LOUISVILLE METRO GOVERNMENT
OPEN DATA POLICY

Introduction

Metro Government is the catalyst for creating a world-class city that provides its citizens with safe and vibrant neighborhoods, great jobs, a strong system of education and innovation, and a high quality of life. It should be easy to do business with Metro Government. Online government interactions mean more convenient services for citizens and businesses and improve the cost effectiveness and accuracy of government operations. An open government makes certain that every aspect of the built environment has reliable digital descriptions available to citizens and entrepreneurs for deep engagement mediated by smart devices. Every citizen has the right to prompt, efficient service from Metro Government. The adoption of open standards improves transparency, access to public information and improved coordination and efficiencies among Departments and partner organizations across the public, nonprofit and private sectors. By publishing structured standardized data in machine readable formats, Louisville Metro Government seeks to encourage the local software community to develop software applications and tools to collect, organize, and share public record data in new and innovative ways. In commitment to the spirit of Open Government, Louisville Metro Government will consider public information to be open by default and will proactively publish data and data containing information, consistent with the Kentucky Open Meetings and Open Records Act (EXECUTIVE ORDER NO. 1, SERIES 2013 AN EXECUTIVE ORDER CREATING AN OPEN DATA PLAN).

Objectives

The objectives of this policy are to ensure that all Louisville Metro Government data is:

- Open by default, protected where required
- Prioritized and proactively published
- Discoverable and usable
- Subject to public input
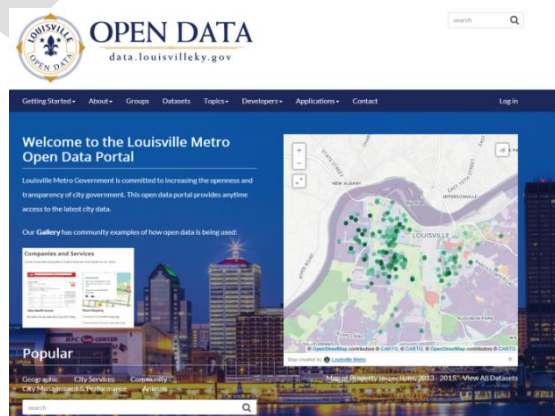- Well managed and timely

Scope

This policy applies to all Louisville Metro Government departments. Target audiences for this policy include government departments and partner organizations across the public, nonprofit and private sectors, and members of the public who are interested in or have a specific use for government data.

What is open data?

"Open Data" means any public record as defined by the Kentucky Open Records Act, which could be made available online using Open Format data, as well as best practice Open Data structures and formats when possible. Open Data is not information that is treated exempt under KRS 61.878 by Metro Government. "Open Format is any widely accepted, nonproprietary, platform-independent, machine-readable method for formatting data, which permits automated processing of such data and is accessible to external search capabilities."

What is a dataset?

A dataset is a single combination of unique records (e.g. rows in a spreadsheet) and corresponding fields describing those records (e.g. columns in a spreadsheet), organized in a machine readable format, which can be analyzed to make or support decisions. A dataset contains relevant and pertinent information about a single business process. Most commonly, a dataset corresponds to the contents of a single database table or a single statistical data matrix. The term can also be used to refer to the data in a collection of closely related tables.
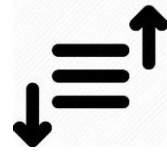

This Policy is maintained by the Department of Information Technology (DoIT) and the Office of Performance Improvement and Innovation (OPI[2]).

Department responsibilities

Open by default and protected where required

Departments will start from a position of data openness, favoring the release of datasets, unless they contain information protected by Local, State, or Federal law (e.g. Freedom of Information Law (FOIL)). Datasets will be released with a high level of granularity and not in aggregate or modified forms unless required to safeguard confidential or personal data.

Departments must:

- Make data available without reference to its potential end use by other parties
- Ensure they own all intellectual property rights in the dataset, or that they have a sufficiently broad license to permit its release
- Ensure all datasets have been reviewed by appropriate department management for confidentiality, privacy, security, and all other content limitations before the dataset is published
- Comply with Louisville Metro Government policies for information security and other relevant information security and privacy policies, state and federal legislations and guidelines
- Ensure safeguards are in place to manage and assess the release of sensitive datasets
- Apply managed methods to support the release of otherwise sensitive data such as: redacting, consent, ethics approval, aggregating and third party brokerage (mediator or integrator)
- Incorporate open data into project, program, service, system and policy design
- Consider the use of technologies that enable data to be consumed by other systems without the need for manual intervention

Stop Fires in Vacant Properties

Installing solar powered smoke

detectors in abandoned properties.

