



City of Oklahoma City

Open Data Policy

Purpose

The purpose of this Open Data Policy (Policy) is to affirm the City of Oklahoma City's (the City) commitment to open, transparent, and effective government. The City strives to consistently meet the community's expectations for Open Data in a positive and timely manner in full view of the public. With the advance of information technologies and the increasing ability to more easily share data, the City recognizes that making information accessible and usable by the public can help improve public service delivery and innovation.

Definitions

- **Data:** statistical, factual, quantitative, or qualitative information that is maintained or created by or on behalf of a department.
- **Data Governance Board:** A cross-departmental group within the City of Oklahoma City tasked with overseeing data strategy, management, and policy priorities to ensure that data can be leveraged as a strategic asset.
- **Dataset:** a named collection of data organized or formatted in a specific or prescribed way, often in tabular form.
- **Open Data:** data that is available, in an open format, with no legal encumbrances on use or reuse, and is available for all to access and download in full without fees or a requirement of registration. "Legal encumbrance" includes federal copyright protections and other, non-statutory legal limitations on how or under what conditions a dataset may be used.
- **Open Format:** any widely accepted, nonproprietary, platform-independent, machine-readable data format, which permits automated processing of such data and facilitates analysis and search capabilities.
- **Protected Information:** any dataset or portion thereof to which the City may deny access pursuant to a state or federal open records statute or any other law, ordinance, rule, or regulation.
- **Publishable Information:** data which is not protected or sensitive and which has been prepared for release to the public.
- **Sensitive Data:** any data which, if published by the City online, could raise privacy, confidentiality or security concerns, and to which access may be denied by the City pursuant to a state or federal open records statute or any other law, ordinance, rule or regulation. *See the Sensitive Data Policy for a comprehensive definition.*



City of Oklahoma City

Open Data Policy

Open Data Policy Principles

The City commits to develop and implement practices that will allow it to:

- Promote transparency by disclosing public information while safeguarding both resident and City sensitive data.
- Proactively release publishable City information, making it freely available in open formats, with no restrictions on use or reuse, and accessible to the broadest range of users to use for varying purposes.
- Publish high quality, updated data with metadata, and permanence to encourage maximum use.
- Provide or support access to free, historical archives of all released City data.
- Prioritize the Open Data program by connecting Open Data efforts to the City's strategic priorities.

Governance

The development and implementation of this Policy shall be overseen by the Data Governance Board, reporting to the City Manager. This policy shall be reviewed by the Board at least every two years. Minor and administrative changes may be made through a vote of approval by the Data Governance Board. Substantive changes will require approval of the City Council.

The requirements of this Policy shall apply to any Department, office, administrative unit, commission, board, advisory committee or other division of the City. The Data Governance Board will work with Departments and, if necessary, the Municipal Counselor's Office, to:

- Identify and publish appropriate contact information for a lead Open Data coordinator who will be responsible for managing that department's Open Data.
- Maintain a process for prioritizing the release of datasets which considers interest from the public, the City's strategic priorities, and cost.
- Establish and implement a process for publishing datasets to the central Open Data location, including processes for ensuring that datasets are high quality, up to date, are in use-appropriate formats, and exclude protected and sensitive information.
- Ensure that appropriate metadata is provided for each published dataset in order to facilitate its use.



City of Oklahoma City

Open Data Policy

- Ensure that published datasets are available for bulk download without legal encumbrance.
- Establish and implement a process for collecting regular public input on the Open Data program.
- In order to increase and improve use of the City's Open Data, the Data Governance Board will actively encourage Department and public participation by providing regular opportunities for feedback and collaboration.

Central Online Location for Published Data

The City shall maintain a publicly available location on the City's website or in another suitable online location where the City's published data must be available for download.

Where possible, a published dataset will be associated with contact information for the appropriate group that manages that dataset and a file layout or data dictionary that provides information about field labels and values.

Open Data Report and Review

The Data Governance Board will publish an annual Open Data Report. The report will include a summary of progress towards achievement of the goals of the City's Open Data Policy and how the City's Open Data work has furthered or will further the City's strategic priorities. During the review and reporting period, the Data Governance Board will review the City's Open Data Policy and management processes in order to ensure that the City continues to move towards the achievement of the Policy's goals.