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# OPEN DATA POLICY

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ADMINISTRATIVE HANDBOOK

MAY 3, 2018

DEPARTMENT OF INFORMATION SERVICES

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## DOCUMENT HISTORY

VERSION	DATE	MODIFIED BY
1.0	MAY 3, 2018	E. ROMERO

This administrative handbook was developed as a resource to provide City-Parish departments and departmental staff with an overview of the City-Parish’s open data program, the policy governing its implementation, and how departments should orient their efforts to comply with the stipulations of this “open by default” data management policy.

The City-Parish would like to acknowledge and extent its sincere appreciation to the City of Tempe, Arizona, What Works Cities, and Sunlight Foundation for their assistance in the development of this administrative handbook. Any questions related to the development of it or requests for modifications should be addressed to the Director of Information Services and emailed to [opendata@brla.gov](mailto:opendata@brla.gov).

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## Introduction

### What is Open Data?

The term “data” can take on a variety of different meanings or interpretations, some of which are highly technical. However, despite these complexities, the concept of open data is quite simple – to “open up” access to public information of all types, thereby letting the public consume and interact with data in a variety of ways. This data may be used to facilitate decision making, encourage innovation through the development of tools or applications to further support public data consumption, streamline citizen engagement, hold government departments and agencies accountable, encourage economic development and business innovation, promote transparency, and much more.

The City-Parish’s open data program, Open Data BR, is an initiative that exists as part of a broader commitment to the residents of Baton Rouge focused on creating a more efficient, effective and responsive City-Parish government while developing Baton Rouge into a hub for digital growth and technological innovation.

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*“Data means statistical, factual, quantitative, or qualitative information that is maintained or created by or on behalf of a City-Parish agency. This definition is inclusive of software source code developed or maintained by or on behalf of the City-Parish.”*

*City-Parish Open Data Policy, Part 2: Definitions, Sec. A*

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### Open Data Benefits

There are a number of benefits associated with a robust open data program at the municipal level, both internally and externally, and the same is true here in Baton Rouge.

- Open data can help **break down silos and overcome challenges** in accessing data between departments. While many think of open data as a concept that results in data being made accessible to the public, it promotes access to internal users and consumers of data – enabling intra-departmental data sharing and reducing the amount of time needed to gain access to data in other departments.
- There are massive amounts of data maintained by the City-Parish, and data drives decision-making. Combining information from different departments can **increase efficiency, reduce duplication of data, provide new insights and spur innovative approaches** to help address our community’s most pressing issues while identifying trends or service level gaps.
- Streamlined, on-demand access to data can help **achieve significant benefits and alleviate burdensome requirements associated with public requests** for data. By being proactive with identifying where data exists and standardizing it to the point where it can be shared publicly, while removing or redacting information that may be sensitive or proprietary, it eliminates the need for multiple departments and City-Parish staff to spend hours responding to and fulfilling requests typically submitted on unique, one-by-one basis.
- Externally, public taxpayers should be able to access this data in order to make informed decisions about their community, as having **unfiltered access to public data benefits the entire community** –

creating an understanding of where, how, and why service issues or trends may exist so that they can be addressed and improved upon.

- Data can be used to support the creation of **unique solutions to everyday problems**, including those developed by technologists or software developers who rely on public data to innovate in unforeseen ways. Through these and other means, it serves a key role in driving economic development, ranging from large-scale corporations to technology start-ups, including by providing data for businesses to understand the changing environments in which they operate – from permitting and development to crime or traffic trends.
- With streamlined access to public sector data, students and professors at local higher education institutions can **fulfill curricula requirements and leverage federal grant opportunities** to conduct applied research to better understand root causes of civic problems or challenges, all while identifying ways to develop supporting solutions.

## Background: Open Data in Baton Rouge

### Open Data BR

In January 2015, the City-Parish initiated a pilot open data program, [Open Data BR](#), that featured a number of key datasets available for the first time in a freely accessible, on-demand digital environment through an easy-to-understand web platform, powered by Socrata – the nation’s leading open data platform provider. The initiative received national acclaim upon launch both for quality and ambition: data was organized, displayed, and carefully curated, and the City-Parish had moved aggressively to make it happen despite Baton Rouge lacking the resources comparable to other leading open data cities or communities.

Since the platform’s launch in 2015, and as of January 2018, Open Data BR has expanded to feature 29 high-value datasets with more than 15.7 million total rows of data and dozens of other filtered views, charts, and datasets. In addition, since launch, Open Data BR has seen more than 3.1 million individual page views and 71,234 embedded datasets or visualizations from external users, with top datasets accessed including [City-Parish Employee Annual Salaries](#), [Baton Rouge Crime Incidents](#), [Baton Rouge Fire Incidents](#), and [Adjudicated Property](#). The presence of Open Data BR has been further augmented by the development of companion web applications such as [Open Budget BR](#), which provides an easy-to-utilize visualization and analysis tool for users to better understand the City-Parish operating and capital budgets, and [Open Neighborhood BR](#), a first-of-its-kind web application that helps residents easily understand activities taking place on their block or in their neighborhood, ranging from crime and fire incidents to building permit activity and 311 service-related issues. Externally, key users have utilized these data to track and analyze real-time permitting activity, develop crime-related applications for public download and use, and develop maps outlining crime activity for organized crime prevention districts.

