# Prioritizing Data Governance Responsibilities

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| **Data Governance Committee Responsibility** | **Priority Level**  **(high, medium, low)** | **Comments** |
| 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 |  |  |