



# Maine Department of Education

## Database Data Retention Policy

**Issue Date:** August 15, 2020

**Revised Date:** September 15, 2021

### **Purpose:**

The Maine Department of Education (MDOE) collects data from various systems as required by statute for federal and state reporting requirements. This policy determines the length of time, location and parameters by which the data is stored.

### **Scope:**

This policy applies to all MDOE data stored within the operational data systems, the longitudinal data system and cached database files.

### **Policy Statement:**

The MDOE assembles data from various sources in an operational data repository. The data is validated and maintained for the purposes of reporting data to the reporting entity, MDOE users and other state departments with educational data requirements. This data becomes inert over time and is periodically shifted into an analytic database for research and reporting requirements. The data is then systematically retired into a cached format for a lesser cost until such time as the data is determined to no longer hold significant value and is scheduled for deletion. The schedule by which the data is shifted from one storage location to another and/or is deleted, is reviewed for statutory compliance annually.

### **Statutes, Rules or References:**

#### **Federal Statute:**

- Title 2: CFR Part 200
- Title 20: CFR Chapter 33
- Title 34: CFR Parts 75-79, 81-86, 97-99
- Title 34: CFR Part 300

#### **Maine Statute:**

- Title 20-A MRS: Part 1: Chapter 3: §254
- Title 20-A MRS: Part 1: Chapter 3: §263
- Title 20-A MRS: Part 3: Chapter 211: §5001-A
- Title 20-A MRS: Part 3: Chapter 211: §5051-A, §5052-A, §5053-A, §5054
- Title 20-A MRS: Part 3: Chapter 215: §5401
- Title 20-A MRS: Part 3: Chapter 225: §6801
- Title 20-A MRS: Part 4: Chapter 3: §8305-A, §8306-B
- Title 20-A MRS: Part 6: Chapter 501: §13004
- Title 20-A MRS: Part 6: Chapter 501: §13008
- Title 20-A MRS: Part 7: Chapter 606-B: §15672



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Title 20-A MRS: Part 7: Chapter 609: §15917

Maine DOE Rules:

Rule 05–071 Chapter 33

Rule 05–071 Chapter 81

Rule 05–071 Chapter 85

## Definitions:

**Operational data** is transactional and is produced by day to day processes in the source data system. This data is evolving and is subject to change within various parameters.

**Longitudinal data** is data that is used to support decision making and/or research. It is historical data that is stored in a read-only database that is optimized for data analysis.

**Cached data** is older data that is not needed for everyday access and is stored in a truncated manner reducing primary storage requirements and financial considerations. It is maintained for regulatory or other considerations for a set length of time.

## Responsibilities:

The Data Warehouse Manager is responsible for the coordination of all scheduled data transitions and regulatory reviews.

The Subject Matter Expert is responsible for data retention decisions for the data they steward.

## Procedure:

### Annual Review:

The Data Warehouse Manager will meet with each Subject Matter Expert annually to review the parameters for data retention. All applicable rules and statutes will be reviewed by the subject matter expert. Changes to storage parameters will be noted in Appendix A.

### Transition from Operational data to Longitudinal data:

The Data Warehouse Manager will work with the System Manager, Product Owner or vendor as applicable to automate data transitions at scheduled intervals into the State Longitudinal Data System (SLDS) for reporting and data visualization needs. Changes to the schedule or transition process will be managed by the Data Warehouse Manager in coordination with the Subject Matter Expert and System Manager.

### Transition from SLDS to Cached data:

The Data Warehouse Manager will notify the Subject Matter Expert when a longitudinal data set is scheduled to be cached. The data will be removed from the SLDS and stored in a flattened data structure.

### Destruction of data set:



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The Data Warehouse Manager will notify the Subject Matter Expert when a cached data set is scheduled to be deleted. The Subject Matter Expert will have one month from notification to review the data for historical significance before the data set is deleted.

## Document History & Distribution:

This document will be distributed to Maine DOE staff and posted on the Maine Data Warehouse web page.

Version	Revision Log	Date
Version 1.0	Initial Publication	August 15, 2020
Version 1.1	Annual Re-publication	September 15, 2021

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Division Director Signature: \_\_\_\_\_

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Commissioner Signature: \_\_\_\_\_  
(or Commissioner's Designee)