

# **Report on Data and Information Governance Policy Concepts**

**Data Analytics Workstream  
Information Technology Advisory  
Committee**



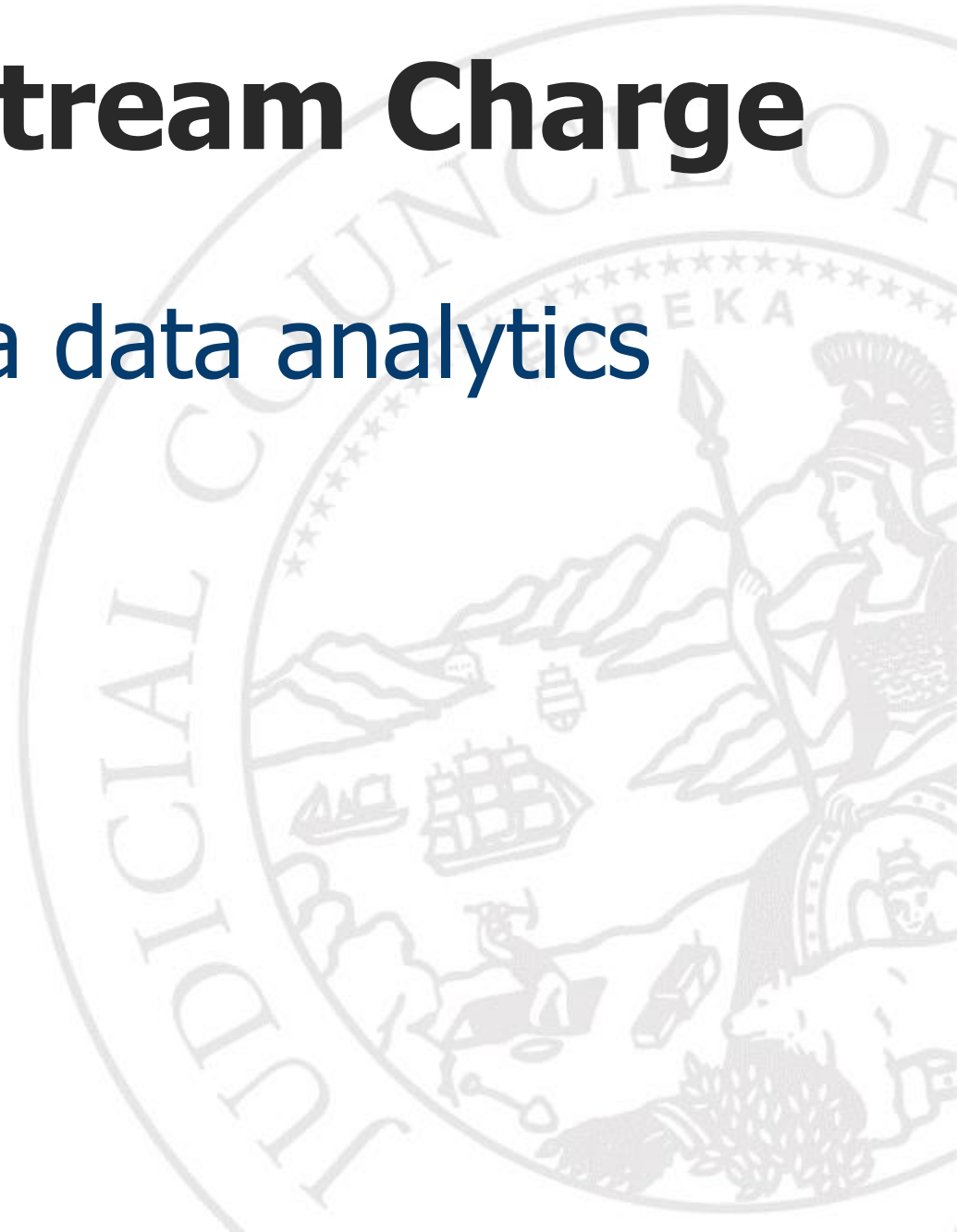
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# Data Analytics Workstream Charge

