### Texas State Agency/University

# IRM Designation Letter

### Template

#### TEMPLATE PURPOSE

In accordance with Texas Administrative Code, Title 1, Part 10, Rule Section 211 B & C, the designation letter must contain ***the name, title, authority, responsibilities, organizational resources, education, and experience of the proposed information resources manager in the format prescribed by the department [DIR].***

This template provides draft language and formatting that complies with the statute.

#### PROCEDURE

**USING THIS TEMPLATE**

1. **Prepare the designation** on **official letterhead or send as an email message from the chief executive officer (CEO)** of the organization for which the IRM is being designated. To do so:
2. **Cut and paste the completed template content** into the **organization’s letterhead** or into the **body of an email from the CEO**.
	* If using a paper letter, it must be signed by CEO. We prefer letter be scanned and emailed. Any staff member can send.
	* If sending as an email message with text in the body, the email must come from the CEO’s address.
3. **Delete or replace instructional text**. Throughout this template, instructional text will be bracketed and in blue font.
4. **Include an organizational chart** that depicts the IRM’s position relative to CEO’s position.
5. **Email information to** **policy@dir.texas.gov****.** (There is no need to mail a paper copy.)

**DESIGNATING A JOINT IRM?**

If designating a joint IRM (one who serves more than one agency or university), please contact the Texas Department of Information Resources (DIR) to discuss how the information should be customized and signed. Generally, DIR will need agreement from each organization involved.

#### CONTACT

DIR welcomes any feedback or suggestions to this template. Please forward any questions to policy@dir.texas.gov.

Copy and paste into organization’s letterhead or email from agency head.
See first pagefor template instructions. Please delete or reformat any instructional (blue) text.

[Date]

Executive Director
Texas Department of Information Resources
P.O. Box 13564
Austin, Texas 78711-3564

To Whom It May Concern:

In accordance with Texas Administrative Code, Title 1, Part 10, Chapter 211.B/C, please accept this letter as formal notice of a change in the organization’s Information Resources Manager (IRM) effective as of **[date].**

## IRM Contact Information

Full Name: [Full name, including title (Dr., Mr., Ms., Mrs.)]

Organization Name:

Agency Number: [3-digit identifying code]

Business Title: [Functional title of IRM within the organization]

Mailing Address: [Mailing address, including city, state, zip]

Email Address:

Phone Number:

Fax Number:

## IRM Education and Experience

[Provide a brief summary of the IRM’s educational background and experience.]

## IRM Role and Authority

Authority

By signing this letter, I affirm that the designee

* is a senior official within the organization,
* reports directly to a person with a title functionally equivalent to executive director or deputy executive director, and
* has been vested with the authority necessary to fulfill his/her duties as the Information Resources Manager.

Statutory IRM Responsibilities

Per the Information Resources Management Act, the IRM will:

* oversee the Biennial Operation Plan (BOP) preparation, subject to instructions from the Legislative Budget Board (LBB);
* provide input into the Agency Strategic Plan;
* comply with IRM continuing education requirements provided by DIR;
* oversee the implementation of the organization’s project management practices; and
* demonstrate in the organization’s strategic plan the extent to which the organization uses its project management practices.

Other IRM Responsibilities

Other IRM responsibilities for this organization include

* overseeing the acquisition and management of the organization’s information resources;
* reporting on the information resource (IR) investment and benefits to executive management, DIR, the Legislature, and the Legislative Budget Board;
* adopting and executing IR standards, policies, practices, and procedures; and
* complying with legislative mandates.

*[Customize “Other IRM Responsibilities” section as needed.]*

Organizational Resources

[An organization with a separate information technology department should provide a brief description of that department (size, staff, budget).

A smaller organization should provide a brief explanation of the extent of the technology function and how it is supported.

All organizations must **attach a copy of the organizational chart** that shows the IRM position. If the block is not labeled “IRM” or apparent from functional title (e.g., CIO), indicate in this section which position/block includes the IRM function. (The IRM must report to the CEO or one level lower.)]

Additional Information

[**If needed**, use this space to provide additional information or an explanation of special circumstances. Situations meriting more information might include, but are not limited to:

* The individual is serving as the joint IRM for more than one organization.
* The individual is serving in an interim capacity until a permanent IRM is appointed. (If known, a timeline is helpful.)
* The organization has undergone a change of status.
* This person is also being designated to fill the role of Information Security Officer (ISO) or Electronic Information Resources Accessibility Coordinator (EIRAC).]

If you have any questions or require additional information, please contact [provide organization contact name and information].

[Signature Block]

**Reminders:**

* Designation must originate from CEO. (Letter signed by CEO or email sent from CEO’s address.)
* Please delete all instructional text/purple font.
* Include copy of organizational chart as attachment, showing IRM’s position relative to CEO
* DIR prefers to receive the designation by email. It can be either a scanned letter signed by the CEO or an email from the CEO’s address with the information in the body of the email.
	+ If created as an email message, another staff member might craft the email, sending to the CEO and DIR contacts, with the CEO simply sending REPLY ALL that he/she agrees with the information provided.
	+ Send to policy@dir.texas.gov; cc mark.leavenworth@dir.texas.gov.
	+ If emailing a signed letter as attachment, there is no need to mail a paper copy.