2019 NYC Open Data Compliance Workbook

Purpose

The NYC Open Data Law, passed as Local Law 11 of 2012 and extended into perpetuity by Local Law 251 of 2017, requires agencies to report each year on the status of their data publication plans. Completing this workbook and following the instructions below will satisfy **all** of your agency's 2019 Annual Open Data reporting requirements.

Please note that in addition to the annual reporting process, ongoing Open Data requirements throughout the year include: updating datasets, publishing new datasets, responding to public inquiries and fulfilling on civic engagement commitments.

All Open Data Coordinators (ODC) are required to report on their agency's compliance with laws annually. Additional ODC responsibilities can be found here: bit.ly/NYCODC

Instructions

1. Refer to the ODC resource page at bit.ly/NYCODC for guidelines on identifying datasets for publication and complying with relevant local laws.

2. Filter by your agency in Tab A

3. Review your agency's datasets scheduled for future release. Please confirm receipt of this document and report any errors to nycopendata@cityhall.nyc.gov by **Friday May 10, 2019.**

4. Complete ALL sections highlighted in **yellow** in Tabs A - C. Instructions are highlighted in grey. Columns with **blue** headers are for context only and require no action from you. Incomplete workbooks will not be accepted. All workbooks are locked from editing in all but yellow fields intentionally, you are only able to edit fields in yellow.

5. Submit completed workbook and General Counsel certification letters to https://opendata.cityofnewyork.us/open-data-coordinators/#ODC-form by **Friday July 19, 2019.**

Please contact nycopendata@cityhall.nyc.gov with any questions.

Workbook Outline

A. FUTURE RELEASES. All datasets scheduled for future publication. Add new datasets to your Open Data plan for future release here.

B. FOIL. Reporting on datasets used to respond to FOIL requests.

C. CIVIC ENGAGEMENT. Reporting on commitments to raise awareness about your agency's published data assets.

A. Future Releases: - Please complete the yellow fields in the two tables below. Filter cell **A13** for your agency in Table 2.

Objective: To identify changes to the current future dataset publication schedule and identify new datasets to publish.

Table 1. Newly identified datasets to include on the 2019 Open Data Plan for future publication

Agency	Dataset Name	Dataset Description	Update Frequency (How often will new data be provided?)	If Update Frequency is "Other", please provide a frequency	Planned Release Date (MM/DD/YYYY)	Can this dataset feasibly be automated? (Yes or No; See bit.ly/NYCODC for guidance)	Additional details (optional)

Table 2. Datasets already listed on Open Data Plan for future publication (filter by your agency)

Agency	Dataset Name	Dataset Description	Update Frequency	Release Date	Confirm Release Date (Release date listed in Column E of Table 2 in this tab; options include: No Change, Delayed Release, Early Release, Removed from Plan, Published on the Open Data Portal)	New Release Date (MM/DD/YYYY) (You must provide a new release date if you selected "Delayed Release" or Early Release in Column F of Table 2)	Official Statement from your agency explaining a delayed release or dataset removal (This will be made public)	Can this dataset feasibly be automated? As reported on the 2018 Open Data Plan	Can this dataset feasibly be automated? (Provide an update to what is listed in Column I, Table 2 of this tab with Yes or No; See bit.ly/NYCODC for guidance)	Additional details (optional)
Department of Records and Information Services (DORIS)	Government Publications Listing	Metadata for documents submitted to the Department of Records and Information Services in compliance with Section 1133 of the New York City Charter	Weekly	3/31/2019	Delayed release	December 31, 2019	The Department of Records and Information Services is in the process of rebuilding the application that generates this data set to comply with changes to the NYC Charter (Section 1133). You can view changes to the schema and our work on Github (https://github.com/nycrecords/gpp-byta)	Yes	Yes	We will work with DoITT to setup an automated connection to our database for loading into the OpenData portal

B. FOIL - Please complete the yellow fields in the two tables below

Objective: To uncover datasets used to respond to freedom of information law (FOIL) requests that should be published as a dataset on the Open Data Portal.

Table 1. Please list quantity of FOIL responses that included the release of data in the following categories for the last fiscal year FY2019 (July 1, 2018 - June 30, 2019)

Note: Only numerical values will be accepted in this chart

	Total number for last fiscal year (July 1, 2018 - June 30, 2019)
Total number of FOIL responses that included the release of any data (public or not)	0
Number of FOIL responses* that included the release of a public dataset *not yet published* on the Open Data Portal or on the plan for future release	0
Total number of FOIL responses* that included the release of a public dataset *already published* on the Open Data Portal.	0
Total number of FOIL responses that resulted in data being *posted voluntarily* on the Open Data Portal.	0

*These datasets must be itemized in Table 2.