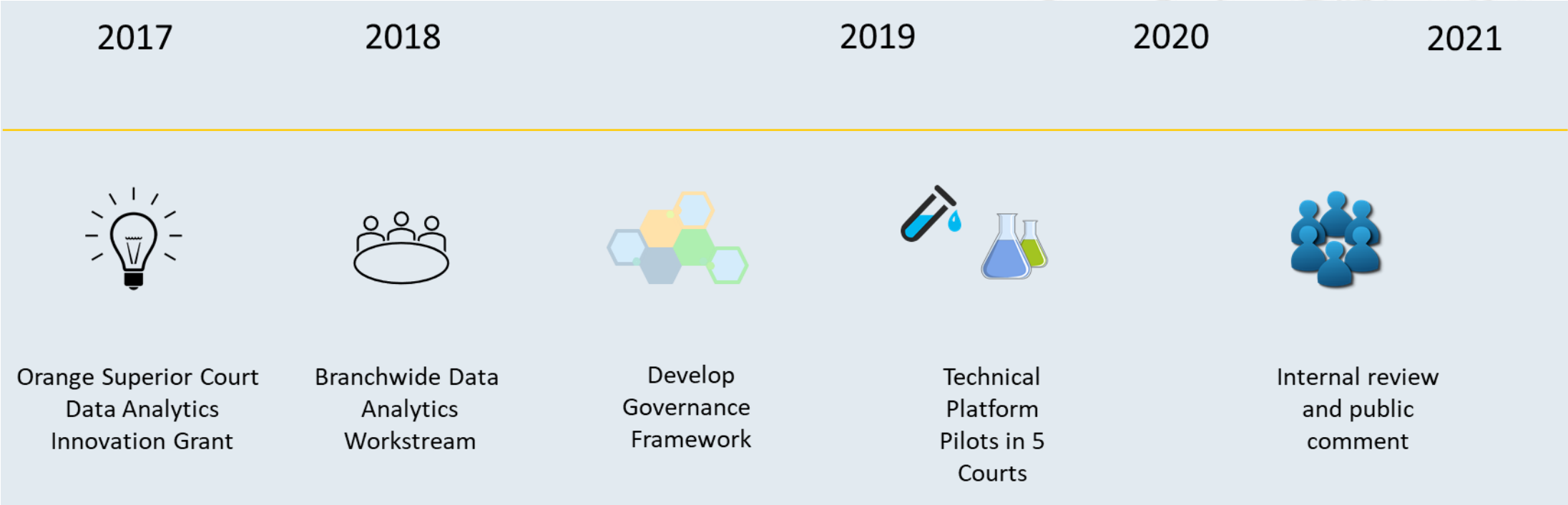
Scope and recommend a data analytics strategy for the branch



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# Workstream milestones



# Judicial Branch Data Analytics Principles

1. Collect, use, and share data and information as appropriate to promote and support informed decision-making.
2. Be clear about the use and purpose of data and information.
3. Promote data transparency.
4. When available, use the highest-quality, validated data and information.
5. Assess data and information to ensure it is fit for the intended purpose or correctly represents the real-world construct that it describes.
6. Follow published standards and governance principles when sharing data.
7. Secure all data and information.
8. Manage data and information according to retention requirements.



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# Data Analytics Proposed Roles

