NYC Analytics @ OTI

NYC OpenData

Open Data Coordinator Overview & Reporting Training

May 9, 2024

OpenDataTeam@oti.nyc.gov

Today’s Agenda

- History of this program
- About the Open Data Team
- About the ODC Role
- Defining Open Data
- The 2024 Open Data Plan
- Q&A

History of this program

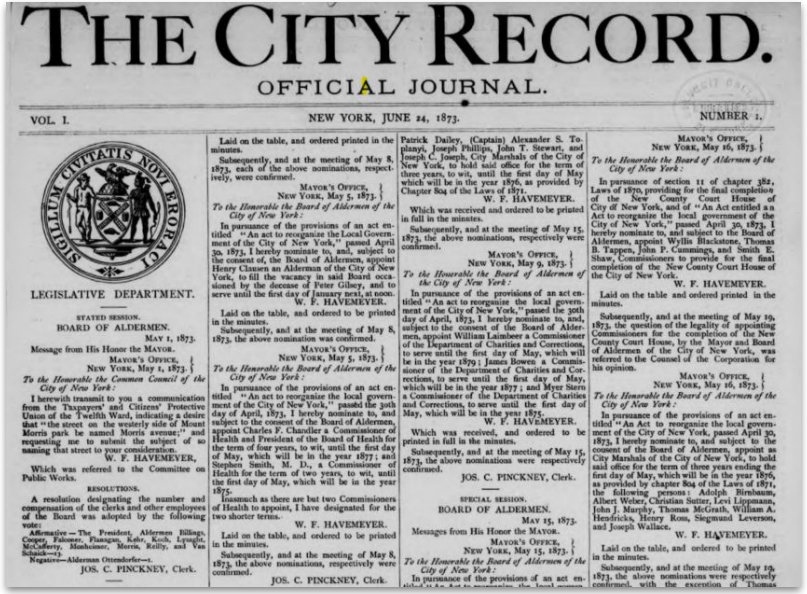
A timeline of government transparency

From Progressive Era reforms to the passage of the Open Data Law.

1873	1973	1993	2012
The City Record is founded	Freedom of Information Law passed in NYS	NYC Public Data Directory is created	Open Data Law Passed

A timeline of government transparency

The City Record - a daily newspaper of government activities



THE CITY RECORD.

OFFICIAL JOURNAL.

VOL. I. NEW YORK, JUNE 24, 1873. NUMBER 1.

LEGISLATIVE DEPARTMENT.

STATED SESSION.

BOARD OF ALDERMEN.

MAY 1, 1873.

Message from His Honor the MAYOR.

MAYOR'S OFFICE, NEW YORK, May 1, 1873.

To the Honorable the Common Council of the City of New York:

I herewith transmit to you a communication from the Taxpayers' and Citizens' Protective Union of the Twelfth Ward, indicating a desire that "the street on the westerly side of Mount Morris park be named Morris avenue;" and requesting me to submit the subject of so naming that street to your consideration.

W. F. HAVEMEYER,

Which was referred to the Committee on Public Works.

RESOLUTIONS.

A resolution designating the number and compensation of the clerks and other employees of the Board was adopted by the following vote:

Affirmative—The President, Aldermen Billings, Cooper, Falconer, Flanagan, Kehr, Koch, Lynglit, McCafferty, Manheimer, Morris, Reilly, and Van Schaick—13.

Negative—Aldermen Ottendorfer—1.

JOS. C. PINCKNEY, Clerk.

Laid on the table, and ordered printed in the minutes.

Subsequently, and at the meeting of May 8, 1873, each of the above nominations, respectively, were confirmed.

MAYOR'S OFFICE, NEW YORK, May 5, 1873.

To the Honorable the Board of Aldermen of the City of New York:

In pursuance of the provisions of an act entitled "An act to reorganize the Local Government of the City of New York," passed April 30, 1873, I hereby nominate to, and, subject to the consent of, the Board of Aldermen, appoint Henry Clausen an Alderman of the City of New York, to fill the vacancy in said Board occasioned by the decease of Peter Gilsey, and to serve until the first day of January next, at noon.

W. F. HAVEMEYER.

Laid on the table, and ordered to be printed in the minutes.

Subsequently, and at the meeting of May 8, 1873, the above nomination was confirmed.

MAYOR'S OFFICE, NEW YORK, May 5, 1873.

To the Honorable the Board of Aldermen of the City of New York:

In pursuance of the provisions of an act entitled "An act to reorganize the local government of the City of New York," passed the 30th day of April, 1873, I hereby nominate to, and subject to the consent of the Board of Aldermen, appoint Charles F. Chandler a Commissioner of Health and President of the Board of Health for the term of four years, to wit, until the first day of May, which will be in the year 1877; and Stephen Smith, M. D., a Commissioner of Health for the term of two years, to wit, until the first day of May, which will be in the year 1875.

Inasmuch as there are but two Commissioners of Health to appoint, I have designated for the two shorter terms.

W. F. HAVEMEYER.

Laid on the table, and ordered to be printed in the minutes.

Subsequently, and at the meeting of May 8, 1873, the above nominations, respectively were confirmed.

JOS. C. PINCKNEY, Clerk.

Patrick Dailey, (Captain) Alexander S. Toplanyi, Joseph Phillips, John T. Stewart, and Joseph C. Joseph, City Marshals of the City of New York, to hold said office for the term of three years, to wit, until the first day of May, which will be in the year 1876, as provided by Chapter 804 of the Laws of 1871.

W. F. HAVEMEYER.

Which was received and ordered to be printed in full in the minutes.

Subsequently, and at the meeting of May 15, 1873, the above nominations, respectively were confirmed.

MAYOR'S OFFICE, NEW YORK, May 9, 1873.

To the Honorable the Board of Aldermen of the City of New York:

In pursuance of the provisions of an act entitled "An act to reorganize the local government of the City of New York," passed the 30th day of April, 1873, I hereby nominate to, and, subject to the consent of the Board of Aldermen, appoint William Laimbeer a Commissioner of the Department of Charities and Corrections, to serve until the first day of May, which will be in the year 1879; James Bowen a Commissioner of the Department of Charities and Corrections, to serve until the first day of May, which will be in the year 1877; and Myer Stern a Commissioner of the Department of Charities and Corrections, to serve until the first day of May, which will be in the year 1875.

W. F. HAVEMEYER.

Which was received, and ordered to be printed in full in the minutes.

Subsequently, and at the meeting of May 15, 1873, the above nominations were respectively confirmed.

JOS. C. PINCKNEY, Clerk.

SPECIAL SESSION.

BOARD OF ALDERMEN.

MAY 15, 1873.

Messages from His Honor the MAYOR.

MAYOR'S OFFICE, NEW YORK, May 15, 1873.

To the Honorable the Board of Aldermen of the City of New York:

In pursuance of the provisions of an act en-

MAYOR'S OFFICE, NEW YORK, May 16, 1873.

To the Honorable the Board of Aldermen of the City of New York:

In pursuance of section 11 of chapter 382, Laws of 1870, providing for the final completion of the New County Court House of City of New York, and of "An Act entitled a n Act to reorganize the local government of the City of New York," passed April 30, 1873, I hereby nominate to, and subject to the Board of Aldermen, appoint Wyllis Blackstone, Thomas B. Tappen, John P. Cummings, and Smith E. Shaw, Commissioners to provide for the final completion of the New County Court House of the City of New York.

W. F. HAVEMEYER.

Laid on the table and ordered printed in the minutes.

Subsequently, and at the meeting of May 19, 1873, the question of the legality of appointing Commissioners for the completion of the New County Court House, by the Mayor and Board of Aldermen of the City of New York, was referred to the Counsel of the Corporation for his opinion.

MAYOR'S OFFICE, NEW YORK, May 16, 1873.

To the Honorable the Board of Aldermen of the City of New York:

In pursuance of the provisions of an act entitled "An Act to reorganize the local government of the City of New York, passed April 30, 1873, I hereby nominate to, and subject to the consent of the Board of Aldermen, appoint as City Marshals of the City of New York, to hold said office for the term of three years ending the first day of May, which will be in the year 1876, as provided by chapter 804 of the Laws of 1871, the following persons: Adolph Birnbaum, Albert Weber, Christian Sutter, Levi Lippmann, John J. Murphy, Thomas McGrath, William A. Hendricks, Henry Rons, Siegmund Leverson, and Joseph Wallace.

W. F. HAVEMEYER.

Laid on the table, and ordered to be printed in the minutes.

Subsequently, and at the meeting of May 19, 1873, the above nominations were respectively confirmed, with the exception of Thomas

nyc.gov/cityrecord

1873

The City Record is founded

1960s and 70s

Freedom of Information Laws pass across the country

1993

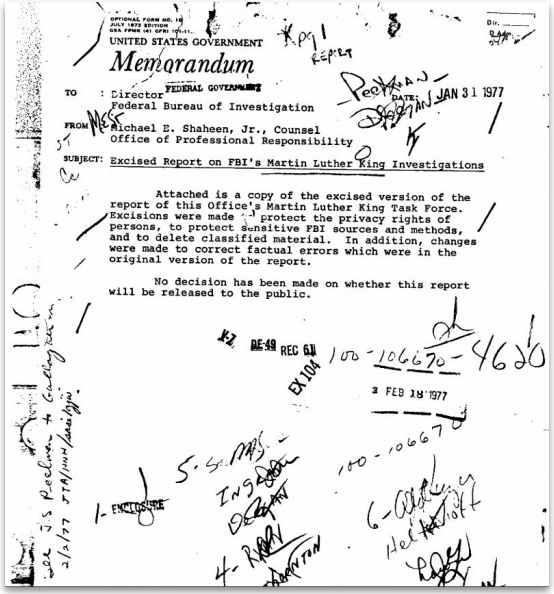
NYC Public Data Directory is created

2012

Open Data Law Passed

A timeline of government transparency

Freedom of Information Law - Information is available by ***request***



OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.

