



MEMORANDUM

TO: Dr. Ralph Wilcox, Provost & Executive Vice President of Academic Affairs
Dr. Terry Chisolm, Vice Provost for Strategic Planning, Performance & Accountability

FROM: Virginia L. Kalil, CIA, CISA, CFE, CRISC
Executive Director/Chief Internal Auditor

DATE: February 15

AUDIT 21-020

USF Roles and Responsibility for External Data Requests

In order to ensure the integrity of the data submitted to external agencies outside of the BOG process, USF promulgated [USF Policy 007- Data Submission to External Entities](#) effective August 24, 2018, which communicates to USF, the roles and responsibilities of responding to requests from external entities that involve provision of institutional data. The policy applies to all units/offices across USF and provides guidelines for processing data requests by external entities. External data requests not exempted from this policy must go through the USF Office of Decision Support (ODS) which has established procedures for processing those requests details of which may be accessed on the [ODS Data Request site](#)

According to [USF Policy 007](#), institutional data is defined as all data elements created, maintained, received, transmitted as a result of business, educational or research activities of a USF unit or office. External data requests include, but are not limited to, “publications by external entities (NSF, CUPA, ACT, etc.), ranking publications – international and domestic (U.S. News and World Report, Times Higher Education, etc.), surveys administered by or on behalf of external entities (NSSE, THE

