



# STATE OF INDIANA

## OFFICE OF TECHNOLOGY

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TO: Governor Mitch Daniels

CC: Jim Corridan, Director of the Indiana Commission on Public Records

FROM: Brian Arrowood, Chief Information Officer

RE: Report to the Governor Relating to State Information Systems

DATE: December 31, 2010

Pursuant to IC 4-1-6-7 and on behalf of all state agencies,<sup>1</sup> the Indiana Office of Technology (IOT) submits this report identifying the state agencies that collect personal information; the categories and number of individuals affected; the source and types of personal information collected; and, the levels of access to the personal information.

## **I. Background**

Each year, state agencies are required to file two reports detailing their collection of personal information.<sup>2</sup> The first, due December 1<sup>st</sup> to the General Assembly, requires the agency to recommend what, if any, personal information collected should be maintained on a confidential basis by statute. The second, due December 31<sup>st</sup> to the Governor, essentially requires the agency to detail what personal information is collected and the reasons for such collection.

Since the Governor's decision to centralize IT in 2005, the Chief Information Officer has enabled and coordinated agency updates of the information to be reported. In the first year, 48 agencies responded. An automated process, with standardized categories for responses, was developed for the year 2006. The scope was expanded to all IT systems covering other related reporting requirements and minimizing the burden on agencies. The Indiana Commission on Public Records was also engaged to ensure that agency requests for confidentiality are reviewed, coordinated, and rationalized prior to submission to the General Assembly.

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<sup>1</sup> Indiana Code 4-1-6 applies to all state agencies except those in the legislative and judicial departments (a.k.a. branches), state police, institutions of higher education, and the separately elected officials (auditor of state, treasurer of state, secretary of state, attorney general, and superintendent of public instruction). The use of the term "state agency" in this report has the same meaning as set forth in IC 4-1-6-1(d).

<sup>2</sup> See IC 4-1-6-7 and IC 4-1-6-9, <http://www.in.gov/legislative/ic/code/title4/ar1/ch6.html>.

## II. 2010 Information Systems Inventory Report

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The ISI was expanded in 2006 to identify (1) all processes that collect personal information, *whether automated or manual*, and (2) all IT systems.<sup>3</sup> (There are countless manual processes in state government that do not collect personal information, and these are excluded from the ISI.) This report is submitted to comply with IC 4-1-6-7; therefore, it focuses just on those systems that collect personal information.<sup>4</sup> Specifically, the report identifies the state agencies that collect personal information; the categories and number of individuals affected; the source and types of personal information collected; and, the level of access to the personal information.

### A. Personal Information Systems Identified

IOT had 57 agencies that responded identifying 745 personal information systems<sup>3</sup>. Agencies updated 100% of the records contained in the ISI. (Table 1 at the end of this report includes a listing of all responsive agencies and the number of personal information systems per agency.)

### B. Categories of Individuals within the Personal Information

The 745 personal information systems are categorized into one or more of eleven categories of individuals for which data is collected. The following are the total number of systems in each category. (More than one category could be selected.)

▪ State Employees.....	231
▪ Patients.....	212
▪ General Public.....	148
▪ Contractors.....	90
▪ Specific Professions.....	62
▪ Licensees.....	62
▪ Criminals/Victims.....	42
▪ Veterans.....	37
▪ Students.....	28
▪ Specific Organizational Affiliation.....	24
▪ Other *.....	172

### C. Number of Individuals

The number of individuals for which there is personal information contained in a system fall in the following ranges.

▪ 0-100.....	66
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<sup>3</sup> To make the process manageable, IOT advised agencies to focus on those personal information systems that are unique to their agency or shared with a few other agencies. Thus, systems incidental to every agency, such as e-mail distribution lists or HR files, were generally not addressed by each agency.

\* Many agencies provided more specific classifications of the types of individuals and data that is collected by using the other category.

- 101-500 .....177
- 501-1000 .....64
- 1001-3000 .....83
- 3001-5000 .....28
- 5001-10,000 .....31
- 10,001-25,000 .....25
- 25,001-50,000 .....44
- 50,001-100,000 .....35
- 100,001-500,000 .....55
- 500,001-1,000,000 .....15
- 1,000,001-2,000,000 .....6
- 2,000,001-5,000,000 .....5
- 5,000,001-10,000,000 .....7
- >10,000,000 .....1
- Indeterminable .....103

**D. Categories of Personal Information**

The categories of personal information collected in the 745 systems are categorized into one or more of eleven categories. The following are the total number of systems that collect information in each category.

