

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 135

December 20, 2016

TO: All Departments, Boards, Agencies and Commissions

FROM: Jeffrey P. Hebert, Deputy Mayor and Chief Administrative Officer



SUBJECT: Data Policy

I. PURPOSE.

The purpose of this memorandum is to establish a Data Policy for the City of New Orleans. Data collected by the City has not been catalogued, impeding the ability to aggregate, analyze and synthesize it to better allocate public resources. The adoption of a Data Policy will improve the provision of services, increase transparency and access to public information, and enhance coordination and efficiencies among departments and partner organizations. Another goal of a Data Policy is to proactively provide information currently sought through Public Records Law requests, which saves the City time and money. Access to public information will promote a higher level of civic engagement and allow citizens to provide valuable feedback to government officials regarding local issues. Publically available data can spur civic innovation resulting in social and economic benefits for the City and its residents.

The City will proactively publish data and related information, consistent with relevant public records laws. Developing and maintaining an inventory of the City's datasets and assessing data quality is a continual process; specific annual goals will be set in an annual Data Report. Data quality should be taken into account when prioritizing which data sets to release first in order to prevent the release of confusing or misleading data. The protection of privacy, confidentiality and security will be maintained as a paramount priority while also advancing the government's transparency and accountability through open data.

II. DEFINITIONS.

- a. "Data" means statistical, factual, quantitative, or qualitative information that is regularly maintained or created by or on behalf of a City agency.
- b. "GIS" is an acronym for "Geographic Information System." A GIS is a system designed to capture, store, manipulate, analyze, manage and present all types of spatial or geographic data.
- c. "Open data" means data that is available online, in an open format, with no legal encumbrances on use or reuse.

d. "Open format" means any widely accepted, nonproprietary, platform-independent, machine-readable method for formatting data, which permits automated processing of such data and facilitates search capabilities.

e. "Dataset" means a named collection of related records, with the collection containing data organized or formatted in a specific or prescribed way, often in tabular form.

f. "Protected information" means any dataset or portion thereof to which an agency may deny access pursuant to Louisiana Public Records Law, La. Rev. Stat. § 44:1, et seq. or any other law, rule, and/or regulation.

g. "Sensitive information" means protected information which, if published on the Open Data Portal, 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.

h. "Publishable data" means data which is not protected or sensitive and which has been prepared for release on the open data web portal.

III. DATA POLICY GOALS.

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

- a) Maintain high quality, timely data with documentation (metadata) and permanence to encourage maximum use;
- b) Proactively release publishable City data, making it freely available in open formats, with no restrictions on use or reuse, and fully accessible to the broadest range of users to use for varying purposes;
- c) Establish and maintain an open data web portal that provides a central location for published City data;
- d) Minimize limitations on the disclosure of public information while appropriately safeguarding protected and sensitive information; and
- e) Encourage innovative uses of the City's publishable data by agencies, the public, and other partners.

2. The development and implementation of these practices will be overseen by the Chief Information Officer ("CIO"), reporting to the Chief Administrative Officer ("CAO") and Mayor.

3. The requirements of this Order apply to any City department, ("agency"), including information, records or data collected by third-party agency contractors that is City data.

IV. DATA INITIATIVE IMPLEMENTATION.

1. Implementation of the Data Initiative will be overseen by the CIO, who will work with the City's departments and agencies to:
 - a) Identify a lead data coordinator for each City agency who will be responsible for managing that agency's participation in the Data Initiative;
 - b) Establish intergovernmental collaborative efforts to foster a unified approach to grow and maintain the GIS data inventory;
 - c) Oversee the creation of a comprehensive inventory of datasets held by each City agency which is published to the Open Data Portal and regularly updated;
 - d) Develop and implement a process for determining the relative level of risk and public benefit associated with potentially sensitive, non-protected information so as to make a determination about whether and how to publish it;
 - e) Develop and implement a process for prioritizing the release of datasets to the Open Data Portal which takes into account new and existing signals of interest from the public (such as the frequency of Public Records Law requests), the City's programmatic priorities, existing opportunities for data use in the public interest, and cost;
 - f) Establish processes for publishing datasets to the Open Data Portal, including processes for ensuring that datasets are reviewed for formats, quality, timeliness, and exclusion of protected and sensitive information;
 - g) Develop and oversee a routinely updated, public timeline for new dataset publication; and
 - h) Ensure that published datasets are available for bulk download or that application program interfaces (APIs) are available, as appropriate.
2. In order to increase and improve use of the City's data, the CIO will actively encourage agency and public participation through providing regular opportunities for feedback and collaboration.

V. OPEN DATA PORTAL.

1. The City will maintain an Open Data Portal where the City's published data will be publicly available.
2. Datasets shall be made available to the public on an open license basis. An open license on a dataset signifies there are no restrictions on copying, publishing, further distributing, modifying or using the data for a non-commercial or commercial purpose.

VI. DATA REPORT AND REVIEW.

1. Within one year of the effective date of this Policy Memorandum, and thereafter no later than October 1 of each year, the CIO will submit an annual Data Report to the CAO. The report shall include an assessment of progress towards achievement of the goals of the City's open data program, a list of datasets currently available on the Open Data Portal, and a description and publication timeline for datasets envisioned to be published on the portal in the following year.
2. During the review and reporting period, the CIO should also make suggestions for improving the City's open data management processes in order to ensure that the City continues to move towards the achievement of the policy's goals.

VII. INQUIRIES.

Questions regarding this memorandum should be forwarded to the Chief Administrative Office at (504) 658-8600.