



United States
Department of Justice

INFORMATION QUALITY

SELF-ASSESSMENT TOOL

JANUARY 2010

INFORMATION QUALITY SELF-ASSESSMENT TOOL

INTRODUCTION

The purpose of this Information Quality Self-Assessment Tool (referred to as the “tool”) is to provide practitioners with guidance in evaluating the information quality of justice information reports associated with justice events. The tool was developed to increase policymakers’ awareness of the importance of assessing information quality by way of the self-administered worksheet, which is designed to provide practical, hands-on assistance to information systems personnel.

This tool will assist practitioners in (1) becoming aware of information quality dimensions; (2) identifying gaps in roles and responsibilities, policies and procedures, and information technology that beget information quality problems; (3) implementing information quality in practice; and (4) enhancing overall understanding of the effects that business processes related to information collection, maintenance, management, dissemination, and disposition have on information quality.

The structure of the tool is a matrix of self-assessment questions within a process framework that can be tailored to meet the specific needs of each agency. The series of questions will help an agency determine its relative level of information quality by clarifying what information quality is and how it applies to specific functions. This resource establishes benchmarks for evaluation, improvement, and accountability. Questions are generic and can be applied to a broad range of justice events and associated information components.

The tool should be used periodically, as part of an ongoing information quality program, to evaluate the impact of changing business practices on information quality. Specifically, it will be most effective if used in conjunction with an agency’s information life cycle: collecting, managing, sharing, and disposing of justice information. When utilizing the tool, agencies should keep in mind that there are no right or wrong answers; the tool does not calculate a score; and the more closely answers reflect the current information quality situation, the better-equipped the agency is to approach the information quality program.

The matrix on the following pages is structured into dimensions of information quality (both core and contextual), each containing a sequence of specific questions, rationales, confidence levels, status checks, corrective actions, priority ratings, and descriptive remarks. Though some of the questions may not be applicable to every report or process being assessed, the questions were designed to be generally applicable across all justice information exchanges.

Conversely, this matrix is not all-inclusive. Additional contextual IQ dimensions may be applicable to the information report, as well as the necessity to craft additional questions that should be used in the assessment. Each organization utilizing this resource has varying needs and underlying business requirements; therefore, each entity should customize an agency-specific matrix to meet its unique needs.

INFORMATION LIFE CYCLE

Information is handled at every phase of an information life cycle: creation and receipt, maintenance, use, and disposition. The creation and receipt phase refers to the creation or receipt of information, documents, or data, either manually or electronically. Maintenance refers to the static care of a record—that period when data is being maintained or when information is being added to the data for current or future use and may require security and privacy protections. Use refers to information that is actively in use for a justice entity purpose (including continuing information exchanges within and outside the agency and use by multiple staff) and may also require security and privacy protections. Disposition refers to the purging or disposal of (destroyed, archived, or sealed) information at the end of its retention period. Information quality is further affected by the significant components of the above-described phases: within roles and responsibilities, within policies and procedures, and within information technology. Refer to page iii for a chart illustrating the Information Life Cycle.

IQ DIMENSIONS

Information quality is a multidimensional concept in that information has multiple attributes depending on how it is handled. Traditionally accepted IQ dimensions are accuracy, timeliness, and completeness. However, security is now a fourth dimension that must apply to all information because it is a mechanism to ensure the first three dimensions. There is almost no circumstance in which justice information has no security requirement.

Core IQ Dimensions

Core dimensions are the minimum standards that should be used to evaluate the quality of the information in any selected justice event. The following four minimum standards are **core IQ dimensions**:

- **Accuracy**—free of error
- **Timeliness**—available when needed
- **Completeness**—appropriate amount of data; all needed and mandatory information is captured
- **Security**—access limitations and information integrity

Beyond the above-described core dimensions, the information created or captured, maintained, used, and disposed of by agencies may have other requirements that must be met to ensure its quality. These dimensions are termed **contextual IQ dimensions** and are applied, when relevant, to agency-unique justice information. Examples of contextual IQ dimensions and definitions¹ follow.

