

AMENDMENT TO A FISH AND WILDILFE SERVICE MANUAL CHAPTER

Series: Information Resources Management
Part 274: Data Resource Management
Chapter 01: Data Management, dated 10/23/2020
Amendment Number: 1
Purpose: This amendment updates 274 FW 1 to include new text requiring Data Stewards and other employees responsible for creating and maintaining data management plans to use the new National Data Management Plan template that was created after the publication of the chapter. In addition, it clarifies that the National Data Management Plan Repository is the “approved repository” that was previously described in section 1.8A.

Actions:

1. Update Table 1-2(3)(c):

FROM:

(c) Coordinating with the Data Trustee to develop a data management plan, updating it as needed, and maintaining data in accordance with that plan throughout its lifecycle;

TO:

(c) Coordinating with the Data Trustee to develop a data management plan using the [National Data Management Plan template](#), updating it as needed, and maintaining data in accordance with that plan throughout its lifecycle;

2. Update section 1.8A(1) and 1.8A(1)(a) [*section 1.8A(1)(b) is not changed*]:

FROM:

(1) Ensure the data falls under a data management plan that describes how the data will be managed throughout its lifecycle. The plan must follow the requirements in [section 1.9](#).

(a) The plan must be available within the Service’s approved repository.

TO:

(1) Ensure the data falls under a data management plan that describes how the data will be managed throughout its lifecycle. Data Stewards and other employees who are responsible for creating and maintaining data management plans must use the [National Data Management Plan template](#) to create the official version of the plan. This will ensure it meets the planning requirements described in [section 1.9](#).

(a) The plan must be available within the Service's [National Data Management Plan Repository](#). Using the national template ensures this requirement is met.

/sgd/ Stephen Guertin
DEPUTY DIRECTOR

Date: September 29, 2022