# Data Management Group Policy
## Policy Waiver Process

**Policy Identification Number:** DMG-2012-001-IN  
**Policy Name:** Policy Waiver Process  
**Date Approved:** March 29, 2012  
**Approval Authority:** Data Management Group (DMG)  
**Statutory Reference:** N/A

**Policy Statement:** Source systems shall have six months to conform to the newest version of published MFTS files. Any waiver request past the sixth month grace period will be presented to the Enterprise Data Manager (EDM).

**Reason for Policy:** To reduce the burden on data publishers and the NCDPI IT infrastructure, the DMG strives to limit the number of versions of files that are published at one time. After a new version of a file has been approved by the DMG and published by the data steward, each system shall have six months to conform to the newest version of published files.

**Policy Details and Related Documents:**
Waivers required for continuing business processes, legislated or otherwise, that are impacted by change requirements shall follow the process below:

### I. Governance Structure

a. Enterprise Data Manager (EDM)  
   i. Initial point of contact for all waivers; initial level of decision making  
   ii. Authority to approve waivers for up to six months, return pending more info, suggest alternative, deny  
   iii. Refers to DMG for decision as needed  

b. Data Management Group (DMG)  
   i. Handles customer appeals  
   ii. Authority to approve waiver for up to six months, return pending more info, suggest alternative, deny  
   iii. DMG determines if temporary waiver is appropriate or permanent change is needed. Recommends permanent exemptions to Leadership as appropriate.

c. Enterprise Data Team  
   i. Handles 2nd level Appeals  
   ii. Refers to Leadership as needed

### II. Process for Seeking Waiver

a. Customer submits Waiver Request to EDM  
   b. EDM acts upon and responds to request (see above)  
   c. Customer may appeal to DMG  
   d. DMG votes and responds or refers to Leadership  
   e. Customer may appeal directly to EDM
III. **Enforcement**
   a. If temporary waiver is granted, timeline will be placed
   b. Customer has responsibility to request extension. Extensions beyond the initial waiver will be escalated to the NCDPI Leadership
   c. Extension Denial will be escalated to the NCDPI Leadership by the EDM

**Related Documents:** No documents currently relate to this policy.

**Contacts:** Questions related to this policy or exception to the policy should be directed to the Enterprise Data Manager at 919-807-3241.