Contextual IQ Dimensions

Accessibility —extent to which data is available or easily and quickly retrievable
Concise Representation —extent to which data is compactly represented
Consistent Representation —extent to which data is presented in the same format
Ease of Manipulation —extent to which data is easy to manipulate
Interpretability —extent to which data is in appropriate languages, symbols, and units and the definitions are clear
Objectivity —extent to which data is unbiased, unprejudiced, and impartial
Relevancy —extent to which data is applicable and helpful for the task at hand
Reliability —extent to which data is regarded as true and credible
Reputation —extent to which data is highly regarded in terms of its source or content
Understandability —extent to which data is easily comprehended
Value added —extent to which data is beneficial and provides advantages from its use
Verifiability —degree and ease with which the information can be checked for correctness

WE WOULD APPRECIATE YOUR FEEDBACK
ABOUT THE IQ SELF-ASSESSMENT TOOL.

Please complete and return the form
on pages 61–62.

¹ Craig Fisher, Eitel Lauria, Shobha Chengalur-Smith, and Richard Y. Wang, *Introduction to Information Quality*, Massachusetts Institute of Technology (MIT) Information Quality Publication.

HOW TO USE THIS TOOL

This is a self-assessment tool for internal use only. It is designed to provide your agency with a practical mechanism to assess, measure, and improve information quality in order to fulfill ultimate goals of improving agency decision making, enabling efficiency and effectiveness, reducing risk and liability, and furthering trust in the justice system.

Freedom of Information Act (FOIA) Exemption—

This document may fall within a Freedom of Information Act (FOIA) exemption and therefore not be subject to disclosure. Refer to your state FOIA law and/or contact your agency's legal office for guidance.

- 1. Expertise to Complete This Tool:** Completing this assessment may require participation from multiple individuals representing different areas of expertise within the agency (e.g., policy, technical/systems, data entry). Additionally, though it would be useful for analysis purposes, it is not necessary to complete the entire assessment all at one time.
- 2. Types of Information/Reports:** Develop a list of the types of information, justice events, or reports that the agency typically creates in the context of the business process (incident reports, presentencing reports, etc.).
- 3. Select a Report to Test:** Select one type of information or report that will undergo the assessment process. Ideally, the assessment will be performed on each report or justice event individually.
- 4. Chart the Flow of Information:** Using a table such as the one shown on this page, break down the individual report into phases and components of the information life cycle. (Refer to page i for more information.) This task will illustrate the flow of information from creation and receipt to maintenance, to use, and to disposition and destruction. Identify components of each phase: roles and responsibilities, policies and procedures, and information technology. This framework will help organize the flow of information to make it easier to apply core dimensions and to determine which contextual dimensions may apply to each phase and component of the justice event.

Information Life Cycle			
Justice Event or Process:			
Life Cycle Phases	Components of Each Phase		
	Roles and Responsibilities	Policies and Procedures	Information Technology
Creation and Receipt			
Maintenance			
Use			
Disposition			

5. Select and Customize Contextual

Dimensions: Pages 5 to 40 contain assessment questions relevant to core information quality dimensions. Core dimensions represent the minimum standards that should be used to evaluate the quality of the information or report. Additionally, the assessment will require the application of contextual dimensions. Review the list of contextual dimensions, shown on page ii, and determine which of these may apply to the quality of the report being assessed. When determining which contextual dimensions to apply, consider who creates the report, the level of skill and expertise of those who create and use the report, who maintains the report, who uses the report, and who disposes of the report. Also, at each phase of the information life cycle, consider the risks, determine the goals, define the roles and responsibilities (e.g., data originator, data custodian, data consumer), and generally address other elements of program management that ensure quality at that phase.

