**PART A: Guidance**

The Release Checklist below is a tool designed to support departmental decision-making when evaluating the legal and policy issues surrounding the release of data or other information resources. At a minimum, departments must consider the legal and policy requirements listed in the checklist below. A ‘false’ for any of the mandatory criteria indicates that further analysis is required prior to releasing the data or that the data is not eligible to be released. Once signed by the Level 1: Business Owner, please send the checklist to [open\_government-gouvernement\_ouvert@nrcan-rncan.gc.ca](https://gcdocs.gc.ca/nrcan-rncandav/nodes/17933241/open_government-gouvernement_ouvert%40nrcan-rncan.gc.ca) for signature by the Level 2: Information Management Senior Official (IMSO).

**PART B: Release Checklist**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Business Owner** | | | | | | |
| Department | | | Sector | | | |
| TEMPLATE\_Department | | | TEMPLATE\_Sector | | | |
| Branch | | Division | | Section | | |
| TEMPLATE\_Branch | | TEMPLATE\_Division | | TEMPLATE\_Section | | |
| Name | | | | | | |
| TEMPLATE\_Name | | | | | | |
| Phone | | Email | | | | |
| TEMPLATE\_Phone | | TEMPLATE\_Email | | | | |
| **Source Information** | | | | | | |
| Title of Dataset(s) or Information Resource(s) | | | | | Data | Info |
| 1. | TEMPLATE\_Title | | | | TEMPLATE\_Data | TEMPLATE\_Info |

|  |  |  |
| --- | --- | --- |
| **Mandatory Release Criteria** | | |
| **Legal / Licensing / Copyright** | **True** | **False** |
| 1. There are no known legal, licensing, or copyright restrictions to prevent the data or information from being released by the department or agency under the terms of the Open Government Licence – Canada. | TEMPLATE\_Legal1 | TEMPLATE\_Legal2 |
| **Authority to Release** | **True** | **False** |
| 1. The department or agency has the departmental mandate, legislative authority or permission from a third party provider to publish the data or information resource under the Open Government Licence – Canada. | TEMPLATE\_Auth1 | TEMPLATE\_Auth2 |
| **Privacy** | **True** | **False** |
| 1. The data or information resource does not contain any personal information as defined in section 3 of the Privacy Act, R.S.C. 1985, c. P-21 **as confirmed by the ATIP Secretariat**. | TEMPLATE\_Privacy1 | TEMPLATE\_Privacy2 |
| **Access to Information** | **True** | **False** |
| 1. The data or information resource is not subject to any exemptions or exclusions under Section 13 “Exemptions” or Section 68 “Exclusions” of the *Access to Information Act*, R.S.C 1985 **as confirmed by the ATIP Secretariat.** | TEMPLATE\_Access1 | TEMPLATE\_Access2 |
| **Security** | **True** | **False** |
| 1. The data or information resource is not Classified or Protected and its release complies with the Government of Canada Policy on Government Security. | TEMPLATE\_Security1 | TEMPLATE\_Security2 |
| **Cost** | **True** | **False** |
| 1. The data or information resource can be released to the public without fee. | TEMPLATE\_Cost1 | TEMPLATE\_Cost2 |
| **Format** | **True** | **False** |
| 1. A) Datasets are provided in machine-readable / machine-processable format. | TEMPLATE\_FormatA1 | TEMPLATE\_FormatA2 |
| B) Information resources are provided in open, non-proprietary formats. | TEMPLATE\_FormatB1 | TEMPLATE\_FormatB2 |
| 1. Metadata in both official languages conforming to the applicable Government of Canada metadata standard is provided for each dataset or information resource. | TEMPLATE\_FormatC1 | TEMPLATE\_FormatC2 |
| **Blanket Approval** | **True** | **False** |
| 1. The dataset requires a “blanket approval” for one of the following reasons:   TEMPLATE\_BlkApprov1  Existing dataset will be updated on an on-going basis  TEMPLATE\_BlkApprov2  Represents a collection of datasets or data products with a consistently applied specification or model  TEMPLATE\_BlkApprov3  Represents a series of observation data, such as data collected from in-situ sensors.  TEMPLATE\_BlkApprov4  Other, please state:  TEMPLATE\_BlkApprovOther | TEMPLATE\_BlkApprov01 | TEMPLATE\_BlkApprov02 |

**PART C: Service Standard**

By completing this Open Government Approval Form, the business owner agrees to uphold the Open Canada Service Standard on behalf of Natural Resources Canada and respond to most inquiries by a member of the public within 48 hours (two business days).

**PART D: Release Authorization**

I hereby authorize the publication of the above dataset(s) and/or information resource(s) and related metadata on the Government of Canada’s Open Government Portal, to be freely available under the terms and conditions of the Open Government Licence - Canada.

With this authorization, I am confirming that the dataset(s) and/or information resource(s) and any future updates meet the mandatory release criteria listed above (Part B – Release Checklist).

**Level 1: Business Owner:**

**Name:**

**Title:**

**Organization:**

**Address:**

**Telephone:**

**Email:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Level 2: Information Management Senior Official:**

**Name:**

**Title:**

**Organization:**

**Address:**

**Telephone:**

**Email:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**