



STATE OF NEW JERSEY IT CIRCULAR Title: Standard and Policy for Year 2000 Compliance	NO: 07-14-NJOIT		SUPERSEDES: 97-05-OIT
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	FOR INFORMATION CONTACT: Office of Policy and Planning		

ATTN: Directors of Administration and Agency IT Managers

I. PURPOSE

- A. To establish the standard for date values contained in New Jersey government information systems.
- B. To prescribe the policy for application of the date standard.
- C. To ensure that all New Jersey government information systems are Year 2000 compliant.
- D. To ensure the accurate interchange of date specific and date related information among systems.

II. SCOPE

- A. This standard and policy shall be in effect for and satisfied by all agencies of the Executive Branch of New Jersey state government.
- B. This policy encompasses all decisions and activities affecting or affected by date specific or date related information on New Jersey government information systems.

III. JUSTIFICATION

- A. Implementation and application of the herein stated standard and policy will ensure accurate and Year 2000 compliant representation of date specific and date related information. The resulting standardization across systems will also ensure accurate calendar date and ordinal date (Julian format) information interchange within and among systems in the State; as well as with external Year 2000 compliant systems of the federal government, other states, local municipalities, and the private sector.
- B. In detail, this standard adopts FIPS 4-1 (Federal Information Processing Standards Publication; "Representation for Calendar Date and Ordinal Date for Information Interchange") dated January 27, 1988, and amended March 25, 1996. Adoption and implementation of this standard will ensure that New Jersey government information systems are compatible with federal government information systems.

IV. DEFINITION

Year 2000 Compliant

Capable of calculating, manipulating and/or presenting date values that are free of logical or arithmetic inconsistencies. This involves all possible valid date values for the coming millennium (i.e., from the year 2000 on, including leap years).

V. STANDARD

- A.** The standard calendar date format contained in New Jersey government information systems is represented as CCYYMMDD where CC is the century in the Gregorian calendar, YY is the year in the Gregorian calendar, MM is the month, and DD is the day of the month.
- B.** The standard ordinal date format contained in New Jersey government information systems is represented as CCYYJJJ, where CC is the century, YY is the year, and JJJ is the day of the year.

VI. POLICY

- A.** New Jersey government information systems must be Year 2000 compliant.
- B.** Systems that exchange information with other systems must use one or both of the date format standards identified above.
- C.** Systems that are developed subsequent to the effective date of this policy (including those that are composed in whole or in part of commercial products) must be developed so that such systems are Year 2000 compliant and so that the date data fields contained in the systems conform to one or both of the date format standards identified above.

VII. RESPONSIBILITIES

- A. Agency**
 - Ensure that all agency information systems maintained/developed by the agency comply with this standard and policy.
 - Ensure that all agency information systems maintained/developed by contracted entities comply with this standard and policy.
- B. New Jersey Office of Information Technology (NJOIT)**
 - Ensure that all state government information systems maintained/developed by NJOIT comply with this standard and policy.
 - Ensure that all state government information systems maintained/developed for NJOIT by contracted entities comply with this standard and policy.

References

Executive Order No. 42 Corzine (11/20/2006)

Federal Information Processing Standards Publication: "Representation for Calendar Date and Ordinal Date for Information Interchange" (FIPS 4-1) (January 27, 1988, and amended March 25, 1996)

Information Processing Terms and Definitions; Circular Letter No. 07-15-NJOIT

Signature on File

ADEL EBEID

Chief Technology Officer

3/13/2007

DATE