Data Management – Audit Trail
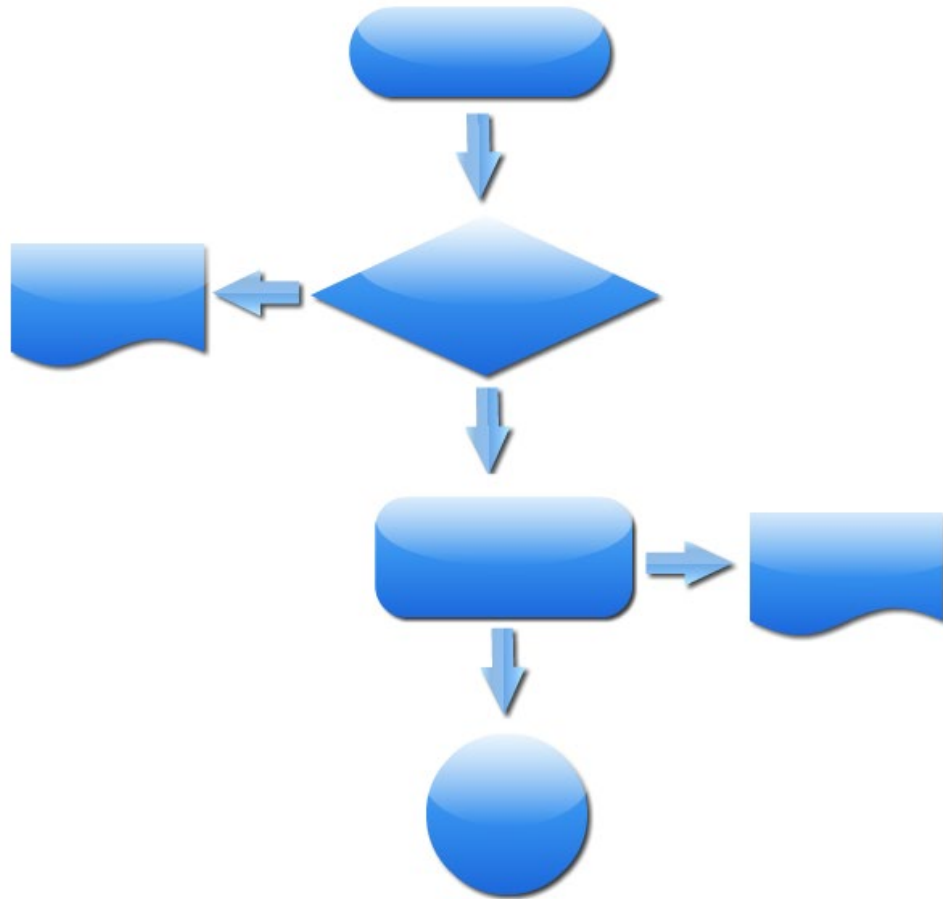
Claire Osgood