Pages 39 to 56 contain sample assessment questions for contextual dimensions that may apply (accessibility, reliability, interpretability, concise representation, and value added). Using the tool, review these for applicability and determine which to retain for use in this assessment. Note that not all of the questions may be relevant to this particular justice event. If needed, identify additional contextual dimensions, and develop questions that are designed to ensure that the information or report meets that IQ dimension. A blank assessment form is available on pages 57–58.

To request a Word version of this tool, please submit your request to GLOBAL@iir.com

6. **Complete the Assessment Tool:** Now that the tool has been customized with applicable contextual dimensions and relevant questions to ensure those dimensions, the next step is to complete the assessment using both the core dimensions and customized contextual dimensions. Using the tool, review and answer each of the assessment questions for each phase of the information life cycle and for each component within each phase. An explanation of each of the column headings in the tool is provided in the next section.
7. **Next Steps/Issues to Be Addressed:** A notes page is provided at the end of this tool for use in recording next steps and issues to be addressed.

COLUMN DESCRIPTIONS

- **Life Cycle Phases and Components:** This section of the tool will uncover gaps, if any, in the information process and bring to light areas for improvement. Where appropriate, for each question, answer “Yes” or “No” for each phase of the information’s life cycle (creation/ receipt, maintenance, use, and disposition) and indicate whether the dimension is satisfied due to inclusion in roles and responsibilities, policies and procedures, and technology. For example, the first question reads, “Do you validate the information collected?” Consider whether the information is validated at creation and receipt by the application of roles and responsibilities, by the implementation of policies and procedures, and in the technology. Follow the same logic to determine whether the information is validated during maintenance, during use, and at disposition.

Note: The goal of maximizing information quality does not necessitate that “Yes” be answered for every phase. Each question may not be applicable at every point along the life cycle continuum.

- **Rationale:** Indicate why you are addressing this element of the dimension being measured. Sample answers may include “because we’ve always done it,” “for ethical reasons (the right thing to do),” “for statutory compliance purposes,” or “for policy reasons (business requirements).”

- **Confidence Level:** Enter a confidence level for the quality of the information. For example, how confident are you in your process of validating the information? Evaluation ratings could be “Yes,” “No,” “Maybe,” or “Not Applicable” or could be “Red,” “Green,” or “Yellow.” Use what works for your agency.
- **Recommendation:** If any of the responses to the information life cycle phases and components are “No” or your confidence levels are low (i.e., uncertain), consider providing a descriptive action of what should be done—recommendations that can be made to confirm or increase your confidence level, such as corrections to a role or responsibility or policy or procedure or an update to information technology. Examples include recommendations for new or revised policies or procedures, memoranda of understanding (MOUs), technology, training, etc.
- **Priority:** Enter the agency’s priority for addressing the actions or recommendations within the agency or system (low, medium, or high)—what to address first. If the status is “complete,” it may not be necessary to identify a priority. Reorder “high, medium, or low” to “low, medium, or high” since that is how it reads on the column.
- **Status:** Enter a status for each recommended action (complete, in process, not begun).
- **Remarks/Notes:** Include explanatory notes; for example, if you answered a question “No” but did not provide a recommendation. Additional space is provided on pages 59–60 for notes and next steps.

ABOUT GLOBAL

The U.S. Department of Justice’s (DOJ) Global Justice Information Sharing Initiative (Global) serves as a Federal Advisory Committee to the U.S. Attorney General on critical justice information sharing initiatives. Global promotes standards-based electronic information exchange to provide justice and public safety communities with timely, accurate, complete, and accessible information in a secure and trusted environment. Global is administered by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

This project was supported by Grant No. 2007-NC-BX-K001 awarded by the Bureau of Justice Assistance, in collaboration with the U.S. Department of Justice’s Global Justice Information Sharing Initiative. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the SMART Office, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the U.S. Department of Justice.

