

STATE OF MINNESOTA POLICIES

Issued by the Office of the State Chief Information Officer

Data Center Co-Location Policy

2010-04

Issuing Authority

This directive was issued by the State of Minnesota Chief Information Officer.

Policy Statement

All agencies will submit to OET a five-year plan to meet the November 4, 2010 data center directive issued by the State CIO and Commissioner of Minnesota Management and Budget regarding the co-location of all state systems and applications.

- Agencies will, as part of their plans, build/replace/refresh equipment directly in co-location facilities to minimize moving costs, using agency and/or industry-standard refresh cycles. Agencies will include any exceptions to this requirement in their plans and/or plan updates. On an ongoing basis, OET will review all agency data center equipment purchases for compliance with agency plans and with the enterprise strategic intent.
- Plans should provide rationale for any investments in current facilities.
- Plans should anticipate moving out of the highest risk facilities as early as possible, specifically justifying any high risk moves that are not feasible within three years.
- Planning should be based on the availability of Tier II and III facility services between April and June 2011.
- Agencies will submit their initial strategic plan by December 31, 2010, and will update and submit the plan every three months with additional details.

Reason for the Policy

This policy addresses the implementation of the November 2010 directive by the State CIO and the Commissioner of MMB to co-locate all state systems in Tier II and III co-location facilities. The policy and directive's purpose is to create a safe and secure environment for the information technology that runs the primary business of the State of Minnesota government, and improve the overall technology performance of our vital systems.

Impact

Agencies will be responsible for creating and updating their move plans; agencies will be responsible for move costs and ongoing co-location service charges as well as de-commissioning costs and space reconfiguration for current data center space.

Who Should Know About This Policy

Commissioners, deputy commissioners, CFOs, CIOs and all other IT-related staff

Related Information

- **Governance:** This policy is in keeping with the Joint Directive from the State CIO and the Commissioner of Minnesota Management and Budget (November 4, 2010). This policy was developed in accordance with the established enterprise IT governance process, and has been recommended to the State CIO by the Program Review Team.
- **Plan Template:** OET, in consultation with the Data Center Steering Team, will provide a plan template in November 2010 for agencies to complete by December 31, 2010. The templates will be collected and used to create enterprise-wide moving and space plans for all facilities.
- **Plan Detail:** The initial agency plan should be high-level, but detailed enough to indicate the order and timeframe for at least the next six months, and provide an outline of the agency's intent for all phases, all moves to Tier II and III facilities. Agencies will be responsible for updating their plans every three months, providing sufficient detail on upcoming phases at least three months before individual moves.
- **Enterprise-wide Plan:** OET, in consultation with the Data Center Steering Team, will create an enterprise-wide plan for all data center moves and upgrades and keep it updated. Priority will be given to moves from data centers that have been evaluated to be highest risk at their current location.
- **Plan Changes:** Once the enterprise-wide plan is created, OET will work with agencies to resolve any timing issues and conflicts, and to accommodate changes. If agencies experience circumstances that require changes in the timing of their moves, they must submit a change request in writing at least three months prior to the scheduled change.

Contacts

Contact Ed Valencia, Office of Enterprise Technology, for further information.

Issue Date

This policy was issued November 15, 2010.

Effective Date

The policy is effective November 15, 2010.

Applicability

This policy applies to all executive branch agencies specified in the November 4, 2010 Joint Directive from the State CIO and Commissioner of MMB requiring all agencies to co-locate data centers.

Additional Definitions

Priority definitions as established by governance:

- Priority 1: Recovery time of 24 hours or less; impacts the public's safety.
- Priority 2: Recovery time 24 hours - 5 days; impacts the public's safety, health or trust.
- Priority 3: Recovery time 6-30 days; impacts key business delivery.
- Priority 4: Recovery time 30+ days and impacts any business delivery.

Procedures and Exceptions

- Agencies will submit their initial plans in electronic format to Taylor Joseph, OET, on or before December 31, 2010.
- OET, in consultation with the Data Center Steering Team, will establish a review, approval and exceptions process for all move plans.

Related Documents

The following documents are available in [the iGov SharePoint site](#) to agency CIOs for use in preparing their plans

- November 4, 2010 Joint Directive from the State CIO and Commissioner of MMB requiring all agencies to co-locate data centers
- Planning Template for State Agencies
- Co-location Service Executive Summary
- Co-location Service Description (detailed)