# Responsibilities of Data Governance Committees

### Broad responsibilities

* Centralized authority on data management within the city

### Engagement responsibilities

* Foster buy-in to data program from key stakeholders
* Create and explore potential partnerships that bolster efforts related to data
* Actively encourage department and public participation by providing regular opportunities for feedback and collaboration

### Data responsibilities

* Nominate and convene data coordinators from each department
* Oversee the creation of a comprehensive data inventory with regular review
* Determine the process and policy for increasing access to data
* Determine standards for data publication and sharing formats
* Prioritize datasets for internal release
* Create schedule for release of prioritized internal data
* Engage departments in creating a data dictionary
* Set standards for collection of data and metadata within the city
* Set standards for data quality and addressing data quality concerns
* Develop and implement a process for guarding against the publishing of potentially sensitive, protected, privileged and/or confidential information
* Engage the public on the development and implementation of data-collection and sharing standards
* Determine proper schedule and process for data retention
* Explore data warehousing solutions to enhance data sharing and access within the city
* Ensure sufficient funding for implementation and support of the data program by identifying funding sources for potential expenses, such as new staff, new software, training, and server maintenance
* Work with the Chief Information Officer/Chief Data Officer to develop contract provisions to promote data policies in technology-related procurements
* Ensure development of a risk reduction and resiliency plan for city data to prepare for potential disasters, in collaboration with appropriate city personnel
* Ensure development and implementation of strong cybersecurity standards and practices, in collaboration with appropriate city personnel

### Open data responsibilities

* Oversee the city’s open data program
* Prioritize data for external release
* Create schedule for release of prioritized external data
* Establish process for publishing datasets publicly
* Determine licensing policy for publicly-released datasets
* Determine and allocate resources for outreach practices to encourage external use