

## Data Storage Standard

### Introduction

To ensure quality service and appropriate governance, data should be stored on a narrow set of purpose-built platforms.

### Purpose

The purpose of this standard is to provide broad guidance to data owners on where data should be stored.

### Definitions

**Transactional Data** – Data, which is accessed by numerous users to perform fast, simple queries. Typically, data which is directly associated with a user-facing application.

**Analytical Data** – Multi-dimensional data which is used to drive analytics and insights.

**Document Data** – Data derived from scanning paper documents.

**Archival Data** – Data which has no active use but needs to be kept because it may be subject to audits, open records requests or similar scenarios.

**Historical Data** – Data, for which its original use case has been retired, but still needs to be periodically searched. These datasets are no longer changing and no longer queried by other applications.

**State Data Platform (SDP)** – The State Data Platform is a centralized platform with data storage, management and processing capabilities.

### Standard

Data Characteristics	Data Storage Solution	Details
<ul style="list-style-type: none"> <li>Archive or Historical Data</li> </ul>	Please see Data Archiving Standard	
<ul style="list-style-type: none"> <li>Application or otherwise transactional data</li> </ul>	SQL or Oracle database	<ul style="list-style-type: none"> <li>Solution and hosting location defined by the Database Administration team</li> </ul>
<ul style="list-style-type: none"> <li>Operational or Log data</li> </ul>	ITOCC	
<ul style="list-style-type: none"> <li>Documents</li> </ul>	Please see the standard for document storage	
<ul style="list-style-type: none"> <li>Analytical, event-based, or any other type of data</li> </ul>	State Data platform	<ul style="list-style-type: none"> <li>Solution defined by the Data Platform team</li> </ul>

## Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

## Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

## Revision history

This standard is subject to periodic review to ensure relevancy.

<b>Effective date:</b> 07/24/2023	<b>Review cycle:</b> Annual
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<b>Approved by:</b> Joe McIntosh, Chief Information Officer	