

# Data Management Group Policy

## Master Data Calendar

**Policy Identification Number:** DMG-2009-003-DQ  
**Policy Name:** Master Data Calendar  
**Effective Date:** June 25, 2009  
**Approval Authority:** Data Management Group (DMG)  
**Statutory Reference:** N/A

**Policy Statement:** The office of Policy and Strategic Planning is responsible for creating and publishing a consolidated master calendar, detailing a schedule of data collection, and key points in time, pursuant to DMG-2009-002-IN. The calendar shall be published by the end of February of each year and updated as needed.

**Reason for Policy:** The sharing of authoritative data between source systems is key to reducing duplication of effort as it relates to collecting data. Knowledge and understanding of each system's collection and reporting timeframe will be critical to this initiative.

**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.

**Related Documents:** Policy DMG-2008-001-DQ Authoritative Data Elements.

**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

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.