City of Aurora, Illinois
Open Data Standard Operating Procedure (SOP) Manual

Revised as of December 2, 2022
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1. Introduction and Document Purpose

What is Open Data?

Open Data initiatives provide citizens and government staff with the information they need to engage with their governments and contribute to the improvement of public services. Open Data initiatives provide greater transparency to the public, enabling trust and enhancing the opportunity for constituents to contribute to public planning and government accountability, as well as a new avenue for citizens to offer feedback to government ministries on service quality.

“Open Data” is defined as any data, content, or synthesized information that is published without meaningful restriction to its use, duplication, dissemination, or alteration.

The City’s Open Data Philosophy

The City of Aurora’s open data philosophy is to share appropriate data freely with Aurora’s stakeholders – current and prospective residents, entrepreneurs and businesses, researchers, community-based organizations, and other partners.

The City of Aurora places a high value on transparency and innovation and seeks to make available to the public data and information that is useful and beneficial to stakeholders. As such, the City prioritizes investing staff time and resources in enabling public access to data for which there is a demonstrated or validated public interest.

The City encourages stakeholders to access and use the City’s Open Data Portal to better understand the community itself and the value of government-provided services.

Purpose of this Open Data Standard Operating Procedure Manual

The City has access to a wealth of raw data and synthesized information, and the City wishes to make these resources available to Aurora’s stakeholders in a useful and methodical way.

This Open Data Standard Operating Procedure Manual (“SOP”) outlines the methods and procedures that the City will use to review and publish City-owned datasets for anyone to access and use, including key details about which datasets are selected, how datasets are reviewed for eligibility, how privacy and security concerns are addressed, and how datasets are maintained.

This SOP is a living document that will evolve as processes are implemented and formalized.

Policy Key Contact

For questions regarding this manual, please contact:

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City of Aurora
Deputy Chief of Staff
VoigtA@aurora.il.us
630-256-3010
2. Governance Roles and Responsibilities

Open Data Governance Hierarchy

The City of Aurora’s Open Data Program will include a long-term program sponsor, executive oversight through an Open Data Governance Committee, and implementation teams comprised of individuals from Information Technology and department-nominated Data Stewards. The diagram below illustrates the high-level governance structure.

Role Descriptions

**Mayor’s Office:** The Mayor’s Office will provide program sponsorship and executive direction to the Open Data Program.

**Open Data Governance Committee:** The Mayor’s Office will establish an Open Data Governance Committee comprised of City employees to provide oversight and direction to the Open Data Program. The Open Data Governance Committee will be responsible for directing the implementation and maintenance of the Open Data Program and assessing its success related to meeting stated goals. The Open Data Governance Committee will be an established, ongoing committee and include representatives from the Mayor’s Office, Information Technology, and other City Departments.

**Department Data Stewards:** Departments will nominate “Data Stewards” to serve as departmental data subject matter experts, overseeing preparation of departmental datasets for the Open Data Portal and representing their department’s participation in the Open Data Program. Responsibilities will include data prioritization, data validation and maintenance activities, as well as attendance at relevant Governance Committee meetings.

Data Stewards will work within their departments to prioritize high-interest, high-benefit datasets to publish to the portal, integrating periodic reviews of public information requests and current events in order to identify common trends in public interest.
Each department will nominate a minimum of one Data Steward to represent their department’s participation in the Program, with some departments having multiple depending on the nature and complexity of their data sources.

**Information Technology**: Information Technology and its Data & Analytics and GIS teams will develop, implement, and maintain the technological tools needed to support the Open Data Portal. This team (“Data Publishers”) will also publish approved datasets to the portal. Additionally, Information Technology will oversee and manage data security and privacy as it relates to Open Data.

**Director of Data & Analytics**: This City employee is a member of the Information Technology Department and is responsible for the City Open Data Program, stewarding the data made available on the Open Data Portal and managing the Open Data Team.

**Data Security Team**: This team will be spearheaded by the Director of Data & Analytics with representation from the Legal Department, Cybersecurity, and Governance, Risk and Compliance. The Data Security Team will be tasked with reviewing datasets for privacy, sensitivity, confidentiality, or security concerns before publication to the Open Data Portal.

**GIS Specialist**: This City employee is a member of the Information Technology Department and is responsible for the City’s overall GIS program. This includes supporting Open Data project initiatives involving geospatial data and managing the City’s GIS resources.

**Communications Coordinator**: This City employee is a member of the Communications Department and is involved in the Open Data Governance Committee.

**Responsibility Matrix**

The following table outlines the Responsible (R), Accountable (A), Consulted (C), and Informed (I) parties (known as a RACI Matrix) for each major project activity.