INFORMATION QUALITY SELF-ASSESSMENT TOOL

Agency Name: _____ Date: _____
 Person Completing Assessment: _____ Title: _____

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.			Rationale
	Life Cycle Phases	Components		
		Within Roles and Responsibilities	Within Policies and Procedures	

CORE DIMENSION: ACCURACY

1. Do you validate the information collected?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
2. Do you have a mechanism to ensure that required fields are completed?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

Type of Data Assessed: _____

Confidence Level	Recommendation	Priority	Status	Remarks/Notes
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	

INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CORE DIMENSION: ACCURACY						
3. Do you validate conformance to technical standards?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
4. Do you validate that the information as maintained in your systems accurately reflects the data that was collected?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

Self-Assessment—For Internal Use Only

Confidence Level	Recommendation	Priority	Status	Remarks/Notes
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	

INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CORE DIMENSION: ACCURACY						
5. Do you validate that the information as transmitted accurately reflects the data that was maintained in your system? (Is the recipient of the information receiving the same information that you sent?)	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
6. Once completed and submitted, can a record be corrected?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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Confidence Level	Recommendation	Priority	Status	Remarks/Notes
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	

INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.			Rationale
	Life Cycle Phases	Components		
		Within Roles and Responsibilities	Within Policies and Procedures	

CORE DIMENSION: ACCURACY

7. Can a report be supplemented?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

CORE DIMENSION: TIMELINESS

1. Is information reported close to the time that it is acquired? (Note: Question does not apply to corrections report.)	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

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Confidence Level	Recommendation	Priority	Status	Remarks/Notes
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	

INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CORE DIMENSION: TIMELINESS						
2. Is information acquired by your agency close to the time that it is needed by your agency?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
3. Are reports completed in a timely manner so they are useful to those who need them?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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Confidence Level	Recommendation	Priority	Status	Remarks/Notes
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	

INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CORE DIMENSION: TIMELINESS						
4. Do you have a standard for submitting reports within a specific time frame?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
4A. Is the standard being met?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CORE DIMENSION: TIMELINESS						
4B. Is the report submitted to internal (e.g., records management) and external (e.g., repository) sources in a timely fashion?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
4C. Do you have user-specific timeliness standards (analysts, prosecutors, correctional caseworkers, etc.)?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
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CORE DIMENSION: TIMELINESS						
5. Is the review of the report completed in a timely manner?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
6. Is the data current enough to make decisions?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.			Rationale
	Life Cycle Phases	Components		
		Within Roles and Responsibilities	Within Policies and Procedures	

CORE DIMENSION: TIMELINESS

7. Is the information up to date?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

CORE DIMENSION: COMPLETENESS

1. Are you collecting the data that is necessary?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CORE DIMENSION: COMPLETENESS						
2. Do you regularly assess what data is necessary?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
3. Does the record allow for supplemental data?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
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CORE DIMENSION: COMPLETENESS						
4. Are you collecting the data in a consistent manner?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
5. Are the basic facts present to support the conclusions drawn?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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INFORMATION QUALITY SELF-ASSESSMENT TOOL

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CORE DIMENSION: COMPLETENESS						
6. Will the record be accepted if the required fields are not completed?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
7. If a narrative field is included, is it sufficient to support stated facts or opinions?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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CORE DIMENSION: COMPLETENESS

