



City of Elk Grove Open Data Policy

No. 1500-008

Date: 10/1/2015
Revised:

Department: Finance/Admin Services
Division: Information Technology

Authority: City Manager

This Administrative Policy is declarative of existing City policy, is issued under the authority vested in the City Manager, and shall remain in place unless and until rescinded or superseded.

Laura S. Gill, City Manager

Table of Contents

PURPOSE.....	1
SCOPE	1
ASSIGNMENT OF RESPONSIBILITY	1
A. Department Managers	1
B. City Clerk	1
C. IT Administrator	1
D. All City Employees.....	1
DEFINITIONS	1
POLICY STATEMENT	2
RESPONSIBILITY	2
PROVIDING AVAILABLE DATA	3
CITY DEPARTMENTS.....	3
IT ADMINISTRATOR DUTIES.....	4
OPEN DATA COORDINATOR.....	4
DISCLOSURES/DISCLAIMERS	4

PURPOSE

To outline the process and procedures to provide useful information to the public from the City's website in a structured format.

SCOPE

The policy covers how the City of Elk Grove will maintain open data sets, including analysis and publication of these sets. This document also outlines the roles that staff will play in the open data portal, frequency of updating, and disclaimers.

ASSIGNMENT OF RESPONSIBILITY

- A. **Department Managers** to provide an Open Data Coordinator from each department to participate in the Open Data Portal project.
- B. **City Clerk** to collect requests for Open Data sets to be added to the portal and to be provided to the IT Administrator.
- C. **IT Administrator** to process requests, work with department Open Data Coordinators, and review available information that can be made available. To ensure that data sets made public do not contain protected data and have been reviewed.
- D. **All City Employees** to actively consider data sets that exist and if there would be public benefit to publish them.

DEFINITIONS

- A. IT Administrator:
 - a. IT Administrator means the IT Administrator of the Division of Technology or the IT Administrator designee.
- B. Data: Final versions of statistical or factual information that:
 - a. Is in alphanumeric form reflected in a list, table, graph, chart or other non-narrative form, that can be digitally transmitted or processed; and
 - b. Is prepared, owned, used, or retained by the City; and
 - c. Record a measurement, transaction or determination related to the mission of the City of Elk Grove

The term "data" shall not include image files, such as designs, drawings, photos or scanned copies of original documents; provided, however, that the term "data" shall include statistical or factual information about image files and geographic information system (GIS) data.

- C. Data Set: data sets are named collections of related records, with the collection containing data organized or formatted in a specific or prescribed way, often in tabular form, and access by a specific method that is based on the data set organization.

- D. Derivative Work: Any work that is based in any manner or to any extent upon the Data, including, without limitation, any work that uses the Data in a modified form.
- E. Open Data Coordinator: Open data coordinator means the person designated by a City department to coordinate data for release through the City's open data portal.
- F. Protected Data: data or data set, or portion thereof that is confidential, privileged, or otherwise exempt from disclosures to the California Public Records Act or any other law, rule or regulation.
- G. Public Data: any data, or data set published via the Open Data Portal.
- H. User: the individual who downloads and uses the Data, including the Derivative Work.
- I. Terms of Use: the terms that the end user agrees to upon access the City's Open Data Portal. These terms can be found at [Http://www.elkgrovecity.org/](http://www.elkgrovecity.org/)

POLICY STATEMENT

An open data policy will provide benefits to the City of Elk Grove (City), which includes:

- Enhanced government transparency and accountability;
- Development of new analyses or applications based on the unique data the City provides;
- Mobilization of Elk Grove's high-tech workforce to use City data to create useful civic tools;;
- Creation of social and economic benefits based on innovation in how residents interact with government stemming from increased accessibility to City data sets;
- Provide community direct access to commonly requested data sets
- Provide community with information necessary to participate in government in a meaningful manner;
- To assist in identifying possible solutions to pressing governmental problems;
- Promote innovative strategies for social progress and economic growth.

RESPONSIBILITY

- City Clerk –
As the City's official record keeper, the City Clerk or designee will confer with appropriate stakeholders and the City Attorney, as appropriate, before approving data sets for delivery through the City's Open Data Portal. All data sets accessed through the open data portals are confined to public information and must not contain any protected data as defined herein.

