

6 MAINTAIN - STEP 6 OPEN DATA PROCESS

The approval of open data commits the agency to maintain the data accordingly to decisions. Ensuring users of data have confidence in the supply and maintenance of the data is a critical element that affects the value of the data.

It is the Data Advocates responsibility for ensuring data is maintained. It is recommended the Data Advocate have oversight to ensure that the maintain process is implemented across the agency. An open data register may assist this process.

The Data Authority is responsible for the management and review of the data they publish including:

6.1 Maturity

Once datasets are released agencies should consider [open data maturity](#) of the dataset. This can be done by releasing new open formats for users. A review of the delivery method should also be considered if automation could improve the useability and reduce the manual resources required to maintain the data. The data quality should be considered including improvements to the data collection and timeliness of release of the data.

[Section 11](#) provides a list of online resources relating to data fitness, quality and metadata.

6.2 Data Maintenance

Datasets must be refreshed according to their update frequency. This ensures user confidence and reliability in our data. If the Dataset is manually maintained processes to update the data should be in place, the open data process worksheet should document who has responsibility for performing refresh.

All datasets have a minimum required annual review of the data to check links, metadata and add new collected data files to the dataset.

If a new collection of data is to be published for an existing dataset, it is recommend that either:

- additional data files be added to the existing dataset, such as figures for 2014 are added to a time series data file
- a new file covering the complete refreshed dataset from inception to current can be published. E.g. Extract containing 2008-2012 data can be replaced with a new file containing 2008-2014 data.

This is not an amendment but additional refreshed data.

An open data inventory capturing key decision and responsibilities may assist the data maintenance process.

Note, once a dataset has been marked as Public and approved for public distribution, subsequent series of the dataset collected do not need to be re-approved on the provision that all elements of the data remain consistent (e.g. variables of data collected and structure of data). Care should be taken where the original data was reclassified for release through open data, so that only data purposely marked as Public is released.

6.3 Dataset Amendments

Once a dataset has been published, agencies need to be mindful that members of the public may be using the dataset so the impact of any changes needs to be considered. Once a dataset is published it cannot be removed. There is significant value to accessing historical data even if it is no longer maintained. Amendments to datasets will be treated as below:

- Minor changes to data content if errors are fixed or metadata changes can replace the dataset. Discovery data can be updated any time if it improves the users ability to understand the data
- Where a dataset has major structural changes, the old dataset needs to remain but can be marked as inactive. The new dataset can be added as a new dataset record or else added to the existing dataset as a new data resource (classification and Approval process will apply)

For major updates complete a new *Data.SA Content Summary Sheet* and include text to indicate the dataset is a replacement

Agencies should develop a process to ensure any system changes that affect the location of data e.g. changes to the URL of an agencies portal are communicated to datasa@sa.gov.au so that the dataset can be updated.

Dataset updates can be emailed to datasa@sa.gov.au until an agency publisher is established.

6.4 Notification of Changes

Before making changes consider if any applications or ideas have been created using the data and how changes may affect this data. If an agency has created an online forum etc. to communicate with developers, dataset changes should be communicated via these channels.

6.5 Community Feedback

Members of the public may contact the Data.SA team with requests or issues concerning datasets. This could include:

- requests for data
- requests for different dataset formats
- requests for additional information about the dataset
- questions about the meaning of the data
- errors encountered accessing the data.

Mechanisms will therefore be required to ensure that the feedback relevant to your agency datasets is directed to the Data Advocate for response. A response where required is to be issued within an appropriate time period.

6.6 Applications and Ideas

Data.SA provides mechanisms to share information about applications and ideas inspired by data. If South Australian open data is used in an application or idea it can be published on Data.SA. Visit the [Apps and Ideas](#) section of the open data portal.

News articles can also be published on Data.SA. Contact datasa@sa.gov.au

PREPARE, PUBLISH AND MAINTAIN SUMMARY

Prepare		
<input type="checkbox"/>	Prepare Data	Extract current data or establish data delivery. Provide multiple formats of the datasets including the native form where approved.
<input type="checkbox"/>	Transformation	Ensure data format is transformed and protection techniques performed. Compare outputs with approved sample.
<input type="checkbox"/>	Interpretative Metadata	Provide in a separate file that is in an open format (e.g TXT HTML). Send with the <i>Data.SA Publishing Content Summary Sheet</i> to datasa@sa.gov.au .
<input type="checkbox"/>	Additional Resources	Provide any other material which will help users understand what your dataset is about. Links to website, research papers, Images. Provide as links or separate files.
<input type="checkbox"/>	Data.sa Publishing Content Summary Sheet	Complete a Data.SA Publishing Content Summary Sheet
Publish		
<input type="checkbox"/>	Data.SA Publisher	Provide Data.SA publishing content summary, data file, interpretive metadata file and supporting resources to the Data.SA Publisher
<input type="checkbox"/>	Published	Check published dataset on Data.SA. to ensure dataset discovery metadata, data downloads, links and resources are correct. Email datasa@sa.gov.au with any amendments.
Maintain		
<input type="checkbox"/>	Maturity	Improve dataset quality, metadata and increase the star rating over time.
<input type="checkbox"/>	Data Maintenance	Refresh data according to update frequency.
<input type="checkbox"/>	Data Amendments	Create a new dataset for major amendments
<input type="checkbox"/>	Community Feedback	Respond to customer enquiries about the data, make improvements where applicable or provide additional metadata or dataset formats based on requests.
Open Data Process Worksheet		
<input type="checkbox"/>	Record Decisions	Record all decisions made on the <i>Open Data Process Worksheet</i> which will become a record of your open data inventory.