

# Data Management Group Policy

## Communication Policy for the Data Management Group

**Policy Identification Number:** DMG-2009-001-CO

**Policy Name:** Communication Policy for the Data Management Group

**Effective Date:** 04-23-2009

**Approval Authority:** Data Management Group

**Statutory Reference:** None

**Policy Statement:** Key information<sup>1</sup> will be posted to the main Data Management Group (DMG) website and notification sent via email to the Superintendent's Leadership Council and to any authoritative data managers not represented on the DMG. DMG members are responsible for providing key information to all affected personnel in their business areas. In addition, changes to key information affecting the Local Education Agencies (LEAs) will be communicated via email to at least one representative in each LEA. Recipients will be chosen from among Superintendents, NCWISE contacts, Longitudinal Data System contacts, LEA Public Information Officers, or other Central Office staff identified by the DMG.

**Reason for Policy:** To specify the means and recipients of communications about new and revised data management directives, processes, and procedures.

**Policy Details and Related Documents:** No policy details currently relate to this policy.

**Related Documents:** For a full description of existing NC DPI communication policy, reference sections five and six of the North Carolina Department of Public Instruction's Procedures Manual.

- Section 5: Organizational Structure of Communications and Information Division, Community Service/Outreach, Information, Marketing, and Publications Production  
<https://intranet.dpi.state.nc.us/sso/compolicy1.pdf>
- Section 6: Web Site and Publication Sales  
<https://intranet.dpi.state.nc.us/sso/compolicy2.pdf>

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

Version #	Version Date	Source file	Description of Change	Author
002	07/31/09	N/A	Subtitle Addition	Lauren Furer

<sup>1</sup> Key information includes but is not limited to policy directives, manuals, data dictionary, governance, requests for feedback, etc.

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.