### EBRGIS Open Data

In late 2015, the Department of Information Services led a revamping of its online mapping website, eBRmap, through the launch of the [EBRGIS Map Portal](#). This Map Portal provides access to a wealth of pre-configured thematic maps and workflow-driven applications. It also acts as a repository for all of the authoritative GIS layers that are regularly maintained by the GIS Division within the Department of Information Services. However, one aspect the Map Portal lacks is the capability for end users to download data for use within their own GIS software environment. This gap is what the [EBRGIS Open Data](#) site is intended to fill, which provides access to all of the City-Parish’s published GIS data, making it freely available to the public. This site is strictly intended to augment Open Data BR and the EBRGIS Map

Portal, and users are encouraged to explore EBRGIS Open Data site to find GIS data in a variety of formats. More descriptive information about the City-Parish's GIS data is available online from the [metadata webpage](#) located on the EBRGIS Open Data Site. Users may also submit their questions and comments by sending an email to [gis@brla.gov](mailto:gis@brla.gov).

## Open Data Policy

The Open Data BR program existed in the form of a pilot effort for the first two years of operations, from January 2015 to late 2016. During that time, the public availability of these datasets was embraced by East Baton Rouge Parish residents, as well as key stakeholders such as businesses, area higher education institutions, technologists, and local media – all of whom require valid, easily accessible City-Parish data to make informed decisions and draw conclusions based on such data. However, the City-Parish was noticeably lacking in the necessary policy instruments that would be required to move the effort from pilot to sustained practice and help facilitate parish-wide adoption of the concept of open data.

Upon being elected to office, Mayor-President Sharon Weston Broome began working to build upon these successful efforts to-date and, in December 2017, submitted a proposed resolution calling for an official open data policy that would help to codify and put into official practice the need to adopt an “open by default” approach for data management within City-Parish agencies. The development of this resolution was guided by the Sunlight Foundation, a not-for-profit based in Washington, D.C. focused on promoting transparency in government agencies, as part of the City-Parish's participation in Bloomberg Philanthropy's What Works Cities program. The proposed policy was developed in concert with Sunlight Foundation subject matter experts, refined by internal City-Parish technology and legal staff, and submitted in [draft format for public feedback](#) through a crowdlaw process. In addition, the What Works Cities team interviewed several stakeholders representing top users of City-Parish data working in software development, higher education, business and industry, and media, with those comments incorporated into the refined policy document in addition to those submitted via crowdlaw. On December 13, 2017, the Metro Council unanimously approved Mayor-President Broome's proposed Open Data Policy and approved a resolution adopting an open data policy for the City of Baton Rouge and Parish of East Baton Rouge, expressing the support of the Metro Council for the implementation of the policy by the Mayor-President. The resolution serves as the basis for this administrative handbook, designed to help City-Parish departments, staff, and partners understand how to comply with the requirements outlined within this open data policy while achieving all the benefits associated with an active open data program that extends across all facets of local government operations.

## Roles and Responsibilities

The following table outlines the high-level roles, responsibilities, and descriptions of the various entities and individuals responsible for adhering to the requirements of the City-Parish’s Open Data Policy.

Role	Entities/Individuals	Description of Responsibilities
Governance	Mayor-President Metro Council	<ul style="list-style-type: none"> <li>Provide governance and day-to-day oversight over City-Parish departments, including compliance with City-Parish Open Data Policy</li> </ul>
Data Governance Committee	Designated open data coordinators for each City-Parish department	<ul style="list-style-type: none"> <li>Meet at least quarterly to inform open data-related policy decisions, identify candidate datasets for public release, prioritize data publishing decisions, and resolve conflicts related to such publishing decisions</li> </ul>
Administrative Management	Department of Information Services staff	<ul style="list-style-type: none"> <li>Serve as ex-officio chair of Data Governance Committee</li> <li>Provide administrative and technical management of City-Parish open data program, including Open Data BR portal and related open data assets</li> </ul>
Departmental Data Coordinators	City-Parish employee, one (1) per department as designated by the relevant department head	<ul style="list-style-type: none"> <li>Serve on Data Governance Committee and regularly attend/participate in committee meetings</li> <li>Ensure departmental compliance with terms of City-Parish Open Data Policy, including serving as a liaison to the Open Data BR Program Team and working with this team to inventory all data managed or processed by their department, facilitate access to data, and troubleshoot issues related to the publication of eligible datasets</li> </ul>

Additional information about each of these roles and responsibilities is included in the sections below.

### Governance

Ultimately, the responsibility for adhering to the various elements outlined in the City-Parish’s open data policy rest with the Office of the Mayor-President and Metro Council, as each is responsible for the governance and day-to-day oversight over numerous distinct City-Parish agencies. As outlined in the open data policy, the Department of Information Services – as the central IT organization supporting all City-Parish agencies – serves as the lead implementation agency for the policy (Open Data Program, Part 3: Governance) while each department is responsible for adhering to the compliance requirements outlined within the policy (Open Data Program, Part 1: Policy).