UNITED STATES GOVERNMENT

Memorandum

FEDERAL GOVERNMENT

TO : Director
Federal Bureau of Investigation

DATE: JAN 31 1977

FROM : Michael E. Shaheen, Jr., Counsel
Office of Professional Responsibility

SUBJECT: Excised Report on FBI's Martin Luther King Investigations

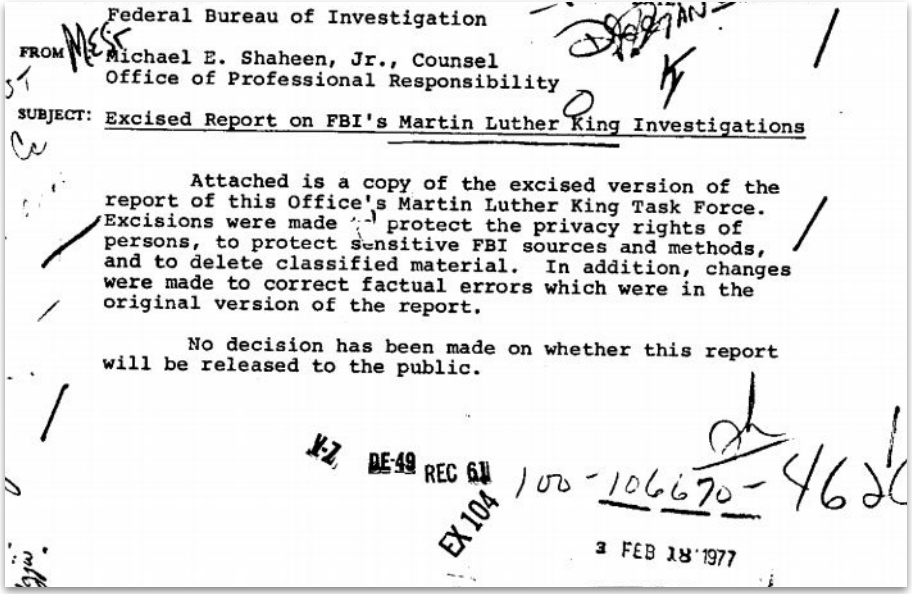
Attached is a copy of the excised version of the report of this Office's Martin Luther King Task Force. Excisions were made to protect the privacy rights of persons, to protect sensitive FBI sources and methods, and to delete classified material. In addition, changes were made to correct factual errors which were in the original version of the report.

No decision has been made on whether this report will be released to the public.

DE-49 REC 61 EX 104 100-106670-4620

3 FEB 18 1977

1- ENCLOSURE



Federal Bureau of Investigation

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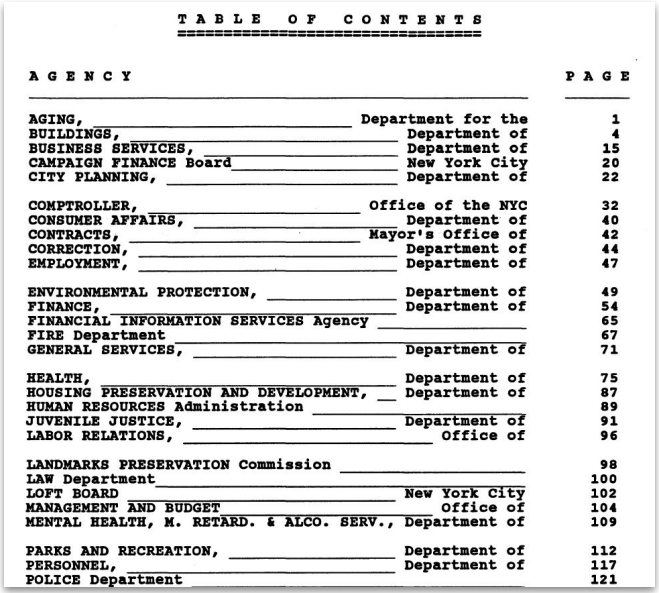
1873	**1960 and 70s**	1993	2012
The City Record is founded	Freedom of Information Laws pass across the country	NYC Public Data Directory is created	Open Data Law Passed

A timeline of government transparency

The Public Data Directory - listing data available from each NYC agency



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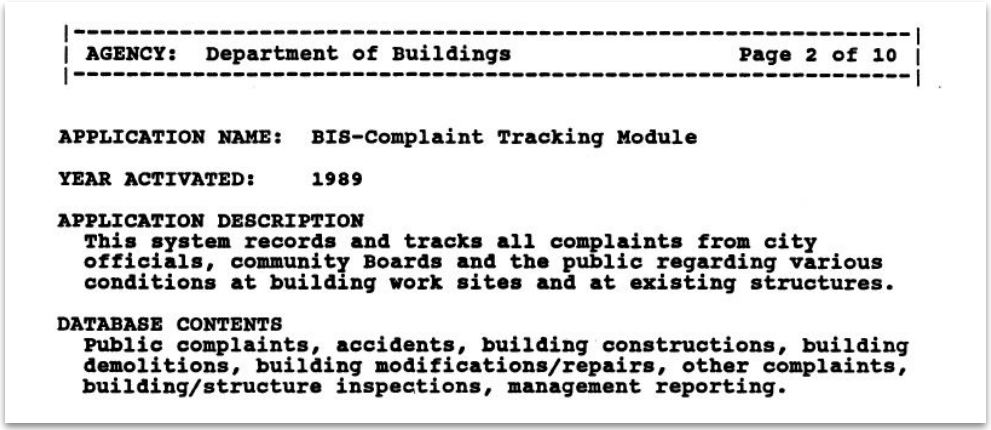


AGENCY: Department of Buildings Page 2 of 10

APPLICATION NAME: BIS-Complaint Tracking Module

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION
This system records and tracks all complaints from city officials, community Boards and the public regarding various conditions at building work sites and at existing structures.

DATABASE CONTENTS
Public complaints, accidents, building constructions, building demolitions, building modifications/repairs, other complaints, building/structure inspections, management reporting.

1873 — The City Record is founded

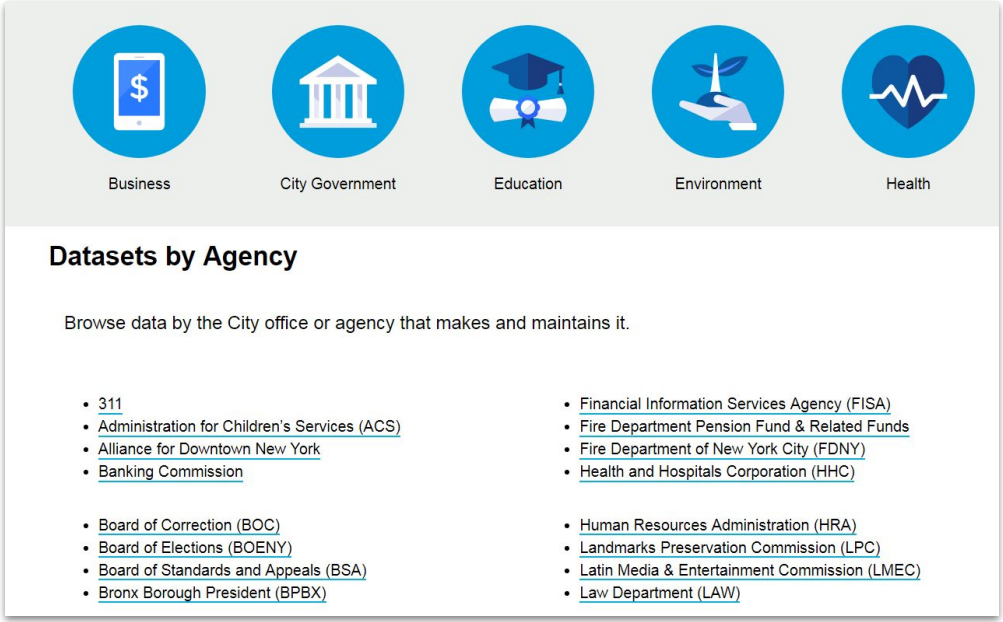
1960s and 70s — Freedom of Information Laws pass across the country

1993 — NYC Public Data Directory is created

2012 — Open Data Law Passed

A timeline of government transparency

NYC Open Data - public ***by default***



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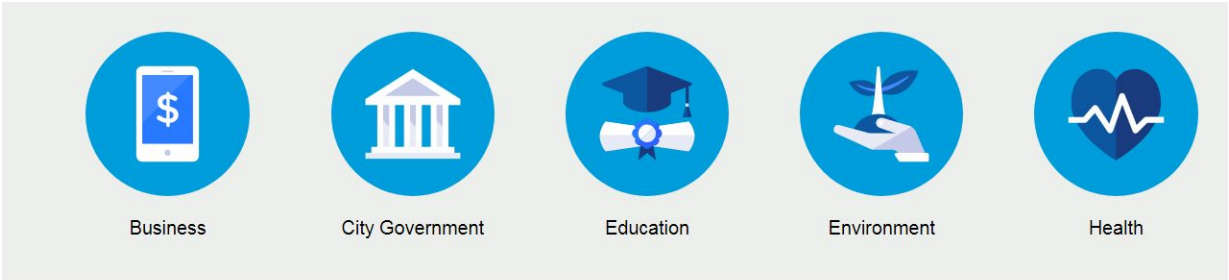
NYC Open Data Law signed – ***public*** by default

