

Process to Clean Duplicate Banner IDs

(Adopted on April 20, 2009)

- Upon discovering a duplicate, the user submits a Banner service request to report the duplicate Banner ID problem. In the service request the user must identify the presumed correct ID and the presumed duplicate Banner ID(s).
- IT will run sql scripts in the database to analyze the reported duplicate Banner IDs.
 - If the report **is** consistent with the information in the service request, the report will be forwarded to the membership of the Data Quality Committee for a review period of 3-business days. If during the review period any department has any objection or concern, IT will hold the Banner IDs until a final decision is made, but IT will proceed to clean other confirmed duplicate Banner IDs. Note: If no responses are received, after three business days the duplicate ID(s) will be merged with the presumed correct one.
 - If the report **is not** consistent with the information in the service request, the report will be forwarded with a recommendation by IT suggesting the correct and duplicate Banner IDs (if any), to the membership of the Data Quality Committee for a review period of 3-business days. At the same time the IT programmer will correspond directly with the original requestor. The nature of the responses received will direct appropriate action. Note: If no responses are received, after three business days the IT recommendation will be enacted.
- When IT finishes the merging, IT will send a confirmation email to the original requestor. The requestor will review the data and will put “Do Not Use” in SPAIDEN last name and first name field.
- The membership of the Data Quality Committee is as follows:

Name	Department
Panzani, Marisa	Admissions
Miller, Haslyn	Admissions
Deluca, Vincent	Registrar
Nelson, Robert	Student Services
Williams, Ann Marie	CUNY BA
Miller, Karen	CUNY BA
Fish, Barbara	Provost
Mark, Mamie	Human Resource
Speckmann, Janet	Financial Aid
Marrero, Renee	Business Office
Saieh, Nancy	Business Office