ITDM-0.1 DATA MANAGEMENT POLICY

Responsible Business Unit: IT

Affected Business Unit: All

Created by: Chris Pofahl

Creation Date: 2/25/17

Effective Date: [Effective Date]

Expiration Date: [Expiration Date]

Introduction

Data Management governs the lifecycle of data. The lifecycle of data includes creation, storage, retention, archiving, and retirement. Data Management controlled progression of data to and from each stage within its lifecycle.

Definitions
   a. **Retention:**
   b. **Archiving:**
   c. **Retirement:**
   d. **Storage:**
   e. **Secure:**

Purpose

Information maintained by City of Waukesha is a vital asset that will be available to all employees and citizens who have a legitimate need for it, consistent with City of Waukesha's responsibility to preserve and protect such information by all appropriate means. The City of Waukesha has various data retention and archiving requirements to meet statutory compliance. In the event that City of Waukesha becomes involved in litigation or business disaster recoveries that requires access to original data to protect City of Waukesha's interests or those of our employees, and/or citizens, data must be stored, secured, retained, and archived appropriately and available for retrieval.

Scope

1. **Policy Justification**
   a. This policy related document insures the integrity, availability, and security of the City of Waukesha Wisconsin's digital assets.
2. **Affected Staff**
   a. All City departments, offices, divisions, and agencies
   b. All represented and non-represented employees, contractors, and temporary workers
3. **Significantly Related Documents and Policies**

      a. ITBK-SOP 0.1 Data Backup Procedure
      b. ITDA-SOP 0.1 Data Archiving Procedure
      c. ITRT-SOP 0.1 Data Retirement Procedure
      d. ITRM 0.1 Removable Media Policy

4. **Policy Maintenance**
      a. Review this policy annually by Information Technology Board

5. **Policy Statement**
      a. All data must be stored on the City's network.
      b. All data must be backed, retained, archived in accordance with statutory requirements.

6. **Standards Supporting this Policy**
      a. ITIL

7. **Enforcement**
      a. Process Violation – See City of Waukesha HR Policy *B20 - Software Usage and Standardization* approved this 2nd day of February 2010.
      b. Additionally, see related regulation enforcements (governance, security, regulatory, HIPPA, SOX, ITIL, ISO, COBIT, Homeland Security, State of Wisconsin, Federal Government, etc.) as applicable.

8. **Procedures Enforcing this Policy**
      a. ITBK-SOP 0.1 Data Backup Procedure
      b. ITDA-SOP 0.1 Data Archiving Procedure
      c. ITRT-SOP 0.1 Data Retirement Procedure

ITDM-0.1 DATA MANAGEMENT POLICY Approval

The Person(s) listed below approve this ITDM-0.1 DATA MANAGEMENT POLICY for IT use on the date specified.

Approver Name	Approved On
[Approved by]	[Approved]