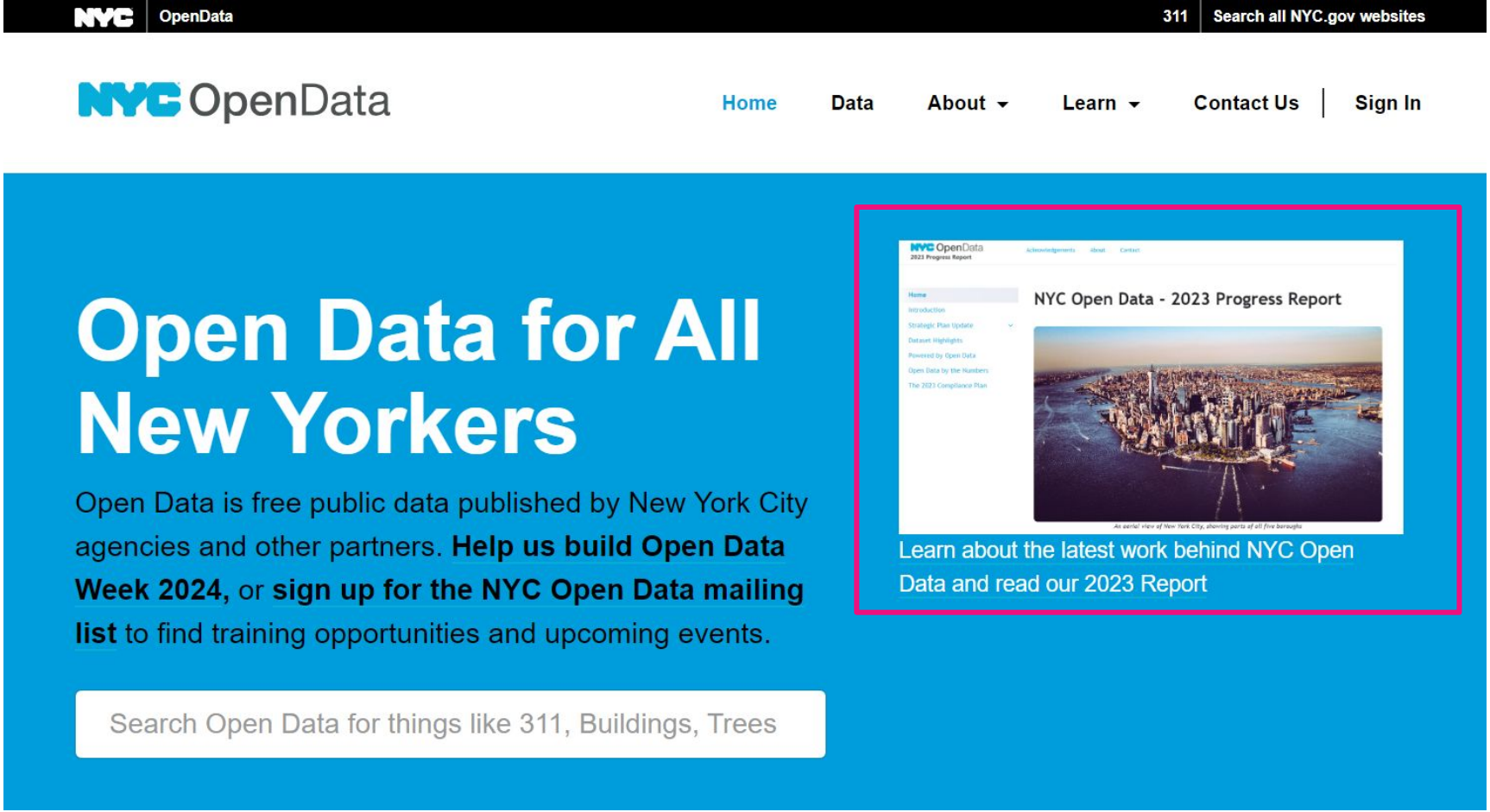


Datasets by Agency

Browse data by the City office or agency that makes and maintains it.

- 311
- Administration for Children's Services (ACS)
- Alliance for Downtown New York
- Banking Commission
- Board of Correction (BOC)
- Board of Elections (BOENY)
- Board of Standards and Appeals (BSA)
- Bronx Borough President (BPBX)
- Financial Information Services Agency (FISA)
- Fire Department Pension Fund & Related Funds
- Fire Department of New York City (FDNY)
- Health and Hospitals Corporation (HHC)
- Human Resources Administration (HRA)
- Landmarks Preservation Commission (LPC)
- Latin Media & Entertainment Commission (LMEC)
- Law Department (LAW)

nyc.gov/opendata



nyc.gov/opendata

About the Open Data Team

What do **we do**?

Data Standards & Governance

Identifying, compiling and sharing standards and best practices for data discovery, structuring, documentation, publication and maintenance

Technical Support & Automation

Providing guidance and technical expertise on automating data delivery and keeping data current

Making data more accessible

Managing the Open Data helpdesk, running the Open Data Ambassadors training program, and running the annual Open Data Week Festival

About the Open Data Coordinator Role

About the Open Data Coordinator Role

As an Open Data Coordinator, your role is crucial in ensuring agency compliance with the Open Data Law and communicating between your agency and the public, regarding your agency's public data.

About the Open Data Coordinator Role (cont.)

Your work is required by New York City law and conferred officially by the head of your agency.

- With that authority, you are expected to:
  - know and understand your agency's mission
  - have broad visibility into your agency work & data
  - be familiar with NYC Open Data requirements & standards
  - locate, surface, & maintain your agency's data
  - answer questions about the data from the public
  - provide guidance on open data within your agency

Working Within Your Agency

It's important to form relationships with staff on different teams at your agency because you will collaborate on areas of business needed to adhere to the requirements of the Open Data Law.

The teams you should meet and introduce yourself to are:

Legal

Communications

Data Analytics

Information Technology

Working Within Your Agency - Legal

Consult your agency's legal staff to help with understanding legal requirements around open data and data sharing.

They can:

- help to review datasets before publication
- advise on legal interpretation and data privacy concerns
- identify the datasets shared via FOIL for your agency's annual report

Working Within Your Agency - Communications

Consult your agency's comms staff to help explain the complexity of your agencies data.

They can:

- review and approve public-facing language
  - data dictionaries
  - public correspondence
  - dataset removal justifications
- advise on opportunities for engaging the public with your agency's data

Working Within Your Agency - Data Analytics

Consult with your agency's data analytics staff to better understand how people within your agency use its data.

They can:

- lend their perspective as users of your agency's data
- advise on dataset structure, quality, and documentation

Working Within Your Agency - IT

Consult with your agency's IT staff to understand the systems that generate data and the databases where its stored.

They can:

- identify systems where data is generated and databases where it lives
- guide you on data access and delivery

Defining Open Data

Open Data is...

regularly created or maintained

- **not a one-off analysis**
- typically grows over time
- sometimes at a predictable frequency, other times less so

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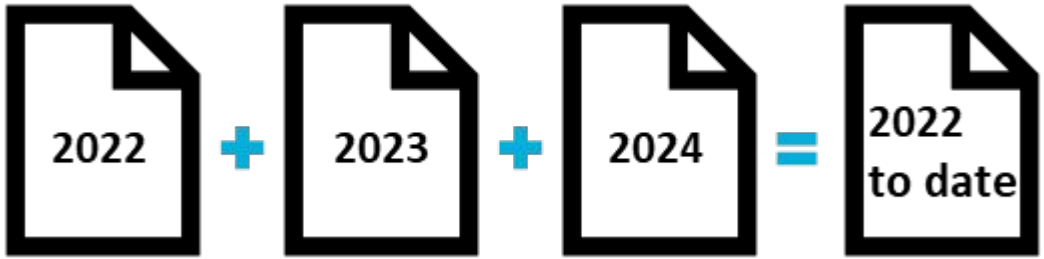

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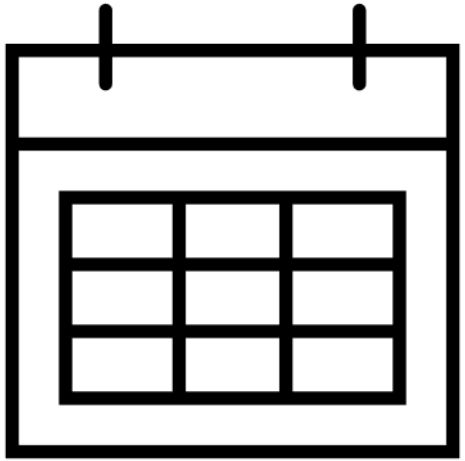

Open Data is...

regularly created or maintained by or on behalf of an agency

- **doesn't typically include data shared from another agency**
- storage location (in the cloud, on premises) doesn't matter
- includes data from consultants, contractors and others working on your agency's behalf

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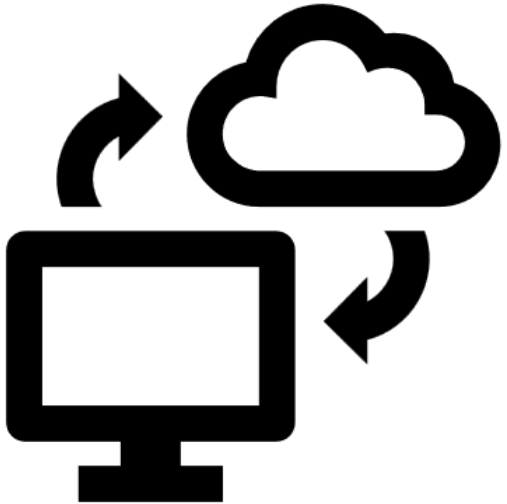

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Commonly asked questions

- What if the data is stored in a PDF? In a Word doc?
- What if the data comes from a really old database?
- What if the data isn’t high-quality?
- What if the data is already shared on our website?
- What about data that’s only shared through FOIL?
- What about data that’s only used internally and hasn’t been shared before?