If the City is notified that data on this data portal is factually inaccurate or

misleading, or is protected data, the City Clerk as appropriate, may promptly correct or remove such data from the City's data portal after reviewing the notification and the posted data with appropriate City staff.

- Primary Data Custodian – Requests for delivery of City data sets via the City's Open Data Portal shall be submitted to the City Clerk for vetting and approval.
- Enforcement – Any data sets appearing on the City's Open Data Portal that are not approved by the City Clerk will be removed until the data is properly vetted.

PROVIDING AVAILABLE DATA

- You can find the City's Open Data Portal at www.elkgrovecity.org or its successor website.
- The City is committed to creating an Open Data Portal that provides transparency to the public while following applicable laws. Regular publication of public information and data is an essential component of an open and effective government.
- The online publication of public data empowers Elk Grove's residents and businesses to participate in identifying possible solutions to pressing governmental problems, and promoting innovative strategies for social progress and economic growth.
- The City's open data portal will provide expanded public access to information through the City's website. The City will work to make that information easily available online in a format that can be utilized by most available software.
- The City will grow these data sets over time, as time and budget allows.
- Data prioritized for publication should be of likely interest to public;
- Data sets should be free of charge to the public through the web portal;
- Data sets shall not include privileged or confidential information, or information the disclosure of which is prohibited by law; and

CITY DEPARTMENTS

For the purpose of identifying data sets for inclusion on the Open Data Portal, each department shall consider whether the information embodied in the data set:

- Is identified in the City's Record Retention Schedule;
- Is appropriate for public release;
- Is frequently the subject of a written request for public records of the type that a public body is required to make available for inspection or copying under California Public Records Act;
- Increases accountability, efficiency, responsive or delivery of services;

- Improves public knowledge of the City and its operations;
- Furthers the City's mission;
- Creates economic opportunity; and
- Is not a Protected Data Set.

All departments shall make reasonable and appropriate efforts to update its public data on a regular basis to the extent that the City regularly maintains or updates its data sets.

IT ADMINISTRATOR DUTIES

Duties shall include, but not be limited to the following:

- Draft rules and technical standards to implement the open data policy.
- Coordinate, maintain, and update the City's Open Data website
- Provide education and analytic tools for City departments to improve and assist with the release of open data to the public;
- Assist departments by collecting and reviewing each department's open data by collecting and reviewing each department's open data sets and discuss new sets that might be able to be created and evaluate the current data to see if it needs updating quarterly.;
- Help establish data standards within and outside the City through collaboration with external organizations;
- Assist City departments with analysis of City data sets to improve decision making
- Collaborate with the City Clerk and the City Attorney as appropriate, to determine appropriate data sets for release on the Open Data Portal; and
- Catalogue and post on the Open Data Portal a list of all data sets available on the Portal.

OPEN DATA COORDINATOR

Each department shall designate an Open Data coordinator to assist the department in implementing the City's Open Data Policy which includes;

- Serve on the open data advisory group
- Upon, request, meet with the open data advisory group to discuss any matters pertaining to implementation
- Assist in the preparation of annual open data compliance report

DISCLOSURES/DISCLAIMERS

Public data made available on the City's data portal shall be provided as a public service, on an "as is" basis, and for informational purposes only. The City shall make no warranty, representation, or guaranty of any types as to the completeness, accuracy, content or fitness for any particular purpose or use of any public data set made available on the City's Open Data Portal, nor shall any warranties be implied with respect to the data provided.

The City is not liable for any errors, omissions, or inaccuracies in the data provided on the City's Open Data Portal, regardless of how caused; or any decision made or action taken or not taken by anyone using or relying upon such data; any virus or other damage to any computer that may occur during or as a result of accessing such Portal or the data provided therein; or any other act identified in any disclaimer of liability, indemnification provision, or other provision set forth herein or in the Terms of Use.

The City reserves the right to discontinue availability of content on the City's Open Data Portal at any time and for any reason. The City reserves the right to claim or seek to protect any patent, copyright, trademark, or other intellectual property rights in any of the data, information, images, software, or processes displayed through the City's Open Data Portal. Nothing herein is intended to impose a mandatory duty upon the City. Any lack of compliance with the procedures set forth herein shall not confer upon any person a cause of action against the City, or any other person or entity.