8. Do mandatory fields map to business requirements?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

CORE DIMENSION: SECURITY

1. Do you control access to your data?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	

INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CORE DIMENSION: SECURITY						
2. Do you log access to establish a record of changes that occur?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
3. Do you provide adequate security controls on your data to prevent unauthorized changes?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
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CORE DIMENSION: SECURITY						
4. Is there information in the report/record that allows you to set access controls (e.g., protection for victims and witnesses)?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
5. Are there laws or policies in your jurisdiction that dictate accessibility to certain records (sensitive information pertaining to domestic violence victims, health/mental health information, etc.)?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CORE DIMENSION: SECURITY						
6. Do you have rules in place that restrict access and identifiers of people about whom information is sensitive (for example, victims and witnesses) to keep sensitive information from being shared with those who do not have a right to see it?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
7. Is the record protected commensurate with the degree of confidentiality to which the information is entitled?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
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CORE DIMENSION: SECURITY						
8. Are corrections, modifications, and/or additions logged?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
9. When corrections are made, is the original information retained for audit purposes?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CORE DIMENSION: SECURITY						
10. If a record is changed, are those who may already have received it notified of the change?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
CONTEXTUAL DIMENSION: ACCESSIBILITY						
1. Is the data easily accessible to make critical decisions?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CONTEXTUAL DIMENSION: ACCESSIBILITY						
2. Do you store your data where it can be easily accessed or retrieved in a timely and efficient manner by all users so that critical decisions can be made?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
3. Do you capture information in a way that is accessible by all users? (Reworded: Is it important for data to be captured electronically to make it more easily accessible?)	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.			Rationale
	Life Cycle Phases	Components		
		Within Roles and Responsibilities	Within Policies and Procedures	

CONTEXTUAL DIMENSION: ACCESSIBILITY

4. Do you store the information in a way that is accessible by all users?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

CONTEXTUAL DIMENSION: RELIABILITY

1. Does the record contain sufficient information for the user to assess its reliability?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.			Rationale
	Life Cycle Phases	Components		
		Within Roles and Responsibilities	Within Policies and Procedures	

CONTEXTUAL DIMENSION: RELIABILITY

2. Do you have criteria for assessing the reliability of the information?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

CONTEXTUAL DIMENSION: INTERPRETABILITY

1. Do you use commonly understood terms, acronyms, and abbreviations in the information you collect?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

Self-Assessment—For Internal Use Only

Confidence Level	Recommendation	Priority	Status	Remarks/Notes
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	

INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CONTEXTUAL DIMENSION: INTERPRETABILITY						
2. Are the terms you use in your information commonly understood within and outside your agency?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
3. Is your data captured and transmitted in accordance with accepted standards so it is capable of being shared?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.			Rationale
	Life Cycle Phases	Components		
		Within Roles and Responsibilities	Within Policies and Procedures	

CONTEXTUAL DIMENSION: INTERPRETABILITY

4. Are the facts distinct from the judgment, interpretation, or analysis?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

CONTEXTUAL DIMENSION: CONCISE REPRESENTATION

1. Is the information presented in a concise format?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	

INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.			Rationale
	Life Cycle Phases	Components		
		Within Roles and Responsibilities	Within Policies and Procedures	

CONTEXTUAL DIMENSION: CONCISE REPRESENTATION

2. Does the concise representation help users accomplish their tasks?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

CONTEXTUAL DIMENSION: VALUE ADDED

1. Is there a mechanism to add data to a record to enhance it?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

Self-Assessment—For Internal Use Only

Confidence Level	Recommendation	Priority	Status	Remarks/Notes
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CONTEXTUAL DIMENSION: VALUE ADDED						
2. Is there a business purpose for collecting, maintaining, and sharing the data?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
3. Does the data add value to the business purpose?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

Self-Assessment—For Internal Use Only

Confidence Level	Recommendation	Priority	Status	Remarks/Notes
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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INFORMATION QUALITY SELF-ASSESSMENT TOOL

Assessment Questions	Where applicable, answer assessment questions for each of the four phases of the information life cycle and for each component within each phase.				Rationale	
	Life Cycle Phases	Components				
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology		
CONTEXTUAL DIMENSION: VALUE ADDED						
4. When corrections are made, is the original information retained for evidentiary purposes?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
5. Do nonmandatory fields have a legitimate business purpose?	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A		

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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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	Life Cycle Phases	Components			
		Within Roles and Responsibilities	Within Policies and Procedures	Within Information Technology	
CONTEXTUAL DIMENSION:					
	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	1. Creation/Receipt ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	2. Maintenance ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	3. Use ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	
	4. Disposition ☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	☐ Y ☐ N ☐ N/A	

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		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
		☐ Low ☐ Medium ☐ High ☐ N/A	☐ Complete ☐ In Process ☐ Not Begun ☐ N/A	
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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Information Quality Self-Assessment Tool—Feedback Form

To ensure a practical and beneficial self-assessment for justice agencies using this tool, please answer the following questions based on your experiences. User input will allow us to upgrade the assessment tool for easier use and more informative outcomes.

