

**DIN: 1020-1-01**  
**Title of Policy: Data Integrity**

**Policy**

To assure information accuracy for reporting and for planning purposes, Northwest Technical College will utilize best practices for data input. This will include following protocols outlined in documented processes and procedures and conducting ongoing monitoring and problem-solving.

**Purpose**

To ensure data accuracy and consistency of process.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Provost	Ensures policy compliance. Approves data reporting forms before submission.
Supervisors	Ensure compliance with this policy by all individuals whose job entails collecting, entering, and reporting data. Ensures that key processes and procedures are documented in accordance with college policy and utilizing the College's Policy Management System format. Implement Data Integrity Problem-Solving Process when data integrity issues are encountered. Support employees' attendance at needed data trainings.
Data users	Ensure implementation of good data practices when entering data and pulling data from data systems, including the MnSCU supported data systems. Attend trainings when necessary, participate in MnSCU listservs that are designed to keep data users up to date. Check the MnSCU Information Technology support sites for ISRS and other data system updates.
Data End Users	When data integrity issues are encountered, report any such issues to the Data Steward. Such issues could be the receipt of inaccurate, incomplete, or misleading information produced by the data.

**Supporting References**

Listed below are college document(s) that support this policy:  
 1020-2-01 Data Integrity Problem-Solving Process

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 11:46 AM
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Title: Data Integrity			Implementation Date:
Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:	