FOR THE RECORD

MICROSOFT OFFICE SHAREPOINT SERVER (MOSS)

VERMONT HIGHLIGHTS

Welcome Public Service Department (PSD)!

PSD joins the Agency of Natural Resources, Dept. of Mental Health, and Labor Relations Board as one of our Targeted Assistance Program (TAP) partners.

PSD's TAP project involves SharePoint.

Infrastructure Project

Earlier this year DII engaged *i3solutions* of Sterling VA to help design and build an enterprise SharePoint infrastructure. SharePoint is an enterprise portal that will provide a central place for departments and agencies across the state to access, manage, share, and interact with relevant information, documents, applications, and people. It enables faster, more informed decision making, more effective sharing across work teams, and more streamlined business processes. The project is broken down into four primary components:

MOSS Infrastructure Design

We looked at a variety of potential business uses for SharePoint in different agencies across state government. Taking the information we gathered and i3solution's considerable experience in developing and deploying best practice SharePoint solutions, we are designing an enterprise-class solution that will best serve Vermont now and into the future.

Implementation Plan

During this phase of the project we will again draw upon the experience of i3solutions to help us develop an implementation plan for building and testing the SharePoint infrastructure.

Build the SharePoint Infrastructure

During this project phase we will work with i3solutions to build and test all the components of the SharePoint system in our data center.

NEW STATE STANDARDS TO SUPPORT THE ENTERPRISE

This fall the Department of Information and Innovation (DII) and the Vermont State Archives and Records Administration (VSARA), through iSTART, issued three new state standards related to records management.

Records Management

This best practice establishes a set of statewide recommendations for the responsible management of public records.

Recordkeeping Metadata

This guideline provides guidance and advice to public agencies in the selection and use of recordkeeping metadata that support the interoperability, management, accessibility, and preservation of government records.

Imaging /Scanning

This guideline offers a best practice checklist for imaging records.

State standards are available online at:

vermont-archives.org/records/iSTART/standards/

VERMONT STATE ARCHIVES & RECORDS ADMINISTRATION

The Vermont State Archives and Records Administration (VSARA) was created to integrate the State's archival and records management programs, enhancing our ability to provide agencies with advice on managing their records from point of creation to final disposition. Agencies are required under 3 V.S.A. §218 to have an active and continuing program for "the effective management, preservation and disposition of records."

The word that unites the above sentences is *management*. Management embraces an active partnership with agencies to identify what the agency does; what records are produced by those activities; what legal and administrative values adhere to those records; and then to create standards-based record management plans.

Unfortunately §218 does not define the requirements for, or the responsibilities of, the records officer. When first created decades ago the position was often assigned to central file clerks and their main duty was boxing records to be sent to storage.

In a more diverse and complex records world record officers need to have some knowledge of legal requirements, an understanding of information systems and the business processes they support, and enough influence to communicate record issues to agency leaders or authorize access to agency records.

We are developing guidelines for record officers and I encourage record officers, staff attorneys, and business officers to attend the record workshops we are offering through Human Resources' Summit program. While the current cycle of workshops is done check the Summit calendar for when we launch the next cycle. The calendar is at: http://www.vermontpersonnel.org/employee/training_catalog_calendar.php

DII'S ENTERPRISE PROJECT MANAGEMENT OFFICE

Governance Plan

The SharePoint Governance Plan is a guidebook outlining the administration, maintenance, and support of the SharePoint environment.

Currently we are fine-tuning the detail design documentation. From there, we will develop the implementation plan and in January we start construction of the SharePoint system which we expect to complete in early 2009.

We have been working on the Governance plan since the beginning of the project and hope to soon establish the SharePoint Governance Board to help us move through the process of completing the plan.

MOSS implementation will be done in accordance with the State standards listed on page 1 of this newsletter.

