
Inventory of the Intergovernmental Board on Electronic Data Processing Records

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Inventory of the Intergovernmental Board on Electronic Data Processing Records

Collection number: R304, F3577:154a

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Descriptive Summary

Title: Intergovernmental Board on Electronic Data Processing Records

Dates: 1965-1979

Collection number: R304, F3577:154a

Creator: Intergovernmental Board on Electronic Data Processing; Intergovernmental Board on Information Systems

Collection Size: 11 cubic feet of textual records and 10 audiotapes

Repository: California State Archives

Sacramento, California

Abstract: The records of the Intergovernmental Board on Electronic Data Processing consist of eleven cubic feet of textual and audiovisual records spanning the period from 1967-1979. The records document the activities of the Board, which included establishing policies to guide the development and use of electronic data processing technology in state government, reviewing legislation pertaining to the privacy and security of information systems, and providing consulting services to facilitate the adoption of standard electronic data processing policies and procedures.

Physical location: California State Archives

Languages: Languages represented in the collection: English

Access

While the majority of the records are open for research, any access restrictions are noted in the record series descriptions.

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Preferred Citation

[Identification of item], Intergovernmental Board on Electronic Data Processing Records, [ID Number], [box and folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

Acquisition and Custodial History

The California State Archives acquired the Intergovernmental Board on Electronic Data Processing Records according to state law.

Administrative History

The State of California purchased its first piece of data processing equipment in 1956. Over a decade later, Governor Ronald Reagan created the first body to oversee the development of electronic data processing technology in state government. Executive Order R6-67 set up the State Automatic Data Processing Policy Committee to advise the Governor on long-range management services plans, programs and policies regarding electronic data processing. The following year, Chapter 1327, Statutes of 1968 formally established the Intergovernmental Board on Electronic Data Processing, replacing the State Automatic Data Processing Policy Committee. The Board initially consisted of twelve members and alternates

appointed by the Governor, representing state agencies, county governments, city governments, and school districts.

The Legislature recognized that electronic data processing was "an indispensable tool of modern government," and set out to specify objectives and definitive policies to implement the use of electronic data processing systems within state government. The enacting statute charged the Board with establishing general policies governing the coordination, cost sharing, and maintenance of intergovernmental information systems. The Board functioned in an advisory capacity to the Legislature and the Governor. The board also worked to set minimum standards of compatibility in electronic data processing, in order to ensure the effective exchange of information statewide.

In addition to these duties, the Board was responsible for recommending legislation to protect individual privacy and confidentiality of information that entered intergovernmental information systems. In 1969, the Board established the Privacy and Security Committee to review and evaluate legislation, recommend legislation, and develop guidelines to ensure individual privacy and the security and confidentiality of intergovernmental information systems.

In 1970, membership on the Board increased from twelve to fourteen members (Chapter 1193, [Statutes](#) of 1970). The name, composition and functions of the Board changed again with the passage of Chapter 299, [Statutes](#) of 1978. The Board became the Intergovernmental Board on Information Systems, and membership increased to 16 members and alternates. The board also received new responsibilities, which included providing consulting services to aid in the application of intergovernmental information system standards, conducting evaluations of existing intergovernmental information systems, and maintaining an inventory of federal information standards and practices.

During the 1977-1978 legislative session, the Legislature deleted all funding for the board from the State Budget. A \$10,000 Emergency Fund Allocation was provided in order for the board to settle any outstanding obligations. Anticipating that the Board could become viable again the following year, the Intergovernmental Board on Information Systems continued to technically exist without operation funds. It was officially dissolved in 1981.

Scope and Content

The records of the Intergovernmental Board on Electronic Data Processing consist of eleven cubic feet of textual and audiovisual records spanning the period from 1967-1979. The records document the activities of the Board, which included establishing policies to guide the development and use of electronic data processing technology in state government, reviewing legislation pertaining to the privacy and security of information systems, and providing consulting services to facilitate the adoption of standard electronic data processing policies and procedures. The record group is organized into sixteen series, which include Bill Files, Federal Legislation Files, Agency History Files, Annual Reports, Meeting Files, Budget Files, Technical Advisory Committee Files, Local Education Technical Assistance Committee Files, Privacy and Security Committee Files, Intergovernmental Information Systems Files, Electronic Data Processing Subject Files, Grant Application Review Files, Executive Management Advisory Committee File, Electronic Data Processing Policy Committee File, Aerospace Contract Files, and Publications.

