October 2024 Data Audit Workstream Report

1. **Overview**

   - This month's Data Audit Workstream focused on several key initiatives, including progress on application documentation, updates to the Data Governance Policy, and the development of a Data Retention Schedule. Additional discussions were held regarding analytics platforms and upcoming product demos.

2. **Application Documentation Progress**

   - Continued efforts to document College data applications.

   - Newly identified applications include CourseDog, Cardinal Tracking, and GotoCollegeFairs.

   - The team is now focusing on capturing smaller, under-reported applications tied to individual staff members.

   - A review of the documented applications was requested to ensure accuracy before finalizing the data audit.

3. **Data Governance Policy Review**

   - Updates were made to the existing Data Governance Policy to align with current practices.

   - There is a proposal to form a Data Governance Advisory Group composed of workstream members.

   - The policy will be reviewed further by team members and submitted to LITS and senior leadership for approval.

4. **Data Retention Schedule Development**

   - An initial draft of the Data Retention Policy was presented, and feedback was solicited on retention periods and disposal methods.

   - The initial retention schedule has been uploaded and is now available for workstream members to review.

   - Discussions focused on secure (e.g., shredding) and common (e.g., regular trash) disposal methods for records, with an emphasis on developing a better management solution for permanent records such as pre-1996 transcripts.

5. **Analytics Platform Exploration**

   - Two analytics platforms, Jenzabar Analytics and Data ScaffoldX, were discussed, with upcoming product demos being planned.

6. **Next Steps and Action Items**

- **All members**: Review the documented applications and provide feedback to ensure accuracy, completing the data audit process.

- **All members**: Finalize comments on the Data Governance Policy and submit it for review.

- **All members**: Reach out to colleagues at other institutions to gather insights on analytics platforms.

- **Matt**: Schedule demos for Jenzabar Analytics and Data ScaffoldX.

- **All members**: Review the drafted Data Retention Policy, focusing on retention periods and disposal methods, and provide feedback.

- **All members**: Review and revise the Retention Schedule as necessary.