TECHNOLOGY
ENTERPRISE
BUSINESS SOLUTIONS
**Montgomery County
Government, MD**

Montgomery County Government

OPEN DATA OPERATIONS MANUAL

FY2022

ANNUAL UPDATE

Version History

VERSION	DATE	DESCRIPTION	AUTHOR
1.0	9/18/2014	Initial Release	Department of Technology Services, Montgomery County Government
2.0	7/15/2015	Annual Update	Department of Technology Services, Montgomery County Government
3.0	7/15/2016	Annual Update	Department of Technology Services, Montgomery County Government
3.5	4/07/2017	Modification to Section 10.5.2	Department of Technology Services, Montgomery County Government
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6.0	7/15/2019	Annual Update	Department of Technology Services, Montgomery County Government
7.0	7/15/2020	Annual Update	Department of Technology Services, Montgomery County Government
8.0	7/15/2021	Annual Update	Department of Technology Enterprise Business Solutions, Montgomery County Government

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dataMontgomery – Fiscal Year in Review

Over the past 12 months, Montgomery County's dataMontgomery team has made significant publishing progress and performed outreach to expand the use of data internally and in our communities. Since the inception of the program, we have published data from every County department in our Executive Branch.

Highlights from this past year include:

Dataset Publishing:
- Publishing 22 datasets, including data about Montgomery County's Volunteer Opportunities, Disruptive Behavior Orders, Fire Code Compliance Permits and Transfer Station Scalehouse data
- Conducting an annual, prioritized update of datasets available Countywide and compiling a publishing schedule for the upcoming fiscal year
- Maintaining previously published datasets, augmenting with new fields and keeping them current by refreshing the data in accordance with the published data update frequency period

Advocating Transparency in Government
- Supporting open data best practices nationwide
- Supporting statewide transparency as part of the Maryland Open Data Council

Encouraging the Use of Open Data:
- Providing training opportunities to employees and exploring approaches of how open data can contribute to County work
- Assisting with identifying potential uses of open data to improve department operations

In the upcoming year, we will continue work to publish public data using common language, update it in a timely manner and provide residents better access to government information to help them live and thrive in Montgomery County.

We want to thank our County departments for working so diligently to make public data available on dataMontgomery and the public for helping us better understand how we can help answer your questions using data.

1.0 Introduction

1.1 About dataMontgomery

A responsive and accountable County Government has long been among the County's highest priorities. On December 5, 2012, Montgomery County announced the "openMontgomery" initiative. This announcement was made in concert with the Open Data Bill 23-12 introduced by Councilmember Hans Riemer. The full Council approved Bill 23-12 on December 4, 2012, and thereby enacted what is now the Montgomery County Open Data Act (see Montgomery County Code §§ 2-152 – 159), with an effective date of March 18, 2013. Together, these actions launched the dataMontgomery website as the County's comprehensive single source of data supporting a path to even greater transparency, accessibility and efficiency.

The dataMontgomery program provides residents and constituents with direct access to County datasets in consumable formats, so they may be viewed, sorted and used in various ways, including being potentially leveraged in the development of new applications and services by interested parties. Providing this information offers the public an opportunity to review and analyze raw data, and the opportunity to use it for a variety of purposes.

Link to the openMontgomery web portal: http://www.montgomerycountymd.gov/open/

Link to the dataMontgomery website: https://data.montgomerycountymd.gov/

Information about the project, including project staffing and governance, is included in Section 4.

1.2 Scope

Montgomery County has already made available many high value datasets though the dataMontgomery website (https://data.montgomerycountymd.gov/). The Montgomery County Government Open Data Operations Manual will document the additional County datasets that are not yet available on the dataMontgomery website, but which will be published in the future.

This Operations Manual has been prepared in compliance with the Open Data Act. The Operations Manual is intended to be a comprehensive inventory of the public datasets maintained by the Montgomery County Government as well as a commitment to make these datasets publicly available by the publication dates specified in this document.

This Operations Manual is available on Montgomery County's openMontgomery web portal (http://www.montgomerycountymd.gov/open/) and will be updated no later than July 15th on an annual basis.

For information on technical publishing standards, please refer to the Montgomery County Government Technical Standards Manual for Publishing a Public Dataset (http://www.montgomerycountymd.gov/DTS/Resources/Files/dataMontgomeryDataPublishingTechnicalStandards.pdf).

2.0 Policy Requirements

2.1   The Montgomery County Open Data Act

The Montgomery County Open Data Act, codified in Sections 2-152 – 2-159 of the Montgomery County Code, sets a number of requirements for an Open Data Implementation Plan. As detailed in Montgomery County Code Section 2-158(a), the plan must:

- Include a summary description of a public dataset under the control of each agency on or after the bill took effect;
- Prioritize the public datasets for inclusion on the single web portal on or before December 31, 2018, under the standards adopted by the County; and
- Create a timeline for the inclusion on the single web portal.

If a public dataset cannot be made available on the single web portal on or before December 31, 2018, this Plan must state the reason why the dataset cannot be made available, and, to the extent practicable, the date by which the agency in possession of the public dataset believes that it will be available on the single web portal. *See* Montgomery County Code § 2-158(b).

Within 18 months after the Open Data Act took effect on March 13, 2013, the Chief Administrative Officer must issue to the Executive and Council, via Method (2) regulation, an Open Data Implementation Plan. *See* Montgomery County Code § 2-158(a). Subsequently, the Open Data Implementation Plan must be updated annually by July 15, 2015 and every July 15 thereafter until all public datasets to be published have been made available through a single web portal. *See* Montgomery County Code § 2-158(c).

Additionally, the Open Data Act also has a provision that covers Public Information Act Responses. *See* Montgomery County Code § 2-159. The provision requires this Open Data Implementation Plan to document which data elements are to be made available on the web portal for each Maryland Public Information Act request and a schedule for implementation.

In accordance with the Open Data Act, the Open Data Implementation Plan specifies:
- "The list of public datasets will be described and maintained in the Operations Manual." *See* COMCOR 2.152.01.04(b).
- "A dataset publication timeline will be published in the Operations Manual, based on Budgeted resources." *See* COMCOR 2.152.01.04(d).
- "The Director will publish and maintain policy and process details for MPIA Publishing in the Operations Manual." *See* COMCOR 2.152.01.08(c).
- "On July 15, 2015, and every July 15 thereafter, the Director will publish an update to the Open Data Operations Manual on the Open Data web portal." *See* COMCOR 2.152.01.09(a).

3.0 Dataset Inventory and Publishing Schedule

3.1 dataMontgomery Fiscal Year 2021 Achievements

In Fiscal Year 2021 (July 1, 2020 June 30, 2021), our team published and maintained numerous datasets, explored internal uses of open data and performed outreach activities.

The sections below details the datasets published on the dataMontgomery website and several additional Open Data Initiatives completed in FY21.

3.1.1 Dataset Publication in Fiscal Year 2021

The FY21 work plan for the dataMontgomery team resulted in the publishing of 22 datasets. Many of these datasets have high priority rankings. Additionally, several additional datasets are nearing publication during the early part of FY22. Datasets that have been deemed unpublishable or duplicate are listed in *Appendix E: Datasets Currently Unpublishable*

Please refer to Sections 4.1 to 4.4 of this document for more information on the dataset inventory process and the prioritization of datasets, including priority grouping.

The number of datasets scheduled to be published in FY21 was derived from the estimated relative complexity (effort to publish) for each dataset, balanced with other dataMontgomery initiatives and the allotted resources for dataMontgomery efforts.

Highlights Include:

- Montgomery County Volunteer Opportunities
- Disruptive Behavior Orders
- Transfer Station Scalehouse Data
- Fire Code Compliance Permit
- Code Modifications
- Volunteer Center Registration (Fig 1):

The complete list of datasets published is detailed in Appendix A and provided here in a searchable, consumable format.

Figure 1: Find Volunteer Opportunities Near You
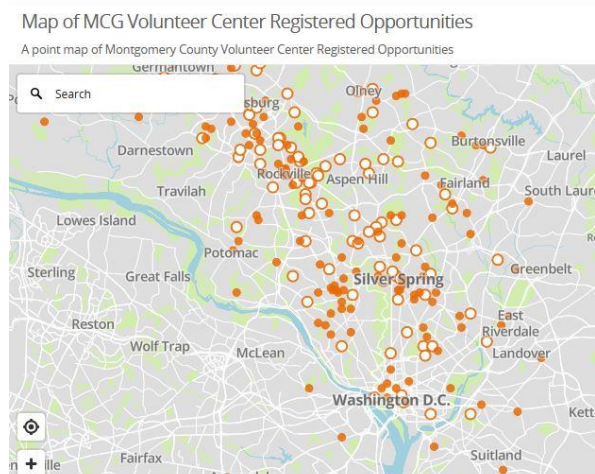
3.1.2 Open Data Initiative – Outreach

We continued our efforts to help residents gain awareness of available dataMontgomery resources and assist government peers with open data best practices, including:

Collaborating with Peer Governments
- Speaking at local, regional, and national conferences about Montgomery County's open data best practices and experiences

Encouraging Internal Use:
- Providing both in-person and virtual learning opportunities for employees
- Holding quarterly meetings with departments to highlight published datasets and inspire collaboration between departments.

Engaging Our Community:
- Promoting awareness of the dataMontgomery site
- Assisting data-owning Departments with the outreach and rollout for identified datasets
- Continued use of a dataMontgomery Twitter account (@dataMontgomery) to communicate when datasets have been published and other open data noteworthy events
- Providing an Online Resident Guide for common things residents want to achieve with open data.

Website	URL
Online Resident Guide	https://bit.ly/3dfbJqP

3.1.3 Open Data Initiative – CountyStat Performance Dashboard Update

CountyStat is Montgomery County's performance management and data analytics team. Established in 2007 under the Chief Administrative Officer (CAO) and subsequently moved to the Office of Management and Budget in 2020 as part of the effort to improve the practice of Outcome Based Budgeting, CountyStat uses data strategically to monitor, assess, and improve the effectiveness, efficiency, and performance of County services, solve problems, and develop targeted action plans and strategies to deliver results for our residents, businesses, and communities. CountyStat requires decisions, actions, and policies that are driven by the extensive use of data, quantitative and qualitative analysis, and outcome-focused performance management.

As Montgomery County moves more data online through the dataMontgomery website, it is important to support to the extent possible the County's performance metrics using this published data rather than quarterly or annual summaries. In 2021, CountyStat moved its website to the County's domain with little to no loss of functionality or ability to view department-level performance data. The CountyStat site continues to feature in one place the entire set of interactive "data discovery" tools developed over the past four years, allowing residents, businesses and non-profits, academics and County employees, to tap into an enormous amount of data that can be used for planning, strategizing, and generating insights about life in Montgomery County. This includes a "Community Explorer" that allows visitors to the site to delve into Census data to learn about the people who live in specific parts of the County.

In all, the CountyStat site makes "live" through performance measures several hundred new datasets, adding them to the ever-growing list available on dataMontgomery. In FY22, CountyStat will be adding FY21 actual department performance data and projected numbers through FY24 to the site. In FY20, CountyStat began a process of realigning both new and existing department performance measures to support Outcome Based Budgeting through a new classification that assigns each measure to a category of work quantity and quality, effort and effect: "How much did we do?", "How well did we do it?", and "Is anyone better off?" This work was largely completed in FY21 and will continue in FY22 for newly established departments. Like many County Government functions, CountyStat devoted a tremendous amount of time and energy to help address and combat the COVID-19 pandemic. CountyStat's main contribution to this effort was the building and refining of public-facing dashboards to track the progression and impact of the disease in Montgomery County, as well as its impact on the County workforce, vaccination efforts, and other facets of the response.

Website	URL
CountyStat Website	https://www.montgomerycountymd.gov/countystat/main.html/

3.1.4 Open Data Initiative - Vision Zero

Montgomery County launched its Vision Zero Initiative in 2017 with the goal of eliminating serious and fatal traffic crashes by 2030. During FY20, the County continued making progress through a 2020 Action Plan with 32 action items to complete by the end of the year.

Since the start of the Vision Zero Initiative, Montgomery County Police have published crash and traffic citation data on dataMontgomery. The crash data have 72 unique fields for each collision and the traffic citation dataset is one of dataMontgomery's largest with 1.67 million rows.

In FY20, a dataset related to Vision Zero's education and outreach efforts was published. Fire and Rescue Service published data on the number of child car seats inspected and installed each month.

Website	URL
Vision Zero	https://www.montgomerycountymd.gov/visionzero/
Vision Zero Action Plan	https://www.montgomerycountymd.gov/visionzero/action.html
Dataset: Crash Reporting – Incidents Data	https://data.montgomerycountymd.gov/Public-Safety/Crash-Reporting-Incidents-Data/bhju-22kf/data
Dataset: Traffic Violations	https://data.montgomerycountymd.gov/Public-Safety/Traffic-Violations/4mse-ku6q
Dataset: Fire and Rescue Service (FRS) Child Car Seat Program	https://data.montgomerycountymd.gov/Public-Safety/Fire-and-Rescue-Service-FRS-Child-Car-Seat-Program/bnbb-kwha

3.1.5 Open Data Initiative – Site Accessibility

Open data is for everyone, and that includes users with disabilities. In 2021, Montgomery County, through a third party vendor, audited the dataMontgomery website using Web Compliance Accessibility Guidelines (WCAG) as the benchmark. The County worked with our dataMontgomery site vendor, Socrata, to remove accessibility barriers identified by the audit.

The accessibility audit was performed with considerations for audiences that use screen readers, keyboard navigation, and other assistive technologies. The examination included 14 scenarios and simulated use from organizations within and outside the county on the homepage usage, logged-in and non-logged-in user experience and various other tools utilized on the platform.

The results of the audit flagged 39 accessibility opportunities that were improved with:

- Controls to movement and navigation within the page
- Color contrasting
- Improvements for screen readers

These improvements were applied last Fall and a second audit was conducted to ensure our goals were met. We hope these changes encourage users with all abilities to access the dataMontgomery website to answer their questions from the data provided.

Figure 2: Accessibility Change on Homepage

Homepage auto-carousel now has controls and pause/play
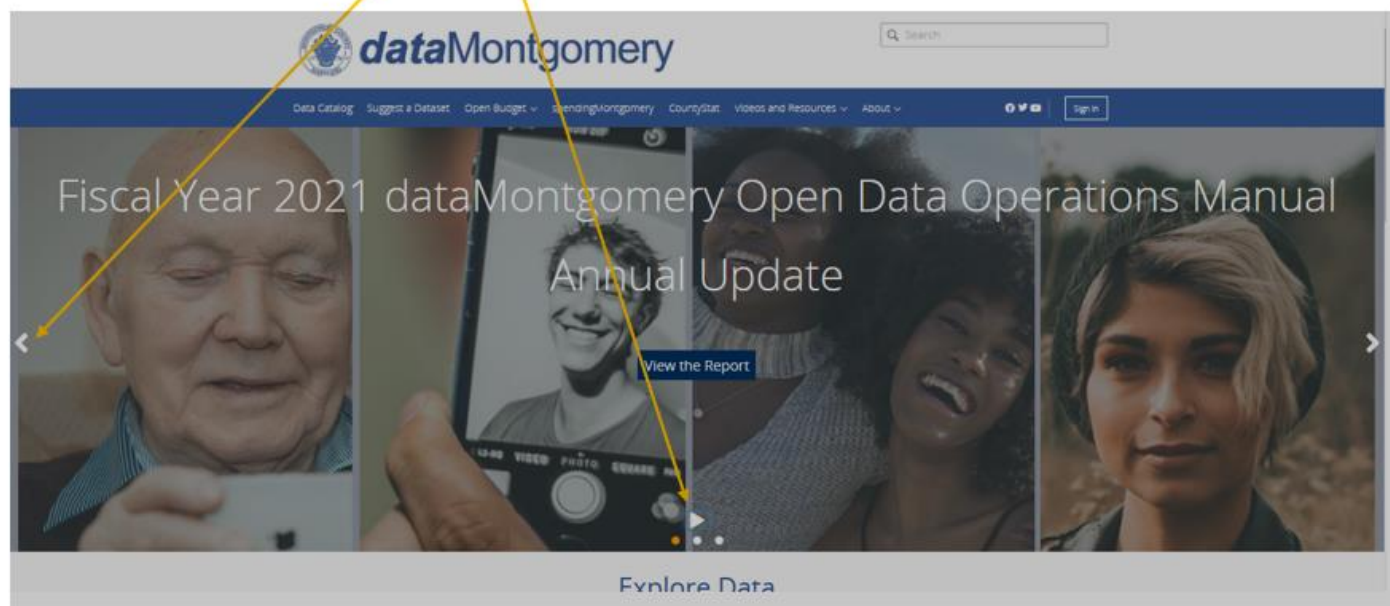
3.2 dataMontgomery Fiscal Year 2022 Plan

The focus for Fiscal Year 2022 is to continue publishing and maintaining datasets from our countywide dataset inventory in an understandable, informational format.