## Data Governance Committee

To support these departments' efforts and achieve intra-departmental collaboration toward achieving policy compliance, and as specified within the policy, the City-Parish has established a Data Governance Committee. This committee, which consists of open data coordinators from each relevant agency, meets on a quarterly basis or more often as-needed. Each City-Parish department is responsible for designating one representative to serve on this committee, although multiple representatives from one department can serve should the director of the department request it.

Data Governance Committee meetings are organized and facilitated by the Department of Information Services, with action items for each meeting tracked, produced, and measured by members of the Open Data BR Program Team within Information Services. Collectively and individually, committee members are responsible for the following:

- Informing open data-related policy decisions
- Identifying candidate datasets for public release
- Helping to prioritize data publishing decisions
- Resolving conflicts related to assignment of "protected information" or "sensitive information" classifications

## Administrative Management

The Department of Information Services serves as the lead agency responsible for implementation of the adopted open data policy, on behalf of the Mayor-President. As such, the Director of Information Services maintains ex-officio status on the Data Governance Committee, serving as chair and facilitator of all committee meetings. In addition, the Director of Information Services is responsible for the day-to-day management of Open Data BR, the portal through which all published data is shared or public access is facilitated, and related open data assets or systems in accordance with the City-Parish's Open Data Policy. This work is supported by several positions within Information Services, including those that support database administration, geographic information systems, computer programming, application development, and more. For the purposes of enacting this open data policy, these roles collectively comprise **the Open Data BR Program Team**, which meets regularly to troubleshoot and resolve risks, identify potential issues, provide support to departmental data coordinators, and support progress made toward achieving an "open by default" environment for City-Parish data.

Any questions regarding the work of the Open Data BR Program Team, or requests for assistance from this team, should be emailed to [opendata@brla.gov](mailto:opendata@brla.gov).

## Departmental Data Coordinators

As outlined within the adopted open data policy, City-Parish department heads are responsible for their department's implementation of and compliance with the terms of this policy. Each department head is responsible for designating a data coordinator for their department who, in addition to serving on the Data Governance Committee, is responsible for serving as a liaison to the Open Data BR Program Team and working with this team to inventory all data managed or processed by their department, facilitate access to data, and troubleshoot issues related to the publication of eligible datasets. These responsibilities also include ensuring the Open Data BR Program Team is aware of any new projects, procurements, or software-related activities, and working with departmental leadership to ensure any such developments are programmed from the outset for compliance with the open data policy.



Most importantly, data coordinators are responsible for the following actions, specifically as it relates to the department they represent:

- Cataloging and maintaining departmental data inventories
- Updating departmental data inventories as often as necessary, but at a minimum of twice yearly
- Completing an initial prioritization of each dataset in the department's inventory
- Completing prioritization inventories for new datasets
- Assisting with access to and final validation of datasets for publication
- Reviewing data that is automatically loaded into the Open Data BR portal at least once per year, or more frequently when appropriate
- Reviewing metadata at least once a year or more frequently when appropriate

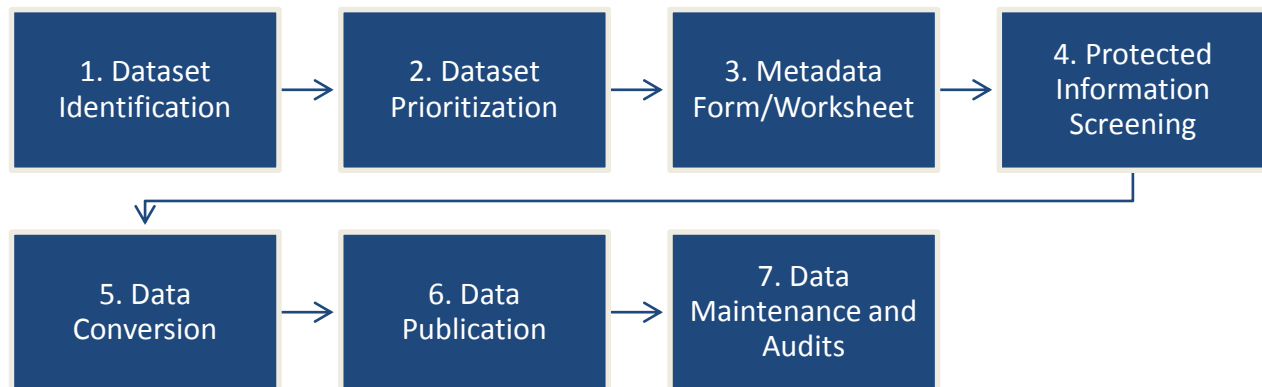
The Open Data BR Program Team, through the Department of Information Services, is available to provide support and resources to departments for the purposes of carrying out the above actions on an as-needed and as-requested basis. Additional resources, such as dataset inventorying and prioritization tools, metadata sheets, and data management workflows are further outlined within this handbook for data coordinators to utilize as necessary.

The terms of the open data policy apply to all City-Parish departments; therefore, any departments found to be non-compliant with the terms of this policy – including, but not limited to, lack of active participation in the Data Governance Committee, unresponsiveness to queries or requests from the Open Data BR Program Team, or not alerting the Open Data BR Program Team at the start of new projects or software implementation activities – will be reported to their governing authority with non-compliance status highlighted in the annual Open Data Report presented to the Metro Council.

