

Executive Order No. 18
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EXECUTIVE ORDER NO. 18
July 25, 1974

**ESTABLISHMENT OF AN OFFICE OF
ELECTRONIC DATA PROCESSING—
MUNICIPAL SERVICE ADMINISTRATION**

Whereas, The Municipal Service Administration has the statutory responsibility to operate one or more data processing service centers providing data processing equipment, programming and computer systems analysis for City agencies; and

Whereas, Certain data processing functions are now being performed by the Bureau of the Budget;

Now, therefore, pursuant to the authority vested in me as Mayor of The City of New York, it is hereby ordered:

Section 1. There is hereby created an Office of Electronic Data Processing within the Municipal Service Administration (MSA) which shall have the following functions and duties:

1. Provide data processing hardware and system software resources to City agencies that lack such capability. This service shall be provided through centralized computer facilities and related technologies.
2. In conjunction with the user agencies, develop applications common to more than one agency.
3. Provide systems analysis and programming services to City agencies that lack such capability.
4. Monitor systems being developed by outside contractors to be processed by the MSA data centers.
5. Evaluate systems which are being processed by the MSA data centers as to efficiency of processing.
6. At the behest of and in conjunction with the Bureau of the Budget, evaluate and review computer hardware, consolidation of equipment capabilities and facilities, and new application systems requests to determine feasibility and desirability as related to the MSA data centers.

Functions 2 and 3, relating to the development of new systems, shall have the approval of the Bureau of the Budget before any action is taken.

§ 2. All electronic data processing equipment, supplies, materials and records relative thereto under the jurisdiction of the Bureau of the Budget and located on the 4th and 5th floors at 42 Broadway, New York, are hereby transferred to the Municipal Service Administration. Personnel to support the above functions will be transferred or placed on detached service to the Municipal Service Administration in accordance with a schedule to be mutually agreed upon by the Bureau of the Budget and the Municipal Service Administration.

§ 3. This Order shall take effect immediately.

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ABRAHAM D. BEAME, Mayor.