a central computer center: a 1967 study for the Task Force on Data Processing surveyed major areas of governmental activity where data processing applications could be utilized; a 1968 study for the Commissioner of Finance and Administration went into greater detail on potential applications and the most appropriate organization of data processing services. These studies laid the basis for continuing and expanding a shared central computer facility then located in the Bureau of Accounts and Control in the Department of Finance and Administration.

The Systemation studies noted several advantages to central computer facilities:

- enabling departments with limited resources and processing requirements to utilize a broad range of computing capabilities through shared use of a large facility
- lowering the cost of computing (as the size of the processing unit increases, the per unit cost of processing goes down)
- providing a facility large enough to attract and support skilled data processing personnel
- offering a central view of overall State systems requirements which can lead to the elimination of duplicate records through shared use of common data files and to the design of more efficient, integrated procedures

- building a central State-wide data base which can be utilized for economic planning and other strategic uses of the executive arm of State Government (Report to Task Force on Data Processing, Systemation, Incorporated, August 17, 1967, p. II-1)
- "third-generation" computers, capable of serving multiple users, demand more thorough pre-planning, more skilled technical staff support, and greater investment in the software or systems and procedures; these needs are best met and monitored through centralized data processing facility and central, coordinated planning of data processing activities (Plan for a State Computer Center, Systemation, Incorporated, December 31, 1968, p. iii).

Systemation did acknowledge the potential pitfalls of a central computer facility approach:

- the problems of scheduling which may result in a failure to give satisfactory service to individual departments
- lack of proper attention to individual departmental requirements in developing systems, producing inadequate systems output
- an indifferent attitude on the part of central operations personnel toward departmental needs which also produces poor service and frustration for users (Report to Task Force on Data Processing, p. II-1).

The organization of State data processing was also the subject of a 1970 Legislative project by the Associated Industries of Maine. Their study concluded that it was essential that the State develop a centralized data processing center and that it be established as an independent, quasi-governmental corporation. The corporation would be governed by nine directors -- three state officials, five businessmen, and the center director as appointed by the

other members. The board of directors would determine priorities of service and State agencies would be prohibited from buying or leasing additional data processing equipment; the center would control all existing equipment. The center would be supported by service fees sufficient to cover overhead costs and to provide reasonable additional working capital to support further growth. These recommendations were not supported by the 105th Legislature.

A more recent study of the organization of State data processing was that carried out by the Maine Management and Cost Survey and released in the fall of 1973. The Survey's evaluation warrants repeating:

Maine has followed a course similar to many other states in that various departments have gone their own way in developing EDP systems. This has caused duplication of effort, excessive expansion of equipment, poor allocation of personnel, and inadequate quality of systems design.

The state's data processing lacks overall control. Maine needs a well-coordinated and controlled data processing organization. The state took limited steps in the direction of centralized data processing in 1970 by establishing Central Computer Services. In its present form, CCS lacks the authority and scope to control statewide data processing activities. Furthermore, the state lacks a master plan for long-range EDP development and control.

Duplication of effort is evident in accounting procedures, as each major agency has its own accounting systems and personnel due to inadequacies of the reporting provided by Accounts and Control.

The state uses five computers, various unit record equipment, and bookkeeping machines located in several agencies to perform sorting, reproducing, and posting functions. Also, substantial excess capacity exists in the Maine Employment Security Commission and the Department of Transportation computers. The lack of central control has resulted in development of systems based on departmentally available funding rather than on a statewide priority. Accounting systems affecting many agencies have not been given priority, while complicated on-line systems have been developed with options that could have been implemented at a lower cost in a batch system environment.

Several major design deficiencies have been caused by inadequate user involvement in establishing design concepts, a lack of standards and conventions, and insufficiently quality control procedures.

(Maine Management and Cost  
Survey, September, 1973, p. 177)

The Survey's major recommendations were to:

1. Establish a new central data processing organizational structure, including a computer advisory board
2. Prepare a master plan, including the University of Maine, for upgrading data processing over the next 2 to 3 years
3. Establish system development guidelines
4. Consolidate data entry equipment and establish a performance monitoring program
5. Consolidate Maine Employment Security Commission and Department of Transportation facilities with Central Computer Services.

