**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**

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**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).