

July 1, 2004

**ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED SEVENTEEN**  
**DATA AND ACCESS TO DATA**

1. Purpose

The district and district schools generate a significant volume of data. While the use of data is extremely important, data is not always gathered in controlled circumstances or with regard for privacy implications. This memorandum provides guidelines for the public reporting of data.

2. Data Access Committee

The Data Access Committee is established by the superintendent with representation from Instructional Services, Program Services, School Services, Public Relations, Legal Services and Business Services. The Committee meets as needed to ensure that reliability and validity of data prior to any release.

3. Standardized Reports List

The department of Information Services will maintain a list of standard reports which have been proofed for data validity. These reports may be generated and relied upon to guide decisions and action in the district and district schools according to guidelines accompanying individual reports and are classified as public records.

4. Specialized Data Gathering

Various databases allow for generating and assembling data in unlimited permutations. Sorted and assorted data, however theoretically accurate and potentially valuable, which are not on the Standardized Reports List do not constitute official reports or public documents and are therefore not published or released.

5. Requests to Include a Report on the Standardized Reports List

The district or district schools may believe that data gathered or sorted in a particular configuration can provide great utility. The Data Access Committee will review requests for additions to the Standardized Reports List, considering factors such as the comparability of data collection, the accuracy of data and the reliability of the data.

6. External Requests for Data

Requests for the release of data are common. Data requests from private entities shall be directed to the Government Records Access and Management Act (GRAMA) officer for review of the status of the record containing the data. Data requests from public entities, including governmental auditors shall be directed to the Data Access Committee.

7. Surveys

Requests to conduct surveys or research are referred to the Survey and Research Request Committee.

/s/

Dr. Stephen F. Ronnenkamp  
Superintendent