Part 2

Dear [name of new director],

Congratulation on your new role as a director of our company. As you might not be familiar with data curation, I am writing this to convince you to please continue funding on the data curation department.

According to UIUC computer science professor Allen Renear, Data Curation is part of Data Science. He stated that “Data Science = Data Curation + Data Analytics”. Data analytics is employing specific techniques to extract knowledge from data and Data Curation is ensuring that data can be efficiently and reliably found and used. Data Curation is to prepare the data better use in Data Analytics stage.

For this letter, I am going to introduce two different aspects of Data Curation: Policy, Metadata, and Preservation.

First one is preservation. Preservation ensures that data will be understandable and useable in the future. Our company generate a lot of data in daily basis. For example, transactions for each customer, complaints from customers, internal documents, etc. These data can be used by different department in the company. Marketing and logistics would require the same set of data. Preservation implies standardize formatting and reusability of data. Data can be stored in the cloud and there would be easy access in the future.

Second one is Metadata. Metadata tells you the data’s information. Metadata can helps answer the question that where these datasets coming from. Also, it helps you understand and analyze the data. Without Metadata, it is harder for further used – since you don’t know how to cite them.

Third one is Policy. Policy ensures data is protected. The guidelines indicate which data can be used for analyzing and protect company’s privacy. Besides, policy can avoid violation of state, federal’s regulations. Policy can avoid lawsuits in the future and protect company’s assets.

Therefore, Data Curation is the most important part in Data Science field. Please continue support and funding Data Curation department.

Best regards,

Pui Sze Pansy Ng