

INFORMATION MEMORANDUM

DCD(SPO8)

OSP (FYI)

To: Section Chiefs and Above	No.: 96-61
Subject: 1997 Operational Recovery Plan	Date Issued: October 9, 1996

Because the information technology infrastructure is an important base for delivering information to support your program's mission, it is just good business to have a contingency plan to successfully recover and operate your program *when* a disaster strikes. And because it is a good business practice, the State Administrative Manual (SAM), Section 4843.1, requires each State agency to maintain an Operational Recovery Plan (ORP) and submit it to the Department of Finance (DOF), Office of Information Technology (OIT), before January 31 of each year. Additionally, without an acceptable ORP, DOF will not approve any new Information Systems requests (projects).

All Department of Health Services (DHS) programs continue to have primary responsibility for developing, updating, and maintaining an ORP that will successfully recover in a timely and orderly manner their critical applications. (See Attachment 1 for the definition of a critical application). Last year, for the first time, 100 percent of the programs in the Department responded. This year, programs should either submit a new ORP (to cover critical applications), update and resubmit last year's plan, or submit a memorandum stating they do not have any critical applications.

On behalf of the Department's Administration, Data Systems Branch will assemble all program ORPs into a single package to serve as the Department's ORP. Please submit seven (7) copies of the ORPs or memorandums before January 6, 1997 and address to Linda LaCoursiere, Data Systems Branch, 744 P Street, Room 399, Sacramento, CA 95814.

Informational meetings describing the steps each program needs to follow as they produce their individual ORP will not be held this year for DHS as a whole. Each program should review Section 4843.1 of SAM and become familiar with last year's ORP.

If you would like an informational meeting for your individual program or if you have any questions or concerns, please contact Linda LaCoursiere at 657-1084.



Robert Sertich
Deputy Director

Attachment

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DO I HAVE A CRITICAL APPLICATION

A critical application is defined in SAM as: "An application that is so important to the agency that its loss or unavailability is unacceptable. With a critical application, even short-term unavailability of the information provided by the application would have a significant negative impact on the health and safety of the public or State workers; on the fiscal or legal integrity of State operations; or on the continuation of essential agency programs."

Questions to consider:

If I lost my data, could I **recover** it?

If I cannot recover it, could I **reconstruct** it?

If I cannot reconstruct it, do I **need** it?

If I need it, then it is a Critical Application.

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