

<b>A</b> RIZONA <b>D</b> EPARTMENT <b>O</b> F <b>A</b> DMINISTRATION	<b>Statewide</b>  <b>POLICY</b>	 <b>State of Arizona</b>
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## POLICY 1300: ACCESSIBILITY OF ELECTRONIC OR INFORMATION TECHNOLOGY

<b>DOCUMENT NUMBER:</b>	<b>P1300</b>
<b>EFFECTIVE DATE:</b>	<b>MAY 19, 2021</b>
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### 1. AUTHORITY

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To effectuate the mission and purposes of the State of Arizona, the Arizona Department of Administration (ADOA) shall establish a coordinated plan and program for information technology (IT) implemented and maintained through Policies, and Standards Program (PSPs) as authorized by Arizona Revised Statute (A.R.S.) § 18-104.

### 2. PURPOSE

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The purpose of this policy is to establish a Statewide policy that lowers the technical barriers to accessibility on Arizona electronic or information technology systems for persons with disabilities in compliance with ARS §18-132 and R2-18-101 to R2-18-503.

### 3. SCOPE

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- 3.1** This policy applies to all Budget Units (as defined in A.R.S. § 18-101) and IT integrations and/or data exchange with third parties that perform IT functions, activities or services for or on behalf of Budget Units. Applicability of this policy to third parties is governed by contractual agreements entered into between Budget Units and the third party/parties. In addition, PSPs for security technology are covered by Policy 8120: Information Security Program.

### 4. ROLES AND RESPONSIBILITIES

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- 4.1** State Chief Information Officer (CIO) shall:
- 4.1.1** Be ultimately responsible for the correct and thorough completion of Statewide IT PSPs throughout all state BUs.
- 4.2** State Digital Government Program Manager shall:
- 4.2.1** Oversee the policy compliance of State of Arizona electronic or information technology systems; and

- 4.2.2 Make decisions with respect to the application of State policies and Arizona Revised Statutes to State of Arizona electronic or information technology systems
- 4.3 Budget Unit (BU) Director shall:
  - 4.3.1 Be responsible for the correct and thorough completion of BU PSPs;
  - 4.3.2 Ensure compliance with BU PSPs; and
  - 4.3.3 Promote efforts within the BU to establish and maintain effective use of State information systems and assets.
- 4.4 Budget Unit Chief Information Officer (BU CIO) shall:
  - 4.4.1 Ensure compliance to the Statewide Standards for electronic or information technology systems.

## 5. STATEWIDE POLICY

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- 5.1 All State of Arizona electronic or information technology shall be accessible to people with disabilities. BUs shall adopt a standard for electronic or information technology systems that complies with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d). For websites and online applications, BUs may use the latest version of the Web Content Accessibility Guidelines (WCAG) level A and AA issues, maintained and published by the World Wide Web Consortium (W3C) for this purpose.
- 5.2 All electronic or information technology systems under the control or management of the BU shall be regularly tested for accessibility using an industry-accepted tool. BUs may consult with ADOA-ASET for assistance in selecting an appropriate tool.
- 5.3 BUs shall not be required to include Braille, synthesized speech production or voice input in their websites.
- 5.4 BUs shall not be required to enforce this policy for third-party electronic or information technology systems, the intranet, the internet or an extranet that are outside the control of the BU.

## 6. DEFINITIONS AND ABBREVIATIONS

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- 6.1 Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

## 7. REFERENCES

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- 7.1 A.R.S. § 18-104
- 7.2 A.R.S. § 18-132
- 7.3 Section 508 of the Rehabilitation Act (29 U.S.C. § 794d)

**7.4** State of Arizona Technology Related Assistance for Individuals with Disabilities Act, Section 103.

**7.5** Web Content Accessibility Guidelines (WCAG) 2.1

**8. ATTACHMENTS**

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None.

**9. REVISION HISTORY**

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<b>Date</b>	<b>Change</b>	<b>Revision</b>	<b>Signature</b>
<b>6/29/2014</b>	Initial Release	Draft	Aaron Sandeen, State CIO and Deputy Director
<b>10/11/2016</b>	Updated all the Security Statutes	1.0	Morgan Reed, State CIO and Deputy Director
<b>4/15/2021</b>	Reviewed for annual updates	1.1	Deirdre LaGuardia
<b>5/18/2021</b>	Finalized	1.2	Deirdre LaGuardia
<b>5/19/2021</b>	Approved	2.0	JR Sloan