## Open Data Management Process

Data coordinators should utilize the following process to guide how data is identified, considered, and ultimately made public. The total time it will take to move through the data inventory to publication process will vary based on factors such as the amount of data clean-up that needs to occur, whether data needs legal review, whether the data is loaded manually or through an API or programming, and the amount of metadata that needs to be researched or created, among other considerations.

All departments are responsible for ensuring they are allocating sufficient resources to advance these processes as quickly as possible, as the progress made by departments to comply with the City-Parish's Open Data Policy will be tracked and published each calendar year as part of the annual Open Data Report.



### Data Identification, Inventorying, and Prioritization

#### Dataset Identification

One of the core responsibilities of departments to achieve compliance with the terms of the City-Parish's open data policy is immediate and ongoing identification of datasets. As outlined in the open data policy, the City-Parish now operates under an "open by default" approach to data management. This means that all data managed, maintained, supported, or procured by departments should be considered open by default and considered as part of the dataset inventorying process. Please note that simply identifying a dataset does not mean that it will end up published on the Open Data BR portal or released to the public. Any datasets that may include protected or sensitive information will be reviewed for such data with publication decisions made after the rigorous internal review process described in this handbook.

Each department's data coordinator is responsible for identifying all key datasets within their department. Please consider the following questions in working with division heads, managers, and others within your department who may be aware of or manage various types of data that should be considered as part of this process.

- What data is used for any departmental, program, project, or grant-based monthly, quarterly or annual reports?
- What data do the Mayor's Office, Metro Councilmembers, or other elected or appointed officials typically request?

- What data do you utilize in the development of your annual budget requests and goal-setting process?
- What data from your department is already published on Open Data BR or available on the City-Parish's website?
- What data does your department use for internal performance or trend analysis?
- What data is reported to federal, state or local agencies?
- What data is frequently requested as a public records or information request?
- What data are other departments asking for?
- What kinds of data are similar departments across the country publishing as open data?

As you are conducting this dataset inventory, please remember make a note of those datasets that may contain protected or sensitive information, which can be done either informally by keeping a list of those datasets or including a note using the "comment" function in your dataset prioritization spreadsheet (referenced in the next section). The Open Data BR Program Team will work with you to identify potential solutions to redact elements of this data in order to publish it or otherwise determine that it is not viable to publish it due to such protected or sensitive information considerations.

### Dataset Prioritization

The City-Parish recognizes there are limited resources and other considerations that exist to support the immediate release of all candidate datasets into the public domain. Some datasets may carry significant risks related to the publication of personal or sensitive information that may need to be addressed, while others may utilize data that originates from older or less sophisticated databases that requires considerable time spent in the data conversion process.

However, one of the requirements of the City-Parish's open data policy is to identify all datasets that are expected to be published within the following calendar year. As such, it is critical that departmental data coordinators work with the Open Data BR Program Team to inventory all potential candidate datasets and prioritize each for public release on a department-by-department basis. Each dataset that has been previously identified by data coordinators will be evaluated for prioritization across five equally weighted categories:

#### 1) Strategic Importance

- Does the dataset align with one of the Mayor-President's and/or Metro Council's priorities?
- Is the data currently used to evaluate the performance of a department in delivering its mission?
- Does the dataset relate to a project or program brought about by high-profile legislation and/or significant capital or budgetary investment?

#### 2) Collaborative Partnerships

- Is the dataset primarily focused on a national grant or award (e.g. a federally funded transportation project or other federal grant, or a state-supported program)?
- Does the dataset support a national or federal initiative (e.g. White House Police Data Initiative)?
- Is the dataset part of any collaboration with the private sector (e.g. Waze transportation data)?

#### 3) External Interest

- Has a public records request been filed recently or frequently to receive access to data contained within the dataset?
- Has the dataset been requested through the Open Data BR portal's "suggest a dataset" feature?

- Have residents requested the dataset during external events (e.g. public meetings, community engagement events, etc.)?
- Does the dataset deal with a topic that is commonly valuable to external users, even if it hasn't been requested?
- Does the dataset have the capacity to fuel internal or external innovation (e.g., enable the development of new tools and applications)?

4) Operational Usefulness

- Is the data used for decision making within a department?
- Would opening the data increase internal government efficiency or effectiveness?
- Do usage statistics suggest that internal application program interfaces (APIs are frequently calling upon this data to conduct their business?

5) Data Quality

- Are there missing values in the dataset that affect its) usefulness?
- Is the dataset updated regularly and consistently?
- Is the data contained in the dataset accurate?
- Is the data in a machine-readable format?
- Are there privacy, sensitivity, or confidentiality concerns about the data contained within the dataset?