3.2.1 Dataset Publication in Fiscal Year 2022

Datasets were identified from the highest priority group, additional datasets for which preparations had been started, and some datasets that are associated with the highest priority datasets scheduled to be published. There are forty-eight total datasets planned for publishing in FY22.

Highlights Will Include:

- Alert Montgomery Alert History
- Real Property Tax Rates
- Fire and Rescue Community Outreach Resources
- County Council Resolutions
- New Library Card Registration

The list of datasets in the FY22 plan is detailed in Appendix C and provided, as a link, in a searchable, consumable format.

3.3 dataMontgomery Inventory for FY23 and Beyond

The prior sections of this document detailed the datasets already available on the dataMontgomery website and the datasets scheduled for publication in the coming fiscal year. The remaining datasets identified in the dataset inventory process are detailed in the table below. These datasets are scheduled for publication in Fiscal Year 2023 or later, based on their priority rankings.

Datasets in the lowest priority categories will be evaluated to ensure resources expended to publish the dataset are justified before they are scheduled for publication. It is expected that not all datasets will be published.

The table is sorted by Department, then by dataset (alphabetical order). The complete inventory of datasets is published as a dataset on the dataMontgomery website.

4.0 How did we establish our plan?

The inventory, scheduling and publishing of datasets that have resulted in the plan described in 3.0 Dataset Inventory and Publishing Schedule is the result of a great deal of process, structure and activities. This section describes the foundational activities that have occurred to develop this plan and effectively run our open data program.

4.1 Dataset Inventory Update Process

Montgomery County has 31 Executive Branch departments, offices and agencies, which collectively employ more than 600 applications, databases, and spreadsheets from which "data" may be derived. In 2014, in collaboration with executive branch departments and offices, an extensive inventory effort was completed that resulted in a comprehensive dataset inventory of approximately 665 datasets. Please see Appendix B – Initial Dataset Inventory Process for Dataset Inventory for more information on how the foundational dataset inventory was compiled.

In order to comply with the Open Data Act's requirement for annual update of Montgomery County's dataset inventory, Montgomery County needed to develop a systematic approach to 1) identify, inventory and prioritize newly identified datasets; 2) incorporate the new datasets in the overall dataset inventory and publishing schedule.

To facilitate the annual dataset inventory review and update, TEBS created an online intake form for departments to submit the new dataset candidates and request the removal of datasets currently included in the dataset inventory list. Each new dataset was scored and prioritized using the existing scoring criteria (See 4.2 Establishing the Publishing Priority for Datasets for information on publishing priority). At the same time as this internal view of data inventory was occurring, Montgomery County also looked externally to our residents. Public users have the opportunity to either request new data or changes to existing datasets using the dataMontgomery "Suggest a Dataset" form. This feedback is captured on an ongoing basis and communicated to the data owning Departments. Each participating office and department inventory process was finalized with formal certification authorized by the department or office Director.

In Fiscal Year 2021, as a result of this exercise, nine new datasets have been added to the dataset inventory and 107 existing datasets have been determined to be currently unpublishable or duplicate. The reasons for being unpublishable are described in

4.2   Establishing the Publishing Priority for Datasets

Once all the dataset candidates were collected, the datasets were subjected to a quantitative prioritization process, which was also used during the initial dataset inventory exercise in 2014. The goal of the prioritization process was to assign each dataset a "score" representing their value relative to each other. Every dataset's value was independently rated on twelve criteria, six "internal" and six "external," by CountyStat and the Public Information Officer. For additional information on the scoring values for prioritizing the datasets, including the scoring methodology used, please refer to Appendix H of this document.

The result is a list that ranks the datasets in a manner that allows dataMontgomery to manage the inventory pipeline and get the highest value datasets published first. After scoring and ranking the datasets, Montgomery County feels that this approach was effective in creating a well-balanced pipeline that reflects the priorities of the government and the community.

Please note that there are number of factors that affect the priority ranking of a dataset. While the value to residents is certainly a very significant factor when forming the priority ranking of a dataset, there are other internal factors which also affect the ranking. For example, datasets that improve the internal efficiency and communication within the government may rank higher.

Each dataset has been assigned a numerical score ranging from 0 to 100. Based on this numerical score, the County has established the following 5 priority groupings:

- Group P1: Datasets ranked 80 and above
- Group P2: Datasets ranked 70 – 79
- Group P3: Datasets ranked 60 – 69
- Group P4: Datasets ranked 50 – 59
- Group P5: Datasets ranked 49 or lower

The priority groups will be used as a guideline in scheduling datasets for publication. Generally, the datasets with higher rankings will be scheduled for publication before datasets with lower rankings. However, there are certain factors which may lead to slight deviations in scheduling by priority groups. For example, if a highly ranked dataset resides on a source system scheduled for imminent replacement, publication of that dataset would likely be delayed until the new system comes online to avoid "rework" in developing interfaces for publication. In another example, if in the process of publishing of a highly ranked dataset it is discovered that the required interfaces could also be easily leveraged to publish a companion lower ranked dataset, then the decision likely be made to publish both datasets at the same time for efficiency.

4.3   Revisions to Datasets and Priority Groupings

The list of datasets scheduled for publication on dataMontgomery is not a static list. As new IT systems come online, the data contained in these systems will be inventoried and prioritized for publication on dataMontgomery.

The priority rankings for a dataset may also change over time. A dataset with a certain priority ranking today may be reprioritized with a new priority ranking based on changes to any of the internal or external factors, such as:

- A department may define a new headline measure that includes the dataset
- A department identifies cost savings or improved efficiency gained from publication of the dataset

- A dataset used by only one department becomes valuable to multiple departments
- Citizens identify that publication of the dataset will make a positive impact on the community
- Citizens or local businesses identify the dataset a creating an economic opportunity

Montgomery County will continue to solicit input from our citizens in a variety of ways, including:

- Public outreach events such as Town Halls, focus groups, etc.
- Feedback solicited from the dataMontgomery website. At the bottom of the main page, users are asked to "Suggest a Dataset" if they did not find they are looking for. These requests are sent directly to the dataMontgomery project team.

4.4   Policy for Dataset Changes or Removal

Each dataset published on dataMontgomery must be reviewed and authorized by the department owning the data prior to publication via a signed Dataset Publication Agreement. Datasets with data impacting multiple departments must also be authorized by the County's Open Data Workgroup. As part of this agreement, the department agrees to update and maintain the source data keeping it as accurate and useful as possible.

For any structural changes required for a published dataset (adding or deleting data elements), the owning department must complete a formal Change Order which modifies the original Dataset Publication Agreement. This Change Order requires the same signature level authority as the original agreement to publish the dataset.

If a department can no longer maintain a published dataset, the department must complete a formal Change Order to remove the dataset from dataMontgomery or indicate this during the annual certification of a department's dataset inventory, which requires department Director signature authority. These requests will be reviewed and approved by the dataMontgomery Steering Committee.

The goal of any successful open data program is to provide limitless access to all published data. However, circumstances may dictate that a dataset should be removed from dataMontgomery, such as data is found to be inaccurate or loses applicability/usability over time. Any decision to remove a dataset from dataMontgomery will not be taken lightly. However, the County maintains the Right to Discontinue, as detailed in the Terms of Use, Section 6.

The datasets removed or postponed have been listed in Appendix E: Currently Unpublishable .

4.5   Data Privacy

In the interest of government transparency and accountability, Montgomery County's open data program establishes the goal of publishing as much government data as can be published. But what criterion are used to determine if a dataset is publishable and what safeguards are in place to ensure that inappropriate information is not published?

First and foremost, any data that is protected by any personal privacy legislation (HIPAA, MPIA etc.) will not be published on dataMontgomery. Additionally, any data collected by Montgomery County where publication of the data might pose a public safety threat will not be published on dataMontgomery. Please refer to Sections 7 & 8 of Appendix I: MPIA Response Publishing, contained in this document, for a detailed listing of the types of information that must not be made public.

The dataMontgomery team has implemented many safeguards designed to ensure that this type of protected information is not published on the dataMontgomery website, including:

1. Every dataset containing data that has not been previously published on some other platform must be reviewed by the Office of the County Attorney staff assigned to support dataMontgomery. The legality of publishing the data in each dataset is part of this review.
2. The dataMontgomery Steering Committee includes a member of the Office of the County Attorney staff.
3. The dataMontgomery Workgroup includes a member of the Police Department staff.
4. Prior to publication, every new dataset must first be released onto a private development area of dataMontgomery, where is must be reviewed and approved in writing by the Director of the department owning the data, certifying that the dataset is ready for publication.

4.6   Open Data Project Governance and Staffing

Montgomery County's Department Technology Enterpise Business Solutions (TEBS) has established a multi-layered governance process for the Open Data project. The governance process used for this project leverages the governance processes as defined in the County's Enterprise Technology IT Strategic Plan, Section 6: Governance, which can be viewed on-line on the Montgomery County Government website under the Department of Technology – Strategic Plan (http://www.montgomerycountymd.gov/dts/resources/files/ETSP6.pdf).

The Open Data Steering Committee is chaired by an Assistant Chief Administrative Officer and consists of the Director of the Department of Technology Enterprise Business Solutions, the Director of the Public Information Office; the CountyStat Manager; and a liaison from the Office of the County Attorney. Generally, the Steering Committee meets to review overall policy objectives and issues related to the County's Open Data program.

The Open Data Workgroup is chaired by the TEBS's Open Data Project Manager and consists of representatives from the Department of Technology Enterprise Business Solutions, the Public Information Office, the Montgomery County Police Department, the Public Information Office and CountyStat. Generally, the Workgroup meets as needed to review tactical issues with the County's Open Data program, including dataset identification, prioritization and publication.

TEBS has formed a matrixed Open Data Project Team tasked with overseeing the execution of the Open Data Implementation Plan. The TEBS team consists of an Open Data Project Manager, project management staff from TEBS Project Management Office and technical staff from the TEBS Enterprise Service Bus Team. The Project Manager and project management staff generally work with the County's Departments to identify and prepare datasets for publication. The technical staff works with Departments to develop the programs to automate, wherever possible, the publication of the Departmental datasets onto dataMontgomery. The Open Data Project Team is staffed at a level to support the publication of new datasets and development of new Open Data Initiatives, as detailed in Section 4 of this document, as well as the ongoing operations of the dataMontgomery website.

Additionally, each County department has a Point of Contact (POC) who represents their department in the process of identifying, documenting and eventually publishing the data from their department. All of the POCs have access to training and education on open data topics and have become the leaders in their departments for this open data initiative. Please refer to the next section of this document for more information on the data inventory process and the POC's vital role in support of this effort.

4.7   dataMontgomery Website Availability and Bandwidth

The County has selected a leading cloud provider to host our single-source open data portal as a cloud service. The vendor is responsible for maintaining 24 x 7 website availability, with minimal scheduled interruptions for internal maintenance. The vendor also is required to provide sufficient bandwidth robust response times to dataMontgomery users.

Appendix A: Published Datasets

Through the end of Fiscal Year 2021 (FY21), Montgomery County Government has published over 340 datasets, representing County Departments, on the dataMontgomery website (https://data.montgomerycountymd.gov/).

The County's Fiscal Year runs from July 1 – June 30. The table below lists all published datasets.

This data is also available in a searchable and consumable format.

Department	Dataset Name	Description
Agriculture	Agricultural Development Rights Transfers	1980-present trends of TDR [transfer development rights] and also acres
Agriculture	Agriculture Transfer Tax collected	1980-present agricultural transfer taxes collected in the County
Agriculture	Annual Farm Tours	local farms and participating residents to indulge in seasonally fresh food.
Agriculture	Cumulative Agriculture Easement Acres	1980-present cumulative acres of land protected by easement by fiscal year
Agriculture	Easement	Landowners voluntarily give up their development rights in exchange for various financial incentives. Today, there are seven programs that landowners can choose from and approximately 70, 000 acres
Agriculture	Farmers Markets	List of the Farmer Markets in Montgomery County
Agriculture	Geographic Representation of Reserves	Land Conservation and the preservation of farmland for future food and fiber production.
Agriculture	Total Assessed Agricultural Acres	1980-present data of total acres of agriculturally assessed properties in the County
Alcohol Beverage Services	Alcoholic beverage license violations	AAC : Alcohol Awareness Certified Person â€" No One On remises; ABR : Alcoholic Beverages removed from ON SALE ONLY licensed facility for use at another AB licensed facility; AFTER HOURS : Selling/serving alcoholic beverages after permitted hours; ALCOHOL SALE : Sale to Minor;
Alcohol Beverage Services	DLC Licensee Data	Provide a listing of current Liquor licensees
Alcohol Beverage Services	Inventory Breakages / Waste	A log of inventory breakages or waste
Alcohol Beverage Services	Inventory Cases Sold (609 Report)	Lists Cases sold by last 13 months for each item
Alcohol Beverage Services	Liquor Stores	County retail stores with location, hours, inventory
Alcohol Beverage Services	Product Purchases by DLC	Will list items by department and category that have been purchase by DLC, will display in case units only.

Alcohol Beverage Services	Sales Data (warehouse and stores)	A listing of sales data by item and department updated monthly
Alcohol Beverage Services	Special Order Fulfillment	Log of last months time taken to fulfill special orders in days
Alcohol Beverage Services	Store Inventory and sale items	Provide a listing of inventory items that will display store quantity and sale prices
Board of Elections	2014 Early Voting Centers Map	Map of 2014 early voting locations in Montgomery County as selected October 21, 2013, subject to approval by the Maryland State Board of Elections. For more information, see www.777vote.org.
Board of Elections	Election calendar - dates and deadlines	Election calendar - dates and deadlines
Board of Elections	Election records (polling place and call center data)	Election activity records (polling place and call center data)
Board of Elections	FY18 Early Voting Centers	2018 Early Voting locations in Montgomery County, subject to approval by the Maryland State Board of Elections. For more information, see www.777vote.org.
Community Engagement Cluster	RSC Locations and Hours	Location, hours of operation, services provided
Community Engagement Cluster	Volunteer Center - Registered Agencies	Volunteer Center - Registered Agencies
Community Engagement Cluster	Volunteer Opportunities	List of Volunteer opportunities and agencies
Community Use of Public Facilities	All Community Use of Public Facilities FY15	All community use in public facilities including hours of use
Community Use of Public Facilities	Available Public Facilities	List of all available public facilities with address
Community Use of Public Facilities	Childcare Providers Using school facilities	List of childcare providers in schools for including contact information
Community Use of Public Facilities	Community Use MCPS Center Information	List of all available public facilities with address, Add Facility (room) descriptions for Gyms, All Purpose rooms /Cafeteria, Auditorium (High School), Also, ongoing MCPS field inventory and links to GIS data.
Community Use of Public Facilities	Cultural Schools using public facilities	List of Cultural schools using public facilities including contact information
Community Use of Public Facilities	Religious Group List	List of religious groups using public facilities including group contact information
Consumer Protection	Commercial Parking Lots	Inventory of Commercially Owned Parking lots

Consumer Protection	New Home Builder Licenses	The Office of Consumer Protection (OCP) licenses any builder or anyone acting in the capacity of a building contractor who constructs new homes in Montgomery County.
Consumer Protection	OCP Licensing	This database contains licensee information for second hand personal property dealers in Montgomery County. Data includes licensee name and contact information, business name and contact information, license status, payments and comments.
Consumer Protection	Registration database - MVR & Towing	This database contains registration information for Motor vehicle repair and towing businesses. Data includes registrants name and contact information, business name and contact information, towing storage facility location, and fee & license status.
Consumer Protection	Registration Database - Radio, Television & Appliance Repair and Installation	Database of Radio, Television & Appliance Repair and Installation service providers in Montgomery County; records contain registrant name and contact information, business name and contact information; registration status and payment information
Consumer Protection	Second Hand Personal Property	Second Hand Personal Property Owners
Consumer Protection	Trespass Tows	Display the date, time and location of a trespass tow, the name of the towing company that towed the vehicle, either the VIN or license number of the towed vehicle, and the location of the storage lot for the towed vehicle
Correction and Rehabilitation	Correctional Facility Average Daily Population	This dataset contains Accumulated monthly with details from Pre-Trial Average daily caseload * Detention Services, Average daily population for MCCF, MCDC, PRRS and Pre-Release average daily population for the last 3 calendar years. Update Frequency: Monthly
Correction and Rehabilitation	CPU Processing/Booking of Arrestees	The number of bookings is tracked through the CRIMS system
Correction and Rehabilitation	DOCR (Department of Correction and Rehabilitation) security incidents	Security incidents are broken out under the Directors county stat performance plan as follows: Number of in appropriate releases, number of escapes from PRRS, number of escapes returned to PRRS, number of inmate suicides, number of jail escapes. This data is manually captured and is numbered as a whole number
County Attorney	Appeals statistics	Appeals case wins/losses
County Attorney	Code Enforcement	List of Citations by department, drill down to home area by zip code
County Attorney	Disruptive Behavior Orders	This dataset includes an annual list of Disruptive Behaviors Orders (person engaging in prohibited conduct in a public facility).
County Attorney	Litigation Case Closeouts	Summary of litigation case disposition
County Executives Office	eTravel	Non-local travel expenses approved for employees
County Executives Office	Executive Orders	The authority granted to the County Executive by law to take a certain specific action or the means by which the County Executive exercises his general executive powers. An order generally directs a specific single action rather than establishing rules and standards.

