Data Management Survey
Definitions

Applicant Information: Applicant information for staff positions. (General Survey, Personnel, Data p. 4)

Appointed Staff Information: "Appointed staff" – Support Staff, Service Maintenance, Professional, Food Service, etc. Includes address information, demographic data, etc. (General Survey, Personnel Data, p. 4)

Backup Procedures: The act of creating an extra copy of data resident on the internal storage device of a computer and placing that copy in a secure location remote from the site where the computer is located. (Detailed Survey, Risk Management, p. 4)

Budget Data: Within each type the elemental record key is fiscal year, chart of accounts, account, sub-account, object type, object, and sub-object. In addition, the budget administration function requires the use of labor data. FMS is the office of record for labor data, which include actual and encumbered amounts at the person/chart/account/sub-account/object/sub-object level, plus various aggregations. In addition, there is the July 1 salary list, which the University Budget Office does "own," and the CSF Tracker data set, which maintains base rates for positions/people at a detailed level. (General Survey, p. 1)

Campus: A campus system is primarily used and restricted to a single campus. Its data and usage is limited to a single campus. Examples would include campus Email system. (Detailed Survey, General User Information, p. 2)

Contracts: Refers to negotiated pricing, payment terms, delivery, etc between Indiana University and a vendor. (General Survey, Purchasing Data, p. 4)

Data Managers: University officials and their staff who have operational-level responsibility for information management activities related to the capture, maintenance, and dissemination of data are considered data managers. Among the responsibilities of the data managers are any data administration activities outlined in these Guidelines which may be delegated to them by the data stewards. (General Term)

Data administration: The function of applying formal guidelines and tools to manage the University’s information resource is termed data administration. Responsibility for the activities of data administration is shared among the Data Stewards, Data Managers, and the University Information Technology Services Data Administration (UITS/DA) organization. (General Term)

Data Type: This is the type of date from the choices on the General Data Management Survey (Alumni Data, etc.) (Detailed Survey, General Data Information, p. 1)
**Department:** A departmental system is primarily solely used by one organizational unit (i.e. school, subunit, administrative unit, etc). It is usually not accessed beyond the department. Examples would be an internal time tracking system, Optometry system, UITS billing system. (Detailed Survey, General User Information, p. 2)

**Documentation:** Description of how an information system works from either a technical or end-user standpoint. Examples: procedure manual, retention schedule, or organizational chart. (Detailed Survey, p. 5)

**External:** A system or data that is accessed and used system wide and by external parties. (Detailed Survey, General User Information, p. 2)

**Facilities Project/Maintenance Data:** Facilities Maintenance Data, Facilities Project/New Construction Data, Facilities Cost Data. (General Survey, Physical Facilities Data, p. 4)

**Facilities Space Inventory Data:** Building & Room Inventory, Teaching Room Utilization, ADA Facilities Data, IU floor plan & maps. (General Survey, Physical Facilities Data, p. 4)

**Faculty Information:** Includes faculty appointment information (including tenure and sabbatical info) as well as addresses, etc. It also includes appointment information for AI's, TA's and GA's. (General Survey, Personnel Data, p.4)

**File Plan:** A logical order of documents or files; an arrangement or scheme by which all documents may be stored. (Detailed Survey, Documentation, p. 5)

**General Data Format:** This is the categorization from the General Data Management Survey (Paper, Computer files, etc.) (Detailed Survey, p. 1)

**Hourly Staff Information:** Includes address information, demographic data, etc. (General Survey, Personnel Data, p. 4)

**Instructional Effort Data:** Records of what faculty or other employee teaches what classes and how much of each employee's time is spent on whatever sections taught. The data are quite detailed, with records for each employee/account number/section number key. (General Survey, p. 2)

**Migration/Conversion:** Periodic transfer of digital material from one hardware/software configuration to another, or from one generation of computer technology to a subsequent one. (Detailed Survey, Reformatting, p. 5)

**Multi-campus:** A multi-campus system is used and restricted to 2 or more campuses. Its data and usage is limited to a 2 or more campuses. One example is ERA which is used by IUPUI and BL. (Detailed Survey, General User Information, p. 2)
**Personnel Data:** Personnel data can include the following types of data (Academic Titles and Faculty Tenure Status would be recorded only for faculty): Biographic/Demographic Data, Address Data, Appointment Data, Appointment Funding Data, Service Data, Academic Titles, Faculty Tenure Status, Benefit Plan Enrollment Data, Dependent Data (General Survey, p. 4)

**Proprietary System:** Held under copyright by a private person or company. (Detailed Survey, General Data Information, p. 2)

**Public Data:** Elements of Indiana University's Institutional Database that are available to the general public, including to those outside of Indiana University. (Detailed Survey, Data Access, p. 3)

**Reformatting:** Copying records on new storage media, new storage format – independent of changes in the application environment. (Detailed Survey, p. 5)

**Restricted/Limited-Access data:** Elements of Indiana University's Institutional Database that, because of legal, ethical, or other externally-imposed constraints, may not be accessed without specific authorization or to which only limited access may be granted. (Detailed Survey, Data Access, p. 3)

**Specific Format:** For example, receipts, publications, file formats (.doc, .xls, etc), CD-R. (Detailed Survey, General Data Information, p. 1)

**System Administration:** The function of maintaining and operating hardware and software platforms is termed system administration. Responsibility for the activities of system administration may belong to University Information Technology Services or to other divisions or departments within the University. (Detailed Survey, General Data Information, p. 2)

**System Maintenance Log:** Records changes in hardware, software, documentation or procedures to a production system designed to correct errors, meet new requirements, or improve processing efficiency. (Detailed Survey, Documentation, p. 5)

**System-wide:** A system that is used system wide by all campuses. Its data and usage is accessed by persons on all campuses. Examples would include TOPS, BARS, FAMS, FIS, etc. (Detailed Survey, General User Information, p. 2)

**Tax Status Data:** Includes marital status, exemptions, visa information, tax treaty information. (General Survey, p. 3)

**University-Internal Data:** Elements of Indiana University's Institutional Database that may be accessed by all employees of the University, without restriction, for the conduct of University business. (Detailed Survey, Data Access, p. 3)