Data Management Group Policy
DPI Data Source System Data Elements: Annual Review

Policy Identification Number: DMG-2009-001-IN
Policy Name: DPI Data Source System Data Elements: Annual Review
Effective Date: May 15, 2009
Approval Authority: Data Management Group (DMG)
Statutory Reference: N/A

Policy Statement: The inventory of authoritative data elements that are maintained in their respective authoritative source system will be reviewed annually by the respective data manager.

Reason for Policy: To ensure that the inventory of authoritative data elements that are maintained in their respective authoritative source systems is relevant to agency informational needs and requirements, as determined by the program areas.

Policy Details and Related Documents: All data managers are responsible for an annual review of source system data elements for compliance. Therefore, once every calendar year, each data manager is responsible for reviewing their source system's data element inventory and confirming current relevancy of each data element.

Related Documents: Any resulting data element changes should follow DMG Data Policy, DMG-2009-001-DQ.

Contacts: The Office of Policy and Strategic Planning is the proponent for this policy. Questions related to this policy or exception to the policy should be directed to the Enterprise Data Manager at 919-807-3241.

Revision History:

Version #	Version Date	Source file	Description of Change	Author
002	8/27/09	N/A	Changes to Policy Statement and Reason	Lauren Furer

This policy applies to all data used by the agency in the performance of its mission. This data includes any that is collected, stored, processed, and/or disseminated using DPI information systems.