- Systems collecting Personally Identifiable<sup>4</sup> data .....636
- Systems collecting Social Security Numbers .....274
- Systems collecting Health data .....228
- Systems collecting Financial data .....209
- Systems collecting Employment data .....193
- Systems collecting Educational data .....123
- Systems collecting Law Enforcement data .....64
- Systems collecting Religious data .....23
- Systems collecting Credit Card Information .....8
- Systems collecting Political data .....0
- Systems collecting Other\* data .....148

**E. Source of Data**

The source of the personal information is also categorized. The importance of this distinction is that if the information is received directly from the individual, the individual should know he or she is providing the information. If the information is drawn from another governmental agency, the individual may know he or she provided the information but not know that it is used for a different purpose. Finally, if the information is drawn from another source, the individual is likely not to know that the information is being used by government for any purpose.

- Directly from Individual .....289

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<sup>4</sup> The term “Personally Identifiable” includes data such as name, phone number, street address, and e-mail address.

- From Individual and Other Sources .....254
- From Sources Other than the Individual .....197
- Unknown.....5

**F. Access to Data**

The personal information systems were also categorized by the level of access to the system’s data. The State has the following number of systems in each category. (Each access level represents the minimum level of access. For example, if a system is available to the public, it is also available to every access level below it in the list.)

- Available to the Public.....118
- Available to the Other Government Agencies .....257
- Available to the Internal Agency Only .....370

**III. Conclusion**

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This year’s agencies responses show continued movement away from the collection of personal information. The number of systems with social security numbers declined this past year to 745 from 764. This is down from a high of 850 in 2006. The trend likely reflects increased agency awareness regarding the security risks associated with collecting personal information. Wider adoption of PeopleSoft statewide also had a positive impact as smaller, less secure systems were replaced. IOT will continue to work with agencies to improve the security of personal information systems, as well as assist with agency’s desires to limit the personal information stored or required by their systems. This report will be posted on the IOT website, along with the reports from years past. If you have any questions, please contact us.

**TABLE 1****Responding Agencies and the Number of Personal Information Systems**

Accounts, State Board of	2	Insurance, Department of	3
Adjutant General's Office	1	Labor, Department of	1
Administration, Department of	19	Law Enforcement Academy	3
Agriculture, Indiana State Department of	5	Library, Indiana State	0
Alcohol & Tobacco Commission	7	Lieutenant Governor, Office of	2
Animal Health, Board of	4	Local Government Finance, Department of	1
Arts Commission	4	Motor Vehicles, Bureau of	6
Budget Agency, State	4	Natural Resources, Department of	15
Chemist and Seed Commissioner, Office of State	18	Personnel Department, State	1
Child Services, Department of	10	Ports Commission, Indiana	0
Civil Rights Commission	6	Professional Licensing Agency	7
Correction, Department of	13	Proprietary Education, Commission on	2
Criminal Justice Institute	12	Protection and Advocacy Services Commission, Indiana	4
Economic Development Corp., Indiana	4	Public Employees Retirement Fund	1
Education, Department of	5	Public Records, Indiana Commission on	0
Energy & Defense Development, Office of	2	Revenue, Department of	21
Environmental Management, Indiana Department of	2	Rural Affairs, Office of	2
Fair Commission, Indiana State	7	School for the Deaf, Indiana	0
Family and Social Services Administration	275	Student Assistance Commission of Indiana, State	9
Finance Authority, Indiana	1	Stadium and Convention Building Authority, Indiana	0
Financial Institutions, Department of	21	Tax Review, Indiana Board of	2
Gaming Commission	2	Teachers Retirement Fund, Indiana State	2
Geologists, Board of	1	Technology, Indiana Office of	2
Health, State Department of	129	Transportation, Department of	10
Homeland Security, Indiana Department of	18	Utility Consumer Counselor, Office of	0
Hoosier Lottery	8	Utility Regulatory Commission	3
Housing and Community Development Authority, Indiana	4	Veteran Affairs, Department of	40
Indiana Historical Bureau	0	Workforce Development, Department of	24
Inspector General	0		