

5.4 User Guide: Newsletter

The newsletter is a means of recording and publishing the progress departments have made toward compliance with the Open Data Ordinance. It will include the following information to serve to keep the work of publishing open data visible to city departments:

- A ‘News’ section on the first page highlights key information regarding the city’s open data initiative.
- A ‘Featured Department’ section on the first page highlights one department for their work or growth in open data efforts.
- ‘Summary Tables’ summarize the city’s overall progress as well as the progress of individual departments.
- ‘Critical Records Tables’ list data inventory records that are overdue, due, or due soon to be updated or that have missing, invalid, or illogical data.

5.4.1 News and Featured Department

The first page of the newsletter consists of ‘News’ and ‘Featured Department’ sections that contain valuable information regarding the city’s open data initiative. The ‘News’ section highlights key events designed to support open data and data management efforts including:

- Updates and announcements regarding Open Data in the City
- Upcoming events relating to I&P and Open Data
- Upcoming deadlines for data inventories
- Access to resources and tools for data managers

The ‘Featured Department’ section highlights one department by sharing their accomplishments as they have worked toward compliance with the Open Data Ordinance. For each newsletter, Data Services will select one department based on their significant work or growth in open data and data management efforts.

5.4.2 Summary Tables

Data Services will provide direction and support for each department by conducting needs assessments and brainstorming sessions as well as assisting data coordinators with maintaining data inventories. Data Services will also track each departments’ progress toward compliance with two tables in the newsletter: ‘Department Summary’ and ‘City Summary.’ The following tables describe each column of these tables:

5.4.2.1 Department Summary

| Heading | Description |
|---|--|
| Department | Department name or number |
| Stewards identified in each department (% of stewards by department line) | Number of data stewards identified in each department. The number in () represents the % of data stewards per department line. |

| Heading | Description |
|---|---|
| Data Inventory is complete | ‘Yes’ indicates that the department completed their data inventory; ‘No’ indicates otherwise. |
| Top 10 Right to Know requests are open | ‘Yes’ indicates that the department published their Top 10 Right to Know requests; ‘No’ indicates otherwise. |
| Datasets in data catalog that are open (% of total datasets identified in data catalog) | Number of datasets in the department’s data catalog that are open. The number in () represents the % of datasets in the data catalog that are open. |
| Department is Compliant | ‘Yes’ indicates that the department is compliant with the Open Data Ordinance; ‘No’ indicates otherwise. |

Table 8: Department Summary Table Columns

5.4.2.2 City Summary

| Heading | Description |
|--|---|
| Departments scheduled for/Completed Needs Assessments | Number of departments that have scheduled or completed a Needs Assessment. The number in () shows the % of departments that have met the Needs Assessment criteria. |
| Departments Entered Cohort | Number of departments that have entered the cohort. |
| Departments that conducted data brainstorming (% of departments) | Number of departments that have scheduled or conducted brainstorming sessions. The number in () shows the % of departments that have conducted a data brainstorming session. |
| Departments who have data coordinators identified (% of total departments) | Number of departments that have identified data coordinators. The number in () represents the % of all departments that have identified data coordinators within their departments. |
| Departments with data inventories started (% of total departments) | Number of departments who have conducted data inventories. The number in () represents the % of all departments that have started data inventories. |
| Departments with data inventories completed (% of total departments) | Number of departments that have completed data inventories. The number in () represents the % of all departments that completed data inventories. |
| Departments with data catalogs published (% of total departments) | Number of departments that have data catalogs published. The number in () represents the % of all departments that have data catalogs published. |

| Heading | Description |
|---|---|
| Datasets in data catalog that are open (% of total datasets identified in data catalog) | Number of departments that have open data catalogs. The number in () represents the % of all departments that have open data catalogs. |
| Departments with Top 10 Right to Know requests identified (% of total departments) | Number of departments that have identified their Top 10 Right to Know requests. The number in () represents the % of departments that have identified their Top 10 Right to Know. |
| Departments with Top 10 Right to Know requests made open (% of total departments) | Number of departments that have identified their Top 10 Right to Know requests and made them open. The number in () represents the % of departments that have published their Top 10 Right to Know. |
| Departments that comply with the data ordinance (% of total departments) | Number of departments that comply with the data ordinance. The number in () represents the % of departments that comply with the ordinance. |

Table 9: City Summary Table Columns

5.4.2.3 Critical Records Report Tables

The purpose of the Critical Records Tables is to inform data coordinators about the health of datasets in their data inventories. Data inventory records that require attention are classified by their level of criticality and each of the three tables displays records that meet the criteria for one of three levels: Mission Critical, Vital, and Important. See section 5.4.2.4 *Levels of Criticality* for a description of the records in each table.

Each table includes the Source Filename and Source Row Number, which display the filename of the data inventory where the record is located and the row number of the record in the file, respectively, for easy access to the original record. All updates to a record must be made in the data inventory file.

The *Critical Records Program* conducts missing and data validation checks on six columns from the data inventory, referred to as *critical* fields:

- Date Created/Imported
- Date Updated (validation only)
- Internal Priority
- Update Frequency
- Data Classification
- Sensitivity Rating
- Public Status

In addition to missing and data validation checks, the program performs logic and due date checks. The program assigns a health status notification for each failed check. Each Critical Records table includes a Health Status column, which lists a brief description of why the record

appears in the table. See section 5.4.2.5 *Health Status Descriptions* for a description of each health status indicator.