Finally, there is the study done this year for the Committee on State Government by the Interstate Consulting Clearinghouse team from the Council of State Governments. Their major recommendations regarding organization, control, and capability of State data processing are to:

1. Leave Central Computer Services within the Department of Finance and Administration but give it statutory authority. The statute creating CCS should provide for the following:
  - A. Place CCS in Department of Finance and Administration.
  - B. Create a user's and citizen's advisory board.
  - C. Give full authority to CCS for statewide coordination and consolidation of State of Maine data processing including approval authority of consulting contracts (excluding higher education).
2. Give CCS an increase of three systems analysts/programmers in order to better serve the small users.
3. Continue decentralization of the systems analysts and programmers for those agencies which can economically justify them.
4. Continue decentralization of the data entry staffs where it can be economically justified.
5. The current funding procedures followed by CCS are satisfactory but require statutory approval.
6. CCS should submit a budget to the Executive and defend it before the Legislature.
7. All audit reports performed by any Federal agency on CCS should be filed with the Legislative Auditor.
8. The Legislative Auditor should have the option to review and audit CCS's revolving fund on a yearly basis.
9. Fund an additional position for the state auditor to perform management audits of data processing and provide the legislative interface into present and future systems.
10. Consolidate the Department of Manpower Affairs data processing into the CCS center.
11. Consolidate the IBM 370/135 of the Department of Transportation with the CCS center.

(Report to Committee on State Government, Interstate Consulting Clearinghouse, August, 1974, p. 22, 23)

### C. Current Status

In spite of the attention the organization of State data processing has received, little has been done to determine new organizational relationships. This may be attributed partly to the Legislature's reluctance to take action in regard to a complex area without the most careful analysis.

There has also been legitimate concern over the possible abuses in the administration of data processing: an ill-conceived centralized administration could centralize authority while restricting the autonomy and lowering the performance of other State agencies. Further, Central Computer Services in the Department of Finance and Administration has been through several computer hardware conversions in the past few years and may have lacked the ability as well as the confidence of other agencies to act effectively with broad authority over State data processing activities. A most untimely conversion from RCA to Honeywell equipment was necessitated in 1972-73 when RCA went out of the computer business.

The conversion to Honeywell equipment is now complete and it can be said that CCS is a more mature and reliable agency. Many State agencies have commented on the high quality of service of Central Computer Services; these

comments have been made directly to the Committee and to the Interstate Consulting Clearinghouse study team. Yet two agencies interviewed by the ICC study team did seem to feel that CCS was assuming authority for data processing without any statutory basis and questioned its right to do so.

Current statutory authority regarding a central data processing service appears to be "inoperative". 5 MRSA §1541, sub-§12, authorizes the Bureau of Accounts and Control to establish a central data processing facility for all government agencies and to make appropriate service charges. Agencies are required "to consult" with the State Controller regarding "any data processing services"; the Controller may ask that a formal proposal be prepared. This statute became law in 1970.

Central Computer Services is in fact a separate entity from the Bureau of Accounts and Control, operating through an "Intragovernmental Service Fund Operation" established by an order of the Executive Council in August of 1972.

Authority relating to data processing hardware is also contained in section 13 of Chapter 202 of the Private and Special Laws of 1974 and in other recent appropriations acts. The section reads:

Sec. 13. Equipment to be reviewed. The Commissioner of Finance and Administration, through the State Purchasing Agent or such other agent as he may choose, shall conduct a thorough review of all types of

equipment, owned, leased or otherwise available to to the several departments and agencies of the State, regardless of the source of supporting funds, with the intent of combining their use, providing centralized facilities, or of eliminating existing equipment and facilities, as he believes to be in the most economical, most efficient and best interests of the State.

Executive Order No. 20, issued on November 7, 1973, established a "Review Committee for Contractual Services" consisting of the State Controller, State Budget Officer, State Purchasing Agent and the Director of Central Computer Services. This committee is responsible for seeing that all vendors receive equitable treatment, for establishing standards relating to proposals and contracts for special services and for reviewing such proposals and contracts for compliance with the standards. The committee also can serve as a control over contracts relating to data processing.