Prioritized and proactively published

High-value datasets will be prioritized for release and published according to the anticipated dataset release date.
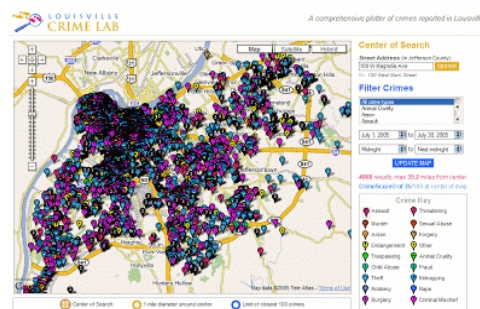
Departments must:

- Evaluate existing information technology systems for eligible datasets
- Create and publish a plan (to be updated at least annually) for releasing eligible datasets which includes:
  - department name
  - dataset name
  - actual or anticipated dataset release date
  - dataset release status ("public", "not yet public", or "cancelled")
- Prioritize the release of datasets:
  - in response to public demand
  - in support of the city's and/or department's strategy
  - which improve department accountability, efficiency, responsiveness, and/or transparency
  - which improve the collaboration among departments and partner organizations across the public, nonprofit and private sectors

LOUISVILLE CRIME LAB LAUNCHES

Based on recent 30 days of crime data processed from an open records request from the LMPD filed by Dan Borsch for Metro Mapper.

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Discoverable and usable

Data will be in an open format that makes it easy to use, transform and reuse. "Open Format is any widely accepted, nonproprietary, platform-independent, machine-readable method for formatting data, which permits automated processing of such data and is accessible to external search capabilities." Metadata will be published with all datasets allowing them to be found and understood.

Departments must:

- Post or provide a link to all datasets on the Open Data Portal data.louisvilleky.gov for discoverability and availability
- Ensure datasets are machine readable
- Apply creative commons licensing to facilitate the reuse of data, making it legally open
- Publish metadata with all datasets which describes the fields and attributes found within the dataset, the format, the publishing department(s), the keywords associated with the dataset, the update frequency of the dataset, and the data collection and data cleansing processes that occurred during the publishing of the dataset
- Include timestamps or other information for users to identify the currency of the data
- Include geospatial data when possible and where it enhances the utility of the dataset

Subject to public input

Public input is essential to selecting and disseminating information. The Louisville Metro Government open data portal includes an online forum to solicit feedback from the public and to encourage public discussion on open data policies and public data set availability.

Departments must:

- Use the open data portal forum to solicit recommendations regarding the presentation of data, data types, and metadata from individuals, groups, and organizations
- Respond promptly with an expected resolution timeframe to the Department of Information Technology when contacted about inquiries from the public
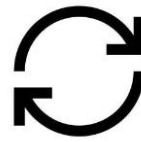
Well managed and timely

Datasets on the Louisville Metro Government open data portal must be maintained for accuracy and timeliness.

Departments must:

- Manage data in accordance with legislative and legal requirements, including those for data security and protection of personal information, intellectual property, business confidentiality, and legal professional privilege
- Provide the Department of Information Technology with read-only database management credentials to databases, tables, stored procedures, and/or views for eligible datasets or provide the Department of Information Technology with all necessary details such as location, format, naming convention, and size for eligible datasets requiring file transfer publishing
- Assess the quality and integrity of datasets prior to their release
- Implement mechanisms or processes that enable automated, ongoing, or periodic regular release of datasets according to the published dataset update frequency
- Refrain from modifying the structure (field and file names, field and file formats, order of fields, number of fields, etc.) of existing datasets
- Publish live, real-time feeds when possible and where it enhances the utility of the dataset
- Update metadata as needed to ensure datasets can be found and understood
- Release new eligible datasets in a timely manner according to the published anticipated dataset release date
- Comply with record retention schedules and requirements defined by the Kentucky State law