The bulk of the records pertain to the development of intergovernmental information systems and electronic data processing technology. At its inception, the Board set out to establish policies, programs and standards to encourage the development of information systems that could be transferred between agencies and used to facilitate the flow of information throughout the state. In 1970, the Board established an inventory of existing information systems in state and local government. The Intergovernmental Information Systems Files reflect the Board's efforts to maintain this inventory, reviewing information systems to ensure they adhered to policy specifications, making recommendations, and keeping track of the development of each information system. The Board focused a great deal of attention on the privacy, security and confidentiality of information that entered into state electronic data processing programs. The Privacy and Security Committee Files, for instance, contain information on various privacy issues that arose during the existence of the Board, including the right to access public records, confidentiality of education records, and the use of social security numbers as universal identifiers.

The Board was also interested in advancing electronic data processing technology in public schools. The Local Education Technical Assistance Committee Files, for example, contain information regarding the committee's efforts to provide education administrators and education associations with access to computer technology resources and data processing assistance. The committee also provided consulting services, which helped shape the direction and function of education data processing programs. The files reflect the committee's attempts to assist many California school districts in implementing electronic data processing programs.

Accruals

No further accruals are expected.

Indexing Terms

The following terms have been used to index the description of this collection in the library's online public access catalog.
Electronic data processing

ID R304.01, Box
1/1-Box 1/19

Series 1 **Bill Files 1967-1978**

Physical Description: 19 file folders

Arrangement

Arranged chronologically by legislative session, then numerically by bill number.

Scope and Content Note

Bill files contain analyses, correspondence, notes, reports, and background material regarding state legislation that affected issues within the scope of the Intergovernmental Board on Electronic Data Processing, as well as legislation that affected the functions and composition of the board directly. Many of the bills relate to the creation of electronic data processing programs within state agencies. Other topics include privacy and confidentiality in intergovernmental information systems, permits to allow departments to contract for electronic data processing services, and computer crimes.

1967: SB619, SCR63 (1ff) Box 1/1

1968: SB240, SB959 (1ff) Box 1/2

1969: AB1351 (1ff) Box 1/2

1970: AB525-AB2029, ACA43, ACR38 (1ff) Box 1/3

1970: SB724, SB937 (1ff) Box 1/3

1971: AB178-AB2718, ACR88 (2ff) Box 1/4-1/5

1971: SB207, SB338 (2ff) Box 1/5-1/6

1972: SB90 (1ff) Box 1/7

1973-1974: AB135-AB3821, ACR229 (3ff) Box 1/7-1/9

1973-1974: SB178-SB2359 (1ff) Box 1/9

1975-1976: AB150-AB4014, ACR197 (4ff) Box 1/10-1/13

1975-1976: SB44-SB1734 (2ff) Box 1/13-1/14

1977-1978: AB150-AB1978 (4ff) Box 1/15-1/18

1977-1978: SB23-SB2027, SCR3 (2ff) Box 1/18-1/19

ID R304.02, Box
1/20-Box 1/22

Series 2 **Federal Legislation Files 1973-1974**

Physical Description: 3 file folders

Arrangement

Arranged chronologically by legislative session, then numerically by bill number.

Scope and Content Note

The Intergovernmental Board on Electronic Data Processing closely followed federal legislation that could potentially impact the implementation of electronic data processing programs in the State of California. This series consists of notes, correspondence, legislative proposals and legislative analysis regarding federal legislative measures related to electronic data processing. Topics within the files include the protection of privacy, the use of Social Security Numbers for identification purposes, consumer credit, reporting requirements for school districts, and computer crimes.

ID R304.03, Box
2/1-Box 2/17

Series 3 **Agency History Files 1967-1978**

Physical Description: 3 file folders

Arrangement

Arranged alphabetically by subject heading.

Scope and Content Note

This series consists of files kept by the Intergovernmental Board on Electronic Data Processing documenting the board's history. The files consist of notes, correspondence, memoranda, reports, and drafts of meeting minutes. Subjects of interest include agency goals and objectives, documentation relating to the board's establishment, and charters. Researchers interested in membership information, the functions and responsibilities of the board, and the board's priorities will find the files in this series useful.

ID R304.04, Box
2/8-Box 2/13

Series 4 **Annual Reports 1970-1977**

Physical Description: 6 file folders

Arrangement

Arranged chronologically by year.

