

Data Management Group Policy Coordinating Data Collections

Policy Identification Number: DMG-2009-003-IN
Policy Name: Coordinating Data Collections
Effective Date: September 1, 2009
Approval Authority: Data Management Group (DMG)
Statutory Reference: N/A

Policy Statement: Business units that are responsible for managing authoritative sources are responsible for proactively coordinating the timing of different data collections, resolving perceived conflicts between them, and referring proposed resolutions to the DMG for review and approval. When an issue cannot be satisfactorily resolved by the business units, it shall be referred to the DMG for resolution.

Reason for Policy: To address perceived differences in data requirements among business units managing authoritative data sources, to resolve timing issues with the data collections, and to ensure all business needs are addressed.

Policy Details and Related Documents:

Whenever the available authoritative source data are not sufficient for business needs because of differences between the timing of data collections and the time requirements of the business unit(s), the program contacts, IT leadership, and business leadership (if needed) for the respective data collections should convene to resolve the issue. The proposed resolution shall be sent to the DMG for review and approval.

If the respective business units cannot resolve the perceived conflict, then the issue shall be referred to the DMG. The referral may be made by any single business unit, or may be submitted collectively on behalf of any subset of the affected business units.

The DMG shall include the issue on a future business agenda, but in no case later than one month from receipt of the referral.

Related Documents: DMG-2009-002-IN: DPI Data Collection Management: Annual Schedule.

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

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.