



State of Louisiana

Division of Administration
Office of Technology Services

ENTERPRISE DATA MANAGEMENT

POLICIES & STANDARDS

(Preliminary Draft Edition)

Month dd, 2017

OVERVIEW

Louisiana’s data management strategy provides state agencies with a framework for the management and use of information resources. This framework is divided into two complementary components published as separate documents under the guidance of the Data Governance Influence Group (DGIG). The two component documents are:

- *Enterprise Data Management Plan*
- *Enterprise Data Management Policies & Standards* *** **This Document** ***

Enterprise Data Management Plan is the strategic component of the data management strategy. Through the *Plan*, the overarching vision, goals, functional framework, activities, roles and responsibilities, and evaluation metrics required to manage the State’s data assets are defined. The *Plan* provides the blueprint for the enterprise data management strategy.

Enterprise Data Management Policies & Standards is the tactical component of the strategy. *Policies & Standards* translates the conceptual ideas found in the *Plan* into tangible policies and standards which become the building blocks of the enterprise data management strategy. Data owners, stewards, custodians, and any other individuals or groups responsible for managing the State’s data, are obligated to adhere to these standards and policies.

At this point, it would be helpful to differentiate between the terms “policies” and “standards” as used in this document. Policies express in high-level terms the State’s data management objectives. Standards define the detailed specifications or rules required to implement policies. Together, policies and standards enable implementation of the data management strategy. To illustrate this relationship, suppose a policy states that all mission-critical data must be backed up for recovery and disaster recovery purposes. Implementation of the policy would be dependent on standards that define requirements such as frequency of backups, retention periods, backup locations, acceptable media options, and so forth.

Enterprise Data Management Policies & Standards is the official repository for Louisiana’s data related policies and standards. The Data Governance Influence Group is responsible for all content and must approve any additions, changes, or deletions prior to publication. Unless otherwise stated, a policy or standard becomes effective immediately upon publication.

POLICIES

The following data management policies have been approved by the Data Governance Influence Group. Adherence to these policies is incumbent upon the executive branch agencies of the State of Louisiana.

Policy #1 –

Policy #2 –

:

Policy #n –

STANDARDS

The following data management standards have been approved by the Data Governance Influence Group. Adherence to these standards is incumbent upon the executive branch agencies of the State of Louisiana.

Standard #1 –

Standard #2 –

:

Standard #n –

CONCLUSION

This concludes the initial edition of *Enterprise Data Management Policies & Standards*, the second of two documents comprising Louisiana’s enterprise data management strategy. Future editions will reflect modifications endorsed by the Data Governance Influence Group.