Scope and Content Note

This series consists of annual reports prepared by the board for the Governor and the Legislature, as well as correspondence and distribution lists relating to the reports. Reports typically include summaries of the board's activities, accomplishments, plans, and recommendations for the upcoming year. Also included are updates on the status of electronic data processing activities within all levels of government, and examples of how agencies and departments utilized electronic data processing technology for specific projects.

Note

Note to the researcher: The Board did not prepare an annual report for 1973-1974.

ID F3755:154a;
R304.05, Box
2/14-Box 2/25

Series 5 **Meeting Files 1967-1978**

Physical Description: 13 file folders

Arrangement

Arranged chronologically by year.

Access Information

Access to audiovisual material requires the production of use copies.

Scope and Content Note

Meeting Files consist of meeting minutes, agendas, and attendance reports for meetings of the Intergovernmental Board on Electronic Data Processing, beginning with the minutes from the first meeting of the board. Additional meeting minutes from 1969-1971 are also available (See F3577:154A). Subjects discussed in the board's meetings include privacy, agency goals and objectives, reviews of committee reports, and the implementation of electronic data processing programs and intergovernmental information systems within state government. Audiotapes have been separated to a cold-storage vault for preservation purposes and separation sheets are in the meeting files to alert the researcher to the existence of these tapes.

ID R304.06, Box
2/26-Box 3/3

Series 6 **Budget Files 1968-1979**

Physical Description: 10 file folders

Arrangement

Arranged chronologically by fiscal year.

Scope and Content Note

This series includes material related to the preparation of annual budgets for the Intergovernmental Board on Electronic Data Processing. Files consist of correspondence, fiscal analysis, reports, budget objectives and requests for funding, budget change proposals, and information about programs under the oversight of the Board that required financing. Of particular interest are frequent requests for additional members in order to expand the Board's activities, and deletion of the Board's funding during the fiscal year of 1977-1978.

ID R304.07, Box
2/4-Box 4/13

Series 7 **Technical Advisory Committee Files 1967-1978**

Physical Description: 40 file folders

Arrangement

Arranged into two subseries: (1) General Files and (2) Feasibility Study Reports. Both subseries are arranged alphabetically by subject heading thereunder.

Scope and Content Note

The Technical Advisory Committee functioned as a standing committee of the Intergovernmental Board on Electronic Data Processing. Comprised of electronic data processing professionals, the Technical Advisory Committee advised the Board on policy development and provided technical assistance on a volunteer basis.

ID R304.07, Box
3/4-Box 3/17

Subseries 1 **General Files 1978-1991**

Physical Description: 14 file folders

Arrangement

Arranged alphabetically by subject heading.

Scope and Content

The first subseries, General Files, consists of correspondence, meeting minutes and agendas, rental agreements, procurement and contracting information, publications, and other material used by the committee to conduct its business. Also included are files related to "transferability," the committee's largest project. Transferability, the ability to successfully transfer an information system from one government agency to another, had greatly improved since the formative years of data processing. The committee viewed transferability as an economical alternative to creating new information systems for each government agency and worked diligently to produce guidelines for the transfer of information systems.

ID R304.07, Box
3/18-Box 4/13

Subseries 2 **Feasibility Study Reports 1978-1991**

Physical Description: 27 file folders

Arrangement

Arranged alphabetically by subject heading.

Scope and Content

The second subseries, Feasibility Study Reports, consists of reports proposed by local governments for intergovernmental information systems, which were received by the Board and directed to the Technical Advisory Committee for review. The committee evaluated the reports in order to determine the impact of each system on local government, ensuring compliance with established electronic data processing policies.

ID R304.08, Box
4/14-Box 4/31

Series 8 **Local Education Technical Assistance Committee Files 1973-1978**

Physical Description: 18 file folders

Arrangement

Arranged into two subseries: (1) General Files and (2) Assistance Requests. Both subseries are arranged alphabetically by subject heading thereunder.

Scope and Content Note

The Local Education Technical Assistance Committee functioned as a standing committee of the Intergovernmental Board on Electronic Data Processing. The committee was composed of representatives from major educational associations in California. The committee worked to review and respond to assistance requests from education administrators and education agencies, providing them with access to computer technology resources and educational data processing assistance on a volunteer basis.

