**UNIVERSITY OF CAPE COAST**

**COLLEGE OF HUMANITIES AND LEGAL STUDIES**

**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**

**MSc. DATA MANAGEMENT AND ANALYSIS (SANDWICH)**

**DMA820S: DATA CURATION AND MANAGEMENT**

**ASSIGNMENT TWO**

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**QUESTIONS.**

**Outline six (6) Data quality performance indicators recommendable for meeting the vision of your institution (One Page**

**Identify and justify five administrative data points your organization should prioritize for archiving for the next five years (1 Page)**

An institution's vision must be in line with the six data quality performance indicators (DQIs), which guarantee that the data is accurate, dependable, and helpful for making decisions. Sustaining high standards for data quality requires these indicators. An overview of the six suggested data quality performance measures is provided below:

1. **Data Accuracy** evaluates how closely data resembles the actual objects or events that it is meant to represent. Proper data guarantees smart and dependable decisions based on the data. Inaccurate information might result in incorrect judgments and poorly thought-out tactics.
2. **Data Completeness** assesses how much of the dataset contains and accounts for all necessary data. Completeness is necessary for in-depth reporting and analysis. The absence of data can distort analysis and result in insufficient insights.
3. **Data Consistency** evaluates the consistency of data between various datasets and systems to make sure there are no inconsistencies or contradictions. Maintaining confidence and coherence in reporting is contingent upon stakeholders receiving identical information across all platforms, which is ensured via consistent data.
4. **Data Timeliness** evaluates the availability and timeliness of data when it comes to decision-making. Making judgments based on up-to-date and pertinent information requires timely data. Inadequate data accessibility can result in reactive tactics or lost opportunities.
5. **Data Integrity** refers to the reliability, correctness, and consistency of data at all stages of its lifespan, including transport, storage, and retrieval. For data to remain accurate and dependable throughout time, it must remain intact and unaltered, which is ensured by high data integrity.
6. **Data Usability** evaluates how simple it is for stakeholders to obtain, comprehend, and apply data for the intended purpose. By making data easily accessible and understandable to those who require it, usable data improves the efficacy of initiatives that are driven by data.

**Conclusion**

Any organization working toward its goal should consider implementing these six data quality performance indicators: data accuracy, completeness, consistency, timeliness, integrity, and usability. An organization can guarantee that its data is of the greatest quality, facilitating well-informed decision-making and fostering success, by concentrating on these metrics.

In determining which administrative data points should be archived first over the following five years, it is important to take future use, regulatory requirements, and strategic importance into account. The following five important data points, together with the explanations for each, should be archived in the order listed below:

1. **Employee Records:** For legal compliance, audits, and human resource management, employee records—including employment contracts, performance appraisals, payroll information, and disciplinary actions—are essential. By archiving these documents, the company may make sure that it can eventually react to questions, disagreements, and regulatory audits about employment. These documents are also necessary for forecasting future personnel requirements and comprehending labor trends.
2. **Financial Transactions and Accounting Records:** To comply with financial requirements and to facilitate future audits, financial data, including invoices, purchase orders, receipts, expense reports, and general ledger entries, must be preserved. In addition to supporting financial reporting and offering a historical financial perspective, these records are essential for tax compliance. By archiving them, you can be sure that the company can continue to run its finances transparently and with integrity.
3. **Contractual Agreements and Legal Documents:** Protecting the organization's legal interests requires contracts with suppliers, partners, and consumers as well as legal papers including service-level agreements (SLAs), intellectual property (IP) agreements, and non-disclosure agreements (NDAs). By archiving these records, the company makes sure it has an accurate record of its rights and obligations, which is important for renegotiating contracts or in the event of legal problems. Additionally, these documents help with strategic planning and business relationship continuity.
4. **Customer and Client Data:** To sustain long-term connections and comprehend consumer behavior, customer data—such as contracts, service agreements, communication logs, and transaction histories—is essential. Data archiving facilitates future communications with customer service, marketing plans, and product development. Additionally, access to past customer data can offer perceptions of consumer preferences and market trends, both of which are critical for making strategic decisions.
5. **Compliance and Regulatory Records:** Compliance-related data, such as safety inspections, environmental audits, certifications, and regulatory filings, must be archived to meet industry-specific legal requirements. This data is often subject to stringent retention policies and can be required for future regulatory reviews or legal inquiries. Archiving these records ensures that the organization remains compliant and can demonstrate adherence to regulatory standards over time.

**Conclusion**

The organization will be ready for future legal, financial, and strategic demands if it gives priority to archiving personnel records, financial transactions, contractual agreements, customer data, and compliance documents. These data points are critical elements of a strong archiving strategy since they are necessary for preserving operational continuity, legal compliance, and strategic decision-making.