

## Recreation and Conservation Office Open Data Plan 2016

### Mandate

This plan is adopted by the Recreation and Conservation Office (RCO) pursuant to [Policy 187 Open Data Planning](#) established by the Office of the Chief Information Officer (OCIO), and is intended to satisfy the requirements of applicable statute, including [RCW 43.105.351](#).

This plan will be adopted by reference in the agency's IT strategic plan, and/or LEAN agenda.

### Commitments

The agency commits to the following general priorities, specific actions, and measures in the twelve months following the adoption date of this plan:

#### **Incorporate public access when acquiring, redesigning or rebuilding information systems**

Including the following actions:

- Decision packages submitted for review by OCIO will include open data as a component of the system design.
- The agency will maintain a data catalog that identifies the category of data held in agency databases – aiding agency staff in determining the appropriate level of public access.  
DatabaseTableInventory
- The agency will maintain an inventory of its principal databases, and produce a published (though perhaps not detailed) table of information systems acquired, redesigned or rebuilt since 1996 that incorporate provision for electronic public access.  
ApplicationDatabaseInventory

#### **Coordinate technology planning across agency boundaries to facilitate electronic access to state data**

Including the following actions:

- The agency will adopt policies and procedures describing specific staff roles and responsibilities for the management of data, including open data or specific data sets.  
RCO POL Managing Information and Records  
RCO POL Publishing and Using Authoritative Data  
Habitat and Recreation Lands Coordinating Group Coordinator  
PRISM Application Owner  
Compliance Program Manager  
Cultural Resources Program Manager  
HWS Application Owner  
WISC Coordinator  
Boating Program Manager  
Trails Program Manager  
Recreation and ADA Program Manager
- Data stewards are generally business staff with staff positions in the agency's key business units that have knowledge of where data is located, how it is structured, provide insight into the use and classification of the data, and are responsible for the availability, accuracy and integrity of one or more data assets will be identified as data stewards in their position descriptions, following guidance from OCIO or models in use in other state agencies.

#### Application Owners

- The agency appoints the CIO as the executive responsible for overseeing and reporting on their agency's open data efforts.
- The agency will publish a data appendix for each of its legislative reports that cites statistics or maps in support of the narrative, and will make each data appendix available to the State Library's Depository program (See [RCW 40.06.030](#)) in searchable, downloadable and machine-readable form.
  - State of the Salmon in Watersheds Biennial Report data to the Legislature
  - State Comprehensive Outdoor Recreation Plan (SCORP) data to US NPS
- The agency will dedicate budget and staff time to the maintenance and operation of select technology services that interconnect, federate or provide documented application programming interfaces (API) for agency data on agency-specific or shared servers.
  - ArcGIS Online Open Data Portal

#### **Develop processes to determine which information the public most wants and needs**

Including the following actions:

- The agency staff will engage strategic partners for suggestions on which datasets to prioritize.
  - Habitat and Recreation Lands Coordinating Group
  - Recreation and Conservation Funding Board
  - Agencies Boating Committee
  - Northwest Marine Trade Association
  - Washington Trails Association
  - Salmon Recovery Funding Board
  - Salmon Recovery Regions and Lead Entities
  - Washington Invasive Species Council
- The agency's performance management team will participate in one or more measures of the impact of published agency open data.

#### **Develop and employ methods to readily withhold or redact confidential disclosure exempt data**

Including the following actions:

- The agency will ensure that at least 3 of its staff complete training within the next year on protection of privacy, redaction of documents for public records requests, or information security. The agency will annually report to the Open Data Program Manager at WaTech the number of staff completing such training, or allow access to agency data in the Enterprise Services Learning Management System (LMS) as available. Training will be offered to the following:
  - Communications Manager
  - Records Officer
  - Public Disclosure Officer
  - CIO
  - Web Master
  - PRISM Application Owner
  - HWS Application Owner

#### **Develop and employ technical mechanisms for posting open data**

Including the following actions:

- The agency will identify the location where it will be posting its datasets and IT tools necessary for extracting, transforming and loading this dataset to these sites.
  - <http://www.rco.wa.gov/data> with links to other open data repositories or portals.

- The agency will develop the processes and responsibilities for posting datasets using these tools.