

MANAGEMENT INFORMATION SERVICES

- 10/16/73 Concept of the Data Processing Department being considered as a service bureau was approved with all services being charged to the using departments, with the provision that the budget adjustments of the using departments be reported to the Board.
- 3/19/74 Data Process Systems Development and Programming Procedures. See EDP Advisory Committee. (Resolution No. 74-29)
- 11/7/78 Elimination of the Department of Data Processing and the creation of a Management Information Systems in the County's Administrator's Office effective November 1, 1978. This new Division is to be responsible for directing all efforts pertaining to County information systems including manual systems, computer systems, word processing, micro documentation, etc., and such responsibility to extend to all Data Processing functions including current and new computer applications and operations.
- 8/7/90 Data Network Integration

Findings

1. Napa County is undergoing a rapid growth of computerized systems that serve a variety of users. Several of these systems also have interagency ties with other local governments and with the State of California.
2. The proliferation of new and expanded systems has had and will continue to have significant impacts both beneficial and potentially adverse on productivity, costs, data security and interdepartmental/interagency relationships.
3. The trend of greater automation will continue to accelerate and require greater oversight in coming years.

Goal

Maximize transferability of data and compatibility of systems between and among County departments and other governmental agencies while protecting data security and confidentiality and minimizing costs and complexities of data transfer protocols.

Objectives

Plan for and review data system acquisition and enhancements to insure maximum compatibility with existing systems between and among County departments and other governmental agencies.

Adopt a Countywide standard for data networks and access formats to provide the maximum level of data transfer with the lowest cost.

Adopt a method for obtaining interagency cooperation on systems planning, review, installation and compatibility standards.

Adopt an interagency format for data transfer methods and protocols.

Adopt a County and interagency policy on data security, record confidentiality and privacy issues, including system access.

11/22/94 Management Information Services Personal Computer and Peripherals Auction Policy

Management Information Services (MIS) may use up to \$20,000 from the Equipment Replacement Fixed Asset account at one time to purchase replacement personal computers, peripherals and servers at auction subject to the prior written approval by the County Administrator/Purchasing Agency. The MIS Director will come before the Board at the next available Board meeting to give an accounting of what equipment was purchased at the auction for inclusion in the County's fixed asset inventory.

- 6/6/95
1. Increase the fixed asset line from \$1,000 to \$3,000 for computers and computer equipment effective June 30, 1995.
 2. Establish a new restricted line item with the services and supplies portion of department budgets to charge for "computer/computer equipment" purchases.
 3. All computers and computer equipment shall be purchased by the Management Information Services (MIS) from the MIS Budget using transfers from the affected departments budget unless exempted by the Information Systems Steering Committee (ISSC). Funds for computers and computer equipment may be carried over from the current fiscal year budget to the subsequent preliminary budget reflecting current year planned purchases based on the recommendation of MIS and approval by the County Administrator's Office.