

Administrative Board Rule #28¹

Establishment of the Committee on Office Information Systems

Effective immediately, the Committee on Office Information Systems is hereby established, and the Charter governing its operations is approved.

The approval of the Committee will be a prerequisite for the acquisition and continued usage of automated office information systems' editing and processing equipment.

The Committee will coordinate all applicable processes of acquisition, utilization, purchase review, financial analysis, work standardization, personnel development and employee effectiveness, records management and proper management control in the area of office information systems as granted by the City Charter to the Office of the Managing Director, Office of the Director of Finance, Office of the Personnel Director, the Records Department and the Procurement Department.

The Committee's authority for review and control over the acquisition and use of office information systems technology derive from the City Charter provisions governing these functions in each of the participating departments and by this regulation as approved by the Administrative Board.

¹Established September 24, 1979.