County Executives Office	National Association of Counties (NACo) Achievement Awards	NACo awards received by Montgomery County for outstanding programs
County Executives Office	Public Hearings	A public hearing is a forum established to secure information from citizens, groups, and
Emergency Management & Homeland Security	Alert Montgomery Statistic Data	Various statistics on Alert Montgomery including sign-ups and device types.
Emergency Management & Homeland Security	Departmental Emergency Support Function Responsibilities	This chart shows which departments have primary or support responsibility for the countys Emergency Support Functions within the countys Emergency Operations Plan
Emergency Management & Homeland Security	FEMA Disaster Reimbursements	A list of disasters from 2000 - Present in which Montgomery County received FEMA reimbursements
Emergency Management & Homeland Security	Shelter Activation Status	This dataset will connect the shelter data on WebEOC (the Countys emergency management system) with the dataMontgomery site to allow users to view information about shelters open during an emergency when a shelter is activated in WebEOC
Employee Retirement Plans	Deferred Compensation Plan (DCP) participants	Deferred Compensation Plan (DCP) participants
Environmental Protection	Building Energy Benchmarking results	Building and energy metrics resulting from the County Benchmarking Law.
Environmental Protection	Illegal Dumping	A location of illegal dumping cases handled by the department
Environmental Protection	Noise complaints	Noise complaints initiated by citizens through 311 or web form
Environmental Protection	Rainscapes Rewards	Types and location of rainscapes installed
Environmental Protection	Recycling Public Outreach and Education Calendar and Events	This program provides outreach and education on recycling-related topics: waste reduction; reuse; recycling; grasscycling; composting; buying recycled; etc. This outreach/education may occur at events in the community.
Environmental Protection	Refuse & Recycling map of service areas	Refuse and Recycling map of routes serviced by County contracted licensed haulers.
Environmental Protection	Reported Sanitary Sewer Overflows	Sanitary sewer overflows reported to the Department of Environmental Protection by the Washington Suburban Sanitary Commission or individuals in the County.
Environmental Protection	Solid Waste Customer information	311 data specific to solid waste-related SRs, could have granular location data

Environmental Protection	Stormwater facilities	inventory of stormwater facilities - mapped as well
Environmental Protection	Stream Restoration Map	A location of all stream restoration projects in the county
Environmental Protection	Transfer Station Scalehouse Data	Weights and load counts of different types of inbound and outbound waste and recycled commodities that cross the truck scales at the Shady Grove Processing Facility and Transfer Station and the Recycling Center
Environmental Protection	Tree planting locations	A map of locations of trees planted from funds generated by the Tree Canopy Law.
Environmental Protection	Water Quality Protection Charges	this data is used to track conditions in our streams. A portion of this data is used to meet MS4 permit requirements.
Environmental Protection	Water Quality Stream Map - water level	Event driven based on monitoring events. This dataset contains data that are used to track conditions in our streams. A portion of this data is used to meet MS4 permit requirements.
Ethics Commission	General Outside Employment	Displays all Outside Employment approvals for non-police County employees
Ethics Commission	Lobbying Semi-Annual Activity Reports	Shows all expenses and revenues of registered lobbyists in Montgomery County for a six-month period
Ethics Commission	Outside Employment approvals for Montgomery County Police	Displays all outside employment approvals obtained by County police officers
Finance	Bag Tax	Store names, numbers of bags, revenue collected
Finance	Business Innovation Network Tenants	List of companies in the incubator network
Finance	Business Personal Property	Business Name and Address
Finance	eCigarette Excise Tax	Contains information of excise taxes paid by distributors that sell e-cigarettes.
Finance	Hotel Tax	This dataset contains information on the Room Rental-Transient Tax (Hotel Tax): Section 52-16 of the Montgomery County Code, as amended, imposes a Room Rental-Transient Tax upon each and every person, who for a period of thirty or fewer days occupies, for compensation, sleeping accommodations in a public or private hotel, motel, inn, hostelry, tourist home, a residential house or a room within a house, and or any other lodging located in Montgomery County, Maryland.
Finance	Property Tax Credits	Property Tax Credits
Finance	Real Property Tax	Property Tax Data
Finance	Real Property Tax Rates	Real property tax rate for 2012
Finance	Spending Disclosure - Fiscal Year 2011	The purpose of this Spending Disclosure dataset is to allow the public to search and view summary information on payments made to recipients (referred to as suppliers) that received $25, 000 or more in a

		fiscal year. Note that salary and benefit payments to employees, pension payments to retirees, and any information that is confidential under State or Federal law is excluded from disclosure.
Finance	Spending Disclosure - Fiscal Year 2012	The purpose of this Spending Disclosure dataset is to allow the public to search and view summary information on payments made to recipients (referred to as suppliers) that received $25, 000 or more in a fiscal year. Note that salary and benefit payments to employees, pension payments to retirees, and any information that is confidential under State or Federal law is excluded from disclosure.
Finance	Spending Disclosure - Fiscal Year 2013	The purpose of this Spending Disclosure dataset is to allow the public to search and view summary information on payments made to recipients (referred to as suppliers) that received $25, 000 or more in a fiscal year.
Finance	Spending Disclosure - Fiscal Year 2014	The purpose of this Spending Disclosure dataset is to allow the public to search and view summary information on payments made to recipients (referred to as suppliers) that received $25, 000 or more in a fiscal year. Note that salary and benefit payments to employees, pension payments to retirees, and any information that is confidential under State or Federal law is excluded from disclosure.
Finance	Take Home Vehicles	Take Home Vehicles that County employees use
Fire & Rescue Services	Child Car Seat Program	Data on car seat program numbers to include # of car seats installed, vouchers given, personnel hours
Fire & Rescue Services	MCFRS Incidents by Station	This dataset contains the monthly summary data indicating incident occurred in each fire station response area. The summary data is the incident count broken down by call type group for each fire station response area.
General Services	CIP Status	Capital Improvement Project listing
General Services	Facilities Maintenance Work Order Completion Status	This Facilities Maintenance Work Order Completion Status dataset shows number (#) and percent (%) of work orders in open (incomplete) and closed (complete) status on a monthly basis. The monthly data are reported on the first of a month for the previous month.
General Services	Fleet - County Managed Fuel Sites	County managed fuel sites
General Services	Fleet - Equipment Inventory	Fleet equipment (vehicle) inventory and status (readiness)
General Services	Fleet - Fuel Consumption	Public and County fuel consumption by fuel type
General Services	Greenhouse Gas Emissions	The monthly Greenhouse Gas (GHG) emission data represents Montgomery County Facilities and Fleet by month beginning July 2019.
General Services	Utility Usage	Utility usage for County facilities - including electricity, gas, water, etc.
Health & Human Services	Bodyworks Licensing	Bodywork is the practice of using ones hands to apply pressure on an individuals fully clothed body or bare feet to affect the electromagnetic energy, energetic field, or energy meridians of the human body. Bodywork includes the practice of reflexology or acupressure.

Health & Human Services	Child Welfare Services (CWS) Investigations	Data would show the total number of Child Welfare Service cases broken down by type of allegation/investigation
Health & Human Services	Food and Pool Plan Review	All applications for plan review of food facilities and pools made available for WSSC access. Public will also have access. Will include location address, owner, assigned EHS, type of faciity, etc. Currently under development.
Health & Human Services	Food Inspection	This dataset includes food inspection results for non-mobile food establishments in Montgomery County that have an active license.
Health & Human Services	Holiday Giving Project of Montgomery County	Referrals by zip code for Thanksgiving and December requests for assistance - may include overall referrals, referrals by language spoken, numbers of children, etc.
Health & Human Services	Licensed Nursing Homes	Matrix of Geocoded locations and attributes of nursing homes with State score of 1-5
Health & Human Services	Medical Facilities	Locations of clinics, program locations for medical and dental services
Health & Human Services	Mortality Rates/Population Health Measures	PHS Planning and Epidemiology receives an annual data file of Montgomery County resident deaths registered with Maryland Vital Statistics Administration. Using SAS analytic software, HHS staff apply programs that standardize, aggregate, and calculate rates for each cause of death category consistent with state and national categories and by subgroups based on age, gender, race and ethnicity combinations.
Housing & Community Affairs	Code Housing Code Enforcement	Code Enforcement Inspections, Violations, and Service Requests
Housing & Community Affairs	Landlord-Tenant Cases	Complaints administered by OLTA
Housing & Community Affairs	MPDU	Moderately Priced Dwelling Unit program administration
Housing & Community Affairs	Multi-family Housing Loans	Housing development and rehab loans
Housing & Community Affairs	Residential Rental Licensing	Rental licenses for multi-family, single family, condos, and accessory apartments
Housing & Community Affairs	Troubled Properties Analysis	Executive Regulation 05-17 provides a methodology for designating certain multifamily rental housing units as "Troubled Properties" These "Troubled Properties" are subject to at least annual housing code inspections and must develop and implement a corrective action plan. This dataset provides housing code inspection results along with scores for both severity and quantity of violations.
Human Resources	Average Salary by Job Classification	Search functionality for average actual salary by job classification and/or grade

Human Resources	Employee Salaries	Salary information for all active, permanent employees of Montgomery County, MD as of January 15, 2013. This data will be updated annually.
Human Resources	Group Health Plan Rates	Group health Plan rates currently available on the website
Human Resources	Job Classification List	List of all Montgomery County job classifications, grades and specifications
Human Resources	Live Well Report	Wellness Activities, Programs and Participation Results
Human Resources	MCG Open Positions (Position Dashboard, Position Inventory)	a list of open positions and classifications available in the County. Vacant vs filled positions, # of vacant positions, salaries associated with each, open positions by department
Human Resources	MCG Summary of Employee by location	Summary of MCG employee work location versus home. Track the average travel from work to home and employees by county.
Human Resources	MLS Hiring Report	Demographics on new MLS hires.
Human Resources	New Hire Report	Demographic report of new County employees.
Human Resources	Personnel Management Review	Comprehensive review of general information concerning the size and composition of the County government workforce; employee turnover rates and reasons for turnover; and information concerning the comparability of County salary ranges with those of public and private sector organizations in the Washington/Baltimore metropolitan area.
Human Resources	Position Dashboard/PMR Dashboard, Demographic Information	Provides demographic information for Montgomery County employees.
Human Resources	Position/PMR Dashboard, MLS Demographic Report	Report, by various demographic measures, for MLS employees.
Human Resources	Promotion Report	List of employees, with select demographic descriptors, who are in regular promotions and temporary promotion status
Human Resources	Recruitment Year End Report	Statistics related to the hiring process, including # of resumes received, job announcements, new hires (FT/PT, merit vs temp), average time to fill positions, number of hiring managers, etc.
Human Resources	Salary Schedules	List of all MCG salary schedules for current and past fiscal years
Human Resources	Tuition Assistance	This dataset includes a list of classes approved and paid through the County tuition assistance program, including the title and description of the course, the school the course will be taken at, the degree this class curriculum is a part of, the Department and title of the requestor, the dollar amount reimbursed to the employee.
Human Resources	Turnover Percentage Rate	The Montgomery County Government has a diverse workforce of employees that cross five generations and multiple age, race, gender

		and ethnic groups. The dataset is a summary of the County's turnover percentage by generational category, age, race, ethnicity, gender and job class.
Human Resources	Workforce by generation -PMR	Workforce by generation
Human Rights	Calendar of Events	Committee on Hate Violence, Human Rights Commission, Inter-Agency Fair Housing Coordination Group
Intergovernmental Relations	Bills Tracked by OIR	General Assembly bills followed by OIR
Management & Budget	Approved Budget (Operating and Capital)	Budget Data (Approved)
Management & Budget	CIP Budget	CIP Budget
Management & Budget	Fiscal Revenues	Details all revenue by agency, fund type, and fund. The revenue schedules include data for the following County agencies: MCG, Debt Service, MCPS, Montgomery College, and M-NCPPC. Not included are: WSSC, HOC, and the Montgomery County Revenue Authority.
Management & Budget	Fiscal Year 2013 Approved Budget- Internal Service Funds	Internal Service Fund line-item budget data included in the approved operating budget for FY2013. Internal Service Funds (ISF) are proprietary funds used to record activity (primarily goods and services) provided by one department to other departments of the County government on a cost-reimbursable basis.
Management & Budget	Fiscal Year 2013 Approved Operating Budget	This dataset includes the Fiscal Year* 2015 County Executive Recommended operating budget for Montgomery County. The dataset does not include revenues and agency budget information; each agency, such as Montgomery County Public Schools, maintain their individual budget information. The data can be sorted, filtered, and exported by the following elements:
Management & Budget	Fiscal Year 2013 Budget	This dataset includes the Fiscal Year* 2013 Council-approved operating budget for Montgomery County. The dataset does not include revenues and agency budget information; each agency, such as Montgomery County Public Schools, maintain their individual budget information.
Management & Budget	Fiscal Year 2014 Approved Budget- Internal Service Funds	This dataset includes the Internal Service Fund data included in the annual operating budget. Internal Service Funds (ISF) are proprietary funds used to record activity (primarily goods and services) provided by one department to other departments of the County government on a cost-reimbursable basis.
Management & Budget	Fiscal Year 2014 Approved Operating Budget	This dataset includes the Fiscal Year* 2014 Council-approved operating budget for Montgomery County. The dataset does not include revenues and agency budget information; each agency, such as Montgomery County Public Schools, maintain their individual budget information.
Management & Budget	Fiscal Year 2014 Budget	This dataset includes the Fiscal Year* 2014 Council-approved operating budget for Montgomery County. The dataset does not include revenues and agency budget information; each agency, such as Montgomery County Public Schools, maintain their individual budget information.
Management & Budget	Fiscal Year 2015 County	This dataset includes the Fiscal Year* 2015 County Executive Recommended operating budget for Montgomery County. The dataset

	Executive Recommended Operating Budget	does not include revenues and agency budget information; each agency, such as Montgomery County Public Schools, maintain their individual budget information. The data can be sorted, filtered, and exported by the following elements:
Management & Budget	Fiscal Year 2015 County Executive Recommended Operating Budget â€" Internal Service Funds	Internal Service Fund line-item budget data included in the approved operating budget for FY2013. Internal Service Funds (ISF) are proprietary funds used to record activity (primarily goods and services) provided by one department to other departments of the County government on a cost-reimbursable basis.
Management & Budget	FY13 Budget - Internal Service Funds	This dataset includes the Internal Service Fund data included in the annual operating budget. Internal Service Funds (ISF) are proprietary funds used to record activity (primarily goods and services) provided by one department to other departments of the County government on a cost-reimbursable basis.
Management & Budget	FY14 Budget- Internal Service Funds	This dataset includes the Internal Service Fund data included in the annual operating budget. Internal Service Funds (ISF) are proprietary funds used to record activity (primarily goods and services) provided by one department to other departments of the County government on a cost-reimbursable basis.
Management & Budget	Grant data	Grants Database
Management & Budget	Recommended Budget (Capital + Operating)	Budget Data for both PSP and CIP
Permitting Services	Agency Service Requests	Complaints submitted to DPS for investigation and possible enforcement
Permitting Services	Agricultural Producers Certificates	Licensed Agricultural Producers
Permitting Services	Antenna/Wireless Permits	A permit is required for all installation or removal activities related to antennas and/or wireless communication facilities, whether located within the public right of way, on private property, or on a building rooftop.
Permitting Services	Bed & Breakfast Lodging Certificates	Licensed Bed and Breakfast Businesses
Permitting Services	Benefit Performance Licenses	Licenses issued for conducting benefit performances
Permitting Services	Code Modifications	During plan review, requests for modifications (exceptions) to the building code.
Permitting Services	Commercial Fast Track Permits	Commercial alteration permits issued through DPS Fast Track process
Permitting Services	Commercial Permits	Data for all Commercial Building Permits issued since 2000, including status and work performed.
Permitting Services	Construction Activity - Commercial	Commerical permit for construction activity