Table 2. Please list the following information for the datasets reported in cell B7 & B8.

Dataset Title	Dataset Description	Number of FOIL request	Is the dataset on Open Data	Reason not public
The title of dataset used to respond to FOIL requests containing data.	Include a plain language description of the dataset.	The number of responses to FOIL requests, in FY19, using data from this dataset. The counts in this column should sum to the total reported in B7 and B8.	Is the dataset: Already on Open Data Portal, Scheduled for Future Release on Open Data Plan, or Not on Open Data Plan?	If the dataset is not on the open data plan, and not currently published, why can the dataset not be made public?

C. Civic Engagement - Please indicate the civic engagement activities your agency will commit to between September 15, 2019 - September 14, 2020. Place an **"X"** in the selection Column (Column C, yellow fields) next to the civic engagement activity your agency commits to. Your agency must commit to at least **three** engagements.

NOTE: We require three commitments total, not three from each section below. You may also outline commitments to be qualified by the NYC Open Data team in the free-form section (G). Civic engagement commitments need not be carried out by your agency's ODC. We encourage ODCs to connect with your agency's social media, public affairs, and community affairs teams to determine which commitments are the best fit for your agency.

Objective: To engage the public around agency-level open data and fulfill on the NYC Open Data program mission: Open Data for All.

Civic Engagement Type	Selection (X)
A. Digital Amplification	
I. Send 1 tweet per month about your agency's existing open data assets	
II. Tweet whenever a new open data asset is published	X
III. Advertise NYC Open Data on your agency's website	X
B. Storytelling	
I. Write a blog post about your agency's existing open data assets on your agency's blog/website	
II. Write a blog post about your agency's existing open data assets on the NYC Open Data blog	
III. Include agency's open data commitment in a report published by your agency	
IV. Add a project made by your agency to the NYC Open Data Project Gallery	
V. Post about your agency's open data assets on your agency's Facebook or LinkedIn channels	X
VI. Record a 60-90 second video describing your agency's data assets or a recent data asset release with your agency's marketing team or in collaboration with the Open Data Team.	
C. Public Speaking	
I. Identify someone from your agency to speak about your agency's open data assets at an event as a part of Open Data Week 2020	
II. Speak at a partner's event (in NYC) about your agency's open data assets. (e.g., Community Boards)	
III. Speak at an event hosted by your agency about your agency's open data assets	
IV. Present about your agency's open data assets in an academic or school environment	
V. Share Open Data swag and informational one-pager with your community engagement liaisons to share at your agency's existing community touchpoints	
D. Event Engagement	
I. Produce your own event to discuss your agency's open data assets (this could be a 1 hour workshop, a 24 hour hackathon, or something else)	
II. Produce a curriculum to be used to engage an audience around your agency's open data assets at an event of your choosing or working with the Open Data Team to identify an opportunity	
E. Communication Engagement	
I. Advertise agency data in a public email newsletter twice per year	
F. User-centered research	
I. Develop and convene a focus group or advisory council of users of your agency's open data to learn more about how they use your data assets, and to request feedback	
II. Engage a professional (internally or externally) to develop user personas and better engage your users.	
G. (Optional) If there are engagements your agency wishes to undertake not listed above, please list them here (1 engagement per line). Civic engagement commitments listed here are subject to review for qualification in the required three committments by the NYC Open Data team.	

Total Engagements Committed to:	3

H. If you opt-out of civic engagement plan reporting, please list your agency's reason here (this reason will be made public in the 2019 Compliance Report):

Public Statement for why your agency will not be engaging in the civic engagement commitment reporting requirement: <Insert Text Here>

Open Data 2019 Plan: Counsel Certification Letter

As the General Counsel or other legal representative of _NYC Dept of Records & Info Services_,
I do hereby certify that, to the best of my knowledge, the attached Agency Reporting Workbook,
submitted pursuant to this agency's obligations under Title 23, Section 501 of the New York City
Administrative Code, is accurate and completes all reporting requirements as specified by the
NYC Open Data Team in the Agency Reporting Workbook. Furthermore, I affirm this inventory
includes a summary description of all of this agency's public datasets for future publication, as of
the date submitted, including: a list of all datasets updated and maintained on said agency
website(s), pursuant to Local Law 110 of 2015; and all new public datasets released through said
agency's responses to Freedom of Information Law requests, pursuant to Local Law 7 of 2016. If
such public dataset(s) cannot be made available on the Open Data Portal on or before their
previously stated publication date, and, to the extent practicable, the date by which said agency
believes the public dataset(s) will be available on the Open Data Portal.

Velazquez
_____
Signature

Lisa Velasquez
_____
Printed Name

Agency Attorney
_____
Title

_7/19/19_
_____
Date