Still have questions? Need more support?

- Review NYC Admin. Code Title 23, Chapter 5 (NYC Open Data Law)
- Read our Technical Standards Manual: on.nyc.gov/TSM
- Email our team opendatateam@oti.nyc.gov
- Set up an office hours appointment

The 2024 Open Data Plan

Open Data Progress Report

See the report at
https://moda-nyc.github.io/2023-OpenDataReport/

NYC OpenData
2023 Progress Report

Acknowledgements About Contact

- Home
- Introduction
- Strategic Plan Update
- Dataset Highlights
- Powered by Open Data
- Open Data by the Numbers
- The 2023 Compliance Plan

NYC Open Data - 2023 Progress Report

NYC Analytics @ OTI

2024 Annual Reporting - Structure Updates

- **The structure will remain the same as last year.**

    - **Future Releases:** where you identify new datasets and confirm progress on entries you've identified from previous years.
    - **Website Inventory**: Where you match agency data that is available online with datasets on the portal to ensure comprehensive publishing.
    - **FOIL Reporting**: Where you capture counts of Freedom of Information requests closed by your agency and identify sources of public data used to fulfill the inquiry .
    - **Civic Engagement**: Where you highlight your agency's efforts to promote the usage of its public data

Getting ready for your report

1. Check in with the core divisions/teams in your agency to **explore any new data or systems** for potential Open Data
2. **Talk with your agency's legal counsel** about **FOIL requests** and the **legal definition of Open Data**
3. Connect with the people responsible for your **agency's website**
4. Review your agency's **past publication commitments**
5. Review your agency's inventory of **already published datasets**

Key points to pay attention to

- Only edit rows highlighted in **yellow**
- Share data as close to the underlying, granular source as possible
- Please spell check and ensure your public statements are ready to be shared

Reminders
& Resources

Reminders

- **If you haven't yet**: Confirm receipt of your 2024 workbook
- **Friday, May 24:** Early submission date for priority when our team reviews
- **Thursday, June 27:** Workbooks are due

Resources

- Getting ready for your agency's Open Data Report
- Annotated Sample Workbook
- Open Data Law
- Technical Standards Manual
- Open Data Dashboard
- Data Quality Standards and Dataset Review documentation
- Open Data Coordinators Page

Getting ready for your agency's annual Open Data Report

https://opendata.cityofnewyork.us/wp-content/uploads/GettingReady_AnnualOpenDataReport.pdf

NYC OpenData

Getting ready for your agency's annual Open Data Report

Each City agency is required by law to report annually on their efforts to make their public datasets available and accessible. This report is shared with the Mayor and City Council, and made public on NYC Open Data. To make this process as easy as possible, the Open Data Team shares a workbook for each agency to complete, reviews these workbooks, and consolidates them into a single citywide report and series of associated datasets.

Here are some steps to get ready for your reporting and successfully completing this workbook:

1. **Check in with the core divisions/teams in your agency to explore any new data or systems for potential Open Data**

   As an Open Data Coordinator, you should be talking regularly with your agency's teams and divisions to better understand the data that they manage, and ensure your agency is fulfilling its legal requirement to publish public datasets. Some of the key questions to consider here include:

   - Are the core services your agency provides reflected in the data on Open Data?
   - Is the data that is used by or collected with new applications, systems, or programs shared on Open Data?
   - Are your Mayor's Management Report (MMR) indicators reproducible with or reflected on Open Data?

   An important reminder here is that while agencies are required to report on the existence of new datasets as part of this annual reporting process, these new datasets don't need to be published immediately. Datasets should be prioritized based on demand and team capacity and can be scheduled for publication into the future.

Annotated Sample Workbook

https://opendata.cityofnewyork.us/wp-content/uploads/ANNOTATED_SAMPLE_NYC_OpenDataAnnualReportWorkbook.xlsx

Table 1. Newly identified datasets to include on this year's Open Data Plan for future release

Agency	Dataset Name	Dataset Description Plain language description of the dataset.	Update Frequency How often will new data be provided?	If Update Frequency is "Other", please provide a frequency here	Planned Release Date (MM/DD/YYYY) This date should be chosen based on the amount of work required and capacity available to prepare the data for publication.
Office of Technology and Innovation (OTI)	2023-2024 311 Service Requests	NYC311 responds to thousands of inquiries, comments and requests from customers every single day. This dataset represents service requests that can be directed to specific agencies in 2023	Annually		Late 2024
Office of Technology and Innovation (OTI)	Number of Emails Sent and Received Each Day	EmailsPivotTable-final-FINAL-v3.xslx	Annually		4/30/2024

☒ **AVOID** This appears to be an update to the existing "311 Service Requests from 2010 to Present" dataset. This table is only for brand new datasets.

☒ **AVOID** A specific date is required here. It's fine to publish before the date specified, and the date can be easily be postponed with a public justification.

☒ **AVOID** The Dataset Description needs to provide more context than what's in the Dataset Name. In combination, these should give someone a general sense of the dataset being published

☑ **APPLY** Dataset release dates can extend past the current year. Releases should generally be prioritized based on the demand for the dataset and the complexity of publishing it.

NYC Open Data Law

https://opendata.cityofnewyork.us/open-data-law/

Legislation

The Open Data Law is a statutory mandate that enacts one of the most robust Open Data policies in the world. The law and its amendments form a framework for ensuring that all eligible City datasets are published by the end of 2018.

Open Data Law: Local Law 11 of 2012 mandates that all "public" data be made freely available on a single web portal by December 31, 2018. According to the law, a "public data set" is any comprehensive collection of data that is maintained on a computer system by or on behalf of a City agency.

Extending data publishing mandate: Local Law 251 of 2017 requires all public datasets, including ones that agencies identify after the 2018 deadline, to be published on the Open Data Portal. It mandates that Agency commissioners appoint an official Open Data Coordinator.

Retention and Archiving: Local Law 106 of 2015 mandates the preservation of the New York City historical record as represented by the City's official data.

Technical Standards Manual
https://on.nyc.gov/TSM

NYC OTI Office of Technology & Innovation

NYC OpenData

4. Preparing Datasets for Publication

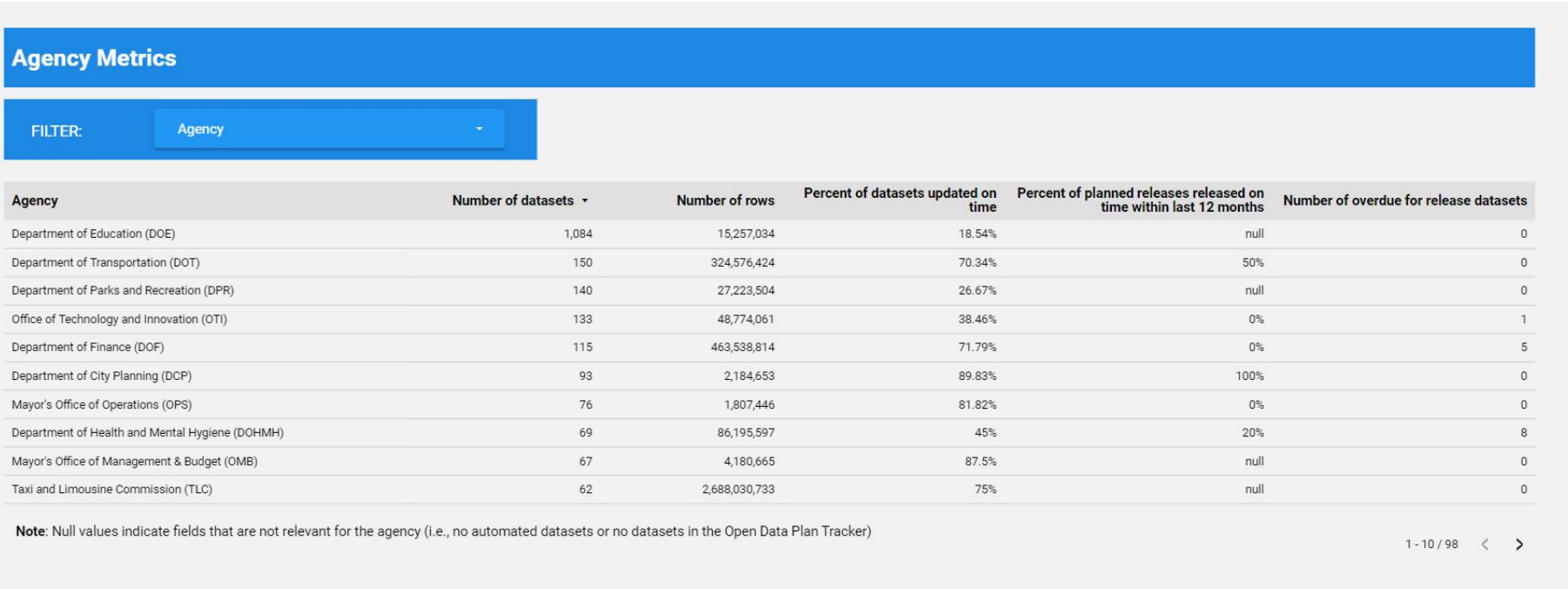
4.1 - Prioritizing Datasets

Agencies and ODCs may find they have a large number of datasets that need to be published and must work to prioritize them appropriately. For the purposes of prioritizing the public release of datasets, agencies should consider the questions below:

Does the dataset...	Additional Detail
...create equitable access to public information and resources?	NYC Open Data is inspired by the vision of "Open Data for All" – that government data should be accessible to everyone.
...foster agency/interagency efficiency?	Agencies often make use of NYC Open Data datasets to inform decisions made in the

Public Dashboard

opendata.cityofnewyork.us/dashboard/



Agency Metrics

FILTER: Agency

Agency	Number of datasets	Number of rows	Percent of datasets updated on time	Percent of planned releases released on time within last 12 months	Number of overdue for release datasets
Department of Education (DOE)	1,084	15,257,034	18.54%	null	0
Department of Transportation (DOT)	150	324,576,424	70.34%	50%	0
Department of Parks and Recreation (DPR)	140	27,223,504	26.67%	null	0
Office of Technology and Innovation (OTI)	133	48,774,061	38.46%	0%	1
Department of Finance (DOF)	115	463,538,814	71.79%	0%	5
Department of City Planning (DCP)	93	2,184,653	89.83%	100%	0
Mayor's Office of Operations (OPS)	76	1,807,446	81.82%	0%	0
Department of Health and Mental Hygiene (DOHMH)	69	86,195,597	45%	20%	8
Mayor's Office of Management & Budget (OMB)	67	4,180,665	87.5%	null	0
Taxi and Limousine Commission (TLC)	62	2,688,030,733	75%	null	0

Note: Null values indicate fields that are not relevant for the agency (i.e., no automated datasets or no datasets in the Open Data Plan Tracker)

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Publication Checklist
https://bit.ly/OpenDataQA

Data Quality Self-Assessment Checklist

Each item must be checked off for a dataset to be eligible for publication on NYC Open Data.

Technical Logistics

- ☐ Is the dataset "data" as defined by Chapter 5 of Title 23 of the NYC Administrative Code?
- ☐ Is the dataset in a machine-readable, flat, tabular format?
- ☐ Is the dataset one that cannot be consolidated with another dataset on Open Data?
- ☐ Are there no duplicate records within the dataset?
- ☐ Is the data at a consistent level of aggregation, with a single answer to "Each row is a…"?
- ☐ Is the data at the smallest level of aggregation?
- ☐ If applicable, has the dataset been geocoded with all required geospatial reference fields included?

Data Dictionary

- ☐ Is there a data dictionary that accurately reflects the information present within the dataset?
- ☐ Is the "Dataset Name" brief yet descriptive with all acronyms expanded?
- ☐ Is there a thoroughly completed "Dataset Information" tab in the data dictionary?

Open Data Coordinators Page

https://opendata.cityofnewyork.us/open-data-coordinators/

Resources and Guidelines

GENERAL REFERENCES

Technical Standards Manual (PDF): The Technical Standards Manual (TSM) defines the citywide open data policies and standards. *Last updated May 2023.*

Open Data Automation Guidelines.pdf: Guidelines on whether datasets can feasibly be automated. *Last updated April 2018.*

Open Data Plan Dashboard: This tool shows an overview of NYC Open Data at the City, Agency, and dataset level – including datasets that are due to be published or updated. Continuously updated.

Open Data Plan Tracker: Itemized dataset publishing schedule. Continuously updated.

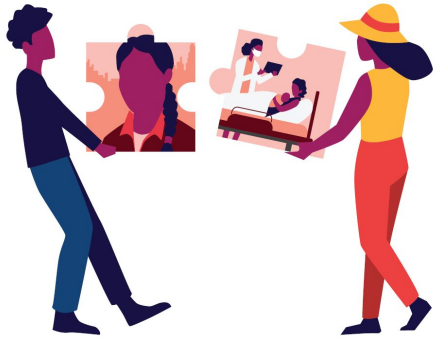
Open Data Asset Inventory: Itemized dataset with all of NYC Open Data's inventory of current data assets on www.nyc.gov/opendata. Continuously updated.

Q&A

Contact Us

If you have any questions or concerns, please email the team at opendatateam@oti.nyc.gov

For topics that require a larger conversation, you can always book an appointment with us.



Thank you for joining!

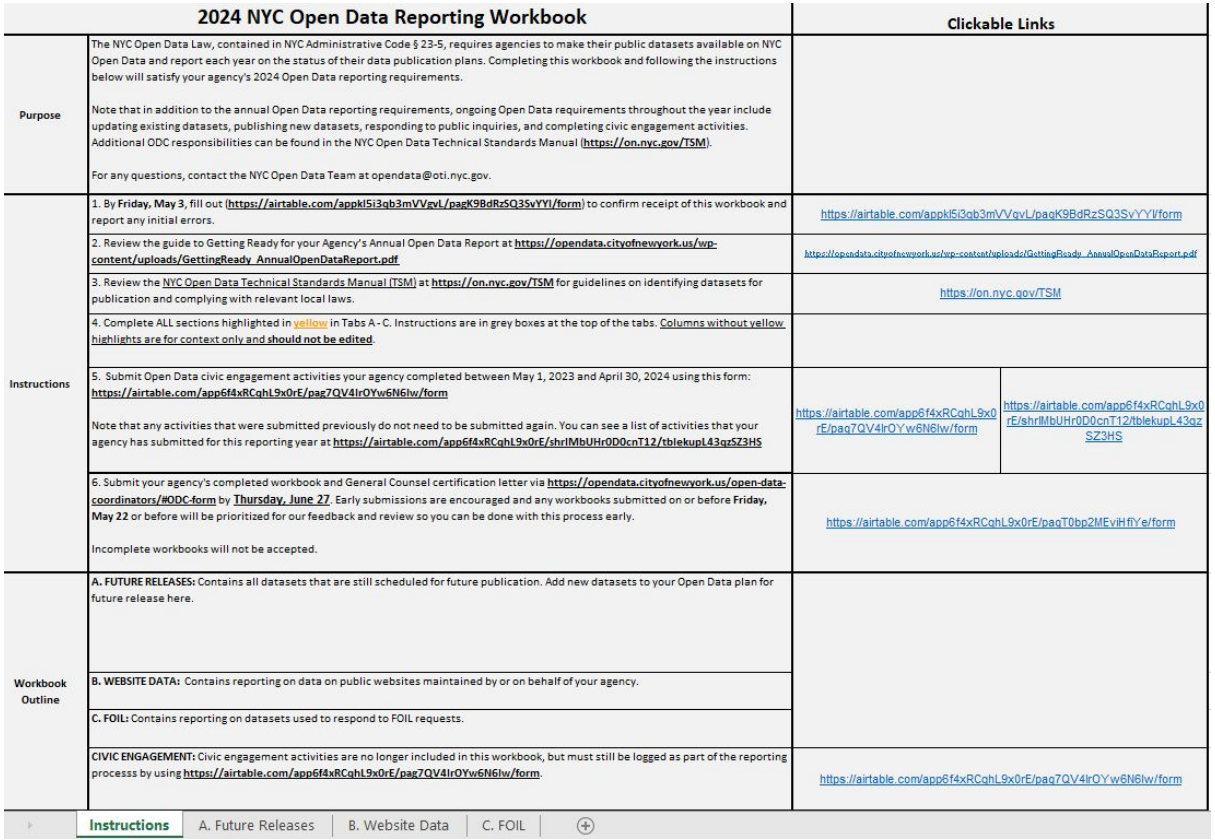
Contact our team: **opendatateam@oti.nyc.gov**

Appendix

Compliance Workbook

Purpose: Ensure your agency's compliance with NYC's Open Data Law (NYC Admin. Code Title 23, Chapter 5)

- The Compliance Workbook is made up of 3 tabs:
  - Instructions
  - Tab A – Future Releases
  - Tab B – Website Data
  - Tab C – FOIL
- You'll work closely with Data Owners, FOIL Officers, and Communications staff to input information into your agency's Compliance Workbook