Permitting Services	Construction Activity - Demolition	Demolition permit for contruction activity
Permitting Services	Construction Activity - Public Right-of-Way	Right of way permit for construction activity
Permitting Services	County Well Permits	Permits issued for potable wells
Permitting Services	Demolition Permits	Data for all Demolition Permit applications, including status and work performed.
Permitting Services	Development Standards Variance	Prior to requesting a variance at the Board of Appeals, a "denied building permit" is required. This dataset contains those records. Information on the variance is not contained in this dataset and is held at the Board of Appeals.
Permitting Services	Door to Door Vendors License	Licenses for vendors selling goods door to door
Permitting Services	Electrical Apprentice Licenses	Licenses issued to apprentice electricians
Permitting Services	Electrical Building Permits	Data for all Electrical Permit applications, including status and work performed.
Permitting Services	Electrical Business Licenses	Data for all Electrical Business License Permit applications.
Permitting Services	Fence Permits	Permits issued for the construction of fences
Permitting Services	Fire Alarm Permits	Permits issued for the installation of fire alarm systems
Permitting Services	Fire Code Compliance Permit	Commercial building / tenancy permit to facilitate Life Safety and Fire Code compliance.
Permitting Services	Fire Protection Systems	Permits issued for the installation of fire protection systems
Permitting Services	Fire System License	Contractor Trade Licenses for Extinguisher, Fire Alarm and Sprinkler
Permitting Services	Floodplain District Permits	Permits issued to control floodplain development
Permitting Services	Floodplain status request	Floodplain information requests processed to determine if a planned building or grading activity is within a 100-year floodplain
Permitting Services	Floodplain study	A floodplain study is performed to establish the 100-year floodplain limits within or near a development in order to preserve the natural resources within the 100-year floodplain, to protect property and persons, and to apply a unified, comprehensive approach to floodplain management.
Permitting Services	Gaithersburg Commercial Building Impact Taxes	Impact taxes for commercial permits in Gaithersburg
Permitting Services	Gaithersburg Residential Building Impact Taxes	Impact taxes for residential permits in Gaithersburg

Permitting Services	General Permit	General Permits are required for specific locations where hazardous processes may occur.
Permitting Services	Historical Area Work Permits	Permits issued for construction affecting historic homes
Permitting Services	Home Occupation Certificates	Certificates issued for the operation of a business in a residence
Permitting Services	Inspections	Inspections performed for issued permits.
Permitting Services	Journeyman Electrician Licenses	Licenses issued to journeymen electricians
Permitting Services	Limited Electrical Business Licenses	Licenses issued to electrical businesses that are restricted to a specific type of electrical work (e.g., signs, telephones, heating/air conditioning) or to electrical work performed in a specific location (e.g., on-site maintenance for apartment buildings)
Permitting Services	Limited Master Electricians Licenses	Licenses issued to Master Electricians that are restricted to specific types of electrical work (e.g., heat/air conditioning, signs, or telephones) or specific locations (e.g., apartment buildings)
Permitting Services	Master Electrician Licenses	Licenses issued to Master Electricians who may perform any type of electrical work throughout the County
Permitting Services	Mechanical Permits	Data for all Mechanical Permit applications, including status and work performed
Permitting Services	Non-conforming Use Certificate	Certificates issued for approval of a land use which existed prior to the establishment of zoning in a geographic area, or a change in zoning which makes the use no longer in compliance with the Zoning Ordinance
Permitting Services	Plan reviews	Plan reviews completed by permit
Permitting Services	Public Right of Way Permits	Data for all Public Right of Way Permit applications, including status and work performed.
Permitting Services	Regular Route Vendors License	Licenses for vendors selling goods on a regular route
Permitting Services	Residential Permit	Data for all Residential Building Permits issued since 2000, including status and work performed.
Permitting Services	Retaining Wall Permits	Permits issued for the construction of a retaining wall
Permitting Services	Rockville Commercial Building Impact Taxes	Impact taxes for commercial permits in Rockville
Permitting Services	Rockville Residential Building Impact Taxes	Impact taxes for residential permits in Rockville
Permitting Services	Sediment Control Permits	Permits issued to prevent sediment from leaving a construction site during construction activity
Permitting Services	Sewage Disposal Permits	Permits issued to ensure that any septic system installed in the County meets all current County and State standards

Permitting Services	Sewage Sludge Utilization Licenses	Licenses issued to any person or company engaged in the business of cleaning and emptying septic tanks, holding tanks, privies or other sewage disposal facilities
Permitting Services	Sign Permits	Permits issued for the installation of an exterior sign
Permitting Services	Sign variance	A sign variance is required when a proposed sign does not conform to the requirements of the Montgomery County Zoning Ordinance pertaining to the size of the sign or its location.
Permitting Services	Site Specific Vendors License	Licenses for vendors selling goods at a specific site
Permitting Services	Soils Testing Process	Percolation testing is the process of soils evaluation including establishment of infiltration rates for soils that make up an area intended for the installation of an initial septic system and replacement septic systems.
Permitting Services	Special Exception	Dataset to track DPS business processes related to Special Exceptions approved by the Board of Appeals
Permitting Services	Special Protection Area	A Special Protection Area (SPA) is a geographic area designated by the County Council which has high quality or unusually sensitive water resources and environmental features that would be threatened by proposed land development if special water quality protection measures were not applied. This dataset tracks reviews for development in all SPAs
Permitting Services	Stormwater Concept	A stormwater management concept is a statement or drawing, or both, describing the manner in which stormwater runoff from a proposed development will be controlled to minimize damage to neighboring properties and receiving streams and to also prevent the discharge of pollutants into surface waters.
Permitting Services	USE & OCCUPANCY CERTIFICATES	Certificates issued for approval of the space to be used prior to opening any business in Montgomery County or inhabiting any residential dwelling
Police Department	Animal Services shelter information (Adoptable Pets)	This dataset contains a list of shelter animals that are ready to be adopted from the Montgomery County Animal Services and Adoption Center at 7315 Muncaster Mill Rd., Derwood MD 20855. The 'How To Adopt' details are posted on https://www.montgomerycountymd.gov/animalservices/adoption/howto adopt.html.
Police Department	Community Policing	Police community events
Police Department	Crash - Drivers	All crashes involving drivers, one record per driver.
Police Department	Crash - Incidents	All crashes, one record per incident.
Police Department	Crash - Non-Motorists	All crashes involving non-motorists, one record per non-motorist.
Police Department	Crime Data	Information would include crime data including type, date/time, location, race, gender, and arrest information. It would not include victim, suspect or investigative report information.
Police Department	Crime Summary reports	This is a Stacked Bar Chart showing the Monthly Cannabidiol related Crime incidents by Police District. The CBD Summary Report is a subset of the Crime dataset. It presents Drug Related data by MCPD Police District. The Crime dataset is gleaned for drug offenses to include categories of: Hallucinogen, Heroin, Opioid, Cocaine, Synthetic

		Narcotic, Narcotic Equipment, Marijuana, Amphetamine, Barbiturate., As described on the MCPD Crime dataset, these data contain only founded crime. The information contained herein includes all founded crimes reported according to Uniform Crime Reporting (UCR) rules.
Police Department	Daily Arrests	This dataset provides the public with arrest information from the Montgomery County Central Processing Unit (CPU) systems.
Police Department	Internal Affairs Allegations	Allegations brought to the attention of the Internal Affairs Division either through external complaints or internal complaint or recognition.
Police Department	MCPD Bias Incidents	MCPD Bias Incidents
Police Department	Police 911 CAD calls for service	Daily 911 CAD calls
Police Department	Traffic Violations	This dataset contains traffic violation information from all electronic traffic violations issued in the County. any information that can be used to uniquely identify the vehicle, the vehicle owner or the officer issuing the violation will not be published.
Procurement	Active Solicitations	Formal and informal open solicitation listing that are currently advertised
Procurement	Awarded Solicitations	Solicitations that resulted in a contract award
Procurement	Bid Tabulations	Newly open Invitation for Bid (IFB) solicitations
Procurement	Closed Solicitations	Formal and informal closed solicitation listing
Procurement	Construction Contracts	Active County construction contract listing
Procurement	Contracts	The following dataset is a listing of all active County contracts. This list is updated daily.
Procurement	Living Wage Contracts	Active contracts with living wage requirement (prime & services other than construction contracts only)
Procurement	LSBRP Active Solicitations	Formal, informal, and open solicitation listing that are currently advertised for Local Small Business Reserve Program (LSBRP)
Procurement	LSBRP Closed Solicitations	Formal and informal closed solicitation listing for Local Small Business Reserve Program (LSBRP)
Procurement	LSBRP Contracts	Active County Contracts resulted from a Local Small Business Reserve Program (LSBRP)
Procurement	Non-Profit Contracts	Active County non-profit contract listing
Procurement	Prevailing Wage Contracts	Active contracts with prevailing wage requirement (prime & construction service Only)
Procurement	Solicitations	Listing of all active and closed Montgomery County solicitations issued in the past 7 years
Public Information Office	311 Requests	MC311 Requests
Public Information Office	Maryland Public Information Act (MPIA) Request Responses	Publishing responses to MPIA requests
Public Libraries	ACE GO! Kits circulation	Value is total circulation of All Children Excel Go! Kits in fiscal year
Public Libraries	All Children Excel Early	Value of annual attendance at All Children Excel Early Literacy Programs that provide early literacy skills for children and caregivers

Public Libraries	Literacy Program attendance	
Public Libraries	All Children Excel Early Literacy Programs	Value for annual number of programs held throughout MCPL that provide Early Literacy skills.
Public Libraries	Branch Facility Services available	Identifies which branches have the following services and resources available: Wi-Fi access, mobile charging stations, collaboration rooms, Discovery Rooms, Makerspaces
Public Libraries	branch phone number	Phone number that public can use to reach branch
Public Libraries	Branch Special Lending Collections available	Identifies which branches have the following services and resources available: Go! kits, eReaders, laptops
Public Libraries	Branch Technology Enterprise Business Solutions available	Identifies which branches have the following services and resources available: Early Literacy and afterschool computers, Complement of Public Computers, 3D printers
Public Libraries	Branch TTY phone number	When available, this dataset lists the TTY number (a special device that helps those hard or hearing or are speech impaired use the telephone to communicate) of branches.
Public Libraries	Building GSF	Gross square footage of each branch
Public Libraries	Bus Stops	Identifies which Ride On and Metrobuses are within walking distance of branches
Public Libraries	closest bike share	location of closest bike share bike rack (can be very far away)
Public Libraries	Closest Metro Stop	Identifies if there is a Metro station within walking distance
Public Libraries	e-books and e-audiobooks Checkout metrics	Value is the annual circulation of e-books and e-audiobooks by MCPL customers
Public Libraries	Hours of All Children Excel Discovery Room use	Number of hours that MCPL All Children Excel Discovery Rooms for Early Literacy and School Readiness were booked in the fiscal year
Public Libraries	In-House Use of Materials	Value is number of items used by customers in our branches
Public Libraries	Librarian visits to schools and day care centers	Value is the total number of visits by librarians to schools and day care centers during fiscal year
Public Libraries	Library Inventory	Library Inventory
Public Libraries	Logins to WIFI	Value is the total number of WIFI sessions customers initiated
Public Libraries	Materials Usage Counts	Circulation of library materials by the entire system, by year
Public Libraries	Number of Onsite Computer Sessions	Value is total number of sessions for all MCPL branches during the fiscal year

Public Libraries	Number of STEM programs	Annual value for the total number of Science, Technology, Engineering and Math programs hosted by MCPL.
Public Libraries	Pages printed or copied by customers	Value is the total number of pages printed or copied by MCPL customers in a fiscal year
Public Libraries	Sessions on AWE Early Literacy Digital Learning stations	value is the total number of sessions on MCPL AWE Early Literacy and School Readiness computers
Public Libraries	World Language Collection	Identifies which branches have collections in foreign languages
Recreation Department	Fall Programs	Fall Programs
Recreation Department	Open Gym Activities Fall	Recreation Fall Open Gym Activities
Recreation Department	Open Gym Activities Spring	Recreation Spring Open Gym Activities
Recreation Department	Open Gym Activities Summer	Recreation Summer Open Gym Activities
Recreation Department	Open Gym Activities Summer	Recreation Summer Open Gym Activities
Recreation Department	Open Gym Activities Winter	Recreation Winter Open Gym Activities
Recreation Department	Spring Programs	Spring Programs
Recreation Department	Summer Camps	Summer Camps
Recreation Department	Summer Programs	Summer Programs
Recreation Department	Winter Programs	Winter Programs
Technology Enterprise Business Solutions	2012 Election Polling Places	Location of all 2012 Election Polling Places, including the Early Voting Centers.
Technology Enterprise Business Solutions	2014 Early Voting Centers	2014 Early Voting Centers
Technology Enterprise Business Solutions	2018 Polling Places	Election Precincts and Polling Place Map- Starting 2014
Technology Enterprise Business Solutions	Bikeways	Bikeways
Technology Enterprise	Board of Education Districts	The 5 Board of Education Districts

Business Solutions		
Technology Enterprise Business Solutions	Building Footprints	The building footprints, including sheds
Technology Enterprise Business Solutions	Bus Stops, Metro Bus	WMATA Metro Bus Stops
Technology Enterprise Business Solutions	Business Parks	Business Parks
Technology Enterprise Business Solutions	Cable Complaints	This data set provides information on cable complaints reported to Montgomery County, MD Cable Office
Technology Enterprise Business Solutions	Cable Inspections	This data set provides information on inspections performed by the Montgomery County Cable Office since September 1, 2010.
Technology Enterprise Business Solutions	Cable Office Speed Test	Results for public testing of ISP speeds
Technology Enterprise Business Solutions	Capital Bikeshare Stations	Map display of Capital Bikeshare locations
Technology Enterprise Business Solutions	Cemeteries	Cemeteries
Technology Enterprise Business Solutions	Census Block Group	The groupings of two or more Census Blocks
Technology Enterprise Business Solutions	Census Blocks	The most basic population tabulation unit, typically corresponding to a city block
Technology Enterprise Business Solutions	Census Tracts	US Census Bureau defined population tabulation unit, roughly 6000 residents to a Tract
Technology Enterprise Business Solutions	Colleges & Universities	Colleges & Universities
Technology Enterprise	Congressional Districts in	Congressional Districts in Montgomery County

Business Solutions	Montgomery County	
Technology Enterprise Business Solutions	Councilmember Districts	The 5 Councilmember Districts of the County
Technology Enterprise Business Solutions	County Boundary	County Boundary
Technology Enterprise Business Solutions	County Wi-Fi Locations	Wireless Access Points around the County
Technology Enterprise Business Solutions	Election Polling Places - 2012	Geographic data: locations of election polling places for the 2012 election
Technology Enterprise Business Solutions	Enterprise Zones	Enterprise Zones
Technology Enterprise Business Solutions	Fibernet building connections	Buildings connected to Fibernet
Technology Enterprise Business Solutions	Fire Hydrants	Sources: WSSC, City of Rockville. Extensive QC by MCFRS
Technology Enterprise Business Solutions	Fire Station Areas	Fire Station Areas
Technology Enterprise Business Solutions	Fire Stations	Address and Locations for all Fire Stations in Montgomery County, MD.
Technology Enterprise Business Solutions	Geographic data: Health & Human Services (HHS) Facilities	Address and locations for Health & Human Services (HHS) Facilities in Montgomery County, MD.
Technology Enterprise Business Solutions	Geographic data: Library locations	Locations of all Montgomery County, MD Public Libraries.
Technology Enterprise Business Solutions	Geographic data: Post Offices	Address and Locations for Post Offices in Montgomery County, MD.

