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**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY  
MSc. DATA MANAGEMENT AND ANALYSIS (SANDWICH)**

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**Course:** DATA CURATION AND MANAGEMENT

**Assignment 2**

1. Outline six (6) data quality performance indicators recommendable for meeting the vison of your institution.

Data is said to be of quality when is fit for purpose. That is, when it is; Accurate, Complete in all directions of the phenomenon it describes, Reliable, Accessible, Timely and consistency

**Accuracy:** This clearly defines the extent to which the data collected reflects the real-world values and the missions and visions of the Chereponi District Assembly to help give a precise and well informed decision making.

**Completeness:** The data collected should absolutely be completed that is to say that all errors and missing values should all be fixed and clean so that the data will be fit for analysis.

**Timeliness:** This also measures how current or up-to-date and available the data is when it is needed.

**Consistency:** This shows the degree and uniformity the data is and how standard it is across different databases and systems

**Reliability:** This is to ensure that the data collected can be depended upon for accuracy over time, how reliable the data is builds confidence in data-driven processes and decision-making, which is crucial for sustaining and achieving the strategic objectives, core values and missions of the assembly.

**Accessibility:** The data should be readily accessible for use by stakeholders which will help the assembly to enhance its ability to respond to queries and enables more effective use of the data.

1. Identify and justify five administrative data points your organization should prioritize for archiving for the next five years.

Administrative data archiving is one of the major activities the ministry of local government is undertaking to ensure that the district assemblies go digital in their records and data archiving to ensure that data lost is reduced minimally. The following are some of the data the district assembly will prioritize in the next five years.

**Employee Records**

**Justification**: Employee records is very critical in every organization and the assembly is bent in keeping their staff records to inform staff management, some of them includes employment history, performance evaluations, and training records, which are critical for Human Resource management, legal compliance, and workforce planning. Making sure in archiving these records ensures the institution maintains a comprehensive history of its workforce, and this will help in future planning.

**Financial Transactions**

**Justification**: Archiving financial transactions which includes budgets, expenditures, and financial audits, to foster transparency, accountability, and regulatory compliance, which will also build financial confidence in the assembly and for future use of such archive data.

**Institutional Policies and Procedures**

**Justification**: Archiving these institutional policies and procedures provide a framework for consistent operations and governance, these documents are to preserve the institutional memory, ensures continuity, and supports future policy development or revision efforts. It is also essential for compliance with the Ministry of Local Government Decentralization and Rural Development (MLGDRD) regulatory standards.

**Project and Program Records**

**Justification**: Documentation of past and ongoing projects and programs, including proposals, progress reports, and outcome evaluations, is very vital for the assembly as well as future projects. So archiving these records ensures that the assembly will be able to evaluate past successes and challenges, and how they can improve upon future ones.

**Legal and Compliance Documents**

**Justification**: Legal communications, compliance reports, contracts, and agreements are essential for safeguarding the interests of the assembly and making sure it complies with regulations. By preserving these records, the assembly can make sure it has a trustworthy source of information on legal and compliance issues are crucial asset in legal disputes and audit situations.