Each dataset should be given a rank of zero to five, with zero being “no value” and five being “highest value,” within each of these categories. Data coordinators should use the template spreadsheet, located on MetroNet at the following link, to inventory and prioritize all candidate datasets for their department: <http://metronet/opendatabr/datasetprioritization.xlsx>

For example, the Department of Transportation and Drainage may utilize the following rankings for the sample datasets listed below (Note – ranked priorities are only placeholder data and not established by the department for the referenced datasets):

Department	Dataset	Strategic Importance	Collaborative Partnerships	External Interest	Operational Usefulness	Data Quality	Total
Transportation and Drainage	Traffic Flow Data	5	4	4	5	3	21
Transportation and Drainage	Road Rehab Annual Plan	3	3	2	5	5	18
Transportation and Drainage	Pavement Quality	4	4	2	4	3	17

The Open Data BR Program Team will be responsible for taking each of these departmental dataset prioritization spreadsheets on a rolling basis and combining them into one dataset prioritization dashboard featuring datasets inventoried by all departments, which will then be used to guide ongoing decisions for publication based on priority and data readiness.

Department	Dataset	Strategic Importance	Collaborative Partnerships	External Interest	Operational Usefulness	Data Quality	Total
Transportation and Drainage	Traffic Flow Data	5	4	4	5	3	21
Community Development	Annual Homeless Snapshot	4	5	3	4	5	21

Maintenance	Mowing Status	5	4	2	4	2	17
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Data coordinators are responsible for initiating the initial prioritization of each dataset, with criteria initially reviewed by the Open Data BR Program Team and presented for discussion purposes at Data Governance Committee meetings. These candidate datasets will be reviewed, and priorities regularly re-assessed, as part of Data Governance Committee meetings.

### Metadata Form

Each dataset you identify will have one or multiple sources associated with it. In short, a data source is anything that “contains” or holds your data. Your data may be housed in a variety of places including enterprise or departmental applications and databases; spreadsheets and databases on shared drives and folders; with third-party vendors that collect data on your department’s behalf as part of a program or service; or externally hosted systems, applications or services.

Think about what programs or projects your department administers – where is that data stored? What spreadsheets on shared or local drives does your department use to store data? What information are you already publishing and where does that information come from? This data source information is important to capture as you will need to note it in the form you submit for each identified dataset. Please note that you do not need to know the particulars of the data system or specific data fields from which data originates. As you identify data or a new dataset for our open data program and it is prioritized for release during a given calendar year, you can contact the Open Data BR Program Team for assistance by emailing [opendata@brla.gov](mailto:opendata@brla.gov).

Since the launch of the Open Data BR portal, the Open Data BR Program Team has utilized a form to collect information on datasets from departments. This form, called a Metadata Worksheet, captures all the key information related to datasets that the Open Data BR Program Team will need in order to properly inventory the dataset, review it for completeness, and analyze it both for consistency with the standards of the Open Data BR portal and to consider protected or sensitive information that may be contained within the dataset. Once the prior steps are complete and a dataset is identified as a priority for release within a given calendar year, data coordinators should contact the Open Data BR Program Team with a notice that this Metadata Worksheet must now be completed. The Open Data BR Program Team will work with data coordinators to identify the appropriate data fields that should be captured within each dataset and then complete the form, with final sign-off on the contents of this form provided in writing by both the department responsible for capturing or facilitating access to this data and Information Services.

This form is accessible on MetroNet at this link, with an example screenshot of the form included below for easy reference: [http://metronet/opendatabr/opendata\\_metadata\\_form.xltx](http://metronet/opendatabr/opendata_metadata_form.xltx)



# Open Data BR

## Metadata Worksheet

<b>Dataset Title</b>	Street Lighting	
<b>Dataset Description</b>	This dataset contains the location and attribute information about all of the Street Lighting in the City of Baton Rouge Parish, Louisiana. This includes lighting along neighborhood streets and	
<b>Category</b>	Transportation and Infrastructure	
<b>Tags / Keywords</b>	Lighting; Street; Utility; Transportation	
<b>Data Provided By</b>	Department of Transportation and Drainage	
<b>Source Hyperlink</b>	<a href="http://brgov.com/dept/dpw/traffic/">http://brgov.com/dept/dpw/traffic/</a>	
<b>Unique Identifier</b>	IDHIGHWAYL	
<b>Field Name</b>	<b>Display Name</b>	<b>Field Description</b>
IDHIGHWAYL	LIGHT ID NO	Unique identification number of the light fixture
ROUTE	ROUTE	Name of the street on which the light fixture is located
DIRECTION	DIRECTION	Direction in which the sign faces
MILEPOINT	MILEPOINT	Location of the sign as measured from the startpoint of the road
POLETYPE	POLE TYPE	Material of the pole that the light fixture is attached to
LIGHTPRESE	LIGHT PRESENT	Determination of whether a light fixture is present
SIDEOFROAD	SIDE OF ROAD	The side of the road on which the light fixture is located
LATITUDE	LATITUDE	Latitude coordinate

If you have any questions at any time about this form or the process to complete it, please email [opendata@brla.gov](mailto:opendata@brla.gov).

### Protected Information Screening

As datasets (and data sources) are identified and inventoried in the corresponding Metadata Form and submitted to [opendata@brla.gov](mailto:opendata@brla.gov), the Open Data BR Program Team will begin reviewing the candidate data for protected information. This is a critical step in the data management and review process, as the protection of privacy, confidentiality, and security must continue to be maintained as a top priority while also advancing the City-Parish’s transparency and accountability efforts through open data.

