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DRAFT S4470 - DATA GOVERNANCE POLICY EXCEPTION REQUEST STANDARD

DOCUMENT NUMBER:	S4470
EFFECTIVE DATE:	6/12/2025
REVISION:	VERSION 1.0

1. AUTHORITY

To effectuate the mission and purposes of the Arizona Department of Administration (ADOA), the Agency shall establish a coordinated plan and program for information technology (IT) implemented and maintained through policies, standards and procedures (PSPs) as authorized by Arizona Revised Statute A.R.S. § 18-104 and § 18-105.

2. PURPOSE

The purpose of this standard is to establish the exception request process for Budget Units (BUs) to request an extension of time to implement the requirements of Statewide Policy P4470 - Data Governance Documentation Policy. This specifically applies to requirements related to establishing and populating a metadata repository and documenting data practices.

3. SCOPE

This standard shall apply to all BUs that need to delay the commencement of implementation of the requirements in P4470 - Data Governance Documentation Policy regarding the acquisition/designation of a metadata repository and the documentation of processes and procedures to populate metadata.

4. STANDARD

4.1 If a BU needs an exception from Policy P4470, they must request and obtain approval from the State Chief Data & Analytics Officer (CDAO). If approved, the exception is allowed for up to 24 months. At the expiration of the exception term, the BU must reassess their data documentation strategy and, if necessary, request a new exception.

4.2 BUs shall utilize the [Data Governance Documentation Policy Exception Request Form](#) to request up to a 24-month deferral from commencing implementation of the policy beyond the 2025 Fiscal Year.

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4.3 This online form is specifically for the purpose of deferring implementation of the metadata repository acquisition/designation and the documentation of processes to populate metadata, and does not apply to implementation of other aspects of P4470 unless explicitly stated and approved.

4.4 BU will initiate the exception process review by submitting a request via the designated Online Form. The CDAO will coordinate any necessary meetings to discuss the exception request with the requesting BU, will provide direction on the required supporting documentation and, after review, will approve or deny the request with follow-up.

4.5 BUs must include references to their plan to implement P4470, the exception request, pending action and budget requests, if necessary, in their annual IT Strategic Plan.

4.6 If a BU needs an exception from the Policy, they must request and obtain approval from the State Chief Information Officer (CIO). If approved, the exception is allowed for up to 24 months. At the expiration of the exception term, the BU must reassess their Enterprise Data Management Strategy and, if necessary, request a new exception.

5. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

6. REFERENCES

6.1 A.R.S. § 18-104 and § 18-105

6.2 Policy P4470 - Data Governance Documentation Policy

7. VERSION HISTORY

Date	Change	Revision	Signature
6/12/25	Initial Release	1.0	Josh Wagner