Technology Enterprise Business Solutions	Geographic data: Zip Codes (Shape File)	This dataset contains all zip codes in Montgomery County. Zip codes are the postal delivery areas defined by USPS. Zip codes with mailboxes only are not included.
Technology Enterprise Business Solutions	Golf Courses	The 9 public golf courses
Technology Enterprise Business Solutions	Health & Human Services (HHS) Facilities	Address and locations for Health & Human Services (HHS) Facilities in Montgomery County, MD.
Technology Enterprise Business Solutions	Hospital Locations	Address and Locations for Hospitals in Montgomery County, MD and the immediate vicinity.
Technology Enterprise Business Solutions	Hospitals	Address and Locations for Hospitals in Montgomery County, MD and the immediate vicinity.
Technology Enterprise Business Solutions	Inventory of created Cable Content/Programs	Inventory of created Cable Content/Programs
Technology Enterprise Business Solutions	Legislative Districts in Montgomery County	Legislative Districts in Montgomery County
Technology Enterprise Business Solutions	Libraries	Locations of all Montgomery County, MD Public Libraries.
Technology Enterprise Business Solutions	Liquor Stores	Liquor Stores
Technology Enterprise Business Solutions	Lodging	Lodging
Technology Enterprise Business Solutions	MARC Train Stations	MARC Train Stations
Technology Enterprise Business Solutions	MC Government Facilities	MC Government Facilities
Technology Enterprise Business Solutions	METRO Rail Lines	WMATA Metro rail lines

Technology Enterprise Business Solutions	Metro Stations	Metro Stations
Technology Enterprise Business Solutions	Municipalities	All Incorporated Places in MC
Technology Enterprise Business Solutions	Neighborhoods	Neighborhoods
Technology Enterprise Business Solutions	Neighborhoods	MC is divided into 60+ neighborhoods 10 years ago RSC directors and Police representatives. Not officially blessed.
Technology Enterprise Business Solutions	Park and Ride Lots	Park and Ride Lots Map
Technology Enterprise Business Solutions	Park and Ride Lots	Park and Ride Lots Map
Technology Enterprise Business Solutions	Parking Districts	Parking Districts
Technology Enterprise Business Solutions	Parking Lots	Parking Lots
Technology Enterprise Business Solutions	Places of Worship	Places of Worship
Technology Enterprise Business Solutions	Police Beats	Police Beats
Technology Enterprise Business Solutions	Police Districts	The 6 Police Districts
Technology Enterprise Business Solutions	Police Reporting Areas	Police Reporting Areas
Technology Enterprise Business Solutions	Police Stations	The 6 Police Stations

Technology Enterprise Business Solutions	Post Offices	Address and Locations for Post Offices in Montgomery County, MD.
Technology Enterprise Business Solutions	Private Schools	Private Schools
Technology Enterprise Business Solutions	Public Schools	Address and Locations of all Public Schools in Montgomery County, MD.
Technology Enterprise Business Solutions	Rail Lines	Freight and commuter rail line
Technology Enterprise Business Solutions	Recreation Areas	Recreation Areas
Technology Enterprise Business Solutions	Recreation Centers	Recreation Centers
Technology Enterprise Business Solutions	Regional Services Centers	Regional Services Centers Map
Technology Enterprise Business Solutions	Regional Services Regions	The 5 Regional Services areas of the County
Technology Enterprise Business Solutions	Seat Machine Inventory	Seat machine inventory by department; contains type of each machine, CPU speed, age, OS level, etc.
Technology Enterprise Business Solutions	Senior Centers	Senior Centers
Technology Enterprise Business Solutions	Shopping Centers	Shopping Centers
Technology Enterprise Business Solutions	Street Centerlines	Single-line representation of County roadways with hundred-blocks & various service area IDs
Technology Enterprise Business Solutions	Swimming Pools, Public	Swimming Pools, Public

Technology Enterprise Business Solutions	Transmission Facilities Application Status & Location	Information on all transmission facility applications (new tower or attachments) filed with the Montgomery County Cable Office for telecommunications and radio & TV transmission sites, including the location of the tower and the disposition of the application.
Technology Enterprise Business Solutions	Urban Districts	Urban Districts
Technology Enterprise Business Solutions	WSSC Map Grids	WSSC Map Grids
Technology Enterprise Business Solutions	YMCA	YMCA
Technology Enterprise Business Solutions	Zip Codes (Map Service)	This dataset contains all zip codes in Montgomery County. Zip codes are the postal delivery areas defined by USPS. Zip codes with mailboxes only are not included.
Transportation	DOT Correspondence Log	DOT log of contact with the public in the form of email, letters and referrals from Council and the CEOs office
Transportation	Emergency Routes	DOT Emergency routes
Transportation	Parking Garage and Lot Locations	Parking space inventory information for Montgomery County Public Parking Facilities
Transportation	Parking Garage Space Availability	"Real-time" parking space availability for Montgomery County Public Parking Facilities. Data includes only facilities equipped with automated vehicle counting systems.
Transportation	Parking Rates	Rates and statistics data
Transportation	Parking Tickets	Data on parking tickets
Transportation	Pavement Condition Index (PCI)	Pavement Condition Index (PCI)/
Transportation	Ride on Service Delays/Issues	Ride on delays, service interruptions, etc.
Transportation	Road closures during storms with the reasons for the closures and current status	Provide county residents information concerning road closures throughout the county
Transportation	Schedule of Leaf Collection	Provide county residents scheduled leaf collection per area and subarea.

Appendix B: Initial Dataset Inventory Process

Montgomery County has 31 Executive Branch departments, offices and agencies, which collectively employ more than 600 applications, databases, and spreadsheets from which "data" may be derived. Early efforts to collect datasets for inclusion on the open data platform included surveying departments on what they considered to be high value data, and researching what information was requested most often by residents and the press via formal Maryland Public Information Act (MPIA) requests.

However, in order to comply with the Open Data Act's requirement for a full inventory of government data, Montgomery County needed to develop a systematic approach to identify, inventory, prioritize and queue up datasets for publication.
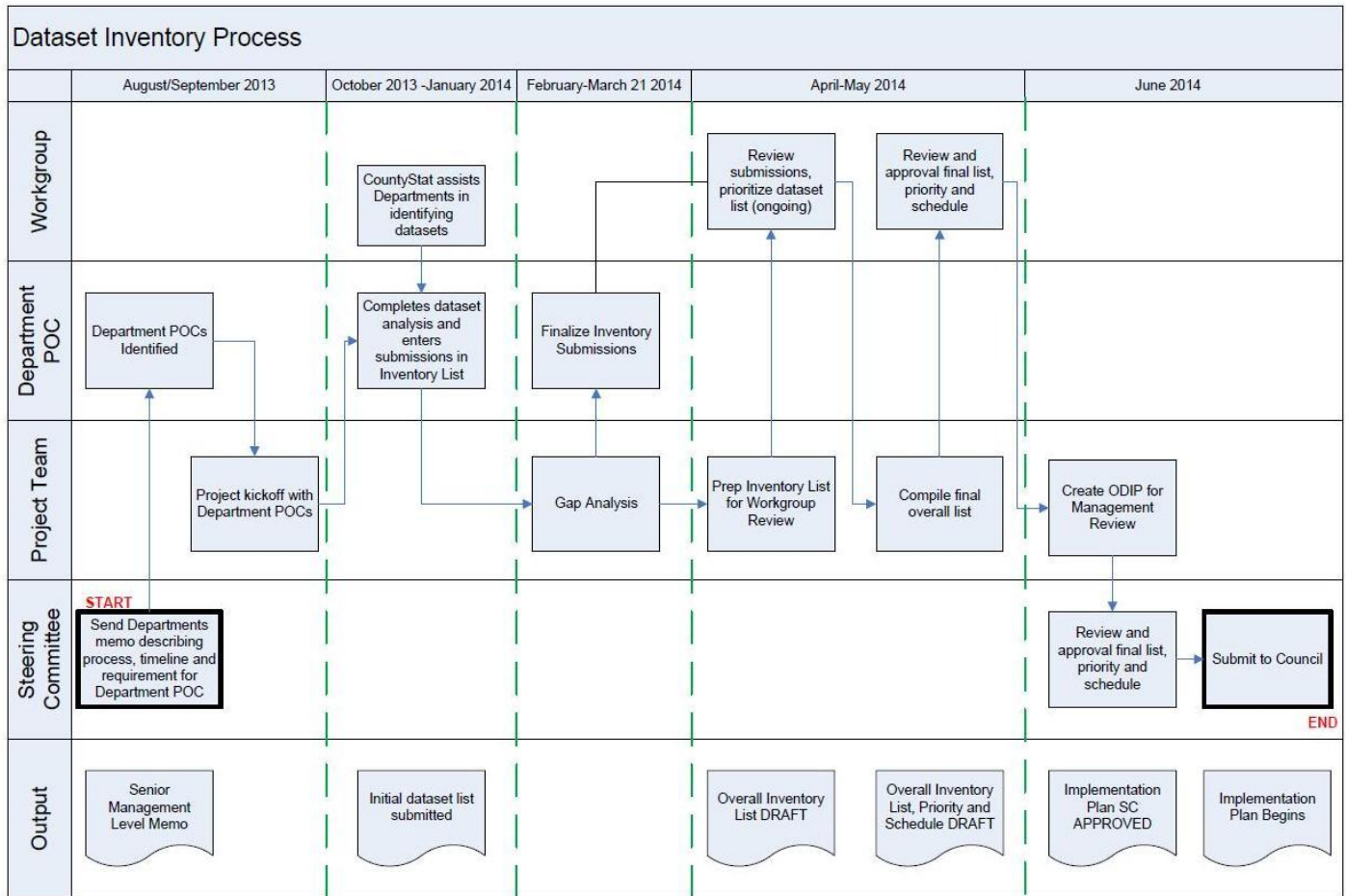
Each County Department was asked to identify a Point of Contact (POC) with whom the dataMontgomery Workgroup would interface. One POC was identified per Department, and assigned the responsibility of compiling the dataset inventory for their Department. The team invested in each POC, educating them on open data concepts, joint data sharing and sensitive/confidential data awareness through webinars and office hours. POCs could be either technical or business people who own the data being proposed for publication. Monthly meetings were held with all POCs to review expectations, answer questions, demonstrate the value of open data, and educate them on different aspects of confidential and sensitive data. Once the POCs were established, a team was put together to assist them with their inventorying efforts. This team was comprised of CountyStat performance experts, the dataMontgomery project manager, a dataMontgomery project lead and the Chief Innovation Officer.

CountyStat hosted individual brainstorming sessions with each department, and sometimes individual divisions within larger departments, to draw out a list of dataset candidates. POCs were encouraged to bring others from their department (if technical, bring a business person, and vice versa). These brainstorming sessions used the following as jump-off points for discussion: the department's website (the core mission of the department plus any reports or information posted there); the department's annual performance plan document that lists its Headline Performance Measures and other data; any existing inventory of systems, applications, databases, etc.; the existing dataMontgomery web portal; and the open data web portals of other governments. The outputs of these brainstorming sessions were captured and fed back to departments to stimulate further data exploration within their department.

To facilitate the collection of dataset candidates, TEBS created an online intake form for departments to submit the dataset candidates developed based on the brainstorming sessions and subsequent internal work. Initially, this form yielded over 300 dataset submissions. A Gap Analysis was performed comparing submissions with department core function, systems, and performance measures. After being notified of the Gap Analysis and follow-up meetings with team members, departments submitted additional datasets. To date, over 660 datasets were submitted for consideration.

At the same time as this internal view of data inventory was occurring, Montgomery County also looked externally to our residents. Community outreach events were conducted where residents could engage in conversations with County staff regarding the datasets that interested them and the potential ways they could put the data to use. In promoting these Town Hall events, presentations were made at many high schools to help engage youth in the process. The feedback from these town halls was captured and reported out in the County's Innovation Program blog as well as Twitter. Also, some subject matter-specific workshops were held on topics such as public safety and transit. For example, multiple Neighborhood Watch groups and representatives from the Montgomery County Police Department (MCPD) met to discuss crime data priorities. This feedback was captured and made part of the prioritization process.

The Dataset Inventory Process and timeline is summarized in the table below.

Dataset Inventory Process

	August/September 2013	October 2013 - January 2014	February-March 21 2014	April-May 2014	June 2014
Workgroup		CountyStat assists Departments in identifying datasets		Review submissions, prioritize dataset list (ongoing) / Review and approval final list, priority and schedule	
Department POC	Department POCs Identified	Completes dataset analysis and enters submissions in Inventory List	Finalize Inventory Submissions		
Project Team	Project kickoff with Department POCs		Gap Analysis	Prep Inventory List for Workgroup Review / Compile final overall list	Create ODIP for Management Review
Steering Committee	START — Send Departments memo describing process, timeline and requirement for Department POC				Review and approval final list, priority and schedule / Submit to Council — END
Output	Senior Management Level Memo	Initial dataset list submitted		Overall Inventory List DRAFT / Overall Inventory List, Priority and Schedule DRAFT	Implementation Plan SC APPROVED / Implementation Plan Begins

Appendix C: dataMontgomery Inventory for Fiscal Year 2022

The table below lists all datasets planned to be published in FY22. This table of information is published as a [dataset](#) on the dataMontgomery website.

Department	Dataset Name	Description
Board of Elections	Precinct Voter Counts	Precinct Voter Counts
Board of Elections	General Election Results	General Election Results by Precinct
Emergency Management & Homeland Security	Alert Montgomery Alert History	A listing of email and text notifications sent out through the Alert Montgomery system
Environmental Protection	CEM Emissions	Continuous emissions data from the Dickerson waste-to-energy plant
Finance	Economic Development Fund Awards	Economic Development Fund Awards
Finance	Life Sciences Impact Grant	Grants provide financial assistance to life sciences employers to retain jobs and stimulate the organic growth of the life sciences industry.
Finance	Real Property Tax Rates	Real property tax rate for 2021
Finance	Business Personal Property	Business Name and Address
Fire & Rescue Services	Apparatus Location at Fire Stations	a map of the County with each fire station including what apparatus is at each station
Fire & Rescue Services	Community Emergency Response Training (CERT)	data on Community Emergency Response Training (CERT) program, number of persons trained, etc.
Fire & Rescue Services	Community Outreach	information regarding personnel interaction with homeowners regarding smoke detectors, batteries,
Fire & Rescue Services	Emergency Medical Services (EMS) Transportation Fee	Rates and methods for EMS transport fee collection
Health & Human Services	Maryland Youth Risk Behavior Survey	Results from the US Centers for Disease control and Prevention/Maryland department of Health and Mental Hygiene Biennial Survey on health status and risk behaviors among in-school adolescents in middle and high schools. Dataset availability is contingent upon approval from DHMH, the owner of YRBS data in Maryland.
Health & Human Services	SNAP Caseloads	Historical average caseloads
Health & Human Services	Food Assistance Providers	Dataset and map of food assistance providers and RideOn bus stops

Health & Human Services	Assisted Living Facilities	Directory of state-licensed assisted living facilities located in Montgomery County -- may be expanded in future to cover additional facilities for older adults.
Health & Human Services	Medical Assistance Caseloads	Historical average caseloads
Health & Human Services	Montgomery County Behavioral Health Service Providers	A public dataset and map of all behavioral health service providers in Montgomery County
Health & Human Services	Respite Care Services	data submitted would show the number of unduplicated people served on a quarterly basis
Health & Human Services	Temporary Cash Assistance Caseloads	Historical average caseloads
Health & Human Services	Short Term Residential Licensing	Short term residential rental licensees
Housing & Community Affairs	Rent Rate Survey	Annual rent rate survey (and past surveys)
Human Resources	Employee Salaries -2021	Salary information for all active, permanent employees of Montgomery County, MD as of January 15, 2013. This data will be updated annually.
Human Resources	Interpreter Tracking Database	Multilingual use in the County, who speaks what language
Human Resources	Training Inventory and Satisfaction Survey	Total number of employees and percentage of those employees who find the training helpful to their jobs
Intergovernmental Relations	Bill positions and statements	Bill positions with links to written statements
Intergovernmental Relations	State Capital Projects	State capital projects in Montgomery County
Intergovernmental Relations	State Operating Aid Retirement	State aid to Montgomery County Education
Intergovernmental Relations	State Operating Aid Direct	State aid to Montgomery County
Legislative Branch	Montgomery County Council Zoning Text Amendments/ Ordinances	A zoning text amendment is a procedure that changes the written provisions of the ordinances contained in the Zoning Code. This dataset provides a description of the ZTA. when it was introduced; resolution number; sectional map amendments, etc.
Legislative Branch	Montgomery County Council Resolutions	A Resolution is a written motion adopted by the Montgomery County Council.
Legislative Branch	Code of Montgomery County Regulations - Bills	Legislation adopted by the Montgomery County Council
Legislative Branch	Z &OH Accessory Apartments	Subdivision regulation amendments

	Opinions and Decisions	
Police Department	Field Interview Reports	Bill 45 is requiring MCPD to publish Field Interview Reports
Police Department	Juvenile Citations	Bill 45 is requiring us to publish Criminal Citations
Public Information Office	Social Media Analytics	Facebook
Public Libraries	STEM program attendance	Value of annual number of attendants at a Science, Technology, Engineering and Math skills building program at MCPL
Public Libraries	Library electronic database usage	Value is total number of items investigated in MCPL databases. The metric MCPL is applying is "Total Item Investigation," demonstrating any action performed by the user in relation to a content item.
Public Libraries	Circulation of Juvenile Material	Value reflects usage of physical materials in the "children's collection" as defined by the State and the Institute for Museum and Library Services.
Public Libraries	New library card registrations	Value is the total number of new library cards issued in fiscal year
Public Libraries	Summer reading program (SRP) program attendance	Value is total attendance at SRP programs during the summer
Public Libraries	Summer reading program (SRP) programs held	Value is total number of SRP programs held during summer
Technology Enterprise Business Solutions	Inventory of GIS Applications	Inventory of GIS Applications
Technology Enterprise Business Solutions	Inventory of Portal Sites	Inventory of Portal Sites
Technology Enterprise Business Solutions	Patches	Inventory of supplied seat machine patches
Technology Enterprise Business Solutions	SharePoint sites supported	Inventory of SharePoint sites supported
Transportation	Bus Routes/Schedules	Routes, schedules, fares
Transportation	DOT CIP Road Construction Projects	DOT uses a database application to track high level progress on road planning and construction projects. We want to 1) make this information available publicly and 2) use this information to construct a formatted report to be published on our web site.

Appendix D: dataMontgomery Inventory for FY23 and Beyond

The prior sections of this document detailed the datasets already available on the dataMontgomery website and the datasets scheduled for publication in the coming fiscal year. The remaining datasets identified in the dataset inventory process are detailed in the table below. These datasets are scheduled for publication in Fiscal Year 2023 or later, based on their priority rankings.

Datasets in the lowest priority categories will be evaluated to ensure resources expended to publish the dataset are justified before they are scheduled for publication. It is expected that not all datasets will be published.

The table is sorted by Department and dataset name. The complete inventory of datasets is published on the dataMontgomery website.

