

	Town of Chapel Hill, NC	Policy Number: TS -03	I. POLICY II. PURPOSE III. PROCEDURE IV. FORMS/INSTRUCTIONS V. ADDITIONAL CONTACTS VI. DEFINITIONS VII. RESPONSIBILITIES VIII. APPENDICES IX. FAQ X. SCOPE XI. RELATED INFORMATION XII. POLICY HISTORY	Approved By:  Roger L. Stancil, Town Manager
	OPEN DATA POLICY	Reissue Date: March 1, 2018		

Open Data Policy

I. POLICY

POLICY STATEMENT

The Town of Chapel Hill will consider public information to be open by default and will publish data consistent with relevant public records law. The Town of Chapel Hill shall maintain an Open Data program to develop and implement procedures and practices allowing it to prioritize the proactive release of high quality, machine-readable, disclosable Town data, making it freely available via an open license without restrictions on use, reuse, or redistribution, ensuring it is fully accessible to the broadest range of users possible. Departments of the Town.

[LINK to ordinance](#)

II. PURPOSE

PURPOSE STATEMENT AND REFERENCE TO VALUES

The thoughtful implementation and preservation of an Open Data program increases transparency and facilitates access to public information, improves provision of services, and enhances coordination and efficiencies among Town departments, partner organizations, and residents.

[Chapel Hill Open Data Portal](#)

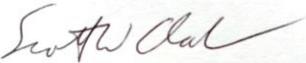
Open Data empowers people to participate in governance with greater understanding and impact. Opening government data to all promotes innovation by putting that information to work in ways outside the expertise of government institutions and gives companies, individuals, and nonprofit organizations the opportunity to leverage one of government's greatest assets: public information.

Open Data fosters creative thinking about solving our community's challenges through public-private partnerships and promoting a culture of data sharing between our own Town departments and other civic resources.

The protection of privacy, confidentiality, and security will be maintained as a paramount priority while also advancing the government's transparency and accountability through Open Data.

	Professionalism: We are committed to the excellence and accountability of our own performance as well as the performance of the organization. We carry out our jobs efficiently and effectively, are open to feedback about our performance and show a willingness to learn.
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The Chief Information Officer is authorized to issue procedures consistent with this policy.

	<p>Town of Chapel Hill, NC</p> <p>Open Data Procedures</p>	<p>Policy Number: TS -03</p> <p>Issue Date: March 1, 2018</p>	<p>I. POLICY</p> <p>II. PURPOSE</p> <p>III. PROCEDURE</p> <p>IV. FORMS/INSTRUCTIONS</p> <p>V. ADDITIONAL CONTACTS</p> <p>VI. DEFINITIONS</p> <p>VII. RESPONSIBILITIES</p> <p>VIII. APPENDICES</p> <p>IX. FAQ</p> <p>X. SCOPE</p> <p>XI. RELATED INFORMATION</p> <p>XII. POLICY HISTORY</p>	<p>Approved By:</p>  <p>Scott Clark</p> <p>Chief Information Officer</p>
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III. Guiding Principles of Open Data:

- We test our assumptions, try new ideas, collect information on our efforts, and analyze our performance seeking opportunities for improvement. Open Data is not static, and the Town’s Open Data work should continue to adapt to the changing data ecosystem.
- We seek input from the public to meet their needs and provide the best possible experience.
- Town staff operate in the spirit of collaboration to make data open:
 - Mutual trust – we make data open for the purposes listed above
 - Listening – we expect staff to speak up and we expect the open data program staff to seek input
 - Transparency – we share information with the public and with each other
 - Accountability – we need each other to make this policy a reality
 - Jointly designed and shared vision – there is no single method that works for every situation; we will work together to overcome the context and constraints we face
 - RESPECT values – they are our compass as we accomplish our mission and objectives.

IV. General Expectations

Town staff are expected to collaborate with each other and with the open data program to meet the goals of the Policy and its Purpose.

V. POLICY HISTORY:

Issued March 1, 2018

This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in Section XI below, **Related Information**. In the event of any disparity between this policy and the Town’s Code of Ordinances and/or applicable local, state, or federal laws, the Town’s Ordinance and/or applicable laws shall prevail.