## Data Steward

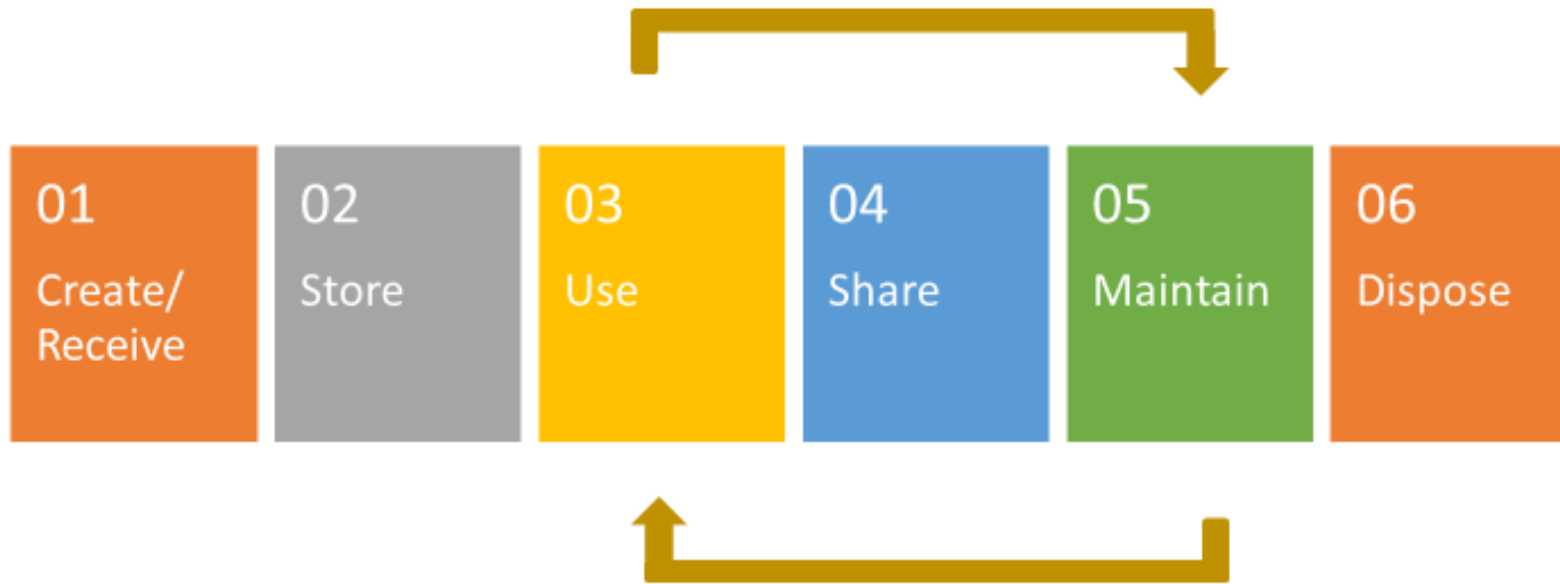
- Maximizes the value of data and information;
- Determines data access and addresses data sharing requests;
- Determines data quality, and validates the completeness and accuracy of data;
- Establishes procedures and guidelines for data integrity.

## Data Administrator

- Maintains and stores the data;
- A business role associated with each data source;
- Ensures confidentiality, integrity, and availability of data;
- Implements policies, standards, procedures, and guidelines.



# Data and Information Lifecycle



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# Data and Information Policy Areas

## Create/Receive

- Collect, use and share data to promote and support informed **decision-making**
- **Classifications** to quickly and uniformly identify appropriate access and security levels, while upholding confidentiality and privacy rights.

## Store

Support and promote data transparency while also **safeguarding** nonpublic data and information.

## Use

**Clear** use and purpose of judicial branch data and information.

## Share

- Better **sharing** to promote and support informed decision-making.
- Published **standards** and principles to clarify and facilitate sharing.

## Maintain

- High-quality, validated data and information crucial. **Fit for intended purpose** if correctly represents the real-world construct described.
- Quality should be **measured**, and standards for data quality should be established.
- **Secured** and managed appropriately.

## Dispose

Archived or disposed of according to established **retention schedules**.





# Public Comment Summary



THIRTY BUSINESS DAYS



ONE, NON-SUBSTANTIVE  
COMMENT RECEIVED



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**Technology and other operational changes help** maintain safe access to justice.



**Self-help centers remain open** and provide majority of services remotely.



Court processing **slowdowns due to physical social distancing and impacts of workforce** availability.