November 2017

CEHI

Children's Environmental Health Initiative
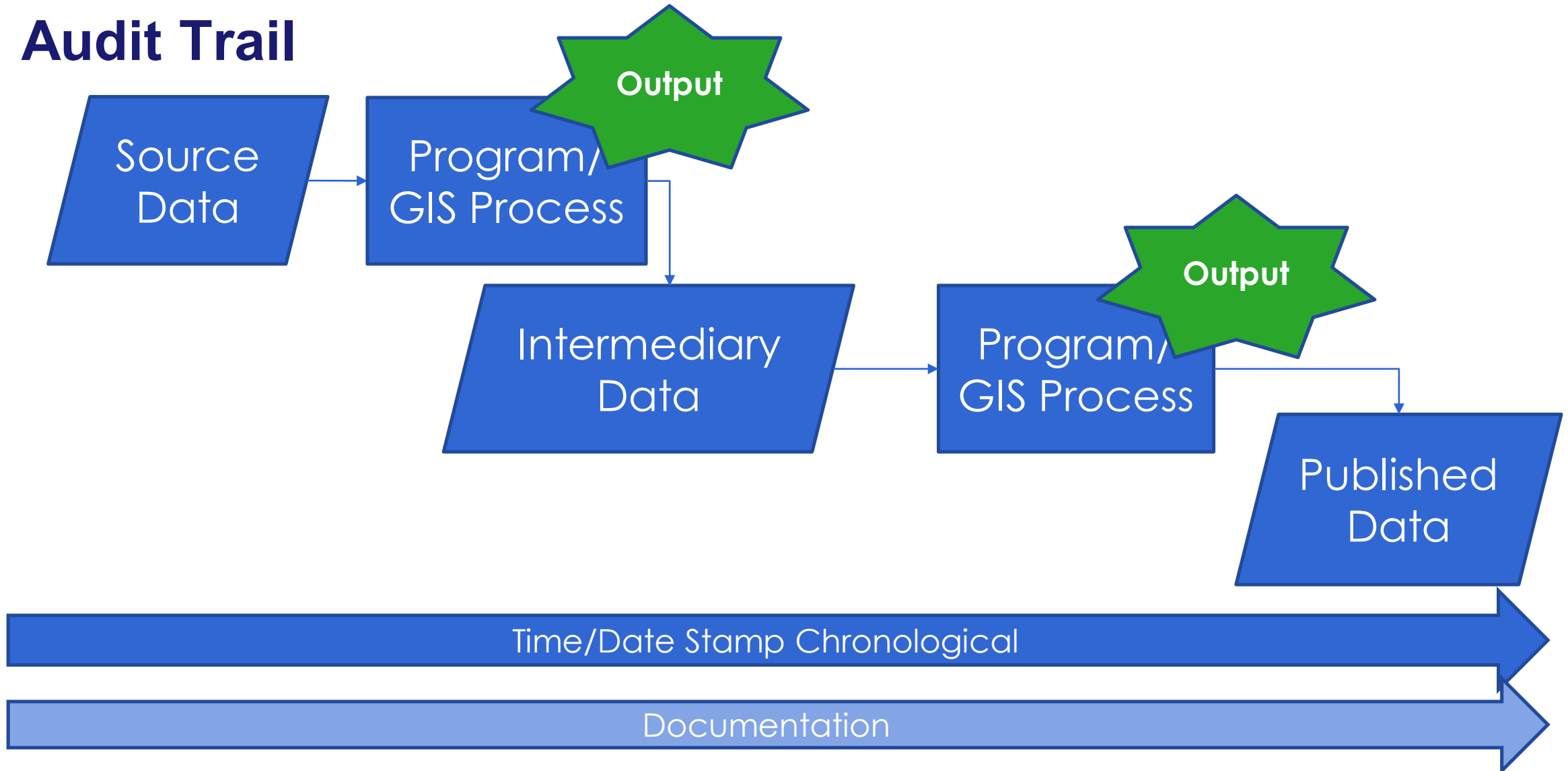
Audit Trail

Audit Trail

A collection of source files, intermediary files, and documentation that comprise a chronological record of the steps taken to create a published dataset. When followed, a clean audit trail allows every intermediary and final dataset to be replicated exactly.

Audit Trail

Audit Trail – Freeze Final Files

I am Read Only

Audit Trail – Program/GIS Process – Overwrite v. New

Re-run program, overwrite output:
- Revisions
- Corrections
- Updates
- Changes that bring us "closer to the truth"
- Similar to editing papers
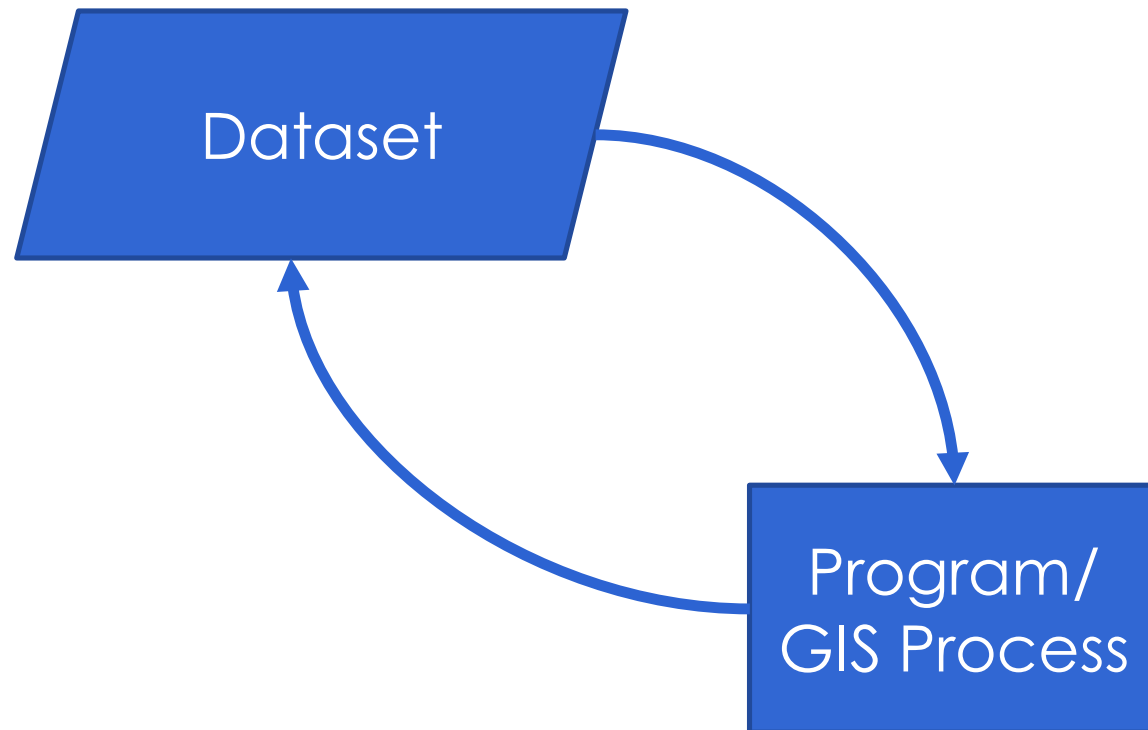
ONY IF not finalized yet

