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# Dataset Publication Assessment Template

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| **Dataset ID:** | Dataset ID (supplied by dataMontgomery)  |
| **Department:** | Department Name |
| **Dataset Name:** | Dataset Name |

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# dataMontgomery Dataset Information

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| **Dataset ID:**  | Unique identifier supplied by dataMontgomery team (ex: DTS001) |
| **Department:** | Name of the department that owns the data. |
| **Dataset Name:** | Dataset Name, as it will appear on dataMontgomery site |
| **Dataset Description:** | Dataset Description, as it will appear on dataMontgomery site |
| **Dataset Category (Select 1):** | Options: Community, Education, Financial, Geographical, Property, Public Safety, Transportation |
| **Dataset Owner (Primary Contact):** | Name of Dataset Owner (primary contact for DM team). This person will be responsible to ensure the data remains up to date and relevant and handles all inquiries from the public regarding the dataset. |
| **Technical Support Contact:** | Name of the person identified by the department to support the dataset once published.  |
| **Has this data already been published somewhere?****(If it has, please provide the source and/or specific URL/website address)** |  |
| **Data Source:** | Source system |
| **Data Timeframe:** | Timeframe covered for the published data. (ex: January 1, 2012 to current date). |
| **Data Format:**  | Automated feed coordinated with the Enterprise Service Bus (ESB) team. (or manual) |
| **Proposed Data Refresh Schedule:** | Daily, Weekly, Monthly, Quarterly, Fixed Data, etc. |
| **Retention Requirement:**  | Indefinite |

# Dataset Definition

**Guiding Principle Definitions:**

* All public data is made available. Public data is data that based upon all applicable laws and County policies may be published.
* Data is as collected at the source, with the highest possible level of granularity, not in aggregate or modified forms.
* Updates to data are made available as quickly as necessary to preserve the value of the data.
* Data is presented in a meaningful way.
* Data can be processed.
* Data is not subject to any copyright, patent, trademark or trade secret regulation. Reasonable privacy, security and privilege restriction may be allowed as governed by other statutes.
* This data will be published indefinitely unless Steering Committee approval is obtained to discontinue updates or remove the dataset.

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| **Dataset ID:**  |
| **Dataset Name:**  |
| **Requirements:*****List Display Order, Field Name, and Field Description all fields to be published as part of the raw dataset in the below table:***

| **Display Order** | **Field Name (Host System)** | **Publish Field Name** | **Field Description (for publication)** |
| --- | --- | --- | --- |
| 1. | Field Name (host system) | Field Name (for publication) | Describe the contents of the data in this field (for publication as mouse-overs for the column headings) |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |

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| **Exceptions** ***List fields to be excluded from dataset in the below table.***

| **Field Name** | **Field Description** | **Explanation for exclusion** |
| --- | --- | --- |
|  |  |  |
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 ***List rows to be excluded from dataset*** |
| **Dataset Refresh Schedule:*****Describe the frequency for updating the dataset from the source system:*** |
| **Dataset Availability/Accessibility:*****Describe any constraints regarding the accessibility or availability of the dataset, including any privacy concerns (MPIA exemptions, HIPAA, PCI, personally identifiable information):*** N/A |
| **Existing Licenses/Policies/Guidelines/Standards:*****List any licenses, policies, guidelines and/or standards applicable to dataset that might impact the County’s authority to publish the data.***N/A |
| **Issues/Action Items:*****List Issues pertaining to publication of dataset******Action Items: Provide person assigned and due date*** |

# Publication Authority Levels

Please select which level applies to this dataset:

[ ]  If the proposed dataset is already published in its entirety on another website or format (County website, provided to another public website for consumption, provided in a paper report available to the public), and the Department has already completed the due diligence needed (Department management approval, OCA review, etc) to enable this data to be available to the public. This document will need to be completed for inventory purposes and will need the signature approval from the following individuals:

* Dataset Owner
* dataMontgomery Project Manager

[ ]  A standard dataset is defined as data that has not been vetted previously for approval to publish and needs Department management and legal approval to proceed. A dataset may be published on the dataMontgomery website with the signature approval of the following individuals:

* Department or Agency Director
* Dataset Owner (changed this to match page 1) (from the department owning the dataset)
* dataMontgomery Project Manager
* Office of County Attorney (OCA) reviewer

[ ] Under any of the following conditions, the dataMontgomery Working Group must also approve the dataset prior to publication:

* Multiple departments are represented by or impacted by the data in the dataset
* Data in the dataset has been (or has the potential to be) the subject of negative press or attention
* The Department Director requests Working Group approval
* The dataMontgomery Project Manager requests Working Group approval
* The Working Group notifies the dataMontgomery Project Manager that Working Group approval is required

If any of the above items are checked, the dataMontgomery Working Group must approve the dataset prior to publication in addition to the individuals identified above.

# Primary Contact for Public Inquiries

Each dataset must have an assigned resource from the owning department who will be the primary contact for any public inquires about the published data. This person will be responsible to ensure the data remains up to date and relevant and handles all inquiries from the public regarding the dataset.

Please indicate the name, position and contact information for the primary contact for this dataset

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| **Primary Contact:** |
| **Name:** | **Department:** | **Position/Title:** | **Email:** | **Phone #:** |
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If the dataset is automatically updated using dataMontgomery’s standard transport tool, ESB, a group email address needs to be created by the Department for job notifications. The members in this group will need to be maintained by the Department Primary Contact (listed above). Please note the group names created for this dataset.

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| **Automatic Update Notification Groups:** |
|  | **Recommended Format:** | **Group Created** |
| **Success:** | #DEPT.ESBDM.Success |  |
| **Failure:** | #DEPT.ESBDM.Failure |  |

# Acceptance

We, the undersigned decision makers, have reviewed the data this document describes, certify that it is lawful to publish under all applicable laws and policies and approve of the dataset described for publication on the dataMontgomery website:

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| **Dataset Publication Authority:** |
| **Name:** | **Role:** | **Signature:** | **Date:** | **Phone #:** |
| Victoria Lewis | dataMontgomery Project Manager |  |  |  |
| TBD | Dataset Team Lead |  |  |  |
| TBD | Department OCA Reviewer |  |  |  |
| **dataMontgomery Working Group (if required):** |
| **Name:** | **Role:** | **Signature:** | **Date:** | **Phone #:** |
| Dan Hoffman | Chief Innovation Officer |  |  |  |
| Dave Gottesman | Director, CountyStat |  |  |  |
| Donna Bigler | PIO Representative |  |  |  |
| John Gillick | Open Data Program Manager  |  |  |  |

# Dataset Publishing Agreement

I, the undersigned decision maker, have reviewed the data this document describes, certify that it is lawful to publish under all applicable laws and policies and approve of the dataset described for publication on the dataMontgomery website:

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| **Department or Agency Director:** |
| **Name:** | **Department:** | **Signature:** | **Date:** | **Phone #:** |
| TBD | Department Head |  |  |  |