The Committee has found, then, that all the studies reviewed recommend centralization of data processing authority and activities, though the recommendations may differ somewhat in nature and degree. The Committee also notes the repeatedly expressed need for some central review and authority in regard to personnel and systems as well as for data processing hardware. The Committee's own investigation also indicates that a central data processing authority can provide for the optimal administration, coordination, and development of State data processing without unduly limiting the

autonomy or restricting the performance of a user agency.

Current authority and controls relating to data processing activities described above do not provide clear direction for the development of Maine State data processing.

D. Detailed Recommendations

1. The Bureau of Central Computer Services should be established by statute within the Department of Finance and Administration. The Director of the Bureau should be appointed by the Commissioner with the approval of the Governor.

Comment: The Department of Finance and Administration currently provides services to and monitors certain activities of other State departments and agencies through the Bureau of the Budget, the Bureau of Accounts and Control, the Bureau of Purchases, and the Bureau of Public Improvements, as well as Central Computer Services. It is most appropriate to place the Bureau of Central Computer Services within this department which is central to the management system of State government. This is also consistent with the organization of most other state governments. There was considerable sentiment among Committee members for the creation of a Department of General Services separate from financial and policy making agencies; however, such reorganization was seen as beyond the scope of the current study. The Bureau Director is to be appointed in a manner consistent with other bureau directors in the Department of Finance and Administration.

2. The Bureau should have authority to operate a central data processing service, to administer other State data processing centers, and to effect the centralization of data processing equipment as it deems necessary. It should be responsible for: approving the use of all data processing services by state agencies; for developing and administering standards governing data processing systems and programming methods; for furnishing data processing staff and technical assistance to other state agencies; for developing and maintaining a master plan for data processing; and for levying charges for services provided by the Bureau.

Comment: The Committee's purpose is to provide the Bureau with broad authority commensurate with its responsibility. Safeguards against the abuse of this authority are provided below. The Committee would thus give Central Computer Services authority over the data processing equipment of the Department of Transportation and the Department of Manpower Affairs. (The Committee notes that the Department of Transportation has already agreed to turn one of its two computers over to Central Computer Services.) Central authority over data processing equipment and services should provide for the wisest use of resources available to the State. Agencies should continue to have their own systems analysts, programmers, and data entry staffs where economically justified.

In dealing with two or possibly three brands of equipment, the State is in a better position to negotiate more effectively with vendors of equipment and systems and to make use of a larger number of applications available for little or no cost. Cen-

tral authority should also provide a better perspective on major decisions affecting the State's data processing capability. The current situation of the equipment in the Department of Manpower Affairs is a good example.

The Department of Manpower Affairs has an opportunity to purchase equipment it is now leasing and which appears adequate for its needs in the next five years. The considerations involved in the lease/buy decision are greater if the decision is seen in light of the State's overall data processing hardware configuration. Perhaps the Department's equipment could be useful to other agencies, enhancing its value, or perhaps it might be better for the Department to convert its systems to the equipment now in CCS or the Department of Transportation. Such decisions should not be made unilaterally by any one operating department and are more appropriately made in the context of the State's "management" agency, the Department of Finance and Administration.

3. The Bureau should prepare a detailed schedule of charges; these charges should be fully supported by information accompanying the schedule of charges. The schedule of charges should be approved by the Commissioner before implementation.

Comment: This requirement provides for equitable treatment of all agencies and dictates careful cost management on the part of the Bureau.

4. The Bureau should provide a report on the comprehensive State plan for data processing and the current status of State data processing to the Governor and the Legislature at the beginning of each regular session.

Comment: This mechanism serves to inform the

Governor and the Legislature on a regular basis, enabling them to compare the plan with current and proposed operations.

5. The Bureau should submit its "budget" annually.

Comment: Though the Bureau will be financed primarily through service charges deposited in an intragovernmental service fund account, the regular submission of estimates of service costs provides a further opportunity for monitoring State data processing activities in both the executive and legislative branches.

6. Any agency in disagreement with a decision of the Bureau relating to the agency's data processing activities should have the opportunity to appeal that decision, first to the Commissioner of Finance and Administration and, finally, to the Governor.

Comment: Because of the Bureau's broad authority, an appeal process is required. The Committee feels that the process outlined most appropriately follows the ascending levels of responsibility in the executive branch.

