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## Requirements for Submission of a Data Model or Data Dictionary

The State of Delaware recognizes that data is an enterprise asset that can be leveraged and managed to allow the state government to operate more efficiently and effectively. A clear understanding must be obtained of all of the data owned by the state. Therefore, a data dictionary or data model must be submitted for all applications developed, procured, or utilized by the state. It is also important to have an understanding of all data that is contained within state systems for purposes of system security. In the unlikely event of a security breach, the state needs to be aware of what data has been impacted by the breach.

A data dictionary or a data model for state-owned business data must be submitted as a mandatory project deliverable. The data dictionary or data model does not have to be submitted with a vendor response to an RFP, but must be submitted once the solution is complete or prior to implementation of the solution. The submitted data dictionary or data model must adhere to the below requirements.

### **A data model:**

- Must be provided in either Sybase PowerDesigner or CA ERwin format, other formats are not accepted.
- Should include the following items:
  - Entity names and descriptions
  - Entity relationships and descriptions
  - Attribute names, descriptions, data type, and length
  - Primary identifier for each entity

### **A data dictionary:**

- Must be submitted in Excel format in a single sheet for all entities or tables within the application.
- Must contain at least these 4 pieces of information:
  - Field or attribute name (does not have to be the exact database name)
  - Description
  - Data type
  - Field length

To protect the proprietary information of vendor solutions the information submitted only needs to contain the core objects that house state-owned business data. Examples of core state-owned business data are citizen, address, company, etc. The submitted data dictionary or data model does not need to include objects for the data that is not owned by the state. Examples of non-state data are the objects that exist to maintain the database or control the inner workings of the application. To further protect the proprietary information about the database, the data dictionary or data model is not expected to have the actual physical object names.

The data models/dictionaries are stored in a secure repository where only the agency who is the steward of the data and the DTI Data Management Team can access the information for purposes of data governance. Contents of the data model or data dictionaries may be shared with the Chief Security Officer for data security purposes. The data models/dictionaries will only be shared with others if approved by the data steward.