**Data Governance Decision Points**

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| **Decision Points** | **Responses and Comments** |
| Who is involved in the governance committee?  *List members (include names and position titles)*  *What if members aren’t able to attend? Who will serve as a secondary representative?*  *Are legal, PIO, and City Manager’s Office representatives involved?* |  |
| What are the committee’s roles and responsibilities?  *What will the group discuss during meetings? (E.g., review public requests for data; prioritize data for release; review and create internal documents on data workflow, standards, quality, automation, etc.; reports or decisions required by open data policy)*  *Are there other policies or procedures it’s important for this group to create or weigh in on? (E.g., data classification policy, data standards policy, data release processes, etc.)* |  |
| How frequently will this group meet? |  |
| Who must sign-off on decisions made by the committee?  *(E.g., Legal, PIO, City Manager, City Council, etc.)* |  |
| How could the committee engage city staff in its work? |  |
| How could the committee engage the community and residents in its work? |  |
| Are there any existing efforts that should or could be taken on by the governance committee? |  |