

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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DATA GOVERNANCE	Effective Date July July 23, 2025		

1. PURPOSE

- 1.1. *City Data, City Information, and Related Documentation* should be managed as tangible organizational assets that are readily available to support City operations and evidence-based decision-making.
- 1.2. *City Data* must also be appropriately protected according to *Data Classification* requirements and retained or disposed of according to the San Diego Municipal Code (SDMC), Chapter 2, Article 2, Division 26: Procedures Governing the Management of City Records.
- 1.3. The City can achieve high-quality, consistent *Data Management* practices throughout the organization by establishing *Data Governance*.
- 1.4. This Administrative Regulation (AR) establishes a *Data Governance Committee (DGC)* as the authority that defines and enforces *Data Governance*.
- 1.5. This AR also defines the roles and responsibilities of each of the City's *Data Management Entities*.

2. SCOPE

- 2.1. This AR applies to all City employees, contractors, partners, volunteers, and those who otherwise meet the definition of a *Data Management Entity*.

3. DEFINITIONS

- 3.1. *City Data*: statistical or factual information in digital or paper form that (a) is reflected in a list, table, graph, chart, map, or database that can be digitally or physically transmitted or processed; and (b) is regularly created or maintained and controlled by the City. This includes both *Structured Data* and *Unstructured Data*.
- 3.2. *City Information*: includes information relating to the conduct of the public's business which is prepared, owned, used, or retained by any City department or individual regardless of physical form or characteristics. See AR 90.63 (Information Security Policy).

Authorized

[Signature on File]
MAYOR TODD GLORIA

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- 3.3. *Data Classification*: the classification of the data according to the process in the *Data Classification* section of the Information Technology Policy for Information Security Standards and Guidelines.
- 3.4. *Data Consumers*: people and software applications that consume data produced by internal and external data sources.
- 3.5. *Data Creators*: people and software applications that create data.
- 3.6. *Data Governance*: a framework of overarching policy, standards, procedures, guidelines, and best management practices to maximize the confidentiality, integrity, availability, integration, usability, quality, and security of data.
- 3.7. *Data Governance Committee (DGC)*: the authority which defines and enforces *Data Governance*.
- 3.8. *Data Management*: all aspects related to collecting, creating, processing, storing, securing, accessing, and using *City Data*.
- 3.9. *Data Management Entities*: people, groups, departments, and City business units that engage in *Data Management*, including City employees, contractors, partners, and volunteers.
- 3.10. *Data Publishers*: people and software applications that publish in hard copy or digital formats *City Data* and *City Information*.
- 3.11. *Data Steward*: unrepresented department staff member (classified or unclassified) appointed by the Department Director who is knowledgeable of data use in the department and the business process surrounding the use of data in the department and is empowered by the Department Director to make decisions about *Data Management* practices.
- 3.12. *Data Technicians*: people and teams that perform *Data Management* tactical and operational functions, including maintaining data source systems of record.
- 3.13. *Executive Leadership Group (ELG)*: DGC's permanent leadership which includes the Chief Data Officer, the Chief Information Officer or designee, the City Clerk or designee, and an organizational *Executive Sponsor*.
- 3.14. *Executive Sponsor*: senior leader appointed by the Mayor or designee from among the City's executive leadership to provide support, guidance, and oversight for the *Executive Leadership Group*.
- 3.15. *Information Technologies*: software and hardware, including software applications,

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spreadsheets, digital files, desktop and laptop computers, smart phones, artificial intelligence, and other technologies used to capture, manage, access, present, or disseminate information.

- 3.16. *Related Documentation*: documents and files, in digital and/or paper format, created to further define and administer the City's *Data Governance* program.
- 3.17. *Structured Data*: organized information that follows a predefined format and resides in fixed fields within a record or file. *Structured Data* is searchable, organized, and can be stored in and shared among *City Databases* and software applications.
- 3.18. *Unstructured Data*: data that does not follow a predefined format recognized by City systems and does not fit neatly into a *City Database* or application.

4. POLICY

- 4.1. The Chief Data Officer will serve as the chairperson of the *DGC* and form an *ELG*.
- 4.2. The *DGC* membership will include at least one *Data Steward* appointed by each Department Director and one *Data Steward* appointed by each independent department's Department Director equivalent.
- 4.3. The *ELG* will appoint additional *Data Management Entities* to serve in an advisory capacity to the *DGC*, as needed.
- 4.4. The *ELG* and three additional *DGC* members will form an *Executive Subcommittee* that will be responsible for reviewing and approving *DGC* decisions and major actions.
 - 4.4.1. Nominations for the three additional members of the *Executive Subcommittee* will come from members of the *ELG*. *ELG* members can nominate themselves and these members will serve staggered three-year terms, with one of these members initially serving a one-year term and another initially serving a two-year term as further described in the *DGC* charter.
 - 4.4.2. A "major action" is one that affects multiple departments, results in an individual department incurring extra costs or requiring significant staff time, or requires the adoption of policies, guidelines, standards or procedures or the issuance of a recommendation resulting from the *Data Change Request Process*.
- 4.5. The *ELG* is responsible for creating and maintaining a *DGC* charter, which the *ELG* must adopt through a majority vote. The *DGC* charter must include *DGC* membership requirements, processes for nominating *Executive Subcommittee* members, the process to create additional subcommittees, requirements and processes to serve on any additional

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subcommittees, and the purpose, scope of work, goals, and meeting and voting procedures for the subcommittees.