ID R304.08, Box
4/14-Box 4/18

Subseries 1 **General Files 1978-1991**

Physical Description: 5 file folders

Arrangement

Arranged alphabetically by subject heading.

Scope and Content

The first subseries, General Files, is comprised of correspondence, reports, meeting minutes, and other materials related to the functions of the Local Education Technical Assistance Committee. Of particular interest are the committee guidelines, which specify the responsibilities and priorities of the committee.

ID R304.08, Box
4/19-Box 4/31

Subseries 2 **Assistance Requests 1978-1991**

Physical Description: 13 file folders

Arrangement

Arranged alphabetically by subject heading.

Scope and Content

The second subseries, Assistance Requests, consists of the files kept by the Local Education Technical Assistance committee on various school districts in need of educational data processing advice. The files typically include correspondence between the committee and the school district, reviews of existing educational data processing systems, and recommendations from the committee to improve educational data processing or provide other technical guidance.

ID R304.09, Box
4/32-Box 5/13

Series 9 **Privacy and Security Committee Files 1972-1978**

Physical Description: 22 file folders

Arrangement

Arranged alphabetically by subject heading.

Scope and Content Note

This series includes correspondence, news clippings, publications, policy statements, and other material related to the Privacy and Security Committee. The Privacy and Security Committee functioned as a standing committee of the Intergovernmental Board on Electronic Data Processing. The purpose of the committee was to ensure individual privacy and the security and confidentiality of intergovernmental information systems. The committee evaluated legislation relating to privacy and security, recommended legislation, and developed guidelines for privacy and security policies. Members included representatives of city, county and state governments, private industry, and education selected for their expertise on privacy and security issues. Specific topics of interest include the Domestic Council Committee on the Right of Privacy, the Information Practices Act of 1977, and the Public Records Act. Other subjects include electronic fund transfers, social security numbers, and family education rights and privacy.

ID R304.10, Box
5/14-Box 8/14

Series 10 **Intergovernmental Information Systems Files 1970-1977**

Physical Description: 67 file folders

Arrangement

Arranged alphabetically by subject heading.

Scope and Content Note

This series represents an attempt by the Intergovernmental Board on Electronic Data Processing to keep an inventory of intergovernmental information systems in use by the state and local governments of California. The files include correspondence, reports, meeting minutes, agendas, and research studies pertaining to intergovernmental information systems across the state. The majority of these intergovernmental information systems relate to crime reporting systems meant to improve the analysis of criminal activity. For example, the Pattern Recognition and Information Correlation System, created for the Los Angeles Police Department, sought to reduce and prevent crime by detecting patterns of criminal activity throughout the city. Other intergovernmental information systems relate to social welfare, education and transportation planning.

ID R304.11, Box
8/15-Box 10/4

Series 11 **Subject Files 1967-1978**

Physical Description: 47 file folders

Arrangement

Arranged alphabetically by subject heading.

Scope and Content Note

Subject files span a wide variety of topics of interest to the Board, and typically consist of correspondence, background material, notes, and reports. General subjects include contracts, conflicts of interest, licensing, data collection, management and exchange policies, monitoring, grantsmanship, local governments, and dedicated systems. The Board kept files on various data processing professional organizations, like the County Association of County Data Processors and the California Educational Data Processing Association. Other specific topics include Governor Pat Brown's Position Papers (1966), the statewide emergency number (911), and the state's long-range Master Plan for Electronic Data Processing.

ID R304.12, Box
10/5-Box 10/41Series 12 **Grant Application Review Files 1965-1971****Physical Description:** 37 file folders**Arrangement**

Arranged into two subseries: (1) Office of Performance Review - Housing and Urban Development Review Files and (2) Office of Criminal Justice Planning Review Files. The first subseries is arranged alphabetically by location of proposed system. The second subseries is arranged alphabetically by name of proposed system.

Scope and Content Note

As part of its statutory responsibilities, the Intergovernmental Board on Electronic Data Processing reviewed all grant applications for projects to develop or support electronic data processing programs for local and state governments. The Board regularly received grant applications from local and state government agencies and departments through two offices: the Office of Performance Review - Housing and Urban Development, and the Office of Criminal Justice Planning. Files typically include grant applications, correspondence, and Board recommendations.

ID R304.12, Box
10/5-Box 10/18Subseries 1 **Office of Performance Review - Housing and Urban Development Review Files 1978-1991****Physical Description:** 14 file folders**Arrangement**

Arranged alphabetically by location of proposed system.