The Open Data BR Program Team will review all datasets identified by departmental data coordinators for protected and sensitive information, as defined below:

- “Protected information” means any dataset or portion thereof to which an agency may deny access pursuant to the Louisiana Public Records Act (La. R.S. 44:1 et seq.) or any other law or rule or regulation
- “Sensitive information” means any data which, if published by the City-Parish online, could raise privacy, confidentiality, or security concerns or have the potential to jeopardize public health, safety, or welfare to an extent that is greater than the potential public benefit of publishing that data

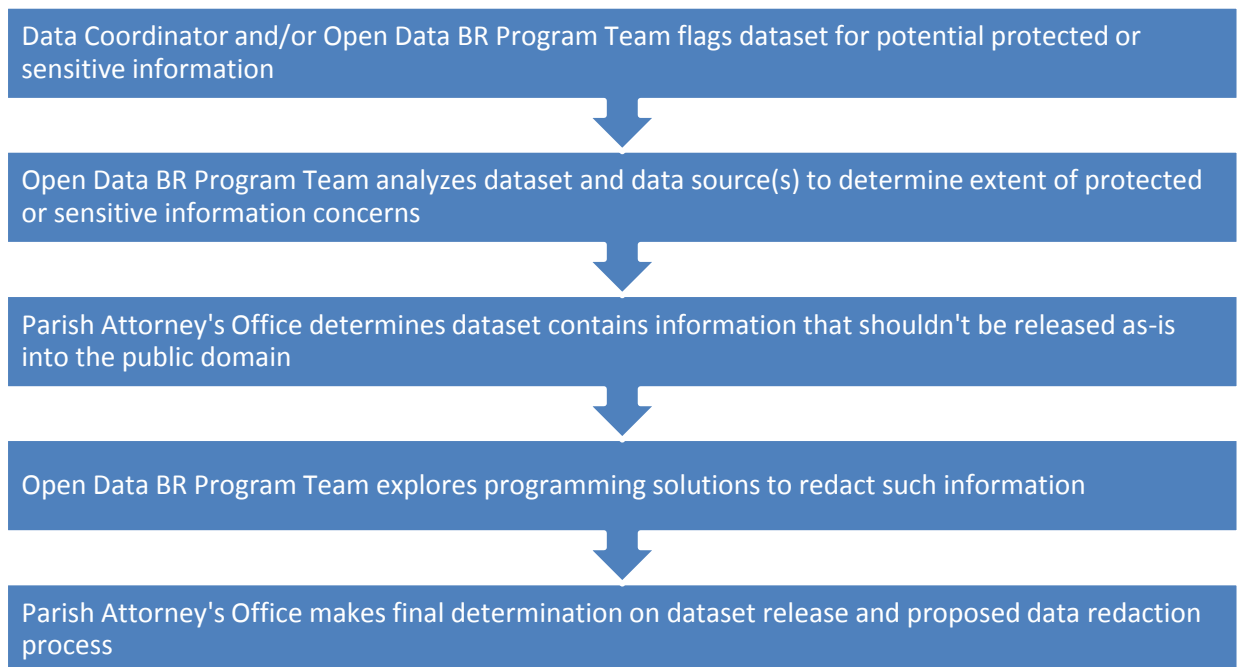
In addition, the City-Parish is responsible for maintaining personally identifiable information within many of its internal databases that can be used to identify, contact, or locate an individual, either alone or when combined with other easily accessible sources. This protected information screening process

must also consider the trust in which residents, businesses, and others have placed in the City-Parish in maintaining such data, and screen or redact it appropriately as part of any data publication decisions.

Such inputs may include:

- Social security number
- National ID number, passport number or Visa permit number
- Driver's license number
- Bank and credit/debit card numbers
- Tax information (e.g., W-2, W-4, 1099)
- Disability information
- Ethnicity
- Gender
- The location of an individual at a particular time
- Web sites visited
- Materials downloaded
- Any other information reflecting preferences and behaviors of an individual

Please note that while it is critical to identify any datasets that contain this type of information, the presence of the information does not immediately disqualify the data from being a candidate for publication. There are many programming solutions that allow for easy and consistent redacting of such information, which will be utilized and tested as appropriate by the Open Data BR Program Team. That said, data that will violate security, privacy or legal concerns will not be released as open data.



This internal review process, as indicated in the above workflow diagram, will include a robust analysis of the raw data within the dataset, the data source(s) from which the data originate(s), and a review of any related concerns departmental data coordinators identify within the Metadata Worksheet submitted for that particular dataset. If a dataset is found to have protected or sensitive information,

the Open Data BR Program Team will immediately engage the Office of the Parish Attorney to confirm if the information in question in fact meets the definition of protected or sensitive information.

If the Office of the Parish Attorney determines the dataset does contain protected or sensitive information that should not be released into the public domain, the Open Data BR Program Team will work to identify potential programming solutions, scripts, and processes that can be utilized to redact this information on a manual or automated basis.

