# Prioritizing Data Governance Responsibilities

### Mandatory practices

* Serve as centralized authority on data management within the city
* Establish and prioritize roles and responsibilities for data governance within the organization
* Nominate and convene data coordinators from each department/focus area on a regular basis
* Foster buy-in to data program from key stakeholders
* Oversee the creation of a comprehensive data inventory with regular review
* Prioritize datasets for internal release
* Oversee the city’s open data program
* Prioritize data for external release
* Determine licensing policy for publicly released datasets
* Establish process for publishing datasets publicly
* Develop and implement a process for guarding against the publishing of potentially sensitive, protected, privileged and/or confidential information

### Recommended practices

* 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
* Actively encourage department and public participation by providing regular opportunities for feedback and collaboration
* Create and explore potential partnerships that bolster efforts related to data
* Determine the process and policy for increasing access to data, potentially through data warehousing solutions
* Determine standards for data publication and sharing formats
* Set standards for data quality and addressing data quality concerns
* Engage departments in creating a data dictionary
* Set standards for collection of data and metadata within the city
* Consider adopting civic data standards
* Determine proper schedule and process for data retention
* 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
* Determine and allocate resources for outreach practices to encourage external use