



OFFICE OF THE STATE CHIEF INFORMATION OFFICER

J. Clark Kelso
Chief Information Officer

October 11, 2007

To: Agency Information Officers
Chief Information Officers

Re: State Large Document Management Systems

The California State Information Technology's (IT) Strategic Plan <<http://www.cio.ca.gov/pubs/pdf/2006StrategicPlanFinal.pdf>> incorporates goals and objectives that will lower costs and improve the security, reliability, and performance of the state's IT infrastructure. Specifically, Goal 4, Objective 6, Standardize State Document Management Systems, states in part, that "...*the State will align the architecture and standards of its large document management systems in order for these systems to become capable of sharing peak workloads, providing mutual aid in a disaster scenario, and better leverage expensive equipment and IT hardware and software licenses.*"

I formed an IT Council workgroup with representatives from the Employment Development Department (EDD), Office of State Publishing, and Department of Technology Services to develop a survey to identify and assess how the various departments and agencies of the State of California are fulfilling their needs for digital print and mail services. This requires identifying the types of services needed, describing the levels of services offered, and determining the extent to which the departments utilize any existing IT infrastructure to perform these services. The survey will also be used to identify future enhancements that might affect the type, volume, distribution, equipment or IT infrastructure of digital print and mail services.

In order to gather the requested data timely and efficiently, I'm requesting you provide the *IT Council Workgroup Survey Team* contact information of the most qualified person or persons within your organization to complete the survey. The survey respondent(s) will need to be knowledgeable in the areas of digital print, mail operations, and the supporting IT infrastructure.

Please provide the following information via email to mgreenlo@edd.ca.gov by Friday, October 19, 2007:

- Contact person(s) name
- Title
- Organization
- Area of expertise (digital print, mail, IT)
- Telephone number
- E-mail address

If you have any questions about this request, please contact Michael Greenlow, EDD's Chief of the Office of Documents, Publications and Distribution at (916) 375-6880.

I am excited to be moving forward with this initiative. I will be personally involved with guiding the team, reviewing their recommendations and monitoring their progress. With your active support, I know we can make the State's large document management systems become capable of sharing peak workloads, providing mutual aid in a disaster scenario, and better leverage expensive equipment and IT hardware and software licenses.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Clark Kelso". The signature is fluid and cursive, with the first name "J. Clark" and last name "Kelso" clearly distinguishable.

J. Clark Kelso
Chief Information Officer
State of California