

High Value Data Inventory Guidance

for Agency Data Officers

Overview

[Section 4-67p of the Connecticut General Statutes](#) requires executive branch agencies to maintain an inventory of any high value data possessed by the agency and to update the inventory on an annual basis. [Agency Data Officers](#) are responsible for submitting the high value data inventory for their agency to the Chief Data Officer by December 31 of each year. The most recent high value data inventories are compiled and posted to the Connecticut Open Data Portal: [CT Data Catalog](#). This document provides guidance for Agency Data Officers on how to draft and update a high value data inventory.

Why inventory data?

Data is a valuable strategic asset. As state agencies we invest public funds in the creation and maintenance of data in order to administer numerous state policies, programs, and services. In order to ensure that we are managing the state's data appropriately, it is important to maintain an inventory of these assets. In the same way that we manage our physical assets such as buildings, vehicles, or other property; we must similarly manage our data assets.

What to inventory?

Conn. Gen. Stat. Sec 4-67p requires each executive branch agency to inventory high value data. The act defines "high value data" as meeting any one or more of the following criteria:

- Critical to the operation of an executive branch agency,
- Can increase agency accountability and responsiveness,
- Can improve public knowledge of the agency and its operations,
- Can further the core mission of the agency,
- Can create economic opportunity,
- Is frequently requested by the public,
- Responds to a need or demand identified by the agency through public consultation, or
- Is used to satisfy a legislative reporting requirement.

Agencies should inventory data they possess that meets one or more of these criteria. Agencies should not inventory datasets that are generated from primary sources or data that are obtained from another agency.

Instructions

If this is your agency's first time completing the high value data inventory...

1. [Download the high value data inventory template](#). Review the detailed instructions on how to complete the form in the first tab labeled "Instructions."
2. Begin to identify high value data sources at your agency. You can use the IT Application inventory as a starting point, or you can reach out to data owners at your agency for information about the data they manage.
3. List your agency's data sources in the tabs labeled "Input Sheet (Non-GIS)" and "Input Sheet (GIS)", filling in as much detail as possible in each column.
4. Once you have completed the high value data inventory Excel form, submit it to the Chief Data Officer, Scott Gaul, by email before December 31.

If your agency has completed the high value data inventory in the past...

1. You will receive a copy of your agency's high value data inventory from the previous year from the Chief Data Officer a few weeks before December 31.
2. Review your agency's high value data inventory for any needed updates. Make any changes to the inventory or add new data sources, and return the inventory to the Chief Data Officer by December 31. If no changes are needed, notify the Chief Data Officer via email.
3. If you would like to make a change to the inventory for your agency outside of the regular update schedule, email the Chief Data Officer with your request.