

Criteria for NWCG System of Record

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The purpose of a system of record is to provide an information storage system which serves as the official data source for the standard set of data values assigned to a data element or dataset. To maintain integrity of the data element or dataset across the wildland fire enterprise, systems that must either extract the standard data values directly from its system of record or be linked directly to its system of record. If standard data values are extracted, the system manager is responsible for ensuring that the downloaded data is synchronized with the system of record based on the published update schedule for the data standard.

In order to be designated as the system of record, the system's Business Lead must be fully committed to and understand the responsibilities associated with maintaining an NWCG system of record. The system's Business Lead and the designated DAWG Business Steward are mutually responsible for the integrity of the data item or set, all related metadata, and all maintenance processes associated with the data. The system must meet the following criteria:

1. Is designated by the NWCG, through the IRMWT and the DAWG, as the official system of record for a data item or a data set.
2. Enables public and private parties to access and download standardized data values:
 - a. in user-friendly format(s) that can be used as a desktop reference in either electronic or hardcopy form, as applicable.
 - b. whose content and document format has been approved by the designated NWCG data steward.
 - c. in pipe-delimited text format, suitable for import into other applications, and optionally, in a standard XML format for consumption by other automated systems
 - d. via a public accessible web portal
3. Adheres to any relevant NWCG data standards, industry-accepted data standards, and system development life cycle principles for the development, management, and maintenance of an automated system.
4. Provides necessary user authentication to ensure that only appropriate users (as identified by the DAWG chair and/or the designated DAWG Business Steward) can edit critical data.
5. Provides:
 - a. User support and documentation
 1. ensuring that service to users meets all requirements defined by the user community
 - b. System support and documentation
 1. ensuring that the system conforms to performance requirements as defined by the business community
 2. ensuring that the operations and maintenance organization agrees to support the needs of the interagency wildland fire community as a service provider to NWCG.
 - c. Custodial Support – to ensure that data within the system adheres to NWCG data standards and industry-accepted data management principles
6. Maintains, and provides access to current and historical data.
7. Meets data availability requirements for timeliness as defined by the designated DAWG Business Steward

Some criteria may be waived by the DAWG for data standards with small sets of standardized data values. These are typically published at the DAWG website as a PDF or HTML document.