Department	Dataset Name	Description
Board of Elections	BOE-EMS (Election Management System)	Polling Place and Poll Worker Management System
Board of Elections	BOE-IVR	Interactive Voice Response System
Board of Elections	Data on provisional ballots.	Acceptance and rejection reasons for provisional ballots.
Board of Elections	Election Judge training classes	Election Judge training class information
Board of Elections	Election Technical Support Volunteer Registration System (ETSVRS)	Election Technical Support Volunteer Registration System (ETSVRS)
Board of Elections	Electrak	Candidate filing information from state system
Board of Elections	General Ballot Question Early, Election Day and Absentee Results	General Election Ballot Question Early, Election Day and Absentee Results
Board of Elections	General Ballot Question Results by Precinct	Ballot Question Results by Precinct
Board of Elections	General Election Early, Election Day and Absentee Results	This file contains complete election results as certified, including early and absentee votes as well as Election Day.
Board of Elections	Information about Election Judges	Information about Election Judges such as demographic information, number assigned and languages spoken.
Board of Elections	Street address file from MDVOTERS	Street address file maintained for polling place lookup purposes
Board of Elections	Voter Registration Data	Data from state MDVOTERS system
Board of Elections	Voter registration transaction data	Voter registration transaction data as generated from MDVOTERS Monthly Statistical Reports
Board of Elections	Voting equipment and materials inventory	Voting equipment and materials data

Community Engagement Cluster	Bethesda-Chevy Chase Regional Services Center - Annual Report	Annual Reports
Community Engagement Cluster	Bethesda-Chevy Chase Regional Services Center Calendar of events	Calendar of Events
Community Engagement Cluster	Commission for Women	Report on Single Mothers and Poverty
Community Engagement Cluster	Commission for Women	Calendar of Events
Community Engagement Cluster	Commission for Women	Status of Women in Montgomery
Community Engagement Cluster	Commission for Women Annual Report of Womens Legislative Briefing	CFW Annual Report
Community Engagement Cluster	East County Regional Service Center	Eastern Montgomery Region Map
Community Engagement Cluster	East County Regional Service Center	ECCAB Reports
Community Engagement Cluster	MidCounty Regional Center	Advisory Boards and Committees
Community Engagement Cluster	Office of Community Partnerships	Gilchrist Centers Locations, Hours of Operation, Programs and Services.
Community Engagement Cluster	Sidney Kramer UpCounty Regional Services Center	Upcounty Citizens Advisory Boards FY2013 Annual Report
Community Engagement Cluster	Silver Spring Regional Center	Citizen Advisory Board Annual Report
County Executives Office	Boards, Committees and Commissions	Appointments made to Boards, Committees, and Commissions (BCCs) by the County Executive, with confirmation by the County Council.
County Executives Office	County Executive Correspondence	This dataset includes a list of written and electronic correspondence received by the County Executive from external sources since 2006.
County Executives Office	County Executive Event Requests	Requests for CE participation in events
County Executives Office	Innovation Programs	Status of innovation projects

County Executives Office	Internal Audit Recommendations	Implementation status of internal audit recommendations for improving internal controls and programmatic operations
Employee Retirement Plans	Employees Retirement System (ERS) contributions	Employees Retirement System (ERS) contributions
Employee Retirement Plans	Employees Retirement System (ERS) expenses	Employees Retirement System (ERS) expenses
Environmental Protection	Annual Business Waste Reduction and Recycling Report; and Annual Multi-Family Waste Reduction and Recycling Report	All multi-family properties and a subgroup of non-residential properties report annually information on their waste reduction, recycling and refuse activities and infrastructure. Information is used to assess recycling achievement and opportunities. Data is not available in a useful form.
Environmental Protection	Dickerson Weather Station	Weather data from Dickerson
Environmental Protection	High hazard dam data	monitors water level at the emergency dams every 5 minutes
Environmental Protection	Location of Solid Waste Facilities	Name and address of each Solid Waste facility
Environmental Protection	Schedule of Solid Waste Charges	Schedule of breakdown of Solid Waste Charges sent to Treasury so they know how to input the codes in the MUNIS system.
Environmental Protection	Solid Waste Residential Collection Day lookup	Recycling and trash collection days by geographic area (up-county would only show recycling)
Environmental Protection	Tonnage Revenue Reconciliation	The tonnage/revenue reconciliation verifies the proper recording of tons and revenue between the Transfer Station software system (Paradigm) and the Montgomery County general ledger (Oracle) by month and year-to-date. .
Finance	Bonds Issues	Bonds Issues
Finance	Near Miss App	Data that include near-miss accident information submitted anonymously by citizens.
Finance	Payment collected by property tax bill	Payment collected by property tax bill
Finance	Risk Management Corvel Injury Data	Risk Management Corvel Injury Data
Fire & Rescue Services	Training Academy Classes	a spreadsheet indicating classes offered by the PSTA, delineating costs and hours
Fire & Rescue Services	Volunteer Participation	Data on the hours volunteer members ride and train
General Services	Apparatus Fuel Usage	data on the usage of fuel by the departments fire apparatus
General Services	Facilities – Generators	Facilities with generators
General Services	Facilities - Maintenance Cost	Facility maintenance cost

General Services	Facilities - Property Managers and Areas	Property management areas and assigned managers
General Services	Facilities - Work Order Summary	Number of issued work orders per facility
General Services	Facilities - Work Orders	Facilities work order Status
General Services	Facility Inventory	Listing of County maintained facilities
General Services	Fleet - Vehicle Class Annual (Fiscal Year) Summary	Summary information (average age, total quantity, miles driven, fuel consumption, etc.) by vehicle class
General Services	Leases	County lease listing - including both County as the tenant or as the landlord
General Services	Record Management Inventory	Number of records in record management system by Department
Human Resources	Employees with Temporary Promotions	List of employees, with select demographic descriptors, who are in temporary promotion status
Human Resources	Essential Employees List	Master list of all essential employees in the County
Human Resources	FMLA Requests by Request Type	FMLA requests by reason: family/self/domestic partner
Human Resources	Grievances Resolved Before Reaching a Third-Party Neutral	Total number of grievances and those resolved before reaching a third-party neutral
Human Resources	Group Health Plan Enrollment Rate	Enrollment data, by plan, plan type (in-network, out of area), member type, etc
Human Resources	Health Benefits - Healthcare Trend History	Measures annual percentage change in health care claims costs and compares to industry standard - Kaiser Trend Survey
Human Resources	Health Insurance Team - Customer Care Contacts	Details number of customer care contacts, by inquiry type.
Human Resources	Hiring Preference Report	Number of vacancies, # of applicants/employees claiming hiring preference and the rating of those employees/applicants
Human Resources	Labor/Employee Relations Actions	Types of Labor Relations Claims
Human Resources	List of Work Hours by Bargaining Unit	List of hours worked by fiscal year by bargaining unit
Human Resources	Local Government Personnel Association (LGPA) Report	Data compiled for County annual submission to LGPA, includes demographics, salary, hours, years to reach maximum salary, etc.
Human Resources	Lump Sum Award Report	Tracking report on all lump sum awards made to County employees
Human Resources	Maryland Association of	Compilation of data, including job title, grade, min/max salary, number of employees in a class, average base salary

	Counties (MACo) Report	
Human Resources	Maryland Association of Counties (MACo) Report	Compilation of data, including job title, grade, min/max salary, number of employees in a class, average base salary
Human Resources	Non-Competitive Hiring List	Master list of number of Disability Employment Initiatives, Non-Competitive Hiring Process Hires
Human Resources	OMS/FROMS Visit Types	Tracks visits to OMS/FROMS by reason for contact
Human Resources	RIF Tracking Reports	Tracks positions abolished and employees affected by Reduction in Force (RIF) during a budget cycle.
Human Resources	Separation and Termination Report	Report of number of County separations by reason.
Human Resources	Sick Leave Balance Report	Sick Leave Balance Report
Human Resources	Sick Leave Use by Union	List of sick leaved used by bargaining unit
Human Resources	State/County Employee List	
Human Resources	Supervisor Positions	List of all positions, including demographic descriptors, with names of supervisees
Human Resources	Total number of Long Term Disability LTD 1 and LTD 2 Subscribers	Active employees with LTD 1 and LTD 2 coverage
Human Resources	Training Tracking Database	Documentation of required and optional training completed by employee.
Human Resources	Wage Equity	Master list of demographic descriptions, including measures of years of relevant experience in current position
Human Rights	Complaints received	Human Rights Complaints received
Human Rights	Customer satisfaction survey	Customer Satisfaction Survey of the Human Rights Commission
Human Rights	Reports to State and Federal Governments	HRC reports for the state or federal government.
Legislative Branch	Board of Appeals Hearing Agenda	Board of Appeals Hearing Agenda
Legislative Branch	Board of Appeals Opinions	Board of Appeals Opinions
Legislative Branch	Board of Appeals Work Session Agenda	Board of Appeals Work Session Agenda
Legislative Branch	Board of Appeals Work Session Minutes	Board of Appeals Work Session Minutes
Legislative Branch	County Council County Attorney Opinions and Advice of Counsel	County Attorney Opinions and Advice of Counsel

Legislative Branch	County Council Montgomery County Council Agendas	Council Agendas
Legislative Branch	County Council Operating and Capital Budget Supplemental and Special Appropriations	Supplemental and Special Appropriations to Operating and Capital Budget Approved by Council Resolution
Legislative Branch	Merit System Protection Board Annual Reports	Merit System Protection Board Annual Reports
Legislative Branch	Montgomery County Council Committee Agendas	Council Committee Agendas
Legislative Branch	Montgomery County Council Contact Information	Includes Councilmember and County Council Staff address; email; telephone; fax; web; Committee Assignment and party
Legislative Branch	Montgomery County Council Packets/Memos for Council and Committee	Council Packet/Memos
Legislative Branch	Montgomery County Council Public Testimony	Public Testimony is an effective way to help legislators understand how an issue, policy or situation affects people across the state, presents difficulties or addresses needs. Public testimony also gives you the opportunity to show your support for what is being considered by the legislature. This dataset contains written public testimony received to the Council.
Legislative Branch	Montgomery County Office of the Inspector General Annual Reports	Montgomery County Office of the Inspector General Annual Reports
Legislative Branch	Montgomery County Office of the Inspector General Reports	Montgomery County Office of the Inspector General Reports
Legislative Branch	Office of the Inspector General - Manual for Audits and Investigations	Office of the Inspector General - Manual for Audits and Investigations
Legislative Branch	Office of the Inspector General - Office Policy Manual	Office of the Inspector General - Office Policy Manual
Legislative Branch	Office of Zoning and Hearing Administration Zoning Cases and Reports	Office of Zoning and Hearing Administration Zoning Cases and Reports

Legislative Branch	OLO Reports	OLO Reports
Legislative Branch	Z &OH Applications and Hearing Notices	Z &OH Applications and Hearing Notices
Legislative Branch	Z &OH Hearing Examiner Reports for Special Exception and Condition Use Cases and Reports	Z &OH Hearing Examiner Reports for Special Exception and Condition Use Cases and Reports
Legislative Branch	Z &OH Other Cases referred by Agencies of the County Decisions	Z &OH Other Cases referred by Agencies of the County Decisions
Legislative Branch	Z &OH Other Cases referred by Agencies of the County Transcripts	Z &OH Other Cases referred by Agencies of the County Transcripts
Legislative Branch	Z &OH Special Exception and Condition Use Cases Transcripts	Z &OH Special Exception and Condition Use Cases Transcripts
Legislative Branch	Z &OH Zoning Case Transcripts	Z &OH Zoning Case Transcripts
Legislative Branch	Z &OH Zoning Council Actions	Z &OH Zoning Council Actions
Permitting Services	Code Compliance & Inspections	Information on code compliance inspections, types of buildings, hours
Permitting Services	Firelane	A fire department access road, which is marked with approved signs or notices.
Police Department	Alcohol beverage violations	Bill 45 is requiring MCPD to publish Alcohol beverage violations
Police Department	CAD Response metrics	Calls received, dispatched, response times...
Police Department	Criminal Citations	Bill 45 is requiring us to publish Criminal citations, including trespassing
Police Department	Juvenile Crime Data	Juvenile Statistical Information
Police Department	Pepcos Right-of-way complaints/incidents	Calls/Complaints that MCPD has received concerning illegal trespass, suspicious and/or dangerous activities in the Pepco right-of-way between Westlake Drive in West Bethesda and Piney Meetinghouse Road in Potomac during the past 5 years
Police Department	Possession of Marijuana violations, under 10 grams	Bill 45 is requiring MCPD to problish data on possession of marijuana violations under 10 grams
Police Department	Red light and speed cameras	location and certification data
Police Department	Smoking Marijuana in Public Places	Bill 45 is requiring MCPD to publish data on smoking marijuana in public places

Police Department	Use of Force incidents	Bill 45 is requiring MCPD to publish Use of Force Incidents.
Public Information Office	County Website Analytics	County Website Analytics
Public Information Office	eSubscription Analytics	GovDelivery (County newsletter development tool) usage
Public Libraries	Branch Scheduled hours of operation	Scheduled opening and closing times by day of the week for each branch
Public Libraries	Children's Non-Stem Program Attendance	focus on age group categories (i.e., PreK, Children, Teens, Adults, Seniors) as defined by and reported to the Institute of Museum and Library Services.
Public Libraries	Children's Non-STEM Programs	focus on age group categories (i.e., PreK, Children, Teens, Adults, Seniors) as defined by and reported to the Institute of Museum and Library Services.
Public Libraries	Items borrowed through holds system	Value is number of items processed for customer requests ("holds").
Public Libraries	Items borrowed through interlibrary loan	Value is total number of items borrowed for customers through the state network
Public Libraries	Program Attendance for Adult and Teen Programs	focus on age group categories (i.e., PreK, Children, Teens, Adults, Seniors) as defined by and reported to the Institute of Museum and Library Services.
Public Libraries	Senior program attendance	focus on age group categories (i.e., PreK, Children, Teens, Adults, Seniors) as defined by and reported to the Institute of Museum and Library Services.
Public Libraries	Senior Smartrip or senior/disabled Metrorail passes sold	Value is the total number of discounted Senior Smartrip or senior/disabled Metrorail passes sold in Fiscal year
Public Libraries	Teen Program Attendance	focus on age group categories (i.e., PreK, Children, Teens, Adults, Seniors) as defined by and reported to the Institute of Museum and Library Services.
Public Libraries	Total Hours of Room Bookings	Value is total number of hours that MCPL study rooms were booked in the fiscal year, excluding CUPF rentals.
Public Libraries	Total Program Attendance	focus on age group categories (i.e., PreK, Children, Teens, Adults, Seniors) as defined by and reported to the Institute of Museum and Library Services.
Public Libraries	Total Public Service Hours	Total hours open per month for whole system
Public Libraries	Total questions answered	Value is the total number of reference questions answered.
Public Libraries	Total use of library materials	Value is the total annual count of all MCPL materials, including in-house use, Interlibrary loan, holds, e-materials and song downloads, and materials checked out
Public Libraries	Total use of office resources	Value is total annual website visits, database downloads, Wi-Fi use, computer sessions, AWE Early Literacy Workstations.

