

ADS 551 - DATA ADMINISTRATION

Table of Contents

<u>551.1</u>	<u>Authority</u>	<u>2</u>
<u>551.2</u>	<u>Objective</u>	<u>2</u>
<u>551.3</u>	<u>Responsibility</u>	<u>2</u>
<u>551.4</u>	<u>Definitions</u>	<u>2</u>
<u>551.5</u>	<u>POLICY</u>	<u>3</u>
<u>551.5.1</u>	<u>DATA ADMINISTRATION</u>	<u>3</u>
<u>E551.5.1</u>	<u>Data Administration</u>	<u>3</u>
<u>551.5.1a</u>	<u>DATA DEFINITIONS</u>	<u>3</u>
<u>E551.5.1a</u>	<u>Data Definitions</u>	<u>3</u>
<u>551.5.1b</u>	<u>DATA AND META DATA</u>	<u>3</u>
<u>E551.5.1b</u>	<u>Data and Meta Data</u>	<u>3</u>
<u>551.5.1c</u>	<u>DATA STEWARDSHIP</u>	<u>4</u>
<u>E551.5.1c</u>	<u>Data Stewardship</u>	<u>4</u>
<u>551.5.1d</u>	<u>CENTRAL REPOSITORY</u>	<u>4</u>
<u>E551.5.1d</u>	<u>Central Repository</u>	<u>4</u>
<u>551.5.1e</u>	<u>CORPORATE CONTRACTS</u>	<u>4</u>
<u>E551.5.1e</u>	<u>Corporate Contracts</u>	<u>4</u>
<u>551.5.1f</u>	<u>PROPRIETARY APPLICATION SOFTWARE</u>	<u>4</u>
<u>E551.5.1f</u>	<u>Proprietary Application Software</u>	<u>5</u>
<u>551.6</u>	<u>Supplementary Reference</u>	<u>5</u>
<u>551.7</u>	<u>Mandatory Reference</u>	<u>5</u>

Major Functional Series 500: Management Services
ADS Chapter 551 - Data Administration

551.1 Authority

1. Federal Information Processing Standards Publications (FIPs PUB) 156
2. Information Resource Dictionary System (IRDS), 1989

551.2 Objective

To provide the framework for management of the Agency's [Data Administration](#) Program.

To provide the essential procedures for management and stewardship of the Agency's Data Administration Program.

551.3 Responsibility

1. The Director, Bureau for Management, Office of Information Resources Management (M/IRM/OD) is responsible for the Agency's Data Administration Program.

2. The Bureau for Management, Office of Information Resources Management, Information Policy and Administration Division (M/IRM/IPA) is responsible for proposing data for Agency organizations, coordinating development of corporate system [meta data](#), and publishing bulletins on new and revised meta data. M/IRM/IPA is also responsible for maintaining the [Corporate Data](#) Repository and for making the Repository available to end-user application designers and developers.

3. Heads of USAID's Bureaus/independent offices/overseas organizations: These officials have stewardship responsibility for data and meta data in information systems developed, maintained, and operated by their bureaus/independent offices/overseas organizations.

4. Agency Managers: Agency managers have stewardship responsibility for creation and maintenance of data, meta data, and corporate data.

551.4 Definitions (See [ADS GLOSSARY](#))

Central Repository
Computer Assisted Systems Engineering (CASE) Tools
Corporate Data
Corporate Information Systems
Data Administration
Data Stewardship
Meta Data

551.5 POLICY

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

551.5.1 DATA ADMINISTRATION

The Bureau for Management, Office of Information Resources Management (M/IRM) shall establish the policies, standards, and guidelines for the Agency's Data Administration Program. Included are all data created and/or used by USAID [corporate information systems](#), applications meeting criteria for corporate information systems, data physically stored on magnetic or other permanent, electronic media, and data developed by non-corporate systems resulting from processing corporate data.

E551.5.1 Data Administration

Data administration standards shall be available from M/IRM and accessible in the [Central Repository](#). The Bureau for Management, Office of Information Resources Management, Information Policy and Administration Division (M/IRM/IPA) shall maintain the Central Repository.

551.5.1a DATA DEFINITIONS

Data definitions shall comply with internal standards established by M/IRM's documentation guidelines. M/IRM shall comply with and enforce the conventions of the Model Computer Assisted Computer Engineering (CASE) Tools.

E551.5.1a Data Definitions

Agency personnel responsible for new corporate information systems development projects must request assistance from M/IRM in defining data content and definitions during the analysis and design phases of information systems development. M/IRM must assess such systems to ensure that data aspects of the systems conform to the Agency's information architecture and data administration policies and standards.

551.5.1b DATA AND META DATA

Data and meta data are the property of USAID and not individual organizations or employees. Data and meta data shall be managed with the same force as traditional assets, such as personnel, cash, inventories, etc.

E551.5.1b Data and Meta Data

M/IRM shall coordinate development of corporate system meta data and publish bulletins of new and revised meta data periodically to inform Agency managers of prospective developments which have potential to affect their organizations. M/IRM shall convene interested parties to discuss issues that arise, frame issues, and draft recommendations when issues require resolution by higher management.

551.5.1c DATA STEWARDSHIP

M/IRM shall coordinate proposals for stewardship of data for each Agency organization. In some cases, joint stewardship shall be appropriate. In cases of unresolved disagreement over [data stewardship](#), M/IRM shall refer disagreement through the hierarchy of management for resolution.

E551.5.1c Data Stewardship - N/A

551.5.1d CENTRAL REPOSITORY

The Central Repository shall be the single, authoritative source of information describing all Agency data processed by automated systems.

E551.5.1d Central Repository

M/IRM shall manage a central Agency-wide repository of corporate data definitions.

The Central Repository of corporate data definitions shall be implemented by a commercial software product which specifies a model for describing information resources called the Information Resource Dictionary System (IRDS) compliant with Federal Information Processing Standards (FIPS) 156.

The Central Repository shall store meta data describing characteristics of corporate data and valid codes to be used in application systems.

551.5.1e CORPORATE CONTRACTS

All contracts for development and maintenance of corporate automated information systems shall include contract deliverables to conform to the Agency's data administration policies and standards.

E551.5.1e Corporate Contracts - N/A

551.5.1f PROPRIETARY APPLICATION SOFTWARE

M/IRM shall assess proprietary software and associated issues relating to data administration.

E551.5.1f Proprietary Application Software

Agency personnel considering the purchase of proprietary application software packages for creation and maintenance of corporate data shall request assistance from M/IRM in performing evaluations prior to procurement.

551.6 Supplementary Reference - N/A

551.7 Mandatory Reference - N/A

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