Once all potential solutions have been explored and/or established, the Open Data BR Program Team and departmental data coordinator will make a recommendation to and request a final opinion from the Office of the Parish Attorney as to whether or not the dataset can proceed with planned publication with final data fields delineated within the dataset's Metadata Worksheet. This process is outlined in full detail within the City-Parish Dataset Approval Workflow included within this handbook.

### Data Conversion

Once a dataset has been determined as a candidate to be published and any concerns regarding protected or sensitive information have been resolved, the Open Data BR Program Team will work with departmental data coordinators to identify and implement technical considerations associated with converting various types of data into a format that can be moved into an open data environment, including what automated redaction of data must occur to satisfy sensitive information screening provisions.

Each dataset will be evaluated individually for quality as part of this conversion process, with key considerations including:

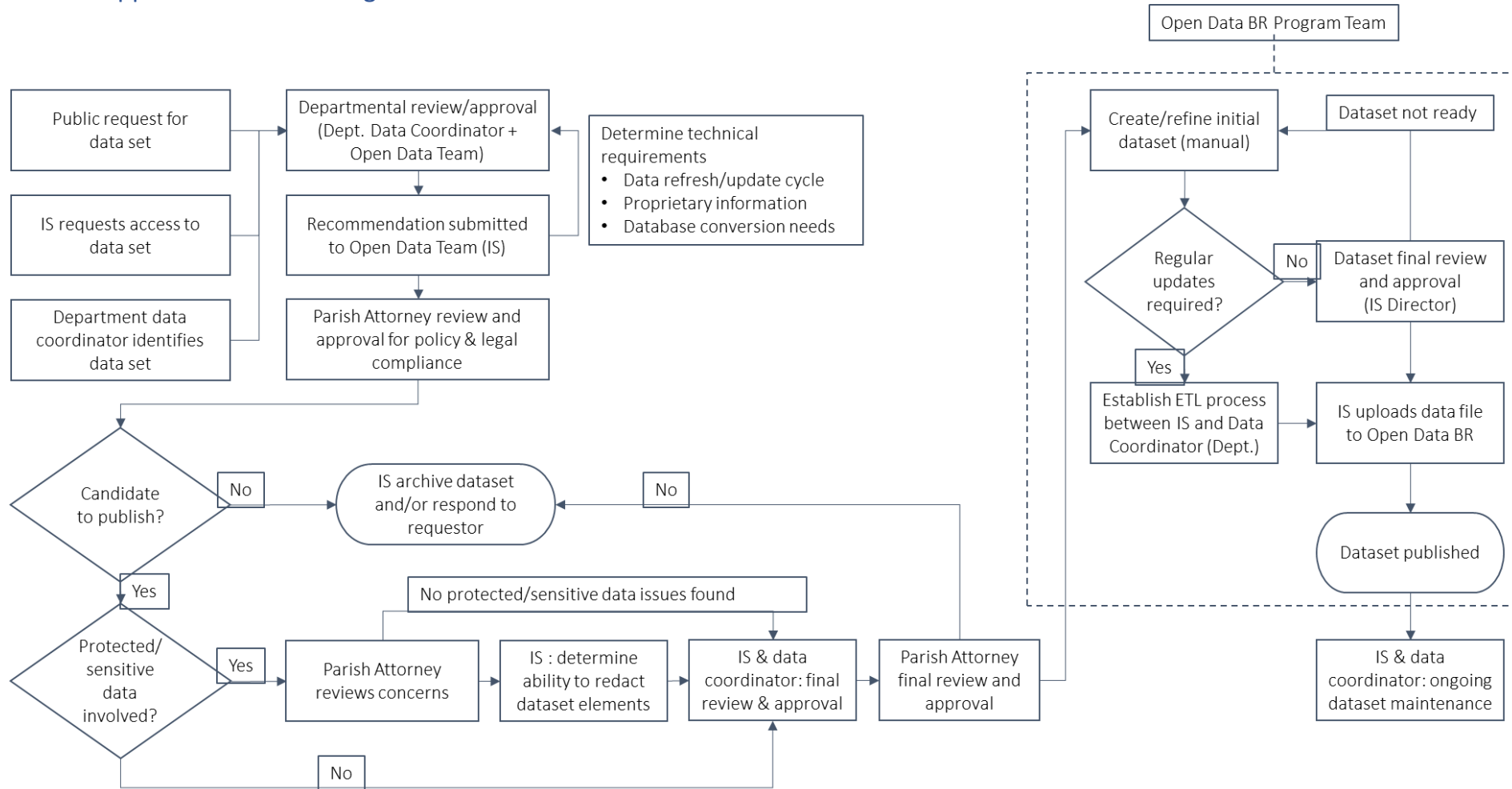
- Are there missing values in the dataset that affect its usefulness?
- Is the dataset updated regularly and consistently?
- Is the data contained in the dataset accurate?
- Is the data in a machine-readable format?

If quality issues are identified, the Open Data BR Program Team will address in coordination with the appropriate data coordinator(s) prior to advancing for final dataset publication.

The data conversion process is a highly technical process but may require the ongoing input and review(s) from departmental data coordinators as various approaches are utilized to initially publish this data and support automated updates in accordance with the dataset's refresh cycle, or the frequency at which new data arrives into the raw dataset.