Microsoft Office SharePoint Server 2007

LEGAL CORNER
PUBLIC RECORDS REQUESTS — REDACTION

In responding to requests for public records there are circumstances in which it is necessary to produce part but not all of a document. An obvious example would be when a requested record is a public document but contains a social security number. Social security numbers are specifically exempted from disclosure by state and federal law.

In that circumstance, it would not be justifiable to refuse to produce the entire document because one bit of information is exempt from disclosure. Therefore, the document should be produced with the social security number redacted. Doing so complies both with the general requirement that documents reflecting government business be public and the specific requirement that social security numbers be protected from disclosure.
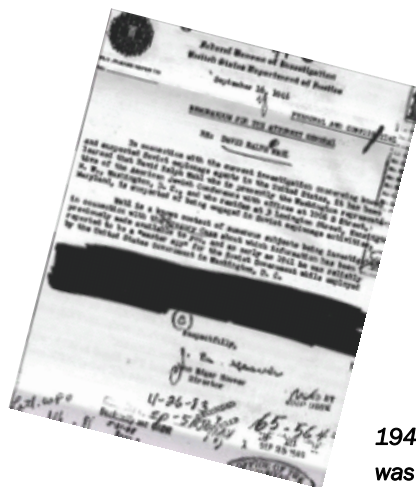
The Public Records Act itself provides no specific guidance concerning redaction. However, the Vermont Supreme Court has issued more than one decision requiring redaction. Unfortunately, many situations are not as simple as the example of a document containing a social security number. (The Public Records Act contains 39 exemptions and there are other specific exemptions.)

The Court has concluded that, in some circumstances, it is necessary to redact when some of the information contained in a document is "personal information" of the sort that is exempted from public disclosure by 1 V.S.A. Section 317(c) (7). *Kade v. Smith,* 180 Vt. 554.

When dealing with a document that contains personal information that is identifiable to a specific individual, it is first necessary to determine if the information is the sort of information that reveals the intimate details of a person's life and is likely to cause embarrassment if released. If such information is contained in the document, that information should not be released.

However it is then necessary to determine if the document contains other information that is not exempted from disclosure. If non-exempt information exists, it is then necessary to redact the exempt information and release the redacted document.

To state the obvious, if you are called upon to deal with a records request that is not entirely routine and it appears that the document contains a mixture of information that is public and information that is exempt from disclosure, your should speak to your supervisor or your agency's attorney.

The Legal Corner is offered by iSTART's legal advisor, Mike McShane, Office of the Attorney General.

Redaction Principles

- Redaction should always be carried out on copies and never result in removal of text from the original

- A "blacked out" copy of the record should be provided to the requestor (double copying ensures that the requestor will not be able to see the exempt information.

- If the information is electronic, the exempt information should be deleted from the copy. Techniques for "hiding text" are generally unreliable.

- Decisions regarding redaction need to be documented and retained.

1946 Memo from J. Edgar Hoover that was redacted by the Federal Bureau of Investigations (FBI)

iSTART

iSTART

MEMBERS

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R I G H T   T I M E .   E V E R Y   T I M E .

IN THE NEWS

- The Council of State Archivists (CoSA) received a $2.6 million dollar award from the Federal Emergency Management Agency (FEMA) to develop and deliver records-related emergency training for State and local governments in concert with the National Association of State Chief Information Officers (NASCIO) and the National Emergency Management Association (NEMA). Vermont has a State team that will begin its training in early 2009. Learn more about the Intergovernmental Preparedness for Essential Records (IPER) Project at: http://www.statearchivists.org/iper/index.htm

- The Center for Technology in Government (CTG) has published two white papers on government interoperability. The papers address the important role that government leaders play in enabling a more interoperable government and include a practical guide for those responsible for turning interoperability goals into real capabilities. Both papers were written with support from Microsoft Corporation.

  - *Government Worth Having: A briefing on interoperability for government leaders* (see: http://www.ctg.albany.edu/publications/reports/government_worth_having)

  - *Improving Government Interoperability: A capability framework for government managers* (see: http://www.ctg.albany.edu/publications/reports/improving_government_interoperability)