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OPEN DATA EXECUTIVE DIRECTIVE

Issue Date: December 1, 2019

Subject: Open Data to promote transparency and accountability

The City of Paterson will make city data available to the public in easy-to-find and accessible formats. Open Data is raw data generated, collected and or maintained by government agencies, that is made freely available to the public, subject only to valid privacy, confidentiality, security, and other legal restrictions. Open Data empowers Patersonians to participate in governance with greater understanding and impact. Open data encourages entrepreneurs and businesses to innovate, by putting government data to work in ways outside the expertise of government institutions and gives companies, individuals, and nonprofit organizations the opportunity to leverage public information. Most significantly, it fosters creative thinking and problem solving by promoting a culture of data sharing between our own City departments and other civic resources.

Pursuant to the City's commitment to transparency of government data and this Executive Directive, the following instructions shall be implemented:

- The Office of Innovation, under the supervision of the Chief Data Officer, will establish an Open Data Portal that will serve as the central hub for departmental open data. All datasets determined to be accessible to the public shall be made available on this portal.
- The Chief Data Officer will establish a feedback form on the Open Data Portal, so that users can request additional information or new datasets using the feedback form. Responses collected via this feedback form will be reviewed by city staff quarterly during the data governance meetings.
- Each City department will make all appropriate data sets available on this portal. Raw data shall be provided in an open format that can be retrieved, downloaded, searched, and filtered.
- Each City department will make efforts to update its public data on a regular basis and strive to improve data quality.
- Each City department will appoint a dedicated employee to be part of the Open Data Governance Team. The team will meet quarterly, to review public feedback, public requests for additional datasets and make plans to address needs of the community.
- Department staff will collaborate in this effort and take proactive efforts to publicize open datasets, establish useful applications employing these datasets as and when appropriate, and

collaborate with local entities (civic-minded developers, universities, start-ups, non-profits, civic organizations etc.) to experiment with new visualizations and applications with the goal of improving our government.

- The city will publish an annual report that highlights portal usage statistics (visits, downloads) and any policy changes made to the program upon periodic review.