



United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
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EMS TRANSMISSION 08/31/2009  
Instruction Memorandum No. OR-2009-051  
Expires:

To: DMs, DSDs, Branch and Staff Chiefs

From: State Director, Oregon/Washington

Subject: Data Management Roles and Responsibilities DD 9/30/2009

**Program Area:** All program areas.

**Purpose:** To establish roles and responsibilities to support data management in Oregon/Washington (OR/WA) Bureau of Land Management (BLM) and to reinforce and clarify the importance of data stewardship.

**Policy/Action:** All OR/WA employees must fulfill certain data management responsibilities. These include:

- Following the BLM General Records Schedule on disposition of data when no longer needed.
- Following established data standards when collecting/storing data.
- Participating in data standards development activities when asked to do so.
- Maintaining any data you are responsible for at a quality level that meets the BLM's mission requirements (required quality should be defined by the applicable data standard).
- Maintaining documentation (metadata) about data that you are responsible for.
- Updating the State Data Inventory as needed, in coordination with the appropriate data steward.

There are specific roles and responsibilities (in addition to those listed above) for those employees with designated data management roles at either the state or field office levels (see Attachment 1).

Please see Attachment 2 for references that provide more detail on how to accomplish these responsibilities.

Data management responsibilities vary depending on the development phase of a dataset or database. For instance, a dataset in the data standard/initial data creation phase requires more attention from data stewards and their supporting teams (see Attachment 1) than does one that is in an operations and maintenance phase. The State Data Administrator; in coordination with State Data Stewards, database managers, and Geographic Information System (GIS) coordinators; will develop a list of datasets and map responsibilities based on the phase the dataset is in and post that list to the OR/WA Data Management SharePoint site:

<http://teamspace/or/sites/datamgmt/DataMgmtDocs/Roles.xlsx>.

This list will be populated over time with the majority of the work to be completed by 9/30/2009.

**Timeframe:** This Instruction Memorandum is effective immediately.

**Budget Impact:** Good data management practices save money in the long run. Some data stewards are performing data steward activities now. All employees that create or use data have a responsibility to maintain good data use and handling habits. Supervisors need to allocate resources to ensure data stewardship responsibilities are met and maintained to ensure the integrity of the OR/WA data investment.

**Background:** The collection, compilation, and management of data are inherently central to our role as a land management agency. Data must be collected, organized, and managed to standard protocols in order for us to undertake our mission and complete our work. The BLM data systems include national, state, and local databases, including spatial data. The coordination and management of these data systems is an ongoing priority. The BLM recognizes that its data and the processed information derived from them are a very significant and valuable resource. Data collected in the course of doing business in all organizational units of the BLM are owned by the BLM. These data represent information assets of the BLM and are critical to its ability to achieve successful implementation of the strategies outlined in Annual Work Plans. The BLM will protect its investment in data and its derived applications to ensure that they are efficiently managed and accessible in useful forms. It is a requirement of BLM Manual 1283 that every employee be responsible for the quality, integrity, relevancy, accuracy, and currency of the data he/she creates, collects, or maintains, whether the data are in manual or automated format. Managers and Stewards need to employ good data management practices to manage the data collected and maintained by their program specialists. The program specialist who uses, manages, and distributes the data must ensure that they are collected according to the standards of his/her profession and maintained to ensure accuracy and integrity.

**Manual/Handbook Sections Affected:** None. Related to BLM Manual 1283 (Data Administration and Management) and Manual Handbook H-1283-1.

**Coordination:** Coordinated with Stan Frazier, OR/WA State Data Administrator, State Data Stewards, and GIS Coordinators.

**Contact:** Questions may be referred to Stan Frazier, OR/WA State Data Administrator, at 503-808-6009, [Stan\\_Frazier@blm.gov](mailto:Stan_Frazier@blm.gov), or Jan McCormick, IT Management Analyst, at 503-808-6675, [Jan\\_McCormick@blm.gov](mailto:Jan_McCormick@blm.gov).

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you with assistance in this matter.

Signed by  
Michael S. Mottice  
Associate State Director

Authenticated by  
Paj Shua Cha  
Records Section

2 Attachments

- 1 – Data Management Roles and Responsibilities (2pp)
- 2 – Data Management References (1pp)

Distribution

OC-120 (Rhinehart)

## ATTACHMENT 1

### Data Management Roles and Responsibilities

#### *Data Steward*

Data stewardship is the “care and feeding” of data; the deliberate and coordinated management of data creation, use, and maintenance. Data stewards work with Data Administration, Geographic Information System (GIS) Coordinators, database managers, line managers, and resource program leads and staff (a data stewardship team) to develop and implement policy and action plans for the capture, maintenance, and use of data. The responsibilities vary depending on the phase a dataset/database may be in. For instance, a dataset in the data standard/initial data creation phase requires a lot more attention from the data stewardship team than does one that is in an operations and maintenance phase. The potential duties include:

1. Data discovery (what is in paper files, personal spreadsheets, and databases; what is already in databases or GIS; what is available "out there").
2. Business analysis of data needs (what are the known and anticipated needs for collections, display, query/reporting, and analysis; keeping in mind the needs of other program areas).
3. Data design (simple, efficient, and logical design for both the spatial and attribute aspects of the data).
4. Data sharing (across Bureau of Land Management (BLM) functional areas and with local non-BLM entities), including assuring that appropriate metadata has been completed.
5. Data collection protocols (standardized methods for collection of data in the field, i.e., field protocols).
6. Data capture and update protocols (the frequency and process for the capture and updating of data).
7. Data quality assurance/quality control (ensuring that any data quality controls needed are applied and enforced; verifying that the data accurately represents the resource and is accurate as compared to established standards).
8. Coordinated input to statewide data standards efforts.
9. Implementation of state and national data standards.

