

# **Data Management Group Policy**

## **Managed File Transfer Service: Recurring Data Transfers**

**Policy Identification Number:** DMG-2010-001-IN

**Policy Name:** Managed File Transfer Service: Recurring Data Transfers

**Effective Date:** April 8, 2010

**Approval Authority:** Data Management Group

**Statutory Reference:** N/A

**Policy Statement:** All recurring data transfers will use the Managed File Transfer Service (MFTS) and adhere to the Data Flow and Request Approval Process.

**Reason for Policy:** Automated recurring data extracts will ensure data congruence across time as well as reduce the burden to business owners to fulfill frequent data requests (however, it is possible that the various Requirements to Publish will result in multiple MFTS extracts for a single source system). The DMG will govern the Request Approval Process and ensure that subscribers are receiving the most accurate and complete data available.

**Policy Details and Related Documents:** The DMG reviews the draft Requirement to Publish for standardization and policy purposes and approves the request, thereby authorizing the Enterprise Architect to convey the Requirement to Publish, as approved, to the participating managers including source, consumer, middleware, and any others involved with the data transfer.

DMG will approve a Requirements to Publish request based on the following criteria:

- Valid Subscriber with necessary access role; MOA, confidentiality agreement in place per DMG-2009-002-SE: Data Access Roles
- Desired Elements being requested from the Authoritative Source for each particular data element per DMG-2008-001-DQ: Authoritative Data Elements
- Request does not duplicate any previously approved request (or closely duplicate to the point that an existing data transfer would be sufficient)
- Request complies with DMG-2009-003-IN: Coordinating Data Collections
- Request complies with DMG-2009-001-RR: Sharing Data with Researchers and DMG-2009-002-RR: Requests for Personally Identifiable Information (appropriate MOA and Confidentiality Agreements are signed by external subscribers)

**Related Documents:** Requirement to Publish, Data Flow Request and Approval Process, DMG-2008-001-DQ: Authoritative Data Elements, DMG-2009-003-IN: Coordinating Data Collections, DMG-2009-001-RR: Sharing Data with Researchers, DMG-2009-002-RR: Requests for Personally Identifiable Information, and DMG-2009-002-SE: Data Access Roles.

**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 the Enterprise Data Manager at 919-807-3241.

**Revision History:**

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.

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