

Data Management Group Policy

Conducting Data Audits

Policy Identification Number: DMG-2008-002-DQ

Policy Name: Conducting Data Audits

Date Approved: November 20, 2008

Approval Authority: Data Management Group

Statutory Reference: N/A

Policy Statement: The Director, Policy and Strategic Planning is authorized to and responsible for determining the acceptable level of data quality and conducting data auditing / data profiling of the data produced or collected by the Department of Public Instruction (DPI) source systems. Annually, the Director will publish a data auditing / data profiling schedule for the DPI information technology systems. Each system will undergo an audit annually or as deemed necessary by the Director, Policy and Strategic Planning.

Reason for Policy: The quality of data in the various DPI source systems is subjective. In order to provide a more objective value, the DPI needs to conduct periodic data audits or data profiling to provide a longitudinal assessment of each system's data. Based on the results of the audits / profiling, steps can be taken to improve each system's data quality.

Policy Details and Related Documents: The Office of Policy and Strategic Planning will provide the results of the audits / profiling to the data manager to implement the needed corrective action(s).

Related Documents: The DMG Policy 2008-003-DQ, Data Audit/Data Profiling, provides details on implementing corrective actions to improve DPI.

Contacts: 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 | 3/16/09 | N/A | Removal of Name | KC Elander |
| 003 | 07/31/09 | N/A | Policy Number added to Related Doc | Kayla Mathis |

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.