2024 NYC Open Data Reporting Workbook		Clickable Links	
Purpose	The NYC Open Data Law, contained in NYC Administrative Code § 23-5, requires agencies to make their public datasets available on NYC Open Data and report each year on the status of their data publication plans. Completing this workbook and following the instructions below will satisfy your agency's 2024 Open Data reporting requirements. Note that in addition to the annual Open Data reporting requirements, ongoing Open Data requirements throughout the year include updating existing datasets, publishing new datasets, responding to public inquiries, and completing civic engagement activities. Additional ODC responsibilities can be found in the NYC Open Data Technical Standards Manual (**https://on.nyc.gov/TSM**). For any questions, contact the NYC Open Data Team at opendata@oti.nyc.gov.		
Instructions	1. By **Friday, May 3**, fill out (**https://airtable.com/appkI5i3qb3mVVgvL/pagK9BdRzSQ3SvYYl/form**) to confirm receipt of this workbook and report any initial errors.	https://airtable.com/appkI5i3qb3mVVgvL/pagK9BdRzSQ3SvYYl/form	
	2. Review the guide to Getting Ready for your Agency's Annual Open Data Report at **https://opendata.cityofnewyork.us/wp-content/uploads/GettingReady_AnnualOpenDataReport.pdf**	https://opendata.cityofnewyork.us/wp-content/uploads/GettingReady_AnnualOpenDataReport.pdf	
	3. Review the NYC Open Data Technical Standards Manual (TSM) at **https://on.nyc.gov/TSM** for guidelines on identifying datasets for publication and complying with relevant local laws.	https://on.nyc.gov/TSM	
	4. Complete ALL sections highlighted in yellow in Tabs A - C. Instructions are in grey boxes at the top of the tabs. Columns without yellow highlights are for context only and **should not be edited**.		
	5. Submit Open Data civic engagement activities your agency completed between May 1, 2023 and April 30, 2024 using this form: **https://airtable.com/app6f4xRCqhL9x0rE/pag7QV4IrOYw6N6Iw/form** Note that any activities that were submitted previously do not need to be submitted again. You can see a list of activities that your agency has submitted for this reporting year at **https://airtable.com/app6f4xRCqhL9x0rE/shrIMbUHr0D0cnT12/tblekupL43qzSZ3HS**	https://airtable.com/app6f4xRCqhL9x0rE/pag7QV4IrOYw6N6Iw/form	https://airtable.com/app6f4xRCqhL9x0rE/shrIMbUHr0D0cnT12/tblekupL43qzSZ3HS
	6. Submit your agency's completed workbook and General Counsel certification letter via **https://opendata.cityofnewyork.us/open-data-coordinators/#ODC-form** by **Thursday, June 27**. Early submissions are encouraged and any workbooks submitted on or before **Friday, May 22** or before will be prioritized for our feedback and review so you can be done with this process early. Incomplete workbooks will not be accepted.	https://airtable.com/app6f4xRCqhL9x0rE/pagT0bp2MEviHfiYe/form	
Workbook Outline	**A. FUTURE RELEASES:** Contains all datasets that are still scheduled for future publication. Add new datasets to your Open Data plan for future release here.		
	B. WEBSITE DATA: Contains reporting on data on public websites maintained by or on behalf of your agency.		
	C. FOIL: Contains reporting on datasets used to respond to FOIL requests.		
	CIVIC ENGAGEMENT: Civic engagement activities are no longer included in this workbook, but must still be logged as part of the reporting processs by using **https://airtable.com/app6f4xRCqhL9x0rE/pag7QV4IrOYw6N6Iw/form**.	https://airtable.com/app6f4xRCqhL9x0rE/pag7QV4IrOYw6N6Iw/form	

Instructions | A. Future Releases | B. Website Data | C. FOIL

NYC OpenData

Tab A – Future Releases (Table 1)

Purpose: Identify new data assets to publish

- Fill in information about newly-identified datasets
- You do not need to include updates for existing datasets. The ODT will publish updates to existing datasets as part of our regular process.

Table 1. Newly identified datasets to include on this year's Open Data Plan for future release

Agency	Dataset Name	Dataset Description Plain language description of the dataset.	Update Frequency How often will new data be provided?	If Update Frequency is "Other", please provide a frequency here	Planned Release Date (MM/DD/YYYY) This date should be chosen based on the amount of work required and capacity available to prepare the data for publication.	Can this dataset feasibly be automated? See on.nyc.gov/TSM for guidance. You should work with your agency's IT team to determine if the update of this dataset can be feasibly automated.
Office of Technology and Innovation (OTI)	Cable Franchisee Pedestal Requests	A list of requests filed with DoITT for permission to install a cable pedestal in the public right of way.	Monthly		10/31/2024	No

Detail from "Tab A. Future Releases, Table 1"

NYC OpenData

Tips for Completing Tab A – Future Releases (Table 1)

- **Dataset release dates should be set for the end of the month** to make publishing as efficient as possible.

- The Open Data team updates the asset inventory to reflect new datasets and dataset updates each September. With that, **new datasets should not be scheduled for September release**.

- If your agency is mandated to release data on a specific date or month, let us know and we'll work with you to accommodate.

NYC OpenData

Tab A – Future Releases (Table 2)

Purpose: Identify changes to the current publication schedule

- Use the “Agency” filter to view every unreleased dataset that your agency has previously scheduled for publication. If you DO NOT see your Agency’s name, you can skip this table.

Table 2. Datasets already listed on the Open Data Plan for future release (filter by your agency)

Agency	Dataset Name	Dataset Description Plain language description of the dataset.	Update Frequency How often will new data be provided?	2023 Open Data Plan release date	Current Explanation for Delayed Release	Current Release Date
Office of Technology and Innovation (OTI)	Cable Franchisee Pedestal Requests	A list of requests filed with DoITT for permission to install a cable pedestal in the public right of way.	Annually	12/31/2023	NOTE: Department of Information Technology and Telecommunications (DoITT) was incorporated into Office of Technology and Innovation (OTI) Review is ongoing.	12/31/2023
Office of Technology and Innovation (OTI)	Public Pay Telephone Information System	A database of public pay telephone installations, permits, inspections, etc.	Monthly	6/30/2024	NOTE: Department of Information Technology and Telecommunications (DoITT) was incorporated into Office of Technology and Innovation (OTI) Review is ongoing.	6/30/2024

Detail from “Tab A. Future Releases, Table 2”

NYC OpenData

Tab A – Future Releases (Table 2)

Purpose: Identify changes to the current publication schedule

- Review the Release Status, Release Date, and the Official Statement from your agency explaining the delayed release/removal of any datasets

Date	**Publication Status** Review and confirm the "Current Release Date" listed in Column G. Options include: *Already Published, On Track for Current Release Date, Release Delayed, Removing from Plan*	**Delayed Release Date (MM/DD/YYYY)** If you selected "Release Delayed" in the "Publication Status" column, provide the updated release date here.	**Public Statement from your agency explaining a delayed release or plan removal** If you selected "Release Delayed" **OR** "Removing from Plan" in the "Publication Status" column, you are required to provide a public facing statement explaining why. This statement will be made public, so please review with relevant agency personnel.	**Additional Details (optional)** Please feel free to write notes here with extra details for the Open Data Team and your records. These notes *will not* be made public.

Already Published
On Track for Current Release Date
Release Delayed
Removing from Plan

Detail from "Tab A. Future Releases, Table 2"

NYC OpenData

Tab A – Future Releases (Table 2)

Purpose: Identify changes to the current publication schedule

- Review the Release Status, Release Date, and the Official Statement from your agency explaining the delayed release/removal of any datasets

Current Release Date	**Publication Status** Review and confirm the "Current Release Date" listed in Column G. Options include: *Already Published, On Track for Current Release Date, Release Delayed, Removing from Plan*	**Delayed Release Date (MM/DD/YYYY)** If you selected "Release Delayed" in the "Publication Status" column, provide the updated release date here.	**Public Statement from your agency explaining a delayed release or plan removal** If you selected "Release Delayed" **OR** "Removing from Plan" in the "Publication Status" column, you are required to provide a public facing statement explaining why. This statement will be made public, so please review with relevant agency personnel.	**Additional Details (optional)** Please feel free to write notes here with extra details for the Open Data Team and your records. These notes *will not* be made public.
1/31/2023	Already Published			https://data.cityofnewyork.us/d/7ffd-6gs9
11/30/2024	On Track for Current Release Date			
12/31/2023	Release Delayed	10/31/2024	This dataset is being evaluated for accuracy	
12/31/2024	Removing from Plan		This data was a one time survey conducted by the agency….	

Detail from "Tab A. Future Releases, Table 2"

NYC OpenData

Tips for Completing Tab A – Future Releases (Table 2)

- **If you are removing or changing the release date for a dataset, you are legally required to provide an official statement** explaining that change. As this public explanation will both be shared on NYC Open Data and in our 2024 report, **make sure you review the statement with relevant staff in your agency**.

NYC OpenData

Tab B – Website Data (Table 1)

Purpose: Verify that any dataset available on public websites maintained by or on behalf of your agency also resides on NYC Open Data and identify new data assets to publish

- This table should contain only newly identified datasets on public websites. Website data from last year's report will be pre-populated in Tab B – Website Data (Table 2).