- 4.6. The *Executive Subcommittee* will propose modifications to or new Data Governance policies for consideration to the entire *DGC*.
- 4.7. The *DGC* will have a *Data Change Request Subcommittee* comprised of the Chief Data Officer or designee, the City Clerk or designee, and three additional *DGC* members. Subcommittee members are responsible for serving as IT Technical Leads, as defined in AR 90.68 (Procurement of Technology Solutions), reviewing data change requests, and reviewing activities impacting *Data Governance* or *Data Management* submitted through IT Governance processes. *DGC* decisions and major actions will conform to the terms of the City's Transparent and Responsible Use of Surveillance Technology (TRUST) Ordinance.

5. ROLES AND RESPONSIBILITIES

5.1. *Executive Leadership Group* members.

5.1.1. Chief Data Officer

- a. Chairperson of the *DGC* with permanent membership in the *Executive Leadership Group* and *Executive Subcommittee*.
- b. Responsibilities include:
 - i. Coordinating *DGC* processes and activities, including the delegation of administrative tasks;
 - ii. Participating in *DGC Executive Leadership Group* activities;
 - iii. Participating in *DGC Executive Subcommittee* activities;
 - iv. Aligning *DGC* activities with *Data Governance* strategic goals and industry best practices for *Data Management*;
 - v. Facilitating technical *DGC* conversations on *Data Management*;
 - vi. Serving on or appointing a designee to serve on the Data Change Request Subcommittee; and
 - vii. Serving as or appointing a designee to serve as an IT Technical Lead for IT Governance as defined in AR 90.68 (Procurement of

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Technology Solutions).

5.1.2. Chief Information Officer (CIO)

- a. Serves on or appoints a designee to serve on the *DGC*. The CIO or designee holds permanent membership in the *Executive Leadership Group* and Executive Subcommittee.
- b. Responsibilities include:
 - i. Participating in *DGC Executive Leadership Group* activities;
 - ii. Participating in *DGC Executive Subcommittee* activities;
 - iii. Aligning *DGC* activities with the strategic goals of IT Governance and information technology standards and guidelines;
 - iv. Facilitating technical committee conversations on application and data security; and
 - v. Monitoring compliance with AR 90.63 (Information Security Policy), AR 90.64 (Protection of Sensitive Information and Data), and the Information Security Standards and Guidelines.

5.1.3. City Clerk

- a. Serves on or appoints a designee to serve on the *DGC*. The City Clerk or designee holds permanent membership in the *ELG* and *Executive Subcommittee*.
- b. Responsibilities include:
 - i. Participating in *DGC ELG* activities;
 - ii. Participating in *DGC Executive Subcommittee* activities;
 - iii. Aligning *DGC* activities with the legal and lifecycle requirements for the management of digital City records;
 - iv. Facilitating technical committee conversations on digitization and maintenance of digital records;
 - v. Monitoring compliance with the SDMC, Chapter 2, Article 2, Division

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26; City Clerk Administrative Guidelines; AR 85.10 (Records Management, Retention and Disposition); and AR 85.30 (Vital Records Retention and Preservation);

- vi. Serving on or appointing a designee to serve on the Data Change Request Subcommittee;
- vii. Developing tools and overseeing processes for *DGC* information management;
 - A. Tools include an online web portal with meeting agendas and minutes, vote results, written recommendations resulting from the Data Change Request Process, policies, guidelines, and manuals.
 - B. Processes include the creation, storage, update, and deletion of drafts and final versions; the granting of access controls for documents and storage repositories; and the dissemination of documents to *Data Management Entities*.
- viii. Serving as or appointing a designee to serve as an IT Technical Lead for IT Governance.

5.1.4. *Executive Sponsor*

- a. *DGC* member with permanent membership in the *Executive Leadership Group* and *Executive Subcommittee*.
- b. Responsibilities include:
 - i. Participating in *Executive Leadership Group* activities;
 - ii. Participating in *DGC Executive Subcommittee* activities;
 - iii. Aligning *DGC* activities with City strategic goals and policy priorities; and
 - iv. Serving as a liaison between the *DGC* and City executive leadership.

