

CHAPTER 2
INFORMATION SYSTEM DOCUMENTATION STANDARDS
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CHAPTER 2

INFORMATION SYSTEM DOCUMENTATION STANDARDS

1. PURPOSE. The purpose of this chapter is to provide standards for CHP personal computer users in preparing documentation when an information system is developed. Information systems should include a level of documentation commensurate with the importance of the system to the agency. The following sections should be included in the standard documentation package for each information system and the documentation package should be updated each time the system is modified.

2. INFORMATION SYSTEM DOCUMENTATION.

a. General. The purpose of this section is to identify the purpose of the system, the user group, and the person knowledgeable about its design and coding.

(1) System Name. Specify the name of the system.

(2) Author. Identify the name of the person(s) who designed the system and their assigned command at the time of development.

(3) User. Include the name(s) and location(s) of the user(s) of the system (e.g., Area or Division).

(4) Purpose. Provide a brief summary describing the system's purpose. It should contain a general description of what the system does, the input/output, and the processing cycle or frequency.

(5) Software Package(s) Used. Furnish the name and version of each software package used in developing the system (e.g., Microsoft Visual Studio 2022 or Microsoft Structured Query Language Server 2022).

(6) Special Requirements. List any special hardware or software requirements necessary to operate the system.

b. Detailed Documentation. This section is vital for maintaining and enhancing the system during its use. It should be kept current throughout the system's useful life.

(1) Functions Within System. List all functions provided by the system (e.g., add, modify, delete, or inquire).

(2) Table Structure. Provide a complete list of all tables used in the system.

For each table, include a description of each column (data element) and identify the primary key and any indexes used. Include a pictorial representation of any relationships that may exist between tables.

(3) Screen Formats. Include samples of all screens used in the system. Provide a description of all fields, buttons, lists, etc.

(4) Reports/Files. Include samples of all reports and automated files generated by the system. Provide a description of all data included in the report/file. Identify the main users of the reports/files. Define the class of the information contained in the report/file (e.g., confidential, sensitive, privacy, or other). Refer to Highway Patrol Manual 40.4. Information Security and Administration Manual, Chapter 1, General, paragraph 4. and paragraph 7. for additional information.

3. USER DOCUMENTATION.

- a. Procedure Manuals. Attach a copy of the user's procedure manual that provides instructions for use of all the system's functions.
- b. Security Procedures. Identify the processing of any sensitive information and the restrictions required to preserve confidentiality. Describe any system access or login procedures users must follow.
- c. Processing Schedule. Identify the system's processing cycle (e.g., daily, weekly, or on demand).
- d. Database Backup and Recovery. Include all backup and recovery procedures to prevent data loss. This must include schedule dates and frequency of the backup, off-site location of backup media, and a list of personnel authorized to perform the backup and recovery.

4. NOTES AND CORRESPONDENCE.

- a. Include all memorandums or related notes to help document changes to the system and identify special processing needs. Include all formal change requests and approval documents.