

## **Data Archiving Standard**

### **Introduction**

In order to ensure quality service, appropriate governance and optimized cost, state systems need to store infrequently used data in an archival solution.

### **Purpose**

The purpose of this standard is to provide guidance to agency staff on how to properly identify and implement an archiving solution.

### **Definitions**

**Archival Data** – Data which has no active use but needs to be kept because it may be subject to Audits, Open Records requests, or similar scenarios.

**Historical Data** – Data, for which its original use case has been retired, but still needs to be periodically searched. These datasets are no longer changing and no longer queried by other applications.

**State Data Platform (SDP)** – The State Data Platform is a centralized platform with data storage, management and processing capabilities.

### **Standard**

All Archival Data should be stored on the State Data Platform.

- The SDP provides several cost-effective archive storage options with metadata and access management functionality to ensure the data is properly labeled and locatable.

All Historical Data use cases require engagement from the web and data team to ensure the user can query the data as needed.

- The data team will migrate the data and the web team will develop a front-end to suit the needs of the user.
- By default, historical data use cases should leverage the State Data Platform for storage so that the original storage solution can be properly retired. An exception to this is when the original storage solution is still a supported and maintained technology and it simplifies the development of the front-end.

### **Compliance**

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

## Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

## Revision history

This standard is subject to periodic review to ensure relevancy.

<b>Effective date:</b> 07/24/2023	<b>Review cycle:</b> Annual
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