See section 5.4.2.6 *Field Descriptions* for a summary of each field in the critical records tables.

5.4.2.4 Levels of Criticality

| Level | Description |
|------------------|--|
| Mission Critical | Lists data inventory records that have an Internal Priority of 'High' and one of the following health status concerns: <ul style="list-style-type: none"> • Update due date is within the next two weeks or overdue • Public dataset is classified as Not yet open • Update frequency is real time • Private or Restricted dataset is marked as Open • Private or Restricted dataset does not have a public counterpart • Invalid data in one or more of the <i>critical fields</i> • Missing data in one or more of the <i>critical fields</i> |
| Vital | Lists data inventory records that have an Internal Priority of 'Low' and one of the following health status concerns: <ul style="list-style-type: none"> • Update due date is within the next two weeks or overdue • Public dataset is classified as Not yet open • Update frequency is real time • Private or Restricted dataset is marked as Open • Private or Restricted dataset does not have a public counterpart • Invalid data in one or more of the <i>critical fields</i> • Missing data in one or more of the <i>critical fields</i> |
| Important | Lists data inventory records that have an Internal Priority of either 'High' or 'Low' and that have one of the following health status concerns: <ul style="list-style-type: none"> • Update Frequency is 'Frequently' and Date Update Due* is two weeks or more from the program run date but less than six weeks from the program run date. • Update Frequency is 'Yearly' and Date Update Due* is two weeks or more from the program run date but less than 13 weeks from the program run date. |

Table 10: Levels of Criticality definitions

*Date Update Due is based on Date Updated (or Date Created/Imported) and Update Frequency.

5.4.2.5 Health Status Descriptions

| Health Status Concern | Description |
|-----------------------|--|
| Update overdue | The Date Update Due* is earlier than the program run date. |
| Update due | The Date Update Due* is greater than or equal to the report run date but less than two weeks from the program run date. |
| Update soon | Update soon depends on Update Frequency as follows: Update Frequency is 'Frequently' and Date Update Due* is two weeks or more from the program run date but less than six weeks from the program run date. Update Frequency is 'Yearly' and Date Update Due* is two weeks or more from the program run date but less than 13 weeks from the program run date. |
| Missing data | One or more of the <i>critical fields</i> is empty. |
| Should be open | Public dataset is marked 'Not yet open' and should be made 'Open.' |
| Non public as open | Private or Restricted dataset is marked 'Open' and should be marked 'Not yet open.' |
| No public record | Private or Restricted dataset has no Public counterpart. |
| Invalid text data | One or more of the non-date fields—Internal Priority, Update Frequency, Data Classification, and Public Status—has invalid data. |
| Invalid date | The Date Created/Imported or the Date Updated field is either not formatted as a date or the date is in the future relative to the program run date. |

Table 11: Health Status value options and descriptions

*Date Update Due is based on Date Updated (or Date Created/Imported) and Update Frequency.

5.4.2.6 Field Descriptions

| Field Name | Description |
|-------------------|---|
| Source Filename | The filename of the data inventory. |
| Source Row Number | The row in the data inventory where the dataset record appears. |

| Field Name | Description |
|-------------------------|--|
| Dataset Title | The name of the dataset, as indicated in the data inventory. |
| Data Stewards | The designated department data steward(s), as indicated in the data inventory. |
| Health Status | The health status of the dataset. See section 5.3.3.2 <i>Health Status Descriptions</i> for details about each health status concern. |
| Date Update Due | The date the dataset is due for updates. This is calculated as follows: For datasets with Update Frequency ‘Frequently,’ the Date Update Due is 13 weeks after date created/imported or date updated. For datasets with Update Frequency Yearly,’ the Date Update Due is 52 weeks after date created/imported or date updated. |
| Date Completed/Imported | The date when the record was created in or imported to the data inventory. The value of the Date Completed/Imported column in the data inventory. |
| Date Updated | The date the data and data inventory record were last updated. The value of the Date Updated column in the data inventory. |
| Internal Priority | The level of priority for the department to amend the dataset: ‘High’ or ‘Low.’ The value of the Internal Priority column in the data inventory. |
| Update Frequency | The designated frequency with which datasets are updated: ‘Realtime,’ ‘Frequently,’ ‘Yearly,’ or ‘Once and never again.’ The value of the Update Frequency column in the data inventory. |
| Data Classification | The data classification: ‘Public,’ ‘Private,’ or ‘Restricted.’ The value of the Data Classification column in the data inventory. |
| Sensitivity Rating | The sensitivity rating: ‘Low Risk,’ ‘Medium,’ ‘High Risk,’ or ‘Forbidden.’ The value of the Sensitivity Rating column in the data inventory. |
| Public Status | Describes whether ‘Public’ datasets are online and openly accessible to the public: ‘Open’ or ‘Not yet open.’ The value of the Public Status column in the data inventory. |

Table 12: Critical Records Report Tables field descriptions