Open Data Inventory Guide

The following process is meant to guide the identification and release of City of Fort Lauderdale datasets in a strategic, transparent, and meaningful way. This guide was developed in coordination with the City's Open Data Governance Committee, the City's Office of Management and Budget, and Bloomberg Philanthropies What Works Cities initiative. The five steps included in this guide are as follows:

1. Identify potential datasets
2. Provide details about the dataset
3. Identify priority of internal datasets
4. Identify priority of external datasets
5. Create a publication schedule

Step 1: Identifying datasets

Each City department collects data as part of its daily operations. These datasets have great potential value for increasing transparency, operational efficiency, and actionable insights to ensure continuous improvement. For all these reasons, it is important to understand the data assets currently housed within the City. The department's Liaison consults with the Department Manager, other subject matter experts, and authorities to make sure the department follows all policies, laws, and regulations around publishing data. The Liaison makes sure that the department keeps data secure and uses it the right way. The very first step for the inventory is to start thinking about the data assets maintained by the department.

The following questions may assist staff in identifying data assets for the department:

- What data populates the department's monthly or quarterly reports?
- What data is currently publicly available online?
- What data does the department use for internal performance and trend analysis?
- What information is published as a performance metric?
- What data is included in reports to federal, state, or local departments/agencies?
- What are the trends in Public Information Act requests?
- What data do other departments/agencies ask for?
- What kinds of open data are similar departments across the country publishing?
- Which datasets are related to Citywide goals and priorities, or the department's objectives?
- What metrics are used in the City's budgeting process?
- What datasets does the department regularly create, maintain, or manage are used to record a measurement or transaction and/or provide information on government services, initiatives, or resources?
- What is the data that drives lists, tables, graphs, charts, maps, or other visualizations that the department uses?
- Is the dataset downloadable or machine readable?

The department will keep track of the potential datasets in the City's Data Inventory spreadsheet. The spreadsheets documents details such as dataset names, descriptions, owners, creation dates, and access permissions. As a best practice, the department should review their datasets at a minimum on an annual basis to ensure the inventory continuously represents the objectives of the department.

Tip: The title of the dataset should be easy to understand for internal and external users and should avoid acronyms. This will assist users with searching for specific data.

Step 2: Provide details about the dataset

Once the department has identified all potential datasets, the next step is to provide some basic information about those datasets. This is where staff begin to provide the details that will be needed to evaluate, prioritize, schedule, and ultimately begin releasing the department's datasets. Below are the basic fields needed to fill in for the inventory. The "Dataset Title" column of the inventory spreadsheet should be completed as reviewed in step 1 of this guide. The next step is to determine if the data has sensitive data and if so, how best to manage this data to still make the data sharable.

Below is an outline of what is included in the data inventory:

DEPARTMENT/ DIVISION	OWNER'S NAME	OWNER'S EMAIL ADDRESS	LINK TO DATASET	FREQUENCY OF DATA REFRESH	DATE OF LAST UPDATE (Month/Year Format)	CONTAINS SENSITIVE DATA? (Yes/No)	DESCRIPTION OF CONTENT
Where the data is maintained. If more than one department or division is responsible, list the primary owner of the dataset.	Who manages the data and / or is responsible for granting permission to access the data? Who understands what the dataset includes and can answer questions about it?	Email address of the owner for contact purposes.	Provide the link to where the data can be found.	How often is the dataset updated?	Last time the dataset was updated/ refreshed.	Does the dataset contain sensitive data, such as personal phone numbers, Social Security Numbers, etc.? If yes, provide what can be done to make data sharable in the description of content box.	What the dataset describes. Provide a longer description of the data that can be readily understood by non-technical users.

Step 3: Identify priority of internal datasets

After identifying datasets and their technical characteristics, the next step is to determine the relative value in publishing a given dataset. To assist with that process, a scoring rubric (shown below) was created to prioritize the datasets.

DATA QUALITY	DATA VALUE	DATA ACCESSIBILITY	DATA SENSITIVITY	INTERNAL PRIORITY SCORE
What is the quality of the dataset?	How valuable is the dataset to the City internally? External value will be gathered by engaging the public.	How easy is it to access and publish the data on the open data portal?	How sensitive is the dataset?	Sum of the data quality, data value and data accessibility scores.

Internal Prioritization Scoring Rubric

	Value	Value Description
Data Quality	10	Excellent Data Quality: The data is complete, accurate and updated regularly.
	5	Adequate Data Quality: The data is somewhat complete, accurate and updated regularly.
	0	Poor Data Quality: The data is not complete, accurate or updated regularly.
Data Value	10	Excellent Data Value: The data is relevant to the City's goals and/or department core functions and would greatly increase transparency.
	5	Adequate Data Value: The data is somewhat relevant to the City's goals and/or department core functions and would greatly increase transparency.
	0	Poor Data Value: The data is not relevant to the City's goals and/or department core functions and would not increase transparency.
Data Accessibility	10	Excellent Data Accessibility: The data is machine readable, easily accessed, and publishable in current format.
	5	Adequate Data Accessibility: The data is easily convertible to be machine readable, somewhat difficult to access, and somewhat publishable in current format.
	0	Poor Data Accessibility: The data is not easily convertible to be machine readable, very difficult to access, and not publishable in current format.
Data Sensitivity	10	Excellent Protection of Sensitive Data: The data does not contain any confidential or sensitive information.
	5	Adequate Protection of Sensitive Data The data contains information, that is not classified as confidential, but should be removed prior to publication.
	0	Poor Protection of Sensitive Data The data contains confidential information that must be removed prior to publication

Step 4: Provide Opportunity for Public Engagement

Now that the data has been identified, inventoried and the internal prioritization set, the next step is to engage the public in the decisions about what to release, to meet the needs of residents. In addition to asking the public for feedback, the City has a chat feature on open data and transparency. This is where the public can give feedback on the open data portal and provide recommendations to improve datasets and content being shared. Additionally, tapping the networks of stakeholders, such as a local civic tech groups, nonprofits that may be interested in the subject matter of the datasets, and businesses that may have an economic use for the data can be a valuable way to leverage the public to promote the City's open data and transparency efforts.

Step 5: Create a publication schedule

The release of the publication schedule will be done by the Office of Management and Budget and the Data Governance Working Group in coordination with the Data Governance Executive Committee.