



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Open Data Implementation Plan	Number 12-14
Originating Department Offices of the County Executive	Effective Date September 18, 2014

Montgomery County Regulation on

OPEN DATA IMPLEMENTATION PLAN

OFFICES OF THE COUNTY EXECUTIVE

Issued by: County Executive
Regulation No. 12-14
COMCOR No. 2.152.01.01-2.152.01.09

Authority: Montgomery County Code Section 2-158 (2004)

Supersedes: Executive Regulation N/A

Council Review: Method (2) under Code Section 2A-15

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Effective Date: September 18, 2014

Comment Deadline: August 31, 2014

Summary: Implements the Montgomery County Open Data Act by specifying content and activities for Open Data Implementation Plan.

Staff contact: Victoria Lewis, 240-777-2900

Address: 101 Monroe Street, 13th Floor, Rockville, Maryland 20850

Background: Montgomery County Code § 2-158 requires the Chief Administrative Officer to publish an Open Data Implementation Plan, implementing the Open Data Act, via regulation.



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COMCOR 2.152.01.01 Authority

This Executive Regulation is authorized by Montgomery County Code, Section 2-158, and “Open Data Implementation Plan.”

COMCOR 2.152.01.02 Open Data Governance

- A. Open Data program governance will be comprised by an Open Data Steering Committee (“the Steering Committee”) and an Open Data Workgroup (“the Workgroup”).
- B. The Workgroup is responsible for managing operational and tactical issues and will include representation from the Department of Technology Services, Office of the County Attorney, CountyStat Office, and the Office of Public Information. The Steering Committee may request additional representation, as needed. The Workgroup will meet at least quarterly.
- C. The Steering Committee establishes and manages the overall policy objectives of the Open Data program and will be chaired by an Assistant Chief Administrative Officer, and include representation from the Department of Technology Services, Office of the County Attorney, CountyStat Office, and the Office of Public Information. The Steering Committee will meet at least semi-annually.

COMCOR 2.152.01.03 Publication and Maintenance of Open Data Operations Manual

- A. The Director of the Department of Technology Services (“the Director”) will publish and maintain the Open Data Operations Manual (“the Operations Manual”). The Operations Manual will be published on the Open Data web portal. Link: <http://www.montgomerycountymd.gov/open/>
- B. The Operations Manual will contain detailed information for the following:
 - a. Governance and Staffing
 - b. Dataset Inventory Processes
 - c. Publishing Priority for Datasets
 - d. Datasets Changes and Removal
 - e. Web portal availability and bandwidth
 - f. Dataset inventory and publishing schedule
 - g. Initiatives
 - h. Public Information Act Request publishing



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COMCOR 2.152.01.04 Public Dataset Inventory and Prioritization for Publication

- A. The Director, in coordination with all departments, will systematically identify and inventory public datasets that should be published under the Open Data Act.
- B. The list of public datasets will be described and maintained in the Operations Manual.
- C. The datasets will be assigned a level of priority for publication according to a quantitative prioritization process that includes the following internal and external characteristics:
 - 1. publication of the data can be used to increase agency accountability and responsiveness;
 - 2. publication of the data improves public knowledge of the agency and its operations;
 - 3. publication of the data furthers the mission of the agency;
 - 4. publication of the data creates economic opportunity; and
 - 5. publication of the data responds to a need or demand identified by public consultation;

The datasets will be grouped into subcategories which describe the order in which they will be published, based on their quantitative rating.

- D. A dataset publication timeline will be published in the Operations Manual, based upon budgeted resources.
- E. Every department must publish at least 1 public dataset by December 31, 2018.

COMCOR 2.152.01.05 Policy for Dataset Updates, Changes or Removal

- A. Once a public dataset has been published, the dataset must be updated at least once per year. Many datasets will be updated on a more frequent basis, depending on the nature of the data. The data update frequency for each published dataset will be listed in the Operations Manual.
- B. For any changes to a published dataset (i.e., adding or deleting data elements, frequency of updates, etc.) or removal of a published dataset, the Department Head of the owning department must complete a change order process authorizing the requested changes or removal, pursuant to the process proscribed by the Steering Committee.
- C. The Director will publish and maintain the detailed Policy and processes for Dataset Changes or Removal in the Operations Manual.



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COMCOR 2.152.01.06 Open Data Project Staffing

A. The Director will establish an Open Data Project Team that will oversee the execution of the Open Data program, including the publishing of datasets and operating the Open Data web portal. Additionally, each County department will establish an Open Data Point of Contact who represents their department in the process of identifying, documenting and coordinates the publishing data from their department.

COMCOR 2.152.01.07 Open Data Portal Availability and Bandwidth

- A. The Director will create and maintain the Open Data web portal with the same or higher availability and bandwidth as the County’s main web portal. The Director will apply standard monitoring practices for the Open Data web portal to ensure availability and bandwidth are maintained.
- B. The Director will publish and maintain the Open Data web portal hosting information in the Operations Manual.

COMCOR 2.152.01.08 Maryland Public Information Act (“MPIA”) Data

- A. The Director will develop and maintain a tool to facilitate publishing MPIA requests by County Departments on the Open Data web portal.
- B. Along the MPIA request response, the following data elements will be published on the Open Data web portal:
1. Requestor Name
 2. Requestor Organization
 3. Request Description
 4. Request Intake type
 5. Lead and Owning Department(s)
 6. Date Response posted
- C. The Director will publish and maintain policy and process details for MPIA Response Publishing in the Operations Manual.



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COMCOR 2.152.01.09 Annual Open Data Operations Manual Updates

- A. On July 15, 2015, and every July 15 thereafter, the Director will publish an update to the Open Data Operations Manual on the Open Data web portal.
- B. The annual update to the Open Data Operations Manual will contain:
 - 1. All changes to the public dataset inventory list and prioritization of datasets since the last publication of the Open Data Operations Manual, as approved by the Steering Committee; and
 - 2. All information required in the annual report required by Section 2-158 (c) and (d) of the Code.

Isiah Leggett
County Executive

Approved as to form and legality:

Office of the County Attorney/Date