



LONG BEACH
INNOVATION TEAM

LONG BEACH
TECHNOLOGY & INNOVATION DEPARTMENT



City of Long Beach Data Governance Subcommittee

Subcommittee Charter

Long Beach Data Governance Subcommittee

Mission

The purpose of the Long Beach Data Governance Subcommittee is to promote data quality, ensure data security, and promote data accessibility for internal and external sharing and consumption.

The Subcommittee accomplishes this by serving as an oversight body that develops and reviews policies and procedures, and makes formal decisions on matters of data governance.

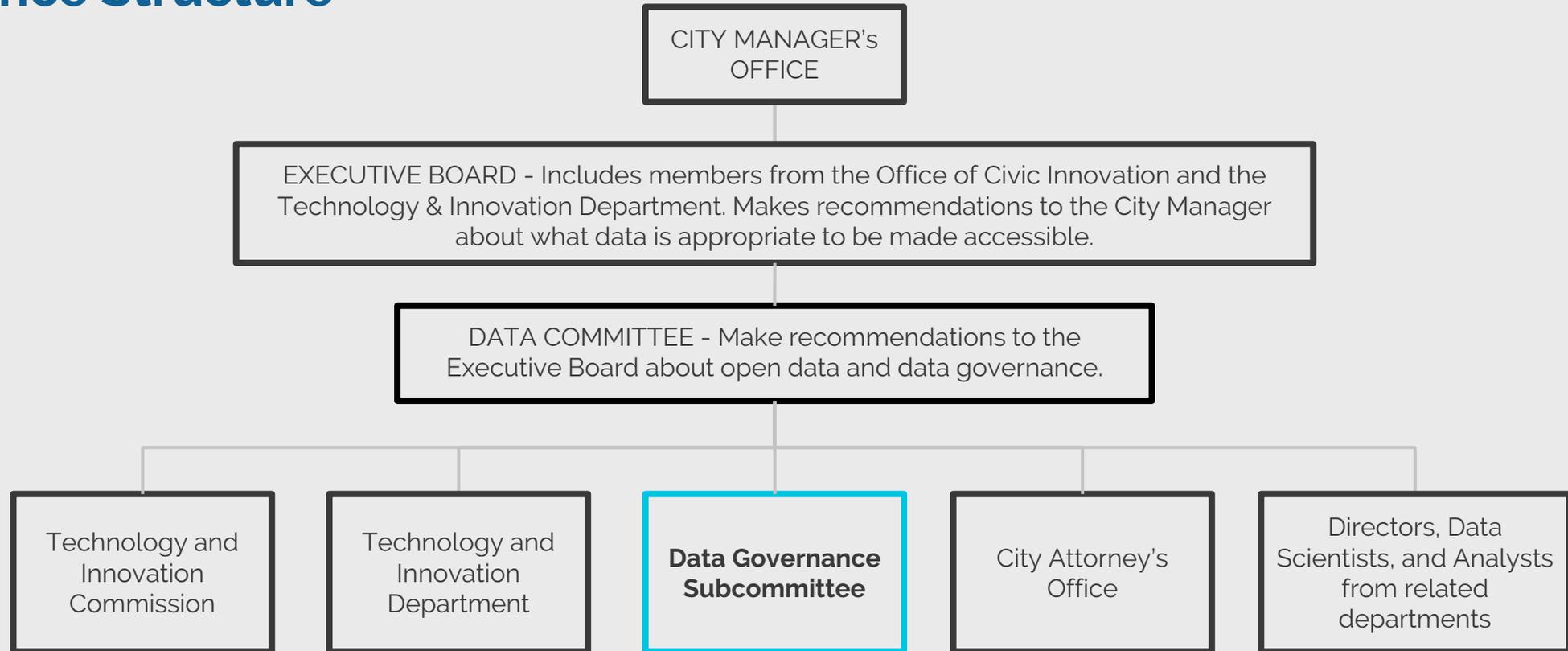
Long Beach Data Governance Subcommittee

Responsibilities

- I. Develop and maintain processes and procedures that promote data availability, security, and quality.
- II. Liaise with Departmental Data Coordinators and stakeholders to adopt common data governance processes and procedures.
- III. Provide recommendations to the Data Committee and Executive Board on policies and procedures related to data governance.
- IV. Serve as centralized authority on data governance within the City.

