



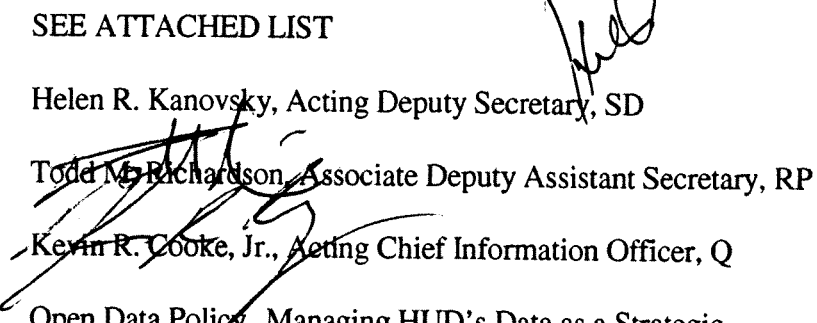
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410

April 30, 2014

MEMORANDUM FOR: SEE ATTACHED LIST

FROM: Helen R. Kanovsky, Acting Deputy Secretary, SD
Todd M. Richardson, Associate Deputy Assistant Secretary, RP
Kevin R. Cooke, Jr., Acting Chief Information Officer, Q

SUBJECT: Open Data Policy—Managing HUD's Data as a Strategic Information Asset

Handwritten signatures in black ink are present over the names of the recipients and the subject line.

As part of the Data Management Enterprise Service project responsibilities to improve and expand HUD enterprise data management, and to meet and exceed Government mandates regarding data, the Chief Information Officer needs to inform HUD program offices of new requirements on how HUD is to manage and share data with the public.

On May 9, 2013, the President issued Executive Order 13642, "Making Open and Machine Readable the New Default for Government Information."¹ Following that order, OMB issued memorandum M-13-13, "Open Data Policy—Managing Information as an Asset." OMB states in the memorandum that "In order to ensure that the Federal Government is taking full advantage of its information resources, executive departments and agencies . . . must manage information as an asset throughout its life cycle to promote openness and interoperability, and properly safeguard systems and information. Managing government information as an asset will increase operational efficiencies, reduce costs, improve services, support mission needs, safeguard personal information, and increase public access to valuable government information."

The OMB memorandum requires that HUD collect or create information in ways that allow for easy access and reuse by the public when the data does not contain information that would restrict sharing it publicly, such as personally identifiable information. This includes using machine-readable and open formats; data standards; and descriptive information about the data to support clear understanding on how to use it. This is a requirement for all new information creation and collection efforts. The memorandum also requires agencies to conduct information stewardship to review information for privacy, confidentiality, security, or other restrictions that would limit its release. Additionally, it requires that agencies building or modernizing information systems do so

¹ Machine Readable: Refers to information or data that is in a format that can be easily processed by a computer without human intervention while ensuring no semantic meaning is lost.

in a way that maximizes interoperability and information accessibility, maintains internal and external data asset inventories, enhances information safeguards, and clarifies information management responsibilities.

As an agency, we have met the initial requirements of the policy, as was required by November 30, 2013. Now, moving forward, we require your assistance and support to continue to meet the requirements of the policy. Program offices that have data assets need to:

- Provide a list of the datasets² that their office creates and manages and, in that list, determine which can and cannot be released to the public, and why. Continue to update the list as new datasets are created or deleted.
- Ensure that newly created data will use open data formats and, wherever possible, provide machine-readable access methods that allow direct use of the data, without manual modifications or translations into a machine-readable format.
- Assist and review, with guidance from the Departmental Web Team, the datasets currently posted on HUD.gov, identifying the owners for submitting to the inventory or archiving, if necessary.

For the policy, see the following link: <http://project-open-data.github.io/policy-memo/>.

For definitions, see the following link: <http://project-open-data.github.io/>.

If you have any questions, please contact Shula Markland, Office of the Chief Information Officer, at 202-402-8335 or shula.markland@hud.gov, or Peter Kahn, Office of Policy Development and Research, at 202-402-0590 or peter.b.kahn@hud.gov.

Thank you for your support in this important effort.

² Dataset: An organized collection of data. The most basic representation of a dataset is data elements presented in tabular form. Each column represents a particular variable. Each row corresponds to a given value of that column's variable. A dataset may also present information in a variety of nontabular formats, such as an extensible markup language (XML) file, a geospatial data file, an image file, etc. See a sample of HUD's datasets at http://data.hud.gov/data_sets.html.

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