### *GIS Coordinator/Database Manager*

The potential duties include:

1. Advising and assisting the Data Stewards in all aspects of developing and implementing data plans for each program area.
2. Assuring that data Best Management Practices are followed, including metadata development.
3. Staying abreast of and ensuring compliance with statewide and national standards.
4. Reviewing and commenting on state and national data standard proposals.

### *Data Editor*

The Data Editor is responsible for data editing and updating based on changes provided by the Data Steward and data users. Data Editors must be trained and technically qualified for the procedures necessary to accurately complete data editing and updating and for the procedures necessary for database edits, processing, and summaries.

### *Resource Specialists*

The potential duties include:

1. Knowledge of resource data requirements, standards, access rules.
2. Working with data stewards to interpret business needs into applications/datasets.
3. Creation and maintenance of metadata.
4. Implementation of data standards.

### *Managers and Supervisors*

The potential duties include:

1. Appointing Data Stewards for their assigned program areas. The program areas and assignments may vary from year to year. There is normally only one Data Steward for each database/dataset at each level of the organization (state/district). There can be multiple data stewards within a general programmatic area with each focusing on a specific type of data (e.g., silviculture and inventory within the forestry program).
2. Encouraging all resource staff to work with the Data Stewards and allow time for this in workload planning.
3. Recognizing corporate applications and corporate GIS layers as the repository for data collected on trips to the field for planned projects and monitoring and allowing time for the data to be timely added to such to support use by all.

## ATTACHMENT 2

### Data Management References

#### A. General References

1. **Data Management Toolkit - Where do you fit?**  
[http://web.blm.gov/data\\_mgt/dmp/toolkit/wdyf.html](http://web.blm.gov/data_mgt/dmp/toolkit/wdyf.html)
2. **BLM Manual Handbook 1283** (Data Administration and Management), Chapter 4 Roles and Responsibilities  
[http://www.blm.gov/style/medialib/blm/wo/Information\\_Resources\\_Management/policy/blm\\_handbook.Par.17422.File.dat/h1283-1.pdf](http://www.blm.gov/style/medialib/blm/wo/Information_Resources_Management/policy/blm_handbook.Par.17422.File.dat/h1283-1.pdf)
3. **National Data Management Intranet Site**  
[http://web.blm.gov/data\\_mgt/index.htm](http://web.blm.gov/data_mgt/index.htm)
4. **OR/WA Data Management SharePoint Site**  
<http://teamspace/or/sites/datamgmt/Pages/DataManagement.aspx>

#### B. Specific References

1. **BLM/General Records Schedule** – provides information on what data needs to be kept (and eventually archived) and what can be thrown away when no longer needed. Consult with your local records specialist.  
[http://www.blm.gov/wo/st/en/info/regulations/combined\\_record\\_schedules.html](http://www.blm.gov/wo/st/en/info/regulations/combined_record_schedules.html)
2. **Data Standards** – a consistent method for developing data standards is in place for both the Bureau of Land Management (BLM) and Oregon/Washington (OR/WA). The BLM guidance can be found in Chapter 7 of the Data Administration Handbook (H-1283-1) referenced above. The OR/WA guidance can be found at:  
<http://teamspace/or/sites/datamgmt/DataMgmtDocs/IM%20OR-2003-114.docx>
3. **Data Quality** – The Department of the Interior has issued guidance on addressing data quality. This guidance can be found at:  
[http://web.blm.gov/data\\_mgt/guidelines/DOI\\_DQ\\_Guide\\_080822.doc](http://web.blm.gov/data_mgt/guidelines/DOI_DQ_Guide_080822.doc). In addition, the BLM uses a data quality tool called Data Flux to analyze datasets for quality. For assistance in the use of this tool contact the State Data Administrator (Stan Frazier, 503-808-6009). Information about the tool can be found at:  
[http://web.blm.gov/data\\_mgt/data\\_profiling/index.htm](http://web.blm.gov/data_mgt/data_profiling/index.htm)
4. **Documentation/Metadata** – The BLM has issued guidance on geospatial metadata that can be found at: [http://web.blm.gov/data\\_mgt/standards/tools-formats/FGDC\\_Template.doc](http://web.blm.gov/data_mgt/standards/tools-formats/FGDC_Template.doc). Additional assistance on documentation (in general) and geospatial metadata (specifically) is provided by the OR/WA State Office Data Administration Team. Contact the State Data Administrator for assistance in this area.
5. **Data Inventory** – A Data Inventory is maintained by OR/WA and guidance on the maintenance of this inventory was issued as Instruction Memorandum OR-2009-004 (<http://teamspace/or/sites/records/FY2009%20IMs/im-or-2009-004.pdf>)
6. **Roles and Responsibilities** – The OR/WA listing of databases and datasets, and what the State Office and Field Office roles are for that particular database/dataset, can be found at: <http://teamspace/or/sites/datamgmt/DataMgmtDocs/Roles.xlsx>.