



United States Department of the Interior


OFFICE OF THE SECRETARY


Washington, DC 20240

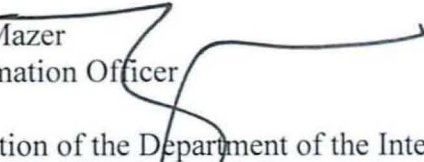
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Memorandum

To: Heads of Bureaus and Offices

Through: Rhea Suh 
Assistant Secretary – Policy, Management and Budget

Andrew Jackson 
Deputy Assistant Secretary – Technology, Information and Business Services

From: Bernard J. Mazer 
Chief Information Officer

Subject: Implementation of the Department of the Interior's Open Data Policy

On May 9, 2013, the Executive Office of the White House, Office of Management and Budget (OMB), released OMB Memorandum M-13-13¹ and an associated Executive Order² describing a new Open Data Policy that establishes a foundation for effective information management to promote openness and interoperability for all Federal data. Agencies are required to collect, create, and manage data to support access by publishing data in machine-readable, open, and non-proprietary formats without restrictions on use. Additionally, the policy establishes Project Open Data.³

In accordance with the Open Data Policy, the Department of the Interior (DOI) and other Federal agencies are directed to take a number of actions by November 1, 2013, including the following near-term tasks to strengthen data management and release practices:

1. Create or update an enterprise data inventory for all agency datasets. The inventory will indicate which of these datasets will be made publicly available (as permitted by law, and subject to privacy, confidentiality, security, and other requirements). Agencies must describe the datasets within the inventory using common metadata.⁴
2. Publish the publicly-available items from the enterprise data inventory at www.doi.gov/data in a human and machine-readable format.

¹ [OMB Memorandum M-13-13](#) – “Open Data Policy - Managing Information as an Asset.”

² [Executive Order](#) – “Making Open and Machine Readable the New Default for Government Information.”

³ [Project Open Data](#) – An online repository of tools, best practices, and schema to help agencies adopt the framework and principles outlined in the implementation guidance for the Open Data Policy memorandum and guidelines.

⁴ [Common Metadata](#) – Metadata are selected fields or elements which describe data. Project Open Data has established a standard methodology for documenting federal data assets.

3. Create a process to engage with customers and end users of the data to help facilitate and prioritize data release.
4. Clarify agency roles and responsibilities for promoting efficient and effective data release and management practices.

Many of you have been actively involved in discussions about how your organization can help implement all aspects of the Open Data Policy for the benefit of DOI and the citizens we serve. To this end, James Rolfes and Jerry Johnston from the Office of the Chief Information Officer (OCIO) have been charged to help lead DOI's efforts in implementing these important principles and meeting the ambitious objectives described in the Open Data Policy. We will be working with leadership from Bureaus and Offices to identify a programmatic lead from each Bureau/Office to assist us in this effort, and to bring a programmatic perspective to our work.

By November 1, 2013, DOI will release the first version of the DOI Enterprise Data Inventory and a single file with datasets that will be posted on the OMB MAX Portal. The intent of this deliverable is to include all data that is already published on data.gov, datasets on Bureau and Office public websites, and available datasets which are marked "non-public" (i.e., datasets whose existence should be made known, but whose contents cannot be made publicly available).

After November 1, 2013, DOI will stand up a Data Services Board to include members from DOI's Bureaus/Offices who will be responsible for monitoring and guiding data management, stewardship, and quality moving forward. DOI will continue to work on Policy, Standards, Frameworks, Processes, Guidance, Performance Metrics, and Data Management in order to promote the efficient and effective sharing of data and information.

Each Bureau/Office is asked to identify two leads in the implementation of the Open Data Policy for your organization to meet the November 1, 2013, deadline. These individuals will participate in a weekly telephone conference to discuss shared progress and next steps. More importantly, these individuals will be responsible for representing the views and best interests of the data management communities within your respective Bureau/Office, and will play a critical role in helping coordinate implementation activities within your Bureau/Office. Again, it is crucial that this activity include mission and program individuals, as well as IT specialists so that the entire data life-cycle can be addressed and managed appropriately.

Please send your nominations for Open Data Policy leads for your organization to Ms. Zhang no later than Friday, September 20, 2013. If you have any questions or would like to discuss this issue further, please contact Ms. Lin Zhang at Lin_Zhang@ios.doi.gov.