Planned Updates to the Technical Standards Manual (TSM)

NYC Open Data's [Technical Standards Manual (TSM)](#) sets standards, processes, and guidelines that City agencies use when making their data publicly available. The table below contains a list of planned updates to the TSM. Feel free to review and provide feedback to the Open Data Team using our help desk at [nyc.gov/askopendata](#) and selecting the "ask a general question about NYC Open Data" option.

The latest version Technical Standards Manual is always available at [on.nyc.gov/TSM](#).

Section No. and Name	Description	Planned Updates
Document-wide Changes	Refers to changes that apply to the entire document	• Using more tables and bulleted lists to make it easier to quickly consult the TSM • Removing jargon as much as possible and using plain language where appropriate • Ensuring that reference links to other documents are included wherever possible, including guidance for dataset review, publishing, and annual compliance reporting
2.4 Open Data Coordinators (ODCs)	Describes the role of ODCs in ensuring compliance with open data policies	• Adding more context on the relationship and overlapping requirements between sharing data through FOIL and on Open Data, and best practices to ensure that these processes are aligned
3. Identifying datasets	Provides guidance and details the criteria for identifying datasets to be included on the Open Data Portal	• Adding more on the importance of an agency's mission for determining what data needs to be published • Adding guidance on identifying the comprehensive datasets behind one-off reports and the factors to consider when evaluating data from a report • Adding more context on the relationship and overlapping requirements between sharing data through FOIL and on Open Data, and best practices to ensure that these processes are aligned
3.1 What is a Dataset?	Defines what the Open Data law says constitutes a dataset	• Clarifying the distinction between public data and non-public data with hypothetical examples illustrating the criteria that define public data
3.2 Annual Compliance Process	Outlines the yearly process for ensuring compliance with open data policies	• Adding a compliance process checklist to break down the reporting steps • Adding links to supplementary materials including a sample completed workbook, a guide to getting ready for the annual report, and additional guidance on FOIL and website data reporting
4.2 Components of Released Data	Explains the necessary data formats of a dataset release through the Open Data Program	• Supplementing the data quality standards and review process document with a more detailed checklist of common data quality issues and a sample data dictionary illustrating the differences between high and low-quality documentation

Planned Updates to the Technical Standards Manual (TSM)

Section No. and Name	Description	Planned Updates

4.3 Geocoding	Guidelines for adding geographical data to datasets	• Adding visuals to better illustrate the geocoding data enrichment process and techniques for how agencies can supplement datasets containing addresses with additional administrative boundaries
		• Broadening guidance on best practices for publishing with geospatial data, including:
		   o Pulling from existing geospatial databases
		   o Reconciling documentation between geospatial sources and Open Data
		   o Providing examples of high and low-quality geospatial data documentation
		   o Publishing multi-layer maps

4.4 Metadata	Importance and guidelines for including metadata in datasets	• Adding additional guidance on what makes automation of a dataset feasible and how to assess data for automation potential and prioritization • Adding a sample data dictionary illustrating the differences between high and low-quality documentation • Adding standards for selecting dataset tags so that they better guide users to the proper dataset and do not duplicate other metadata • Adding more guidance on publishing databases and creating entity relationship diagrams (ERD)
4.5 Privacy	Outlines privacy considerations for datasets	• Adding examples of and links to different anonymization techniques that allow datasets to be shared while minimizing privacy risks • Adding more guidance on how to think about data privacy when releasing a public dataset and how this guidance relates to releasing data under FOIL
4.6 Dataset Publishing	Details the process of making datasets publicly available	• Expanding publication process guidance to include a step-by-step list for submitting a new dataset • Supplementing the data quality standards and review process document with a more detailed checklist of common data quality issues and a sample data dictionary illustrating the differences between high and low-quality documentation • Linking to agency self-publishing guidelines
5.1 Consolidation	Steps for consolidating datasets when necessary	• Adding steps for agencies to reassess the datasets they have already published for potential consolidation
5.2 Timely Updates	Requirements for keeping datasets up to date	• Adding a link to the Open Data Dashboard and instructions on how this can be used to track dataset updates
5.5 Dataset Retention and Archiving	Outlines the policies for retaining and archiving datasets	• Summarizing the methods and process for dataset archival in a table
6.1 Open Data Help Desk	Provides information on the help desk for open data inquiries	• Adding more context on the legally mandated Open Data dataset request process and the obligation for agencies to share public datasets even in the absence of FOIL or other requests • Adding an explanation of the current help desk options (public request, data questions/errors, and general inquiries) • Clarifying response timelines and best practices for each type of inquiry • Adding more guidance on acknowledging inquiries prior to having a complete response