# Dataset Approval Workflow Diagram



## Data Publication

Once data is analyzed, prioritized, reviewed internally, and prepared for public release in accordance with the Dataset Approval Workflow and steps outlined in this handbook, departmental data coordinators will be able to view the dataset on the Open Data BR portal as a private dataset that can only be accessed by select users. If any final adjustments to the dataset or how data is displayed are required, those edits will be made by the Open Data BR Program Team in coordination with data coordinators and other departmental subject matter experts as necessary.

The Director of Information Services will provide final approval for datasets to be published based on guidance provided by the Office of the Mayor-President and/or Council Administrator, as necessary.

The release of new data or datasets is an important action that helps to achieve the City-Parish's open data goals, and thus is an action that should be publicized accordingly. As each dataset is finalized and prepared to be published, the following communication channels or activities will be considered and utilized as necessary to create awareness surrounding the dataset's release:

- A post to the City-Parish's Twitter, Facebook and/or other social media accounts
- A news release from the Office of the Mayor-President
- Direct communication to key stakeholders such as civic groups and organizations, higher education partners, and local, state, or federal agencies
- The publication of summary articles, case studies, or other features on the City-Parish website or working to promote the availability of this data with local, state, or national media outlets
- An announcement on the Open Data BR portal

The Open Data BR Program Team, through the Department of Information Services, will work in tandem with the appropriate departmental data coordinator(s) and communications staff to provide supporting information and ensure any communications associated with the release of new datasets or major updates to existing datasets are structured to achieve maximum awareness.

## Data Maintenance and Audits

The process used to support a true open environment does not end once the data is first published.

The Open Data BR Program Team will continue to work with departmental data coordinators on an ongoing basis to ensure published data remains current, accurate, and publicly accessible. From a technical perspective, this means ensuring all internal databases are maintained and automated processes used to connect internal databases with the Open Data BR portal remain active and that data is updated per the publication frequency. As subject matter experts, departmental data coordinators are required to help address questions about the dataset submitted by the public, work to resolve any issues that arise, and conduct a review of all published department datasets on a biannual basis to ensure they are being updated on the basis included in the metadata. This is true for datasets updated automatically as well as those that require a manual update. The dataset inventory serves as a tool to keep track of what has been published so it is easier to verify that the data are up-to-date.

This maintenance and audit process will help to ensure there are no issues related to the integrity or accuracy of published data while identifying opportunities to further strengthen the quality or accessibility of published data. The Open Data BR Program Team is responsible for working with data coordinators to capture any outcomes from maintenance or audit activities to be shared with the Data

Governance Committee. Information Services will be responsible for taking action to correct any issues with Open Data Portal, while data coordinators will be responsible for correcting any issues with their respective datasets or inventory items. Any recurring data maintenance issues should be logged and included in the annual Open Data Report submitted to the Metro Council.

Once a dataset is published, data coordinators should also begin working with the Open Data BR Program Team to identify how to provide or support external access to historical archives of this data, to the extent technology and software enables such access.

### Procurement Considerations

The City-Parish's Open Data Policy also includes several key requirements related to the procurement of goods and services that departments (as well as the Purchasing Division) must take note of and begin working toward, such as:

- Encouraging electronic methods of data collection to avoid inefficiencies of paper-based filing systems and to make real-time disclosures possible
- Working with the Purchasing Division and Office of the Parish Attorney to include specifications in future requests for proposals (RFPs) and comparable procurements to encourage technology solutions with an open source licensing model and/or the capabilities to store and expose public data using industry standard and open protocols
- Including language in procurement documents that allows for working with third-party vendors to maintain up-to-date data documentation for any "custom off the shelf" systems

### Contracting Considerations

To support these actions and related contracts that are executed between the City-Parish and external vendors or service providers, the Department of Information Services will work with the Purchasing Division and Office of the Parish Attorney to develop contract provisions that promote open data policies in technology-related procurements, including establishing requirements that any data produced or stored on behalf of the City-Parish may be posted to the Open Data BR portal. As part of the development and enforcement of such provisions, any data created or provided by City-Parish contractors and external organizations will be required to meet the same standards as data created within or by City-Parish departments and agencies, to the extent public contract and bid law provides for such stipulations.

## Annual Open Data Report

Each department or agency that falls under the governance of the Mayor-President or Metro Council is responsible for complying with the terms outlined within this open data policy, with a report due to the Metro Council annually outlining departments' progress made toward achieving full policy compliance during the prior calendar year. (Open Data Policy, Part 5: "Open Data Report and Review").

The Director of Information Services is responsible for preparing this annual Open Data Report within one year of the effective date of the open data policy resolution (December 13, 2017) and thereafter no later than January 31<sup>st</sup> of each year. The report shall include an assessment of progress toward achievement of the goals of the City-Parish's Open Data BR program (under which all City-Parish open data related activities occur), an assessment of how the City-Parish's work has furthered or will further the City-Parish's programmatic priorities, and a description and publication timeline for datasets envisioned to be published by the City-Parish in the following year. As a function of their required compliance with the terms of this open data policy, City-Parish departments are required to contribute to the development of this annual report on an as-requested and as-needed basis, as directed by the Director of Information Services on behalf of the Mayor-President and/or Metro Council.