

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY

BUDGET AND STRATEGIC ANALYSIS DEPARTMENT

POLICY/PROCEDURE STATEMENT

Subject: Open Data Publishing Protocol

Functional Area: Budget and Strategic Analysis Department

Date Approved: January 6, 2022

Date Edited: August 20, 2024

Open Data Publishing Protocol

1. Annually the Open Data Specialist will initiate a review and update of the ACC Comprehensive Data Inventory, as outlined in the [ACC Annual Data Inventory Process](#) documentation. At that time, the Open Data Specialist will request each department to identify datasets to be made publicly available on the [Open Data Portal](#) (or other platform) within the next year and prioritize them. Data owners should consider external interest and strategic importance when identifying high priority datasets. Datasets which support current or ongoing strategic initiatives, or which are frequently requested by partners and the public, are prime candidates for publication.
 - a. Additions to the Open Data Portal can be initiated by the departments outside of the Data Inventory period. The department would need to reach out to the Budget and Strategic Analysis Department and the Open Data Specialist with the request. The following steps will still apply.
2. The Open Data Specialist will inform the Communications Department of datasets identified as high priority for publication. The Communications Department may review and provide input on any planned public communication regarding availability of these datasets.
3. Departmental staff will complete the [Data Quality Evaluation](#) survey for any dataset identified as high priority for publication. An associated [Data Quality Review Guide](#) is available to provide direction on accurately answering the questions within the survey. The Data Quality survey will serve as a tool to help data owners incrementally address any data quality issues identified. A dataset must be graded as an “A” or “B” (>80) prior to being published on the Open Data Portal.
 - a. If the dataset is NOT graded as an “A” or “B” (<80), the Budget and Strategic Analysis Department will work with the data owner on improving the datasets and thus the score.

4. Prior to publishing the dataset, the data owner will review it for protected and sensitive information (e.g. Social Security numbers, tax information, disability status, and other Personally Identifiable Information (PII) as listed in the ACCGov Data Privacy Policy). If any potential sensitive information is flagged, the data owner will consult further with their supervisor, department director, and the Budget and Strategic Analysis Department to identify solutions to redact that information prior to release. The ACCGov Attorney's Office will conduct a final review of any datasets with known privacy concerns prior to publication.
5. If a dataset has been removed from the Open Data Inventory, then the Open Data Specialist will work with the data owner and their department to determine if the dataset is publicly available and needs to be removed from public access.