Public Libraries	Visits by schools and day care centers to branches	Value is total number of visits to the library by outside educational groups in fiscal year
Public Libraries	Visits to branches	Value is total number of people coming into all MCPL branches in fiscal year
Public Libraries	Visits to MCPL Kids Page	Value is total number of visits to MCPL's Kids page.
Public Libraries	Volunteer hours	Value is total number of volunteer hours contributed to MCPL in fiscal year
Public Libraries	Website visits	Number of visits to MCPL website by month.
Technology Enterprise Business Solutions	AD Inventory of users, computers, email accounts	Inventory of number of users, computers, email accounts
Technology Enterprise Business Solutions	Deployment Domain Inventory	Inventory of VMGuests/VMHosts (VM= Virtual Machine)
Technology Enterprise Business Solutions	DHI inventory of Enterprise Databases	DHI inventory of Enterprise Databases
Technology Enterprise Business Solutions	Email Inventory	Inventory of Email accounts
Technology Enterprise Business Solutions	Identity Management Inventory of objects and applications using IM	Inventory of Identity Management Objects
Technology Enterprise Business Solutions	Inventory of CIO Review Requests	Inventory of CIO Review Requests
Technology Enterprise Business Solutions	Inventory of Content Management Users	Inventory of Content Management Users
Technology Enterprise Business Solutions	Inventory of DCM supplied mobile devices	Inventory of DCM supplied mobile devices
Technology Enterprise Business Solutions	Inventory of Departments using Enterprise File Service	Inventory of Departments using Enterprise File Service
Technology Enterprise Business Solutions	Inventory of EHI Applications	Inventory of EHI Applications

Technology Enterprise Business Solutions	Inventory of Enterprise Managed Public Safety Servers	Inventory of Enterprise Managed Public Safety Servers
Technology Enterprise Business Solutions	Inventory of Enterprise Supported SAAS Applications	Inventory of Enterprise Supported SAAS applications
Technology Enterprise Business Solutions	Inventory of IT Review Requests	Inventory of IT Review Requests
Technology Enterprise Business Solutions	Inventory of MCCATS (Montgomery County Consulting and Technical Services) Task Orders	Inventory of MCCATS (Montgomery County Counsulting and Technical Services) Task Orders
Technology Enterprise Business Solutions	Inventory of Radio Towers used by the County	Inventory of Radio Towers used by the County
Technology Enterprise Business Solutions	Inventory of Records Applications	Inventory of Records Applications
Technology Enterprise Business Solutions	Inventory of Servers backed up by the data center	Inventory of Servers backed up by the data center
Technology Enterprise Business Solutions	Inventory of Servers Hosted in the datacenter	Inventory of Servers Hosted in the datacenter
Technology Enterprise Business Solutions	Inventory of telephones	Inventory of telephones and numbers
Technology Enterprise Business Solutions	Inventory of telephones lines/numbers	Inventory of telephones lines/numbers
Technology Enterprise Business Solutions	Mobile Application Inventory	Inventory of Enterprise provided mobile applications
Technology Enterprise Business Solutions	Number of Potential Negative Information Security Events Against the County	Number of Potential Negative Information Security Events Against the County

Technology Enterprise Business Solutions	Printer Support Inventory	Inventory of Printers supported on the Enterprise Print Server
Technology Enterprise Business Solutions	Radio Inventory	Radio Inventory
Technology Enterprise Business Solutions	Trouble Tickets	IT Help Desk Tickets
Transportation	Adopt A Road	Program for keeping roadsides clean
Transportation	Adopt a Sponsor	This is part of Adopt a Road, a distinct subset
Transportation	Beautification Award	Beautification Award
Transportation	Beautification Grant	Beautification Grant
Transportation	Carpool Data	Data on carpooling from Commuter Services
Transportation	Data sharing with WSSC Resurfacing and Utility Projects	Future roadways resurfacing project and moratorium data
Transportation	Planned Neighborhood Tree Pruning	Planned Neighborhood Tree Pruning
Transportation	Residential Sweeping	Residential Sweeping
Transportation	Safe Routes to School Grant School Survey Data	Survey data
Transportation	Schools Under the Safe Routes to School Grant Program	Grant program data
Transportation	Sidewalk/Concrete Schedule	Sidewalk/Concrete Schedule
Transportation	Speed Data	DOT maintains a database for all roadway speed studies performed
Transportation	SRTS-Related Citations	Number of Citations Given by MCPD Around Safe Routes to School Grant Schools
Transportation	Storm Drain Marking Program	Mark storm drains to keep them from getting hit
Transportation	Storm operations map	Provide county residents progress concerning summer and winter storm activity
Transportation	Traffic Count Data	DOT maintains a database for all intersections where traffic volume counts have been performed

Appendix E: Datasets Currently Unpublishable

The table below identifies those datasets that are unpublishable or duplicate entries. Datasets are deemed unpublishable due to personal identifying information, private information such as HIPPA, medical and other factors such as sensitive or confidential data. One-hundred-eight datasets have been identified as unpublishable or duplicate. The searchable dataset can be found here.

Department	Dataset Name	Description	Reason Code
Alcohol Beverage Services	Product Licensee Purchases	Purchases in case units of items by licensee	Contains Sensitive Data
Consumer Protection	Civil Citation Tracking	Excel spreadsheet tracking outcome of OCP issued citations.	Contains Sensitive Data
Consumer Protection	Commission on Common Ownership Communities (CCOC) Decisions	Decision summaries of Commission on Common Ownership Communities (CCOC) cases.	Contains Sensitive Data
Consumer Protection	Consumer Complaint Database	Database for consumer complaints, includes complainant information, merchant information, case identifiers, etc. All consumer complaints are captured here. Also contains complaints for common ownership communities, and mediation stand-alone cases.	Contains Sensitive Data
Consumer Protection	Information Data	Intranet based system to capture all telephone, walk-in, email inquiries to OCP. Includes caller name and contact information, reason for the contact and description.	Not automated
Consumer Protection	OCP Volunteer Depot	Database used to record volunteers personal information, assignments, office information, skills, emergency contacts, and volunteer hours	Duplicate
Consumer Protection	Patient Advocacy Database	Database maintained for EMS Transport Insurance Reimbursement Patient Advocate program. Contains HIPAA sensitive inquiries regarding the program.	Contains Sensitive Data
Consumer Protection	Settlement Agreements	OCP settlements agreements, primarily in paper form.	Duplicate
Correction and Rehabilitation	Alcohol class schedule	This calendar of classes is published on the DOCR web site and can published on the dataMontgomery web site	Unpublishable format
Correction and Rehabilitation	Alternate Community Services (ACS) data	The names and number of hours that are given to community service organizations under the ACS program can be published	Already included in ADP
Correction and Rehabilitation	Diversion programming	The Pre-Trial Unit provides diversion programming and this data will be provided as part of the Average daily population data set.	Already included in ADP/ Not automated

Correction and Rehabilitation	In Custody Search	web based search by name for "in custody"	Internal use only/ Unpublishable Format
Correction and Rehabilitation	Inmate programming	This data is tracked manually until the implementation of a JMS for the department. It would be difficult to collect for publication	Unpublishable Format
Correction and Rehabilitation	Inmate visiting hours/numbers of visitors	Inmate visiting hours and rules are published on the DOCR web site and this data could be linked to the dataMontgomery web site. Number of visitors and any visitor detail information is sensitive information and is a security risk to publish for public view	Not automated
Correction and Rehabilitation	Monthly jail inspection data	The department uses an automated system to perform shift inspections - 3 shifts per a 24-hourly period and a shift report is recreated. this is internal data that would be a security violation to publish for public view	Not automated/ Contains Sensitive Data
Correction and Rehabilitation	Number of prisoners experiencing mental health issues	This is HIPPA sensitive data that is used by the departments medical staff and HHS partners	HIPPA and MPIA protection/ Contains Sensitive Data
Correction and Rehabilitation	Number PREA allegations and number of PREA substantiated cases	PREA is the Prison Rape Elimination Act and data that is tracked under this Act is sensitive to public viewing	Sensitive nature of the data
Correction and Rehabilitation	Recidivism data	This data has not been fully vetted within the department so it is not ready for public publication	Not currently available
Correction and Rehabilitation	Volunteer opportunities	Volunteer information is published on the DOCR web site. It describes the process to volunteer. Specific volunteer jobs are not listed since this is very fluid information and is not set up like job opportunities. The volunteer coordinators contact information is on the web site and volunteers are encouraged to contact this staff person if they are interested in volunteering	Unpublishable format
Correction and Rehabilitation	Yearly Average Length of Stay	The department implemented a new criminal justice case management system (CJCMS) to replace the functions that the mainframe CJIS provided and the yearly average length of stay data is currently being reviewed in the new system. Once the data has been fully vetted it can be published on dataMontgomery.	Data Not Collected
County Attorney	Case status for open and closed cases	List case status by date, type and departments	Duplicate

County Attorney	Child and Adult Services caseloads	Status and caseloads of Child and Adult Protective services	Duplicate
County Attorney	Debt Collection monthly report	Collection revenue for last 3 fiscal years	Duplicate
County Attorney	Executive Regulations	This dataset includes a list of all Executive Regulations	Duplicate
County Attorney	Workers Compensation monthly hearings	Monthly hearings comparison	Duplicated. This info is currently posted as PDF file online in OCA portal
County Executives Office	CountyStat Follow-up Items for Departments	CountyStat Follow-up Items for Departments	Data Not Collected
County Executives Office	Mentorship Program Participants	Mentorship program for new, small businesses	Data Not Collected
Emergency Management & Homeland Security	Hazardous Materials Use Permit Chemical Type and Quantity	This dataset is a listing of hazardous use material permit holders, the types of chemicals they have, and the quantities.	Contains Sensitive Data
Employee Retirement Plans	Deferred Compensation Plan (DCP) Return	Deferred Compensation Plan (DCP) Return	Duplicate
Employee Retirement Plans	Employees Retirement System (ERS) Annuities	Employees Retirement System (ERS) Annuities	Duplicate
Employee Retirement Plans	ERS Return	ERS Return	Duplicate
Employee Retirement Plans	Retirees	Number of Retirees	Duplicate
Employee Retirement Plans	Retirement Savings Plan (RSP) participants	Retirement Savings Plan (RSP) participants	Duplicate
Employee Retirement Plans	Retirement Savings Plan (RSP) Return	Retirement Savings Plan (RSP) Return	Duplicate
Environmental Protection	GIS Contour data	flood plain measurements	Data Owned by MNCPPC/ Not in correct format
Finance	Risk Management Volunteer Registration System	Risk Management Volunteer Registration System	Data Not Collected
Finance	Top 250 Employers	250 largest employers in the county	Due to issues related to confidentiality of this data Finance decided not to publish this information.

			This was also a recommendation from our legal counsel.
Finance	Volunteer Registration	Volunteer Registration System Dataset for most volunteers doing work for the county	Duplicate
Fire & Rescue Services	SCBA Fit Test	information regarding who has completed a fit test for SCBA usage. Every firefighter must complete the test. it also determines the size mask each person wears.	Internal Use Only
General Services	Fleet - Telematic	Electronic vehicle usage data (summarized)	Internal Use
General Services	Printing/Copying Paper Usage	Paper Usage from Ricoh Multi-Function Printers	Data Not Collected
General Services	Property Inventory	County owned properties and associated real estate expenditures/costs	Internal Use
Health & Human Services	ACA Health Insurance Enrollment Sites	Locations, hours of operation for enrolling in health insurance under Affordable Care Act	Data Not Collected
Health & Human Services	Adult Protective Services (APS) Investigations	Data would show the total number of adult protective service cases in a quarter and break it down by type (exploitation, abuse, neglect)	Duplicate
Health & Human Services	Behavioral Health Service Providers	Dataset and map of behavioral health service providers	Duplicate
Health & Human Services	Birth Characteristics FY16	birth characteristics by age, race, ethnicity, education, prenatal care and birth outcomes	Delayed
Health & Human Services	Child Care	Licensed Child Care Centers	Duplicate
Health & Human Services	Community Health Indicator Data	Leading causes of death by age, race, ethnicity etc.	Duplicate
Health & Human Services	Crude Adjusted Mortality Rates	Crude Adjusted Mortality Rates	Duplicate
Health & Human Services	DHHS Locations	DHHS service facilities and hours	Duplicate
Health & Human Services	Licensed Pool Inspections	Licensed swimming pools include public pools, spas, beaches, and spray attractions intended for recreational and therapeutic use. Does not include private pools at a single-family residence.	Duplicate
Health & Human Services	Montgomery County Food Assistance Providers	Public dataset and map of Montgomery County Food Assistance Providers with layer of Rideon bus stops	Duplcate

Health & Human Services	Senior Nutrition Program	Data would be submitted quarterly for congregate meal sites and home delivered meal sites. We would share the number of people served and the number of meals served. For congregate sites we could share the data by congregate meal site.	Duplicate
Health & Human Services	Service Fees	Fees for various DHHS program services	Internal Use
Human Resources	Direct Bill Employees/Former Employees Addresses	Addresses of employees/former employees who are direct billed for group health benefits.	Not Public Information
Human Resources	Direct Bill Retirees Addresses	Addresses of retirees who are billed directly for group health benefits	Not Public Information
Human Resources	EEO-1 Report	Demographics by EEO categories, including MLS	Not Public Information
Human Resources	Job Applicant/iRecruit/Recruitment Manager Customer Service Survey	Provides data on applications for County positions, including limited demographic information. Also includes customer service survey results.	Data not collected
Human Resources	Job Classification Report (Table IV)	Inventory of most position classifications available in the County	Not Public Information
Human Resources	List of Disabled Police Officers	Group Health - list of disabled police officers	Not Public Information
Human Resources	List of Domestic Partners with Health Coverage	Group Health - list of domestic partners with health coverage	Not Public Information
Human Resources	List of Domestic Partners with Vision Insurance	Group Health - list of domestic partners with vision insurance	Not Public Information
Human Resources	OMS/FROMS Drug Test Reason	Drug testing by precipitating event reason	Not Public Information
Human Resources	Performance Management Reports	Performance rating cycles, ratings (MLS, union, non-represented), with select demographic descriptors	Not Public information
Human Resources	Position Transactions Report	Database of position transactions, with position detail. Should also include detail on when the transaction was received and approved/denied by OMB and OHR	Duplicate/ Not Public information
Human Resources	Prudential Subscriber List - FOP	FOP members with basic and optional Prudential life insurance coverage	Not Public information
Human Resources	Report of Disabled Dependents	Report of disabled dependents	Not Public information
Human Resources	Retiree Addresses	List of County retirees addresses	Not Public information
Human Resources	Retirement Code Audit Report	Inventory of retirement plan enrollment	Internal Use Only/ Not Public information
Human Resources	Stress Management Team Activity and Incidents	Inventory of stress management team activity and incidents	Not Public Information
Legislative Branch	Montgomery County Council Code	The Charter defines the duties, power, rules, procedures, structure of local county government, and the rights of	Data not collected

|		voters/citizens. The dataset is the index of code.	
Legislative Branch	Montgomery County Council Zoning Text Amendments/ Ordinances	A zoning text amendment is a procedure that changes the written provisions of the ordinances contained in the Zoning Code. This dataset provides a description of the ZTA. when it was introduced; resolution number; sectional map amendments, etc.	Duplicate
Legislative Branch	Montgomery County Zoning Ordinance	A Zoning Ordinance is a lengthy document that describes not only the acceptable use for specified areas of land, but also the procedures for handling infractions (including any penalties), granting variances and hearing appeals.	Duplicate
Management & Budget	Internal Department Content Management System	OMB Internal Content Management System	Internal Use Only
Permitting Services	Construction Debris Reclamation Facility License	License to operate a Construction Debris Reclamation Facility in Montgomery County	For internal use
Permitting Services	Customer Management System	Automated log of customers served at DPS offices. Used to track and route customers to proper work queues.	Internal Use Only
Permitting Services	Document imaging	Contains electronic images and identifying information for paper documents that DPS scans and converts to electronic format	Internal Use Only/ Not in correct format
Permitting Services	Environmental Health Survey	Dataset to track effort performed in support of HHS.	Internal Use Only
Permitting Services	ePlans	Construction and land development plan drawings in electronic format for plans currently being reviewed.	Internal Use Only/ Not in correct format
Permitting Services	Limited Duration Sign Installer License	License required to install a non-permanent sign that is either displayed on private property for more than 30 days, or within the public right-of-way on weekends only or for a 14-day period.	Data Not Collected
Permitting Services	Limited Duration Sign Permits	A limited duration sign permit is required for a non-permanent sign that is either displayed on private property for more than 30 days, or within the public right-of-way on weekends only or for a 14-day period.	Data Not Collected
Permitting Services	Operation Permit	Active and Passive Fire Protection System Permits for Maintenance and Inspection compliance	Removed
Permitting Services	Parking Standards Waiver	Dataset to track requests for waivers of parking requirements	DPS Requested Delete on 5/5/2017 via email. Data has

			not changed since 12/2015. Low value.
Permitting Services	Record Plat	Dataset to track DPS processing of record plats	Not in correct format
Permitting Services	Sign Installer License	A Sign Installer License is a license issued by the Department of Permitting Services (DPS) jointly to a business and a person employed by the business that has completed training and passed an examination on the current sign regulations.	Data Not Collected
Permitting Services	Well & Septic paper files	Well and septic system applications, drawings, permits, notes, etc. for properties with well and/or septic systems.	Unpublishable Format
Police Department	Uniform Crime Reporting	Uniform Crime Reporting Data	Duplicate
Procurement	MFD Contracts & Funds Encumbered	Active contracts for Minority, Female, and Disabled (MFD) owned business and funds encumbered	For internal use/Unpublishable Format
Public Libraries	Books, audiobooks, DVD, playaways, CDs and magazines borrowed	Value is the total number of physical items checked out by MCPL customers in the fiscal year	Duplicate
Public Libraries	Hours of meeting room use	Value is the total number of meeting room hours booked by fiscal year	Duplicate
Public Libraries	In person questions answered	Value is number of questions answered by branch staff during a fiscal year	Duplicate
Public Libraries	One-hour instruction in basic literacy, ESL, or English for daily use	Value is the total number of one-hour sessions for instruction in basic literacy, ESL, or English for daily use in fiscal year.	Data not collected
Public Libraries	Questions via website, email, chat, social media or letters answered	Value is the total number of information questions answered by staff via web, social media or letter	Data not collected
Public Libraries	Songs downloaded	Number of songs downloaded to personal devices by MCPL customers	Data Not Collected
Public Libraries	Summer reading program (SRP) books read	Value is total number of books recorded as read in SRP database in a given summer	Data Not Collected
Public Libraries	Summer reading program (SRP) registration	Value is total number of signups for baby, children and teen Summer Reading Program.	Data not collected
Public Libraries	Total children library cards registration	Value is total number of valid library cards for children ages 13 or under	Data not collected
Public Libraries	Use of Children-specific databases	Value is total number of sessions in one of MCPL children specific databases	Data not collected
Public Libraries	Visits to our website	Value is total number of visits to MCPL website in a fiscal year	Duplicate
Technology Enterprise	Application Portfolio Inventory	Inventory of county-wide active applications	Internal Use Only