7. The Bureau should coordinate its activities with the data processing activities of the University of Maine.

Comment: A formal link with the University should be established so that resources and expertise may be shared as appropriate. The Bureau should not have authority over data processing activities at the University since (1) the University is not a line agency of State government; (2) the University data processing capability is used primarily for research and instructional purposes, as opposed to the "business functions" of state government; and (3) such authority could over-extend the management capability of the Bureau.

8. There should be a Computer Services Advisory Board of 15 members. The Governor should appoint two members from private industry; one should be designated by the Chancellor of the University of Maine; the commissioners of the Departments of Health and Welfare, Transportation, Manpower Affairs, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Corrections, and State, should each designate a member of the board. The Director of the State Planning Office or his designate should also be a member. Three other members would come from State agencies designated by the Governor every two years.

The Advisory Board should assist the Bureau in developing: the comprehensive plan; rules, regulations, and procedures; the schedule of charges; and standards and procedures. The Board should review the materials developed above, and should present its comments and recommendations to the Commissioner of the Department of Finance and Administration, or the Governor and the Legislature in regard to the comprehensive plan.

In the event of an appeal to a decision of the Bureau by any agency, the Advisory Board should review

the appeal and present its recommendations to the Commissioner or the Governor as appropriate.

Comment: The Advisory Board is a formal mechanism involving user agencies, the University of Maine, and private industry in the development and administration of State data processing. It serves to assist the Bureau as well as to provide another, broader viewpoint on State data processing to the Commissioner of Finance and Administration, the Governor, and the Legislature. While it exercises no direct authority, its support or criticism will help serve to direct the Bureau.

9. The Bureau should be responsible for the maintenance and use of information files related to data processing.

Comment: The Bureau has an obvious responsibility for information files processed by it in serving other agencies. The Bureau should also establish and enforce appropriate standards governing the maintenance and use of information files relating to data processing which could be used in a manner infringing upon an individual's right to privacy and are required by law to be kept confidential.

## V. Recommended Legislation

AN ACT Creating the Bureau of Central Computer Services within the Department of Finance and Administration

Be it enacted by the People of the State of Maine, as follows:

Sec. 1. 5 MRSA §283, as amended by PL 1973, c. 620, §1, is further amended by adding a new sub-§8 to read:

8. Bureau of Central Computer Services. Bureau of Central Computer Services, the head of which shall be the State Director of Central Computer Services.

Sec. 2. 5 MRSA §1541, sub-§12, as enacted by P & SL 1970, c. 251, §1, is repealed.

Sec. 3. 5 MRSA c. 157, is enacted to read:

### CHAPTER 157

#### DATA PROCESSING AND CENTRAL COMPUTER SERVICES

##### §1851. Definitions

As used in this chapter, unless the context otherwise indicates, the following words shall have the following meanings:

1. Bureau. "Bureau" means the Bureau of Central Computer Services.

2. Data processing. "Data processing" means the process that encompasses all computerized and auxiliary automated information handling, including systems analysis and design, conversion of data, computer programming, information storage and retrieval, data and facsimile transmission, requisite system controls, simulation and all the related man-machine interaction.

3. Director. "Director" means the State Director of Central Computer Services.

4. Commissioner. "Commissioner" means the Commissioner of Finance and Administration.

§1852. Powers and duties

The Department of Finance and Administration, through the Bureau of Central Computer Services, shall have authority:

1. Central computer services. To establish, maintain and operate a central data processing bureau; and to develop and administer standards, subject to the approval of the commissioner, governing data processing systems and programming methods;

2. Centralization. To effect the centralization and consolidation of existing electronic data processing equipment in order to obtain maximum utilization and efficiency or to approve the continuation of departmental facilities if in the best interests of the State;

3. Approve acquisition and use. To approve acquisition and use of all data processing services and systems by state agencies, other than requirements for personnel;

4. Data processing personnel. To review and comment to the Legislature and to the Department of Personnel on positions for data processing personnel requested by state agencies;

5. Training. To develop and conduct training programs for state data processing personnel;

6. Staff and technical assistance. To furnish staff and technical assistance to other state agencies;

7. Comprehensive state master plan. To formulate, develop and maintain a comprehensive state master plan for data processing and report thereon to the Governor and the Legislature at the beginning of each regular session. The plan shall include a report on the current status of state data processing, including information on major items of equipment, major applications, data processing personnel, costs and sources of funding for state data processing;