Type of Data Assessed

Introductory Material

Excellent Good Fair Poor

Comments/Suggestions: _____

Directions—"How to Use This Tool"

Excellent Good Fair Poor

Comments/Suggestions: _____

Completing the Assessment

How many people helped perform the assessment?

How many agency departments are represented by this number? _____

How much time did it take to complete the assessment and over what period of time?

Did the time necessary to complete the assessment meet your expectations as to how long it would take?

- ☐ Met my expectations
- ☐ Took longer than expected
- ☐ Did not take as long as expected

Information Life Cycle, page iii

Were you able to illustrate the flow of information in the selected justice event in an information life cycle?

- ☐ Yes
- ☐ No, did not know all of the phases or components
- ☐ No, did not understand

Comments/Suggestions: _____

Assessment Questions

Core Dimensions (Accuracy, Timeliness, Completeness, and Security), pages 5–39:

Did the questions provided for each of the core dimensions apply easily to the data type being assessed?

- ☐ Yes, easily applied
- ☐ Yes, but only after customizing
- ☐ Did not apply
- ☐ Did not understand the questions

Please explain: _____

Contextual Dimensions, pages 39–58:

Did you use the sample questions provided for the optional contextual dimensions in your assessment?

- ☐ Yes, easily applied
- ☐ Yes, but only after customizing
- ☐ Did not apply
- ☐ Did not understand the questions

Please explain: _____

For which contextual dimensions did you use the sample questions in your assessment?

Did you apply additional contextual dimensions during the assessment?

- ☐ Yes, we added questions for the following dimensions: _____
- ☐ No, no other dimensions were applicable
- ☐ Did not understand how to determine which dimensions to apply

Confidence Level

Were you able to assign/use a confidence rating for each area of assessment?

- ☐ Used a standard confidence-level rating throughout the assessment
- ☐ Did not use a confidence rating in this assessment
- ☐ Did not understand how to determine confidence levels

Comments/Suggestions: _____

Tracking IQ Improvement

Did you use the "Recommendations," "Priority," and "Status" columns to help illustrate areas for improvement, assist in prioritizing, and track the status of improvement tasks?

- ☐ Yes, I used all of these columns to track the progress of information quality improvement
- ☐ I used only the following column(s) _____
- ☐ I did not use any of these columns; no improvement was needed
- ☐ I did not use any of these columns; I tracked improvement in another format

Comments/Suggestions for these columns: _____

Overall Usefulness

Did you find that this tool was useful in: (check all that apply)

- ☐ Identifying gaps in:
 - ☐ Roles and responsibilities
 - ☐ Policies and procedures
 - ☐ Information technology
- ☐ Providing an overall understanding of the information quality level of the selected data/justice event
- ☐ Understanding how information quality applies to specific functions
- ☐ Establishing benchmarks for evaluation, improvement, and accountability

Other ways this tool was useful: _____

Lessons Learned

Are there any lessons learned that you can share regarding the use of this tool?

Other Comments

Please provide additional suggestions for the improvement of this tool:

Global Success Stories

Global is always looking to share success stories and lessons learned regarding the use of Global products.

May we contact you regarding your experiences using this tool?

- ☐ Yes
- ☐ No

Contact Information

Name: _____

Phone: _____

E-mail address: _____

Please Send This Completed Form to:

E-mail: GLOBAL@iir.com

Fax: Attention: Global
(850) 422-3529

Mail:

Global
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Tallahassee, FL 32317

