

# Data Management Group Policy

## Implementing the Data Validation Process

**Policy Identification Number:** DMG-2008-005-DQ  
**Policy Name:** Implementing the Data Validation Process  
**Date Approved:** December 11, 2008  
**Approval Authority:** Data Management Group (DMG)  
**Statutory Reference:** N/A

**Policy Statement:** The authoritative source data business unit is responsible for and authorized to define, ensure the implementation, and enforce the validation process for the source system's inputs. This includes developing and implementing the process, and communication with the system users. For data under the purview of the DMG, the authoritative source data business unit validation details will be approved by the DMG. Upon approval, format, layout and validation methods for acceptance into the authoritative source system will be provided to the LEA and other data providers prior to policy enforcement. The authoritative source system data business unit is responsible for providing data validation details.

**Reason for Policy:** In order for a validation process to be implemented correctly within an authoritative source system, the business unit for that authoritative source system is best suited to oversee the implementation.

**Policy Details and Related Documents:** The authoritative source data business unit contains and/or has access to the resources with the business knowledge to create and implement the business rules that determine what data values are acceptable for entry into its authoritative source systems. These rules are the basic building blocks of the validation process. The authoritative source data business unit also understands the user base for the authoritative source systems and can best communicate to the user base any changes that are to be made to the authoritative source systems.

**Related Documents:** No documents currently relate to this policy.

**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	7/31/09	N/A	Additional of Subtitle	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.