Business Solutions			
Technology Enterprise Business Solutions	Inventory of Applications using Enterprise CM Support	Inventory of Applications using Enterprise CM Service	Not public information
Technology Enterprise Business Solutions	Inventory of IVR Applications	Inventory of IVR Applications	Data Not Collected (IVR no longer used)
Technology Enterprise Business Solutions	Inventory of Radio Frequencies	Inventory of Radio Frequencies used by the County	Contains Sensitive Data
Transportation	DOT Data Requested via MC311	Requests from MC311 for data regarding DOT	Duplicate
Transportation	E-roads biannual study with road ratings	Survey of county roadways pavement condition	Duplicate
Transportation	On-street sensor data	Monitoring on street parking space availability	Data not collected
Transportation	Parking Facility Data	GIS-based parking facility data	Duplicate

Appendix F: Dataset Count by Department and Prioritization

Department	Currently Published	Scheduled FY22	FY23 & Beyond					Grand Total
			P1	P2	P3	P4	P5	
Agriculture	8	0	0	0	0	0	0	**8**
Alcohol Beverage Services	10	0	0	0	0	0	0	**10**
Board of Elections	4	2	0	0	2	2	10	**20**
Community Engagement Cluster	3	0	0	2	3	5	2	**15**
Community Use of Public Facilities	6	0	0	0	0	0	0	**6**
Consumer Protection	7	0	1	0	2	2	2	**14**
Correction and Rehabilitation	3	0	0	3	1	6	2	**15**
County Attorney	4	0	0	1	3	1	0	**9**
County Executive's Office	4	0	1	2	2	0	2	**11**
Emergency Management & Homeland Security	4	1	0	1	0	0	0	**6**
Employee Retirement Plans	1	0	0	0	2	5	1	**9**
Environmental Protection	14	1	0	1	3	0	4	**23**
Ethics Commission	3	0	0	0	0	0	0	**3**
Finance	13	4	1	0	2	2	2	**24**
Fire & Rescue Services	2	4	0	0	0	0	3	**9**
General Services	7	0	1	2	6	2	2	**20**
Health & Human Services	8	9	1	6	3	2	0	**29**
Housing & Community Affairs	6	1	0	0	0	0	0	**7**
Human Resources	18	3	1	0	0	12	28	**62**
Human Rights	1	0	0	0	1	0	2	**4**
Intergovernmental Relations	1	0	0	1	0	3	0	**5**
Legislative Branch	0	3	1	22	4	1	0	**31**
Management & Budget	15	0	0	0	0	0	1	**16**
Permitting Services	56	0	1	2	6	0	5	**70**
Police Department	12	2	0	3	2	1	4	**24**
Procurement	13	0	1	0	0	0	0	**14**
Public Information Office	2	1	0	0	0	0	2	**5**
Public Libraries	24	6	0	0	1	27	3	**61**
Recreation Department	10	0	0	0	0	0	0	**10**
Technology Services	74	4	0	0	0	2	27	**107**
Transportation	10	2	1	7	6	4	2	**32**
Grand Total	**343**	**43**	**10**	**53**	**49**	**77**	**104**	**679**

[Departmental Dataset Publishing Status (Published vs Not Published) Chart](#)

Departmental Dataset Publishing Status (Published vs Not Published)

A Stacked Bar Chart showing the Departmental Dataset Publishing Status (Published vs Not Published)
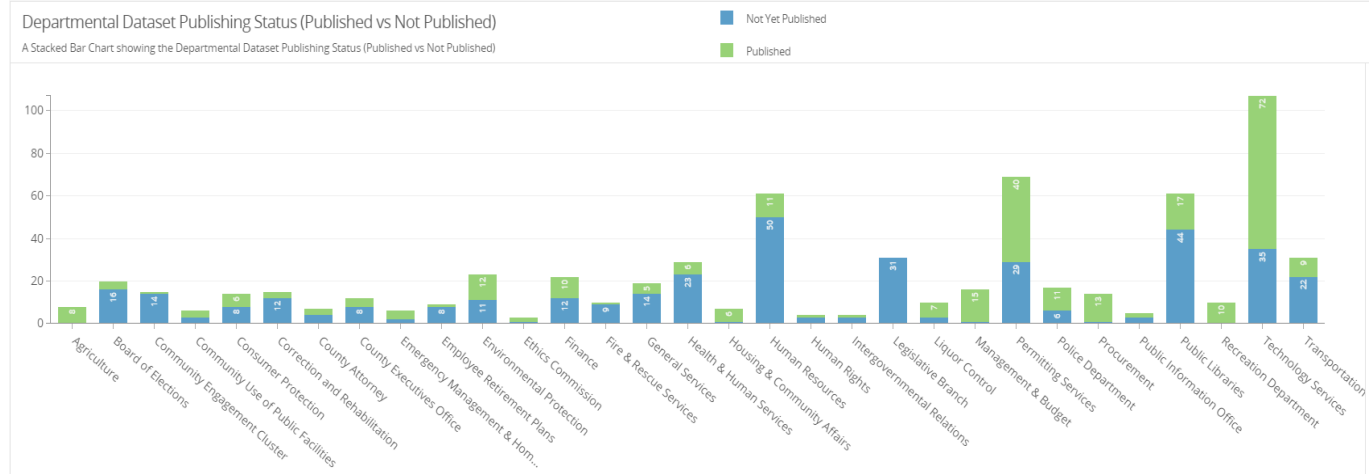
Appendix G: openMontgomery Memorandum from CAO

OFFICES OF THE COUNTY EXECUTIVE

Isiah Leggett
County Executive

Timothy L. Firestine
Chief Administrative Officer

MEMORANDUM

December 4, 2012

TO: Executive Branch Department and Office Directors

FROM: Timothy L. Firestine, Chief Administrative Officer

SUBJECT: "openMontgomery" and Initial Survey of Government Datasets

A responsive and accountable County Government has long been among the County's highest priorities. As many of you already know, we have had much success with accountability systems such as MC311 and CountyStat.

On Wednesday, December 5, 2012, the County Executive will announce the new "openMontgomery" initiative. This is in concert with the open government Bill 23-12 introduced by Councilmember Riemer and approved by the full Council today, December 4, 2012. Together these actions will ensure our open government efforts remain strong and that this County remains on the path to even greater transparency, accessibility, and efficiency in the future.

The openMontgomery initiative includes four programs: accessMontgomery, dataMontgomery, mobileMontgomery, and engageMontgomery. They are designed to work together to leverage recent advancements in digital technology platforms in the areas of open data, social media, and mobile applications. Each program portal offers easier access to services than current platforms.

The dataMontgomery program seeks to open the County's data sets so they can be sorted and used in various ways, including being potentially leveraged in the development of new applications and services by interested parties. The engageMontgomery program includes a new social media platform that can serve as an informal Town Hall and facilitate participation from employees and residents on topics of interest including openMontgomery programs. The mobileMontgomery site offers information on all of the County's mobile websites and applications in one convenient location. The accessMontgomery site provides a single portal of County information presently available on many platforms including the County's new web portal, which supports mobile web pages, language translation, and user interaction.

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www.montgomerycountymd.gov

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As envisioned by the County, over time openMontgomery will serve as Montgomery County's "Digital Government" strategy for building a 21st century program and culture to better serve our residents, businesses, employees, and other partners. Additional information about openMontgomery, as well as links to the County's Digital Government Strategy and Roadmap document and the County's new Open Government legislation, can be found online at http://montgomerycountymd.gov/open/.

As you may know, digital government programs in progressive local, state, and federal governments are successfully using open data initiatives to create opportunities. Montgomery County aims to become a leader among county governments by developing a comprehensive Open Data Implementation Plan and systematically publishing all its valuable datasets over time.

To ensure successful development and implementation, I am asking for your full support and cooperation on all aspects of this new initiative.

Soon, through CountyStat, departments and offices will receive a comprehensive survey asking them to inventory all available datasets. This will include guidance on all aspects of data identification, valuation, collection, validation, and publication. In the meantime, by close of business on Friday, January 11, 2013, please respond to this Initial Datasets Survey that is intended to identify a number of high value, high quality, and ready to publish datasets.

If you have any further questions, please contact Fariba Kassiri, Assistant Chief Administrative Officer, at 240-777-2512 or Fariba.Kassiri@montgomerycountymd.gov.

Thank you in advance for taking part in this important effort.

TLF:ss

cc: Steve Farber, Council Staff Director

Appendix H: Dataset Scoring Methodology and Outreach

The datasets were individually scored by the Public Information Officer and the manager of CountyStat. The categories, six internally focused and six externally focused, each convey between zero and ten points and are:

Internal:

☐ Is the dataset aligned with the department's core function / Degree to which publishing this data furthers the core mission of the department? (1-10 points)

☐ Is the dataset a direct or indirect source of a department's Headline Performance Measure(s) and/or Supporting Measure(s)? (2 = No, 4 = Indirect/Supporting, 6 = Direct/Supporting, 8 = indirect/headline, 10 = direct/headline)

☐ Will posting the data result in administrative time saved for a department(s)? (i.e. will they be able to stop spending time responding to requests for this particular information?) (No = 0, Maybe/Minimal = 5, Yes = 10)

☐ Is the data already collected and readily accessible so as not to require new or additional business processes? (1 = significant effort, 5 = medium effort, 10 = minimal effort)

☐ Is the data used across departments and does its publication facilitate collaboration? (No = 0, Yes = 5)

☐ Will publishing this dataset enable the retirement of a legacy system or database? (No = 0, Yes = 5)

External:

☐ Is the data typically used when deciding policies that impact residents' quality of life? (Never = 0, Sometimes = 5, Always = 10)

☐ Will publishing this dataset allow a business or resident to perform a process more efficiently and/or effectively? (Doubtful = 0, Possibly = 5, Certainly = 10)

☐ Is Montgomery County the only source of the data? (No = 0, Yes = 5)

☐ Does the data contribute to civic engagement? (Doubtful = 0, Possibly = 5, Certainly = 10)

☐ Does the data create economic opportunity? (No = 0, Maybe = 5, Yes = 10)

☐ Will publishing this dataset make the department more accountable and/or responsive by improving/increasing the public's knowledge of its operation? (No = 0, Yes = 5)

All scoring was conducted in as consistent a manner as possible. The externally focused scoring categories relied heavily on the public input. The internally focused categories looked to the headline measures CountyStat uses to measure departments and the potential operational impact of publishing the dataset. CountyStat facilitated meetings with each department to identify datasets and their internal utility. If a dataset demonstrated its usefulness to the public, government operations or for measuring internal performance, it invariably scored highly. This process was the first of its kind in the country. The scorecard has been requested by other jurisdictions as they embark on their own open data programs.

Extensive outreach was conducted to provide all residents an opportunity to inform this process. Two Open Data Town Halls were held (one in Bethesda and one in Germantown) to give residents an opportunity to learn about dataMontgomery, speak with knowledgeable County staff, and provide their open data priorities. At the same time, a social media campaign was conducted using the hashtag #opendataMC to provide feedback opportunities to residents who could not make it to a live event. Also in the fall and spring targeted workshops were held on several focused topics: public safety data, transit data, and financial transparency data. For these workshops, the County invited focus groups of active residents to provide feedback. For example, the Montgomery County Police Department identified active Neighborhood Watch captains and invited them to participate in a workshop on crime data. For financial transparency, the Montgomery County Civic Federation and the Montgomery County Taxpayers League identified representatives to participate. Finally, representatives from TEBS, our open data portal vendor, and the Chief Innovation Officer conducted a series of outreach presentations at area high schools to educate them on what open data is, how they can use it, and to find out what data is important to them.

Due to the distributed nature of the scoring based on the variety of factors, if there was a consensus that scoring should be changed in a particular category the overall ranking would change little. The value of data stems from a multitude of factors. For a public-sector entity that must respond to internal factors as well as the needs of constituents, these criteria appropriately reflect the value of data.

Appendix I: MPIA Response Publishing

1. Assumptions
    1.1. Purpose is to publish MPIA responses that have a high data value
    1.2. County's MPIA processing – no change, remains decentralized
        1.2.1. Each department (data owner) receives and responds to requests
        1.2.2. Each department follows their own internal processes for compiling, redacting and validating data
    1.3. Response to MPIA request may be directing requestor to dataMontgomery
    1.4. FOIA requests are treated as MPIA requests
    1.5. Only responses to written requests will be posted

2. Format – data published will be in same format as provided previously (DOC, XLS, PDF, TIFF, JPG, PST, etc.)

3. The County publish MPIA responses and MPIA Request Information on dataMontgomery

4. General Process
    4.1. Department adds a request entry to the MPIA publishing application when the request has been determined to fall under the publishing guidelines under this plan and a response is ready to be posted
    4.2. Upon completion of data collection validation process, Department adds files to MPIA publishing application that fulfill the request, enters MPIA Request Information, and sends requestor notice that response is available for download
    4.3. Periodically (hourly) an automated process will transfer files and MPIA Request Information to dataMontgomery

5. Departmental organizational units that will post MPIA requests and responses
    5.1. Community Engagement Cluster (CEC)
    5.2. Community Use of Public Facilities (CUPF)
    5.3. Consumer Protection (OCP)
    5.4. County Council (CCL)
    5.5. County Executive's Office (CEX)
    5.6. Economic Development (DED)
    5.7. Elections (BOE)
    5.8. Environmental Protection (DEP)
    5.9. Ethics Commission (ECM)
    5.10. Finance (FIN)
    5.11. General Services (DGS)
    5.12. Health & Human Services (HHS) – Office of Public Health only
    5.13. Housing and Community Affairs (HCA)
    5.14. Human Resources (OHR)
    5.15. Human Rights (HR)
    5.16. Intergovernmental Relations (IGR)
    5.17. Liquor Control (LIQ)
    5.18. Management and Budget Office (OMB)

5.19. Permitting Services (DPS)
5.20. Public Information (PIO)
5.21. Public Libraries (LIB)
5.22. Recreation (REC)
5.23. Technology Enterprise Business Solutions (TEBS)
5.24. Transportation (MCDOT)

6. Departments / organizational units which historically have sensitive data concerns will participate at a future date.
   6.1. Board of Investment Trustees (BIT)
   6.2. Correction & Rehabilitation (COR)
   6.3. County Attorney's Office (CAT)
   6.4. Emergency Management and Homeland Security (OEMHS)
   6.5. Health & Human Services (HHS) – Other units
   6.6. Fire and Rescue Services (FRS)
   6.7. Police (POL)

7. Per MPIA, data containing the following MUST NOT be published
   - adoption records
   - welfare records
   - letters of reference
   - library circulation records
   - confidential gift to library or museum
   - retirement records
   - certain police records when requested for soliciting or marketing legal services
   - personnel records
   - student records
   - risk based capital records (insurance)
   - certain Maryland Transportation Authority records
   - higher education investment contracts
   - recorded images from automated monitoring systems
   - MVA records containing personal information
   - records pertaining to arrest warrants
   - certain Maryland Transit Administration records
   - Maryland Department of Natural Resources' records containing personal information
   - application for renewable energy credit certification or claims for credits
   - criminal surveillance images
   - medical and psychological information
   - sociological information per adopted regulation
   - commercial information
   - home address/telephone number of public employee
   - financial information of an individual
   - information about security of an information system
   - licensing records
   - records of a transportation contractor's suspected collusive or anticompetitive activity
   - notary publics
   - license application containing social security numbers
   - personal information about a person that maintain an alarm or security system
   - records of senior citizen activities centers

- records the disclosure of which the department believes to be contrary to the public interest, because disclosure to the general public would constitute an unwarranted invasion of personal privacy

8. Other types of requests that will not be published
   8.1. Requests limited to persons in interest
   8.2. A response to a request, when the response is issued in connection with a court proceeding
   8.3. Standard documents already published elsewhere
   8.4. Bids, Responses to RFPs
   8.5. Requests related to routine business processes, examples:
       (Plats, plans, use and occupancy certificates, etc.)

9. Types of requests that should be reviewed to include data on dataMontgomery, such as…
   9.1. Counts of transactions processed, pending, denied, approved, by type, time period, location, etc.
   9.2. Counts records
   9.3. Other Counts

10. Process
    10.1. Request is received by data owner
    10.2. Clarify-negotiate data scope requested, if required
    10.3. Retrieve, assemble (redact) data
    10.4. Attorney review, if required
    10.5. If meets criteria,
        10.5.1. Post request information on MPIA publishing site
        10.5.2. Post response on MPIA publishing site if in the discretion of the records custodian the public interest in posting the response outweighs any privacy interests of the individual(s) involved (e.g. e-mail addresses). Incremental partial responses may be posted, but not required

11. MPIA Request Information
    11.1. Requestor Name
    11.2. Requestor Organization
    11.3. Request Description
    11.4. Request intake
        11.4.1. U.S. Mail
        11.4.2. E-mail
        11.4.3. Other
    11.5. Lead Department
    11.6. Data owning Department(s)
    11.7. Date Response posted