## 

The data management plan (DMP) template is a guide for Australian Government agencies to develop data management plans to support their information and data governance requirements. We expect that the template will be changed, and we encourage you to let the [Agency Service Centre](https://www.naa.gov.au/information-management/agency-service-centre) know of any improvements you make so they can be shared with other agencies.

The DMP template can be used to manage datasets created through a business area, activity or project.

We recommend that you apply your agency’s relevant frameworks and policies to help you finish each DMP.

This template may be converted into other formats or help inform the configuration of automated tools for setting up data management plans across large scale activities.

More advice from National Archives of Australia on [retaining, managing and disposing of datasets](https://www.naa.gov.au/information-management/disposing-information/retaining-managing-and-disposing-data-and-datasets) is available online.

**Data Management Plan Template**

National Archives of Australia

21 February 2022

**Title [e.g. Employment projections 2021-2031: data management plan]**

***[Day Month Year]***

***[Unique identifier/document reference no./ persistent identifier]***

# Overview

## Purpose

*Include a high-level statement about why the DMP is necessary. How will it be used to manage the data over time to ensure it is fit for purpose, trusted and understood?*

*Explain why you are collecting or creating data and how it supports an activity, project or business area. This information may include:*

* *links to planning documentation such as project proposals or project management plans*
* *links to your Agency’s Dataset Register*
* *links to your Agency’s Dataset Valuation Framework*
* *other projects or key business areas the data supports.*

## Timeline

*Identify and document how long the data will be collected for. Consider:*

* *the start and end points of the project or activity that is generating the data as well as any historical versions of the metadata available*
* *data that needs to be managed indefinitely as it has no end date*
* *collection points, when data will be added to or updated*
* *if the DMP will be subject to regular reviews or when a new one will need to be created*
* *data retention periods.*

## Data owners and stakeholders

*Identify who is responsible for the data/datasets. This should be specific to the activity, project or business area that the DMP supports. Detail the decision-making authority. Examples are provided in the table below.*

*You could also include links to a delegations framework or instrument.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Business area** | **Email** |
| **Data steward/s** - for larger or more complex projects or activities, an executive/lead data steward role may be required for oversight over multiple stewards  *Responsible for ensuring data is used and managed as required* |  |  |  |
| **Senior records/information manager**  *Responsible for ensuring information management requirements are met* |  |  |  |
| **Data owner**  *Has the authority to make decisions about the data* |  |  |  |
| **Data custodian**  *Responsible for the data’s technical environment* |  |  |  |
| **Data/information/records manager**  *Generate, access and update the data in daily activities* |  |  |  |

*TIP: Consider using the National Statistical Service* [*Checklist for Custodians*](https://statisticaldataintegration.abs.gov.au/roles-and-responsibilities/data-custodians/a-checklist-for-data-custodians) *and* [*Authorisations to release identifiable data*](https://statisticaldataintegration.abs.gov.au/topics/legal-and-policy-considerations/authorisation-to-release-identifiable-data/)*.*

## Related policies and guidelines

*List the policies and guidelines that the DMP is supporting. These may include*:

* *data management practices such as metadata development, data modelling, and data quality management*
* *information or data management policy*
* *storage strategy*
* *preservation strategy*
* *privacy policy*
* *information security policy*
* *research data policy*
* *data access or sharing, for example: in accordance with the Data Availability and Transparency Act (DATA) scheme.*

1. **Data collection**
   1. **Data description and collection methods**

*Provide a brief description of the data that will be used specific to the activity, project or business area that the DMP supports. This information should include:*

* *types of data collected, for example: reports, transcripts, interview audio recordings*
* *list of datasets that will be collected or created*
* *how data will be collected or created*
* *any existing data that will be reused*
* *agreed data formats for created or collected data*
* *expected volume for all data collected or created that will require storage.*

*TIP: Consider your long-term* access and *preservation strategies. Use file formats that support these requirements.*

## Data standards and organisation

*Consider how you will arrange and organise your information and data. Detail the standards (including external metadata standards and agency agreed metadata) that will be used for collected or created data. This may include:*

* *an overview of the dataset, including the data source (name of the agency), the purposes for which the data was collected, and information on the file structure (e.g. flat file, relational database)*
* *the scope of the dataset, e.g. the scope for hospital data might be every episode of care for every admitted patient in selected hospitals*
* *the coverage of the dataset, e.g. the data might be collected for certain states or territories, or might relate only to particular types of organisations, such as public hospitals*
* *a list of the data items available and explanations of any codes and derivations used*
* *the collection history, e.g. reference any changes in the collection of data over time that will affect the comparisons that can be made*
* *any relevant definitions*
* *where appropriate, a copy of the collection instrument*
* *agreed data formats*
* *folder structure and location of where the data will be kept*
* *naming and filing conventions for data and documents*
* *versioning conventions for data and documents. This is particularly important when there are unclear processes for versioning content, or when systems that manage the content do not have versioning functionalities*
* *data flow maps*
* *a description of the rules controlling the integrity, security, quality and use of the data throughout its lifecycle.*

