## Dataset Team

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT** | **WORK GROUP** | |
|  |  | |
| **OPEN DATA CHAMPION** | **PHONE** | **EMAIL** |
|  |  |  |
| **OPEN DATA CHAMPION – ROLES AND RESPONSIBILITIES** | | |
|  | | |
| **DATASET BUSINESS OWNER(S)** | **PHONE** | **EMAIL** |
|  |  |  |
| **DATASET BUSINESS OWNER(S) – ROLES AND RESPONSIBILITIES** | | |
|  | | |
| **TECHNICAL RESOURCE(S)** | **PHONE** | **EMAIL** |
|  |  |  |
| **TECHNICAL RESOURCE(S) – ROLES AND RESPONSIBILITIES** | | |
|  | | |

## Dataset Information

This information will become the metadata when the dataset is published. See the Open Data Metadata Standards for more information.

**2.1 General Dataset Information**

|  |  |  |
| --- | --- | --- |
| **DATASET TITLE** | | |
|  | | |
| **DATASET DESCRIPTION & BUSINESS PURPOSE** | | |
|  | | |
| **KEYWORDS** | | |
|  | | |
| **URL LINKS TO THE DEPARTMENT** | | |
|  | | |
| **URL LINKS TO A DEPARTMENT WEB PAGE SPECIFICALLY RELATED TO THE DATASET (if any)** | | |
|  | | |
| **DATASET REFRESH METHOD** | | |
| Manual  Automated  Socrata SODA2 API  Socrata DataSync  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **DATASET UPDATE PERIOD** | | |
| Real-Time (or near)  Daily  Weekly  Monthly  Quarterly  Annually  Other \_\_\_\_\_\_\_\_\_\_\_ | | |
| **DATASET SOURCE INFORMATION** | | |
|  | | |
| **DATASET EXTRACTION METHOD** | | |
|  | | |
| **DATASET PUBLICATION METHOD** | | |
|  | | |
| **PRIMARY CONTACT** | **PHONE** | **EMAIL** |
|  |  |  |

**2.2 Dataset Column Information (for each column in the dataset)**

|  |  |  |
| --- | --- | --- |
| **COLUMN NAME** | **TYPE** | **DESCRIPTION** |
| Field 1 |  |  |
| Field 2 |  |  |
| Field 3 |  |  |
| … |  |  |

**2.3 Sample Dataset Record**

Include a one-record example of the dataset with all fields populated.

## Risk & Sensitivity Assessment

A Risk & Sensitivity Assessment is required for all datasets proposed to be made open. Please identify any potential privacy or security risks, or sensitivity issues. The Open Data Program Team and if necessary, the Chief Privacy Officer, will review the dataset and make recommendations for risk mitigation.

|  |
| --- |
| **POTENTIAL PRIVACY OR SECURITY RISKS OR SENSITIVITY ISSUES** |
|  |
| **PROPOSED MITIGATION** |
|  |

## Signoffs

Department

Open Data Champion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Business Data Owner**:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

SeaIT Open Data Team

Open Data Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation:

Approved for public dissemination

Changes necessary

|  |
| --- |
| **CHANGES NEEDED** |
|  |
| **CHANGES MADE** |
|  |

Department Open Data Champion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Open Data Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_