8. Charges. To levy appropriate charges against all state agencies utilizing services provided by the bureau, such charges to be those fixed in a schedule or schedules prepared and revised as necessary by the director and approved by the commissioner. The schedule of charges shall be supported and

explained by accompanying information;

9. Budget. To submit a budget of estimated revenues to and costs to be incurred by the bureau;

10. Professional and technical services. To employ or engage such outside technical or professional personnel and services as may be necessary within funds available for carrying out the purposes of this chapter, subject to the approval of the commissioner;

11. Other powers and duties. To make rules and regulations, subject to the approval of the commissioner, for carrying out the purposes of this chapter.

§1853. Intergovernmental cooperation and assistance

The director, with the approval of the commissioner, is authorized and empowered to enter into such agreements with the Federal Government, the University of Maine, and other agencies and organizations as will promote the objectives of this chapter, and to accept funds from the Federal Government, municipal and county agencies, or from any individual or corporation to be expended for purposes consistent with this chapter.

§1854. Intragovernmental Service Fund Account

There is established an Intragovernmental Service Fund Account for the Bureau of Central Computer Services. This fund shall include but not be limited to appropriations made to the bureau, funds transferred to the bureau from within the Department of Finance and Administration, and funds received for data processing services rendered to state agencies.

§1855. Computer Services Advisory Board

There is established a Computer Services Advisory Board. The board shall consist of fifteen members. The Governor shall appoint two members from the private sector who shall be knowledgeable in the science and administration of data processing services, but who shall not be vendors of data processing services to the State or vendors of data processing equipment and supplies. The members from the private sector shall be appointed to serve four year terms; however, of these first members appointed, one shall be appointed to serve for a two year term only. The Chancellor of the University of Maine shall designate an employee of the University who shall be knowledgeable in the science and administration of data processing to be a member of the board. The commissioners of the departments of Health and Welfare, Transportation, Manpower Affairs, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Corrections, and

the Secretary of State shall each designate a member of his department to serve on the board, except that no member of the Bureau of Central Computer Services shall be a member of the board. The Director of the State Planning Office or his designee shall be a member of the board. At the beginning of each bien-nium, the Governor shall designate three agencies from those state agencies not already represented on the board whose heads shall each designate a member of their agencies to serve on the board.

The members of the board who are State employees or employees of the University of Maine shall receive no compensation for their services. The members appointed from the private sector shall be reimbursed by the bureau for necessary expenses incurred in the discharge of their duties and shall receive a per diem of \$35.

#### \$1856. Chairman; meetings

The board shall elect a chairman from its membership annually. In the event of a vacancy in the chairmanship, the board shall elect a chairman to serve for the remainder of the unexpired term. The board shall meet at the call of the chairman or at the request of a majority of its members. The board shall meet at least quarterly.

§1857. Duties of Computer Services Advisory Board

The board shall have the following duties:

1. To assist the bureau in the development of standards governing data processing systems and methods; to assist the bureau in the development of rules, regulations and policies relating to data processing, the development of the schedule of charges, and the development of the comprehensive state master plan.

2. To review the standards governing data processing systems and methods, rules, regulations, and policies relating to data processing, the schedule of charges and the budget. The board shall make its recommendations and comments to the Commissioner of the Department of Finance and Administration prior to his approval or disapproval of the above.

3. To review the comprehensive state master plan and submit its comments and recommendations together with the bureau's biennial report on the comprehensive state master plan to the Governor and the Legislature.

§1858. Bureau assistance

The bureau shall provide assistance to the board in the performance of its duties.

§1859. Appeal process

Any state agency disagreeing with an action or decision of the bureau as it affects that agency may appeal to the commissioner to alter the action or decision. If the agency is not satisfied with the decision of the commissioner, the agency may appeal to the Governor to alter the action or decision of the bureau. The decision of the Governor is final.

§1860. Review of appeal

In the event of an appeal by an agency to the commissioner or to the Governor, as provided for in section 1859 of this chapter, the Computer Services Advisory Board shall review the basis for the appeal and present its recommendations to the commissioner or the Governor, as appropriate.