*TIP: Naming, filing and versioning conventions can be used to clarify inadequate or unclear metadata.*

*Use the metadata standards used in your agency’s information management systems, information asset register, data catalogue and metadata registry.*

*TIP: Consider the time and resources for updating and maintaining metadata when planning and budgeting for research projects.*

# Data storage and disposal

## Data storage and location

*Document where the data will be stored and what system/s will manage the data. This information should include:*

* *storage locations both internal and external to the agency*
* *how data will be accessed over time and the systems used*
* *how historical data will be managed and maintained*
* *back-up and recovery plan details or a link to your internal documentation.*

## Data disposal (keep, destroy or transfer data)

*Document the* [*disposal requirements*](https://www.naa.gov.au/information-management/disposing-information/retaining-managing-and-disposing-data-and-datasets)*. Use your agency’s records authority for guidance on making decisions to keep, destroy or transfer the data to the National Archives. Consult with your agency’s information / data / records management team if you are unfamiliar with implementing records authorities.*

*Details here should include:*

* *disposal classes for the data and the link or details for the relevant records authority*
* *destruction methods*
* *scheduled destruction dates*
* *the data’s potential reuse value. If it does not align to your records authority, consult your agency’s information / data / records management team.*
* *listing datasets that are identified as content to be retained as national archives (RNA).*

## Data preservation

*Document the preservation requirements. Details here may include:*

* *listing datasets that are identified for long-term storage (preservation)*
* *listing the technological obsolescence requirements (to ensure the ongoing accessibility of these assets)*
* *preservation systems and storage locations (if different to general storage and access locations).*

# Data privacy, ethics and security

## Privacy

*Summarise the* privacy *implications of data created, collected or published.*

*Refer to privacy principles outlined in the Office of the Australian Information Commissioner’s* [*APP Guidelines*](https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines) *and* [*Australian Government Agencies Privacy Code*](https://www.oaic.gov.au/privacy/privacy-for-government-agencies/australian-government-agencies-privacy-code/)*.*

*Information may include:*

* *listing key data that contains private and sensitive information*
* *the Privacy Impact Assessment (PIA)*
* *listing key data that is identifiable – where an individual’s identity can be reasonably ascertained.*

## Ethics

*Consider any ethical issues not covered elsewhere in the DMP. Refer to any relevant ethics committees and documentation.*

## Security

*Document the security classification and access level for aggregate or individual datasets or documents. This information must align with your agency’s security classification of information. Refer to the* [*Protective Security Policy Framework (PSPF)*](https://www.protectivesecurity.gov.au/) *which includes Australian Government requirements for* [*sensitive and classified information*](https://www.protectivesecurity.gov.au/information/sensitive-classified-information/Pages/default.aspx)*.*

# Publishing and sharing

## Data publication

*Will the data be published? Information here may include:*

* *publishing locations, including URL links, for example: links to your agency’s website, datasets on data.gov.au, repositories for joint projects or online resources for communities of practice*
* *listing of datasets that are identified as open data*
* *licencing for reuse and attribution that will be published with your agency’s data*
* *licensing and contract agreements granted to your agency by others including data custody arrangements, ownership, intellectual property considerations and appropriate terms of use*
* *open data principles as part of general licensing and terms of use*
* *standards and agreed formats for publication and exchange.*

## Data sharing

*Document any data sharing agreements that cover the data created for the activity, project or business area the DMP supports. Information listed here may include:*

* *identifier or link to data sharing agreement documents*
* *key dates* for *the data sharing agreement such as start and end dates*
* *any expected challenges or identified risks.*

*TIP: Consider the Office of the National Data Commissioner’s* [*data sharing agreement template*](https://www.datacommissioner.gov.au/data-management/data-sharing-agreement) *and the Department of the Prime Minister and Cabinet* [*Best Practice Guide to Applying Data Sharing Principles*](https://www.pmc.gov.au/sites/default/files/publications/data-sharing-principles-best-practice-guide-15-mar-2019_0.pdf)*.*

# Endorsement

*Provide evidence of senior management endorsement. This may be a brief paragraph, dated and signed by the project sponsor, project manager or the senior records, information or data manager for your business area.*