Agency	**Dataset Name** If a single map/report/dashboard is pulling from multiple sources/systems/databases, list each separately.	**Dataset Description** Plain language description of the dataset.	**URL on your Agency's Website** Location for this dataset on your agency's website.	**Update Frequency on your Agency's Website** How often is this data updated on your agency's website? Keep in mind that Admin.	**Automatically Updated?** Does this data receive automated updates on your agency's website?	**Already on NYC Open Data?** Has this data already been published on NYC Open Data?	**NYC Open Data URL** If you answered "Yes" in the "Already on NYC Open Data?" column, provide the Open Data URL here.	**Scheduled for Publication?** If you answered "No" in the "Already on NYC Open Data?" column, indicate whether the dataset is scheduled for publication. Any dataset scheduled for publication must be listed in or added to Tab A "Future Releases"	**Public Statement** from your agency explaining why this data is not being published If this dataset is not already published AND not scheduled for publication (you answered "No" in the "Scheduled for Publication?" column), you are required to provide a **public-facing** statement
Department of City Planning (DCP)	2010 Census Blocks (Clipped to Shoreline)	Census Blocks from the 2010 US Census for New York City clipped to the shoreline.	https://www1.nyc.gov/assets/planning/download/zip/data-maps/open-data/nycb2010_22a.zip	**Quarterly**	No	Yes	https://data.cityofnewyork.us/d/v2h8-6mxf	N/A	
Department of City Planning (DCP)	2020 Census Data-census blocks	Basic demographic and housing characteristics for NYC's census blocks from the 2020 US decennial census,	https://s-media.nyc.gov/agencies/dcp/assets/files/excel/data-tools/census/census2020/nyc-decennialcensusdata_2010_2020_census-blocks.xlsx	**Historical data**	No	No		No	US Census data, NYC City Planning does not own this data
Department of City Planning (DCP)	2020 Public Use Microdata Areas (PUMAs)	The 2020 NYC Public Use Microdata Areas (PUMAs) are statistical geographic areas defined for the dissemination…	https://s-media.nyc.gov/agencies/dcp/assets/files/zip/data-tools/bytes/nypuma2020_23b.zip	**Quarterly**	No	No		Yes	

Detail from "Tab B. Website Data, Table 1"

NYC OpenData

Tab B – Website Data (Table 2)

Purpose: Identify changes to list of website datasets reported by your agency

- Use the “Agency” filter to view agency website datasets and review for accuracy
- Provide the new Open Data URLs for website data that has been published
- Indicate if any other changes to took place since the last report (new website URL, update frequency change, etc…)
-

Table 2. List of previously reported datasets on public websites that are maintained by or on behalf of your agency

Agency	Dataset Name If a single map/report/dashboard is pulling from multiple sources/systems/databases, list each separately.	Dataset Description Plain language description of the dataset.	URL on your Agency's Website Location for this dataset on your agency's website.	Update Frequency on your Agency's Website How often is this data updated on your agency's website?	Automatically Updated? Does this data receive automated updates on your agency's website?	Already on NYC Open Data? Has this data already been published on NYC Open Data?	NYC Open Data URL If you answered "Yes" in the "Already on NYC Open Data?" column, provide the Open Data URL here.	Scheduled for Publication? If you answered "No" in the "Already on NYC Open Data?" column, indicate whether the dataset is scheduled for publication. Any dataset scheduled for publication must be listed in or added to Tab A "Future Releases"	Public Statement from your agency explaining why this data is not being published If this dataset is not already published AND not scheduled for publication (you answered "No" in the "Scheduled for Publication?" column), you are required to provide a **public-facing** statement explaining why this data is not being published to NYC Open Data. This
Office of Technology and Innovation (OTI)	Agency Compliance Reporting of Algorithmic Tools	As a result of the 2022 agency compliance reporting process, the following algorithmic tools were identified for public reporting…	https://www.nyc.gov/assets/oti/downloads/pdf/reports/2022-algorithmic-%20tools-reporting.pdf	Annually	No	No		Yes	
Office of Technology and Innovation (OTI)	NYCityMap	OTI's GIS & Mapping unit hosts and maintains a centralized and highly accurate basemap, or planimetric basemap.	http://maps.nyc.gov/doitt/nycitymap/	As needed	Yes	No		No	Because NYCityMap contains dozens of individual data sets provided to DoITT by other City, State…
Office of Technology and		2016 listing of rent stabilized	https://github.com/MODA-						This data was used for a past project, and shared to make our analysis transparent

Detail from “Tab B. Website Data, Table 2”

NYC OpenData

Tips for Completing Tab B – Website Data (Table 1)

- Every new public dataset that you identify through reviewing your agency's website **must either**:

    1. **Also be added as a future release in Tab A** – Future Releases (Table 1)

    OR

    2. **Have a public explanation** in this table for why it cannot be released.

NYC OpenData

Tab C – FOIL (Table 1)

Purpose: Share datasets used to respond to Freedom of Information Law (FOIL) requests that should be published as datasets on NYC Open Data

In Tab C, Table 1, you and your FOIL officer will report the following:

- A count of FOIL responses that include data assets that have not yet been published on NYC Open Data, and
- A count of FOIL responses that included the release of a public dataset already published

Total number of FOIL responses that included the release of any data (public dataset or not)	
Number of FOIL responses* that included the sharing of a public dataset ***neither published nor scheduled for release*** on NYC Open Data	
Number of FOIL responses* that included the sharing of a public dataset ***already published or scheduled for release*** on NYC Open Data	
Number of FOIL responses that resulted in data being ***posted voluntarily*** on NYC Open Data.	

Detail from "Tab C. FOIL, Table 1"

NYC OpenData

Tips for Completing Tab C – FOIL (Table 1)

- **Every field in this table needs to be completed with a number**. If your agency did not receive FOIL requests in a certain category, affirmatively indicate that by entering 0.
- **If your agency shared any datasets through FOIL**, whether those datasets were on NYC Open Data or not, **those datasets need to be itemized in Table 2** of this tab.

Total number of FOIL responses that included the release of any data (public dataset or not)	
Number of FOIL responses* that included the sharing of a public dataset ***neither published nor scheduled for release*** on NYC Open Data	
Number of FOIL responses* that included the sharing of a public dataset ***already published or scheduled for release*** on NYC Open Data	
Number of FOIL responses that resulted in data being ***posted voluntarily*** on NYC Open Data.	

Detail from "Tab C. FOIL, Table 1"

NYC OpenData

Tab C – FOIL (Table 2)

Purpose: Provide details about the specific data assets that were shared via FOIL and identify new data assets to publish

- Fill in information on data assets that were shared via FOIL
- This information can help identify frequently requested data that, once published, could potentially reduce the number of FOIL requests for this data

Table 2. Please list the following information for the datasets reported in cells B8 & B9

Dataset Name The title of dataset used to respond to FOIL requests containing data.	**Dataset Description** Plain language description of the dataset.	**Number of FOIL requests** Number of responses to FOIL requests that used data from this dataset. The totals of this column should sum to the total reported in B8 and B9.	**Is the dataset on Open Data?** Options include: *Already on Open Data, Scheduled for Future Publication, or Not on Open Data Plan.*	**NYC Open Data URL** If you answered *Already on Open Data* in "Is the dataset on Open Data?" column, provide the Open Data URL here...	**Public Statement from your agency explaining why this data is not being published** If this dataset is not already published AND not scheduled for publication...

Already on Open Data
Scheduled for Future Publication
Not on Open Data Plan

Detail from "Tab C. FOIL, Table 2

NYC OpenData

Tab C – FOIL (Table 2)

Purpose: Provide details about the specific data assets that were shared via FOIL and identify new data assets to publish

- Fill in information on data assets that were shared via FOIL
- This information can help identify frequently requested data that, once published, could potentially reduce the number of FOIL requests for this data

Dataset Name The title of dataset used to respond to FOIL requests containing data.	**Dataset Description** Plain language description of the dataset.	**Number of FOIL requests** Number of responses to FOIL requests that used data from this dataset. The totals of this column should sum to the total reported in B8 and B9.	**Is the dataset on Open Data?** Options include: *Already on Open Data, Scheduled for Future Publication, or Not on Open Data Plan.*	**NYC Open Data URL** If you answered *Already on Open Data* in "Is the dataset on Open Data?" column, provide the Open Data URL here…	**Public Statement from your agency explaining why this data is not being published** If this dataset is not already published AND not scheduled for publication…
311 Service Requests	All 311 Service Requests from 2010 to present.	202	Already on Open Data	https://data.cityofnewyork.us/d/erm2-nwe9	
Cable Franchisee Pedestal Requests	A list of requests filed with OTI for permission to install a cable pedestal.	1	Scheduled for Future Publication		
Rent Stabilization	2016 listing of rent stabilized buildings, by borough	1	Not on Open Data Plan		This data was used for a past project, and shared to make our analysis transparent and reproducible…

Detail from "Tab C. FOIL, Table 2

NYC OpenData

Tips for Completing Tab C – FOIL (Table 2)

- Every new public dataset that you identify through reviewing your agency's FOIL requests **must either**:

    1. **Also be added as a future release in Tab A** – Future Releases (Table 1)

    OR

    2. **Have a public explanation** in this table for why it cannot be released.

NYC OpenData

Civic Engagement

Purpose: Report on civic engagement activities completed between May 1, 2023 and April 30, 2024

- Provide information about the civic engagement activities your agency completed during the reporting period. Each activity should educate people about and promote the use of your agency's public datasets.