Scope and Content

The first subseries, Office of Performance Review - Housing and Urban Development Review Files, consists of grant applications made to the Office of Performance Review for funding of local and state government electronic data processing programs. The Intergovernmental Board on Electronic Data Processing evaluated the grant applications, addressing issues like privacy and security, transferability, operating costs, and program objectives. The majority of the grant applications pertain to proposed community planning and development information systems for various California cities and counties. For example, the City of Los Angeles requested funding to develop a system to track urban blight in order to support municipal decision making. A file containing general information about the Office of Performance Review - Housing and Urban Development is included at the end of the subseries.

ID R304.12, Box
10/9-Box 10/41Subseries 2 **Office of Criminal Justice Planning Review Files 1978-1991****Physical Description:** 33 file folders**Arrangement**

Arranged alphabetically by name of proposed system.

Scope and Content

The second subseries, Office of Criminal Justice Planning Review Files, includes grant applications made to the Office of Criminal Justice Planning for funding of local and state government electronic data processing programs. The Intergovernmental Board on Electronic Data Processing evaluated the grant applications, addressing issues like privacy and security, transferability, operating costs, and program objectives. Grant applications in this subseries pertain to proposed crime reporting and community safety information systems for various California cities, counties and state government agencies. The California Fire Incident Reporting System, for example, was proposed for the Office of the State Fire Marshall in order to facilitate analysis of the causes and characteristics of fires.

ID R304.13, Box
10/42

Series 13 **Executive Management Advisory Committee File 1972-1976**

Physical Description: 1 file folder

Arrangement

Arranged alphabetically by subject heading.

Scope and Content Note

The Executive Management Advisory Committee existed to aid the Board by providing administrative guidance and support, and to ensure that the Board could fulfill its' responsibilities and commitments. The committee continually reviewed and modified the Board's goals and objectives, and made recommendations relative to the structure of the Board's formal functions. The series includes correspondence, meeting agendas and other material relating to the activities of the committee.

ID R304.14, Box
10/43

Series 14 **Electronic Data Processing Policy Committee File 1968-1971**

Physical Description: 1 file folder

Arrangement

Arranged chronologically by year.

Scope and Content Note

The Electronic Data Processing Policy Committee worked as part of the Board to establish policies, plans, standards and procedures to facilitate the most efficient use of electronic data processing technology in state government. The committee provided advice to the Legislature and the Governor on long-term electronic data processing plans and policies and reviewed intergovernmental information exchange policies established by the Board. The committee existed for a very short period and was abolished in 1971. The file contains correspondence, reports, meeting minutes and memoranda.

ID R304.15, Box
10/44-Box 11/9

Series 15 **Aerospace Contract Files 1968-1971**

Physical Description: 12 file folders

Arrangement

Arranged alphabetically by subject heading.

Scope and Content Note

In 1964, the State of California appropriated \$500,000 to study the application of aerospace technology to social problems. Four key areas of government concern were chosen for study: waste management, crime prevention, transportation, and information systems. Four different companies signed contracts to produce studies on these topics for the State. Each contract fell under the purview of a separate governmental group, composed of members from affected agencies. The State Automatic Data Processing Advisory Committee, for example, supervised the Information Systems study. Following their completion, the state engaged in efforts to apply the techniques of systems analysis gleaned from the studies. The majority of these efforts related to the development of intergovernmental information systems. Therefore, the Board followed the aerospace contract studies with interest. Files within the series contain notes, correspondence, reports, meeting agendas, news clippings, and press releases. They also include the completed studies for all but one of the four areas of interest; the final reports for the Information Systems Study are missing from the files. In addition, a file on the background and development of the aerospace contracts has been placed at the end of the series. This file contains the Governor's 1966 report on the studies, entitled "The Four Aerospace Contracts: A Review of the California Experience."

ID R304.16, Box
11/10-Box 11/17

Series 16 **Publications 1968-1971**

Physical Description: 8 file folders

Arrangement

Arranged chronologically by year.

Scope and Content Note

This series consists of publications kept by the Board for reference purposes. These include manuals published by the Board itself, including the 1969-1970 "Manual of Guidelines for Development of Intergovernmental Information Systems"; newsletters created by the Board; articles from both mainstream and electronic data processing related publications; and advertisements sent from burgeoning electronic data processing companies.