New program, new output:
- Change in methodology
- Variations of methodology
- Alternate analyses
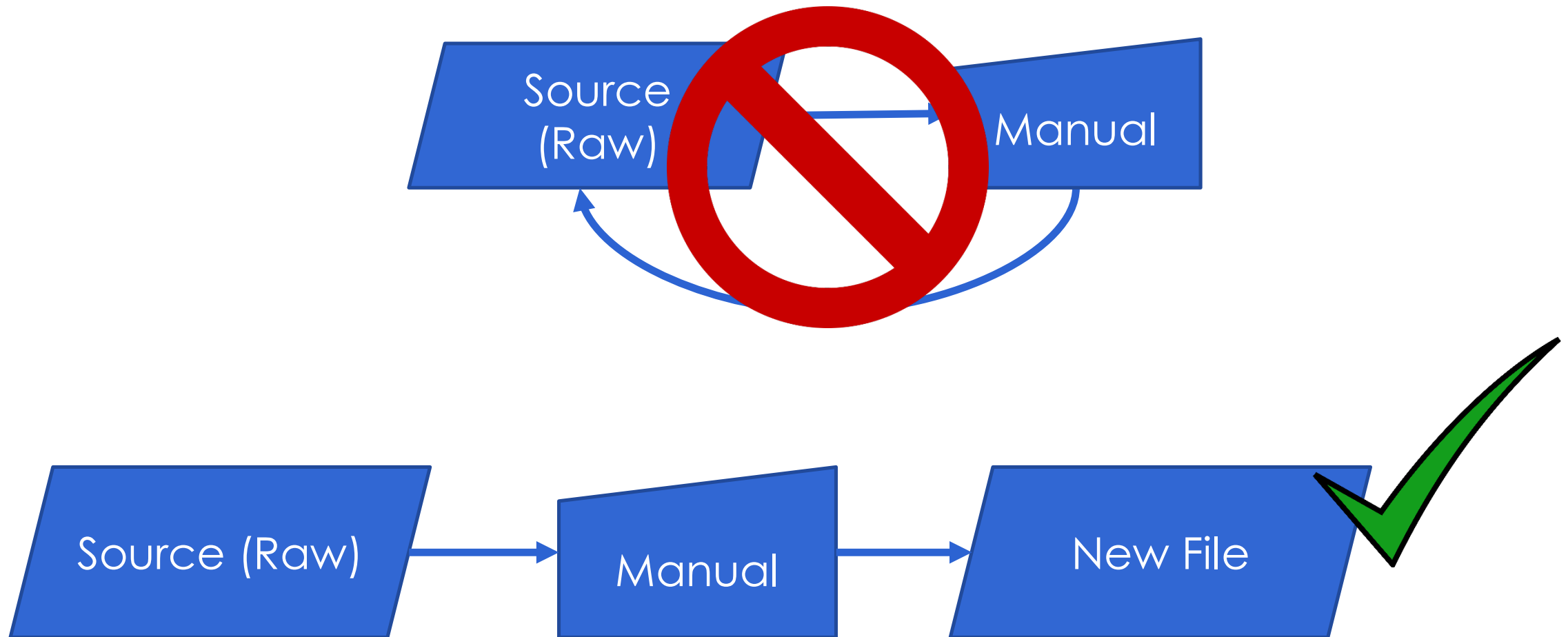- Similar to editing papers

OR if already finalized

Same rules for GIS processes, processing and analysis programs.

Audit Trail – Overwrite v. New

Audit Trail – Manual Data Entry and Verification

Audit Trail – SAS programs

Specific Notes for SAS Programmers:
- PROC CONTENTS for every input file
- PROC CONTENTS for every output file
- Limited print of text, Excel, or other non-SAS input files
- SOURCE2 option if include code is used

Always Batch Submit for final run

Audit Trail – Analyses for Papers

Audit Trail: <Project Name>

Project description/goals:

Statistician: **GIS analyst:**

Funding sources:

Data:

    Sources:

    Processing notes:

Key analytical decisions:

Resource:
CEHI_Statistical_Analysis_Guidelines_2016_12_20.pdf

Status as of _____:

Submission history: