

Data Management Group Policy

New Data Elements or Changes to Existing Data Elements

Policy Identification Number: DMG-2009-001-DQ

Policy Name: New Data Elements or Changes to Existing Data Elements

Date Approved: March 12, 2009

Approval Authority: Data Management Group (DMG)

Statutory Reference: N/A

Policy Statement: All additions of new data elements or changes / deletions of existing data elements to source systems must be reviewed and approved by the DMG. Consideration of additional data elements will rely on existing statutory, regulatory, policy requirements, and business requirements.

Reason for Policy: There are two primary reasons for this policy. First is the need to prevent duplication of data collection. Second is the need to ensure changes to data element details are identified so they can be communicated to appropriate parties.

Policy Details and Related Documents: The DMG is responsible for ensuring the addition, change, or deletion is in accordance with the Authoritative Data Elements Policy. The agency metadata will be updated to reflect all approved data changes. In addition, all approved data changes will be communicated in accordance with the DPI communication policy.

Related Documents: DMG Policies 2008-001-DQ Authoritative Data Elements and 2009-001-CO Communication Policy for the Data Management Group.

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.

Revision History:

Version #	Version Date	Source file	Description of Change	Author
002	7/31/09	N/A	Added policy numbers to related docs.	Lauren Furer

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.