

Checklist For Corporate Planning Data Management

Data Management Activity	Date(s) Performed*				
Assign data ownership to Resource Specialists					
Perform prescribed backup and restore procedures (technical support)					
Perform Archiving: **					
a. Capture on permanent media and store in the planning case files and other prescribed locations					
b. Inform planning staff, State Data Stewards, and public of availability of planning data					
Refresh Planning Data and Metadata:					
a. Acquire new/revised data					
b. Update planning database and metadata					
c. Inform data steward and subject matter expert of data refresh					
Post data and metadata for sharing to appropriate FTP site:					
a. As appropriate for the external user					
b. As appropriate for the internal user					
Make plan monitoring data available to external and internal users					

* enter date action performed AND initials of responsible individual

** at a minimum, archive all data at the time of management situation analysis, issuance of draft EIS, issuance of final EIS, Record of Decision, and plan amendments.