UNIVERSITY OF CAPE COAST

SCHOOL OF ECONOMICS

DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY

COURSE: DATA CURATION AND MANAGEMENT PLANS

ASSIGNMENT TWO

INDEX: SE/DMD/24/0007

NAME: BAAH KWAKU RICHARD

QUESTION

● Outline Six (6) Data Quality Performance Indicators recommendable for meeting the vision of your institution.

● Identify and justify Five (5) Administrative Data Points your organization prioritize for achieving for archiving for the next five years.

►Six (6) Data Quality Performance Indicators

1. Accuracy

- Measures how closely data reflects the real-world objects or events it represents.
- Example: A customer's address in the database matches their actual residence.

2. Consistency

- Ensures that data is uniform across different systems or datasets.
- Example: A product price listed in the inventory system matches the price in the sales system.

3. Completeness

- Evaluates whether all required data is present.
- Example: All fields in a customer profile (name, email, phone number) are filled out.

4. Timeliness

- Assesses whether data is up-to-date and available when needed.
- Example: Sales data is updated daily to reflect current transactions.

5. Validity

- Checks if data conforms to defined formats, rules, or constraints.
- Example: A date field contains only valid calendar dates, not random text.

6. Uniqueness

- Ensures that each record is distinct and not duplicated.
- Example: No two customers have the same ID number in the system.

►Five (5) Administrative Data Points for archiving (with justification)

1. Employee Records

- **Includes**: Full name, employee ID, position, department, date of hire, and termination (if applicable).
- **Justification**:
  - Critical for **HR audits**, pension calculations, and legal compliance.
  - Supports **historical workforce analysis** and succession planning.
  - Required for resolving disputes or verifying employment history.

2. Meeting Minutes and Agendas

- **Includes**: Date, attendees, topics discussed, decisions made, and action items.
- **Justification**:
  - Serves as a **legal record** of organizational decisions.
  - Ensures **accountability** and continuity in decision-making.
  - Useful for **tracking progress** on strategic initiatives.

3. Financial Records

- **Includes**: Budgets, invoices, receipts, payroll data, and audit reports.
- **Justification**:
  - Required for **financial audits**, tax filings, and regulatory compliance.
  - Enables **trend analysis** and financial forecasting.
  - Protects against fraud and supports **transparency**.

4. Policy and Procedure Documents

- **Includes**: Organizational policies, standard operating procedures (SOPs), and compliance guidelines.
- **Justification**:
  - Ensures **consistency** in operations and decision-making.
  - Provides a **reference** for training and onboarding.
  - Supports **legal defense** in case of disputes or investigations.

5. System Access Logs and IT Records

- **Includes**: User login history, access permissions, software licenses, and data backups.
- **Justification**:
  - Vital for **cybersecurity audits** and incident investigations.
  - Helps monitor **data integrity** and prevent unauthorized access.
  - Supports **compliance** with data protection regulations (e.g., GDPR, HIPAA).