- If your agency does not have any datasets published on NYC Open Data, you are not required to complete any civic engagement activities, though you can always help to amplify the efforts of other agencies or NYC Open Data more broadly

NYC OpenData

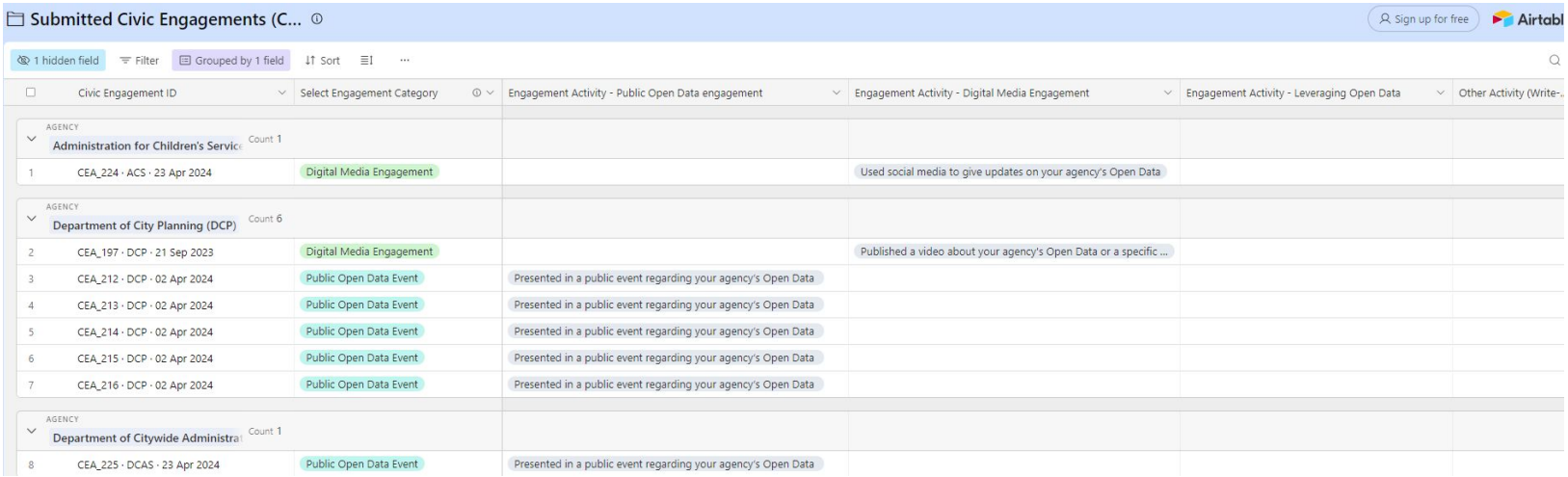
Civic Engagement

- **These are some of the types of engagements you can have around Open Data:**
  - Host an Open Data Week event
  - Regularly engage people online (social media, newsletters, website, etc.)
  - Convene a focus group or feedback workshop
  - Contribute a story to the Open Data Report

NYC OpenData

Civic Engagement Reporting

- Submitted Civic Engagement activities are available for your review at this URL: https://airtable.com/app6f4xRCqhL9x0rE/shrIMbUHr0D0cnT12/tblekupL43qzSZ3HS

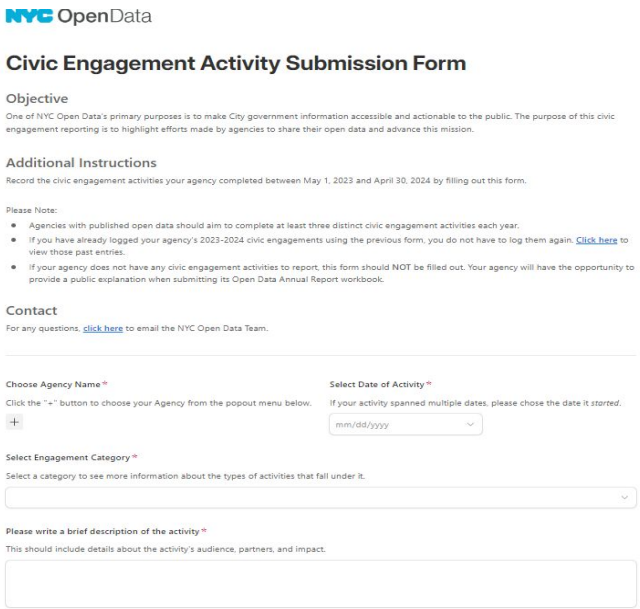


	Civic Engagement ID	Select Engagement Category	Engagement Activity - Public Open Data engagement	Engagement Activity - Digital Media Engagement	Engagement Activity - Leveraging Open Data	Other Activity (Write-...
AGENCY	Administration for Children's Servic	Count 1				
1	CEA_224 · ACS · 23 Apr 2024	Digital Media Engagement		Used social media to give updates on your agency's Open Data		
AGENCY	Department of City Planning (DCP)	Count 6				
2	CEA_197 · DCP · 21 Sep 2023	Digital Media Engagement		Published a video about your agency's Open Data or a specific ...		
3	CEA_212 · DCP · 02 Apr 2024	Public Open Data Event	Presented in a public event regarding your agency's Open Data			
4	CEA_213 · DCP · 02 Apr 2024	Public Open Data Event	Presented in a public event regarding your agency's Open Data			
5	CEA_214 · DCP · 02 Apr 2024	Public Open Data Event	Presented in a public event regarding your agency's Open Data			
6	CEA_215 · DCP · 02 Apr 2024	Public Open Data Event	Presented in a public event regarding your agency's Open Data			
7	CEA_216 · DCP · 02 Apr 2024	Public Open Data Event	Presented in a public event regarding your agency's Open Data			
AGENCY	Department of Citywide Administra	Count 1				
8	CEA_225 · DCAS · 23 Apr 2024	Public Open Data Event	Presented in a public event regarding your agency's Open Data			

NYC OpenData

Civic Engagement Reporting

- Civic Engagement activities are no longer reported via workbooks. Please use this form to submit your activities: https://airtable.com/app6f4xRCqhL9x0rE/pag7QV4lrOYw6N6lw/form



NYC OpenData

Civic Engagement Activity Submission Form

Objective

One of NYC Open Data's primary purposes is to make City government information accessible and actionable to the public. The purpose of this civic engagement reporting is to highlight efforts made by agencies to share their open data and advance this mission.

Additional Instructions

Record the civic engagement activities your agency completed between May 1, 2023 and April 30, 2024 by filling out this form.

Please Note:

- Agencies with published open data should aim to complete at least three distinct civic engagement activities each year.
- If you have already logged your agency's 2023-2024 civic engagements using the previous form, you do not have to log them again. Click here to view those past entries.
- If your agency does not have any civic engagement activities to report, this form should NOT be filled out. Your agency will have the opportunity to provide a public explanation when submitting its Open Data Annual Report workbook.

Contact

For any questions, click here to email the NYC Open Data Team.

Choose Agency Name *

Click the "+" button to choose your Agency from the popout menu below.

Select Date of Activity *

If your activity spanned multiple dates, please chose the date it *started*.

mm/dd/yyyy

Select Engagement Category *

Select a category to see more information about the types of activities that fall under it.

Please write a brief description of the activity *

This should include details about the activity's audience, partners, and impact.

NYC OpenData

Compliance Workbook Sign Off

Your Compliance Workbook should receive the appropriate level of review and sign-off from internal stakeholders. Below are examples of people to consult:

Technical Staff and Data Owners

- **The feasible automation of datasets:** Seek guidance on whether the data can be automated.
- **Compliance schedule:** Inquire about the level of effort required to extract data from its source system and seek input on a realistic data release timeline.

Communications Staff

- **Overall Workbook:** Seek sign off from your agency's communications staff on the compliance workbook and ensure the language and messaging is consistent with your agency's standards.

Compliance Workbook Sign Off

Legal Staff

- **Workbook Tab A:** Confirm that datasets identified for future release meet the definition of public datasets. This section should be filled out in collaboration with your FOIL officer, legal counsel, or their designee.
- **Overall Workbook:** Your General Counsel or their designee must review the entire Compliance Workbook and formally sign off on its accuracy and completeness by signing the General Counsel certification

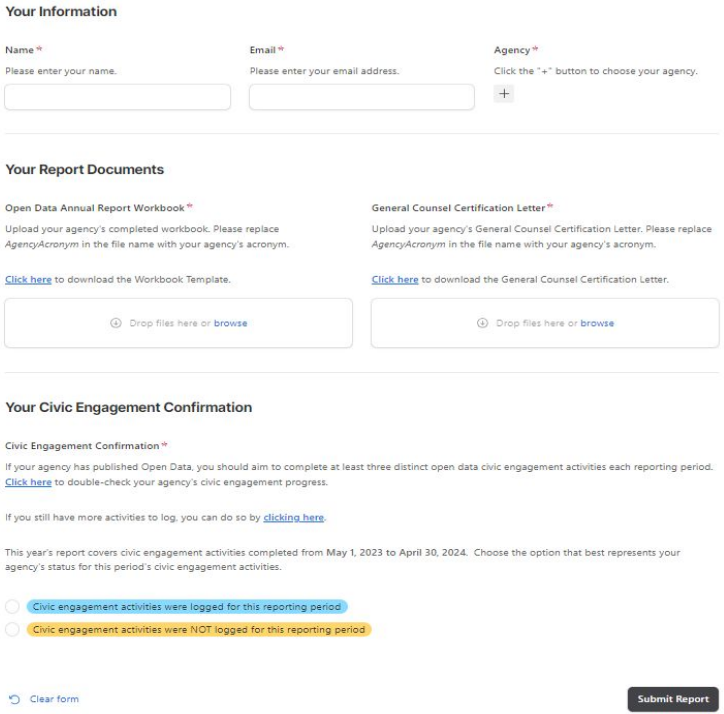
Open Data Coordinator (You!)

- Ensure all Workbook sections highlighted in yellow in every tab are completely filled in
- Review every tab to ensure there are no changes to the structure of the Workbook

NYC OpenData

Compliance Workbook Submission

Form URL: https://airtable.com/app6f4xRCqhL9x0rE/pagT0bp2MEviHfiYe/form



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