Long Beach Data Committee

Governance Structure



Long Beach Data Committee

CITY MANAGER'S OFFICE	<ul style="list-style-type: none">• Manages overall workflow, and reviews departmental evaluation of dataset prioritization for making data more accessible
TECHNOLOGY & INNOVATION DEPARTMENT	<ul style="list-style-type: none">• Extracting and transforming data to be loaded into open data platforms• Alerting analysts as the data is uploaded
DEPARTMENTAL DATA COORDINATORS	<ul style="list-style-type: none">• Identify and review data to be shared, suggesting any needed changes, and signing off on the data before it is passed to the City Attorney's office for legal review
CITY ATTORNEY'S OFFICE	<ul style="list-style-type: none">• Responsible for reviewing the dataset's legal considerations, prior to publication
DATA SCIENTIST(S)	<ul style="list-style-type: none">• Analyzes data and proposes new methodology for data analysis, management, and standards.
DATA GOVERNANCE SUBCOMMITTEE	<ul style="list-style-type: none">• Provides recommendations to the Data Committee on policies and procedures related to data governance.
TECHNOLOGY & INNOVATION COMMISSION	<ul style="list-style-type: none">• Conducts outreach to the Long Beach community on data governance and the City's overall data strategy.

Long Beach Data Governance Subcommittee

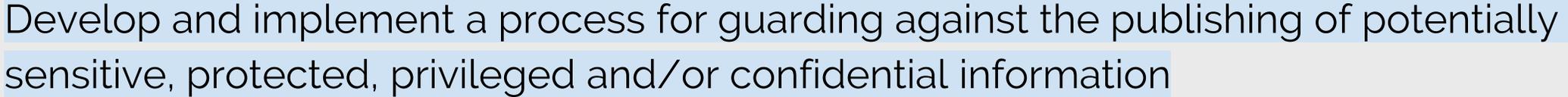
Meeting Frequencies

- Monthly -
 - Data Analysts Learning Community (anticipated kick off in 2020)
- Bi-monthly -
 - Data Committee Executive Board Meeting
 - Data Committee
 - **Data Governance Subcommittee**
- Quarterly -
 - Data 101 trainings for city leaders and staff on foundational performance management and analytics practices (anticipated kick off in 2020)

Long Beach Data Governance Subcommittee

Best Practices / Actions

 = applicable to Data Governance Subcommittee

1. The City's Open Data Policy is the guiding document.
2.  Serve as centralized authority on data governance within the city
3. Establish/prioritize roles and responsibilities within Data Committee
4. Nominate and convene data coordinators on a regular basis
5. Foster buy-in to data program for key stakeholders
6.  Oversee the creation of a comprehensive data inventory with regular review
7. Prioritize datasets for internal release
8. Determine licensing policy for publicly released datasets
9.  Establish a process for publishing datasets publicly
10.  Develop and implement a process for guarding against the publishing of potentially sensitive, protected, privileged and/or confidential information

Long Beach Data Governance Subcommittee

Best Practices / Actions (contd.)

 = applicable to Data Governance Subcommittee

11. Ensure sufficient funding for implementation and support of the data program by identifying sources for potential expenses, such as new staff, new software, training and server maintenance
12. Actively encourage department and public participation by providing regular opportunities for feedback and collaboration
13. Create and explore potential partnerships that bolster efforts related to data
14. Determine the process and policy for increasing access to data, potentially through data warehousing solutions
15. Determine standards for publication and sharing formats
16. Set standards for collection of data and metadata
17. Consider adopting civic data standards
18. Determine proper schedule and process for data retention
19. Work to develop contract provisions to promote data policies in technology related procurements
20. Ensure development of a risk reduction and resiliency plan for city data
21. Determine and allocate resources for outreach practices to encourage external use