5.2. Department Directors must comply with all policies and requirements defined by the *DGC*.

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5.3. *Data Steward*

- a. An unrepresented staff member (classified or unclassified) of a department who is appointed by the Department Director to serve on the *DGC* as needed and act as an overseer of the department's data to ensure compliance with *City Data Governance* policies and this AR.
- b. Responsibilities include:
 - i. Participating in *DGC* activities;
 - ii. If appointed, serving on the *Executive Subcommittee*, Data Change Request Subcommittee, and other subcommittees, as needed;
 - iii. Maintaining an understanding of department *Data Management* practices, including those related to reporting, analytics, records management, and information and application security;
 - iv. Representing department data business needs;
 - v. Supporting the development and implementation of *Data Governance* policies and processes;
 - vi. Learning, following, and championing the Data Change Request Process; and
 - vii. Bringing forth issues or ideas to the *DGC* that may benefit *Data Governance*.
- c. If a *Data Steward* fails to meet their responsibilities, the chair of the *DGC* will notify the *Data Steward's* Department Director, and the Department Director will either work with the *Data Steward* on fulfilling their responsibilities or replace the *Data Steward*.

5.4. *Other Data Management Entities*

5.4.1. *City Data* stakeholders

- a. City staff members or officials who create, manage, publish, or consume *City Data* and *City Information*. City stakeholders include *Data Technicians*, *Data Creators*, *Data Publishers*, and *Data Consumers*.
- b. Responsibilities include:

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- i. Complying with *Data Governance* policies and processes;
- ii. Initiating the Data Change Request Process;
- iii. Serving on the *DGC* in an advisory capacity at the direction of the *DGC Executive Subcommittee*. Advisory duties may include:
- iv. Providing specific expertise during *Committee* meetings;
- v. Supporting *DGC* initiatives;
- vi. Consulting with the *DGC* on processes and standards;
- vii. Serving as a liaison between the *DGC* and a specific stakeholder group;
and
- viii. Bringing forth issues or ideas to the *Committee* that may benefit enterprise *Data Governance*.

5.4.2. External Data Providers

- a. City partners, consultants, contractors, industry associations, and other non-City entities that provide *Structured* and *Unstructured Data* to the City.
- b. Responsibilities include:
 - i. Complying with *Data Governance* policies;
 - ii. Complying with data provisions in contracts, Memoranda of Agreements and other agreements; and
 - iii. Ensuring data delivery meets requirements for integration with City applications.

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APPENDIX

Legal References

San Diego Municipal Code, Chapter 2, Article 2, Division 26: Procedures Governing the Management of City Records
San Diego Municipal Code, Chapter 2, Article 10, Division 1: Transparent and Responsible Use of Surveillance Technology
Administrative Regulation 85.10
Administrative Regulation 85.30
Administrative Regulation 90.63
Administrative Regulation 90.64
Administrative Regulation 90.68
City Clerk Administrative Guidelines
City of San Diego Open Data Policy

Forms

Attachment 1 – Data Governance Committee and Subcommittees Org Chart

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Administrative Department

Performance & Analytics

Attachment 1

Data Governance Committee tiered membership structure

EXECUTIVE LEADERSHIP GROUP	Chief Data Officer Performance & Analytics (DGC Chairperson)	Executive Sponsor Deputy Chief Operating Officer
	City Clerk Office of the City Clerk	Chief Information Officer Department of IT
DATA STEWARDS*	Appointee Department Representative	Appointee Department Representative
	Appointee Department Representative	Appointee Department Representative
	Appointee Department Representative	Appointee Department Representative
DGC ADVISORS	Subject Matter Expert IT Governance liaison	Subject Matter Expert IT Change Management liaison
	Subject Matter Expert IT Service Provider liaison	Subject Matter Expert Enterprise GIS liaison
	Subject Matter Expert SAP liaison	Subject Matter Expert Communications/PRA liaison
	Subject Matter Expert Compliance liaison	

* Actual number of Data Stewards may vary

Executive Subcommittee

EXECUTIVE LEADERSHIP GROUP	<div>Chief Data Officer Performance & Analytics (DGC Chairperson)</div>	<div>Executive Sponsor Deputy Chief Operating Officer</div>
	<div>City Clerk Office of the City Clerk</div>	<div>Chief Information Officer Department of IT</div>
DATA STEWARDS	<div>Appointee Department Representative</div>	<div>Appointee Department Representative</div>
	<div>Appointee Department Representative</div>	

Data Change Request Subcommittee

EXECUTIVE LEADERSHIP GROUP	<div>Chief Data Officer Performance & Analytics (DGC Chairperson)</div>	
	<div>City Clerk Office of the City Clerk</div>	
DATA STEWARDS	<div>Appointee Department Representative</div>	<div>Appointee Department Representative</div>
DGC ADVISORS	<div>Subject Matter Expert IT Service Provider liaison</div>	