

Data Management Group Policy

DPI Data Collection Management: Annual Schedule

Policy Identification Number: DMG-2009-002-IN

Policy Name: DPI Data Collection Management: Annual Schedule

Effective Date: May 22, 2009

Approval Authority: Data Management Group (DMG)

Statutory Reference: N/A

Policy Statement: By the end of January of each year, source system owners will publish an annual data collection schedule for the upcoming school year. The calendar will include all relevant availability, submission and reporting dates. These collection dates will be presented to the DMG for review prior to publication and kept current in the Metadata Repository by the system owners.

Reason for Policy: The sharing of authoritative data between source systems is key to reducing duplication of effort as it relates to collecting data. Knowledge and understanding of each system's collection and reporting timeframe will be critical to this initiative.

Policy Details and Related Documents: The DMG is responsible for ensuring the addition, change, or deletion is in accordance with the Authoritative Data Elements Policy.

Related Documents: No related documents exist for this policy.

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	6/25/09	N/A	Amendment	KC Elander

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.