§1861. Protection of information files

The bureau shall develop rules and regulations regarding the maintenance and use of information files relating to data processing required by law to be kept confidential, with the assistance of the Computer Services Advisory Board and subject to the approval of the commissioner. The bureau shall be responsible for the enforcement of such rules and regulations.

# STATE OF MAINE

In House May 23, 1 973

## *Orderly*

WHEREAS, the State of Maine operates computers in various state agencies, including within the Employment Security Commission, the Department of Transportation and for general use within the Department of Finance and Administration; and

WHEREAS, statutory authority has been proposed for centralization of such services within a single agency for the orderly coordination and economical processing of all data; and

WHEREAS, such legislation might improve economical utilization of equipment; provide data processing services to the Legislature in its legislative process; and prevent the unnecessary proliferation of equipment, programs and personnel and the overlapping of functions among the various state departments and agencies; now, therefore, be it

ORDERED, the Senate concurring, that the Legislative Research Committee study the subject matter of the bills: "AN ACT Creating the Bureau of Data Processing within the State Planning Office, House Paper 1339, Legislative Document 1754 and "AN ACT Creating the Bureau of Central Computer Services within the Department of Finance and Administration," House Paper 154, Legislative Document 178, both introduced at the regular session of the 100th Legislature, and further to explore the feasibility of establishing an electronic Data Processing Center as a separate entity and to analyze the benefits which might accrue to the Legislative, Judicial and Executive Branches of State Government to determine whether the best interests of State Government would be served by enactment of this type of legislation; and be it further

ORDERED, that the Committee investigate the use of computers which has been made in this and other states and the Federal Government and that the Committee confer with the Maine Management and Cost Survey and the University of Maine; and be it further

ORDERED, that the Department of Finance and Administration, the Department of Transportation, the Employment Security Commission and such other agencies or departments as may be determined by the Legislative Research Committee, be directed to provide the Committee with such information, technical advice and assistance as the Committee deems necessary or desirable to carry out the purposes of this Order; and be it further

ORDERED, that the Legislative Research Committee report its findings, including potential cost savings and utilization benefits, with any implementing legislation to the first special session of the 106th Legislature in 1974; and be it further

ORDERED, that upon passage of this Order, in concurrence, each agency specified herein be notified of the pending study.

(Curtis)  
NAME: *[Signature]*  
TOWN: Orono

HOUSE OF REPRESENTATIVES  
OFFICE OF THE CLERK  
*[Signature]*

HOUSE OF REPRESENTATIVES  
Speaker laid before the House  
READ & PASSED  
LIFT UP FOR CONCURRENCE

MAY 24 1973

*E. Louie Lincoln*

MAY 23 1973

PASSAGE TO BE ENACTED

BY THE HOUSE OF REPRESENTATIVES

JOSEPH A. SULLIVAN

# STATE OF MAINE

HOUSE OF REPRESENTATIVES  
On Motion of Mr. E. Louis Lincoln  
REAL AND PASSED

In House June 25, 1973

CERT. BY CLERK

E. Louis Lincoln  
CLERK

*Ordered,*

WHEREAS, the services of central data processing are available to all departments and agencies of government; and

WHEREAS, the Director of Central Computer Services should be empowered to make appropriate charges for such services; and

WHEREAS, personnel position count for Central Computer Services should be among other matters to be controlled and regulated; now, therefore, be it

ORDERED, the Senate concurring, that the Legislative Research Committee study the existing operation of Central Computer Services for possible changes and improvements with specific emphasis on the feasibility of providing a special revenue account for Central Computer Services, to limit its personnel position count and of providing the Legislature appropriate control over the structure and creation of accounts; and be it further

ORDERED, that the Department of Finance and Administration and such other agencies or departments as may be determined by the Legislative Research Committee, be authorized and respectfully directed to provide the Committee with such information, technical advice and assistance as the Committee deems necessary or desirable to carry out the purposes of this Order; and be it further

ORDERED, that the Legislative Research Committee report its findings with any proposed legislation or proposed amendments to the next special or regular session of the Legislature; and be it further

ORDERED, that upon passage of this Order, in concurrence, that copies of this Order be transmitted forthwith to said department specified herein as notice of the pending study.