PM-14-009
Data Lifecycle Management

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Management of business data through its lifecycle

PURPOSE
There is a natural lifecycle of electronic business data consisting of the steps of creation, storage, usage, update, archive and disposal. An enterprise may also share data among various users rather than supporting multiple lifecycles for the same data. Unless a formal lifecycle for electronic business data is proceduralized across an enterprise, the organizations within the enterprise typically incur additional unnecessary expenses at each step of the lifecycle. Beyond the additional costs due to creation, storage and update of duplicate business data, there may be additional costs due to factors such as, but not limited to, unnecessary archival, inappropriate back-up, unnecessary retention of data for the possibility of litigation, and using more costly storage media than needed.

The purpose of this policy is to provide for baseline standardized practices for agency data management and to provide best practices for agencies' electronic record keeping

SCOPE and AUTHORITY
Information Technology Policies, Standards and Guidelines (PM-04-001)

POLICY
Data Lifecycle Management (DLM) is a policy-based approach to managing business data throughout its life cycle: from creation and initial storage to the time when data becomes obsolete and is disposed of. Agencies shall incorporate Data Lifecycle Management relative to their business information systems' data. Data Lifecycle Management shall be implemented as follows:
1) State of Georgia Data Lifecycle Management and associated support processes and procedures shall be aligned to industry best practices.
2) The Georgia Technology Authority shall publish appropriate standards to specify the minimum requirements for agency processes and procedures, and issue guidelines to illustrate their use.
3) Data Lifecycle Management shall encompass the functions of electronic business data creation, data usage, data sharing, data update, data archiving, data storage, and data disposal.

REFERENCES

Georgia Records Act is found in the Official Code of Georgia Annotated (O.C.G.A.) 50-18-90

Georgia Technology Authority is provided authority over data management in O.C.G.A. 50-25-1 et seq.

TERMS

Data – Any representation of facts, concepts or instructions (structured, semi-structured or unstructured) in a formalized manner suitable for communication, interpretation or processing by people or by machines

Electronic Business Data – An electronic representation of data used to plan, record, manage, operate, report, decide and predict an organization's performance of its mission

Data Lifecycle Management - a policy-based approach to managing business data throughout its lifecycle