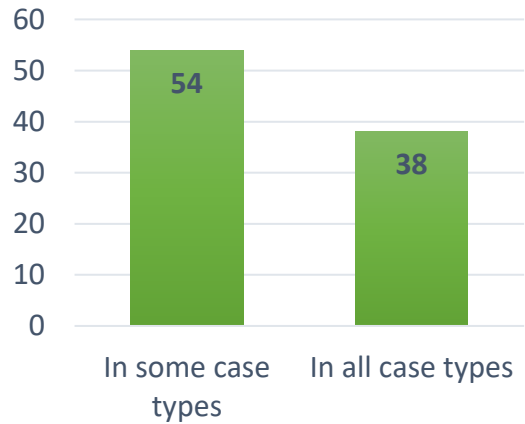


**Judicial officer availability not significantly impacted** by pandemic related leaves.

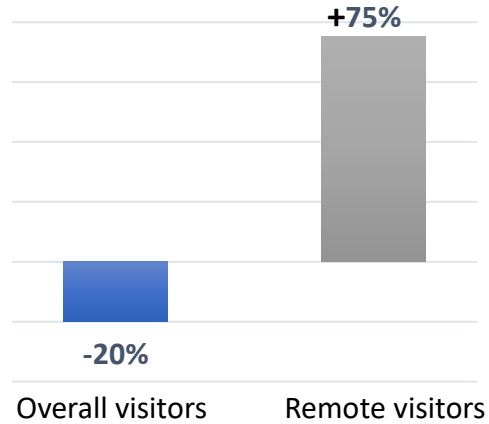
Highlighted Information Reported by 54 Superior Courts  
March 2020 – August 2020



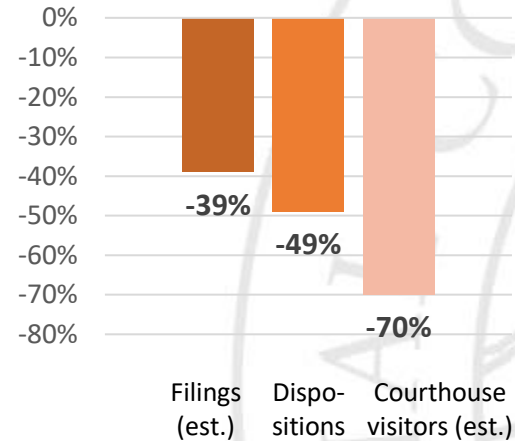
### Courts Conducting Remote Proceedings



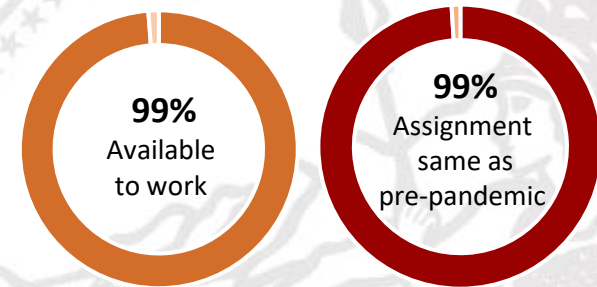
### Self-help Centers



### Overall Pandemic Impact



### Judicial Officers



Highlighted Information Reported by 54 Superior Courts  
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# Data analytics pilots



Santa Barbara  
Stanislaus  
Tulare  
Yuba  
First and Third DCA



Caseload and  
workload metrics  
for JBSIS family law  
and criminal and  
ACCMS



- Data dictionary finalized
- Conceptual architecture finalized
- Working on integration design
- Preliminary dashboards under review



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# Next steps

1. Expand technical platform to additional JBSIS casetypes, other datasets
2. 22-23 BCP Concept Proposed for Data Governance
3. 20-21 Modernization funding to augment data and analytics pilots:
  - Develop local data governance
  - Create a culture of data



# Next Steps (con't)

4. Develop formal policies
5. Consider additional management practices



**Data and Information Management  
Policies**

Administrative  
Quality



**Data and Information Preservation**

Technical



**Trial Court Records Manual and  
Rules Updates**

Data and information storage,  
retention, destruction, and archiving



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# Vision for data analytics

To analyze, use, and share data to inform decision-making in order to enhance and expand vital and accessible services for all the people of California.



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# Recommendation

Accept the report on Data and Information Governance Policy Concepts.



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