CDC Code Sharing & Metadata Governance Guide

For Compliance with SHARE IT Act (Code.gov Schema 2.0)

# Purpose

This document provides guidance to CDC development teams for preparing their code repositories for inclusion in the agency-wide code.json metadata file published at: https://www.cdc.gov/code.json. This is required to comply with the SHARE IT Act and the Federal Code Reuse Policy.

# Responsibilities of CDC Code Owners

|  |  |  |
| --- | --- | --- |
| Task | Responsibility | Notes |
| Repository Readiness | Ensure repo metadata (description, tags, contact info) is accurate | Used to auto-generate code.json |
| Usage Type Classification | Determine if repo is openSource or governmentWideReuse | Open Source must use CDC OSS process |
| Contact Email | Provide a valid group or owner email address | Prefer group or team mailbox (e.g., project-team@cdc.gov) |
| Tags / Keywords | Include relevant tech stack or purpose keywords | Improves discoverability |
| Code Location | Internal (TFS, Bitbucket, GitLab) or External (GitHub) | Internal repos must still be listed |

# Metadata Fields Collected Per Repo

|  |  |  |  |
| --- | --- | --- | --- |
| Field | Source | Required | Notes |
| name | Repo name | Yes | Auto-discovered |
| description | Repo description | Yes | Ensure accurate and meaningful |
| url | Repo URL | Yes | Internal or public |
| usageType | Manual or detected | Yes | openSource or governmentWideReuse |
| tags | Repo tags or keywords | Recommended | Technology, CDC mission area |
| contact | Provided by owner | Yes | CDC email address |
| created | Auto or manual | Recommended | Creation date of repo |
| lastModified | Auto | Yes | Last commit date |

# Usage Type Definitions

|  |  |  |
| --- | --- | --- |
| usageType Value | Meaning | Notes |
| openSource | Code is published for public consumption | Must be on GitHub and approved through CDC OSS process |
| governmentWideReuse | Code is CDC-internal or available only to other agencies | Covers TFS, GitLab, Bitbucket |

# Process for CDC Code Owners

1. Maintain your repository in accordance with CDC IT standards.  
2. Review and update:  
 - Repo Description  
 - Tags / Topics  
 - Contact Email in repo metadata  
3. Classify the repo usage type.  
4. Notify the CDC Office of the CIO (OCIO) EA Team if:  
 - A new repository is created.  
 - The repository is being retired or archived.  
 - Repository metadata has materially changed.

# Repository Owner Reporting Template (Optional)

Submit to: shareit-metadata@cdc.gov

repository:  
 name: my-cdc-project  
 description: >  
 This is a data processing pipeline used for public health surveillance.  
 url: https://gitlab.cdc.gov/CDC/my-cdc-project  
 usageType: governmentWideReuse  
 tags:  
 - python  
 - data-processing  
 - surveillance  
 contact: project-team@cdc.gov  
 created: 2022-11-15

# Governance Roles

|  |  |
| --- | --- |
| Role | Responsibility |
| Code Owner | Maintain repository accuracy |
| OCIO EA Team | Operate and maintain metadata scanning automation |
| WebOps / ITSO | Publish code.json file and ensure public web availability |

# Final Notes for Enforcement

- The automated scanner runs daily/weekly to regenerate code.json.  
- Missing or inaccurate metadata will result in repo exclusion.  
- Repeated non-compliance may trigger escalation through CDC IT governance channels.