<table>
<thead>
<tr>
<th>Project Activity</th>
<th>Program Sponsor</th>
<th>Governance Committee</th>
<th>Data Stewards</th>
<th>Information Technology</th>
<th>Data Security Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portal Development and Implementation</td>
<td>I</td>
<td>A</td>
<td>C</td>
<td>R</td>
<td>C</td>
</tr>
<tr>
<td>Data Collection</td>
<td>I</td>
<td>A</td>
<td>R</td>
<td>C</td>
<td>I</td>
</tr>
<tr>
<td>Data Review</td>
<td>I</td>
<td>A</td>
<td>R</td>
<td>C</td>
<td>I</td>
</tr>
<tr>
<td>Data Security Review</td>
<td>I</td>
<td>A</td>
<td>I</td>
<td>C</td>
<td>R</td>
</tr>
<tr>
<td>Data Selection</td>
<td>I</td>
<td>R / A</td>
<td>C</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>Data Publishing</td>
<td>I</td>
<td>A</td>
<td>C</td>
<td>R</td>
<td>I</td>
</tr>
<tr>
<td>Data Maintenance</td>
<td>I</td>
<td>A</td>
<td>R</td>
<td>C</td>
<td>I</td>
</tr>
<tr>
<td>Periodic Review</td>
<td>A</td>
<td>R</td>
<td>I</td>
<td>C</td>
<td>I</td>
</tr>
</tbody>
</table>
3. Future State Process Map

The following is an illustrated process map of the Standard Operating Procedures described in detail in Section 4. Standard Operating Procedures. Please refer to this for a visual overview, noting that the step numbers in this map correspond to the step numbers in Section 4.
4. Open Data Standard Operating Procedures

This section outlines Standard Operating Procedures for collecting, reviewing, selecting, and publishing City-owned data and datasets under the Open Data Program (“Program”). These steps correspond to the steps illustrated in Section 3. Future State Process Map on the preceding pages.

Program Initiation & Ongoing Data Collection

For the Program to be successful, the mission and vision must be clearly articulated and communicated, and roles and responsibilities must be clearly defined and assigned.

**Step 1 Establish Business Case and Program Goals.** Program Sponsors (Mayor’s Office) will establish the business case and communicate the Program goals and mission to relevant staff within the City.

The business case will include the following:

- Background and Purpose
- Mission and Vision
- Stakeholders
- Roles and Responsibilities
- Benefits
- Estimated Level of Effort
- Timeline

**Step 2 Establish Open Data Governance Committee and Required Roles.** Program Sponsors will work collaboratively with departments and the Director of Data & Analytics to establish the Open Data Governance Committee, nominate Data Stewards, and assign other roles as required within the Program.

**Step 3 Create SharePoint Workflow.** Information Technology will create a SharePoint workflow to facilitate and track each stage of the dataset publishing process, from intake and review to risk analysis and ultimate approval/rejection of datasets. This will streamline documentation and will allow for methodical tracking of dataset approval and rejection.

**Step 4 Provide Training.** Program Sponsors will make available training materials and resources for Data Stewards and Data Publishers to deliver and build upon minimum knowledge levels to carry out the Standard Operating Procedures described in this manual. Adequate training for Data Stewards, Data Publishers, the Open Data Governance Committee, and end-users is essential in order for the Standard Operating Procedures outlined herein to be executed correctly and for the Program to achieve its mission. These training procedures will cover the following at minimum:

- Data Literacy
- Data Terminology
- Privacy / Sensitivity Awareness
- Dataset Management
- Quality Assurance
- Standard Operating Procedures

**Step 5 Maintain Department Data Inventory.** Data Stewards will establish and maintain an inventory of their departmental datasets and will reference this in order to collect, review and recommend datasets to the Governance Committee for publication. Data Stewards may reference the *Aurora Data Coordinator*
In order to minimize expected level of effort and expedite data release to the public, Data Stewards will initially focus on publishing data that is currently being collected (rather than seeking out new data sources for publication). Once implemented, the Governance Committee will then make ongoing determinations as to the collection of new sources of data for the Program, whether via new departmental initiatives or through crowdsourcing / volunteer data efforts.

Data Selection

Once departmental data is inventoried, datasets must be reviewed to determine eligibility for publication to the Open Data Portal. Data Stewards will prioritize publishing high-value datasets based on criteria such as public interest and public benefit, or those that serve a specific purpose or need within the community or government.

To be eligible for publishing, a dataset must be sufficiently (1) available, (2) accurate, (3) of public interest, and (4) of public benefit.

1. **Availability of Data** means that the data is currently being collected and is in a machine readable, non-proprietary format (or is transformable into a machine readable, non-proprietary format).
2. **Accuracy of Data** means that the data is reasonably considered error-free and can be trusted to be true. (Data may need to be audited and corrected to a reasonable level as part of the overall effort prior to release).
3. **Public Interest** means that the data is commonly requested or is in line with current trends in public interest.
4. **Public Benefit** means that the data is useful and beneficial to the public, whether by promoting business development, keeping constituents informed, enhancing government transparency, etc.
Step 6 Complete Intake Form. Data Stewards will select a dataset from their departmental data inventory to review for publication to the Open Data Portal. Department Data Stewards will complete Intake Form to identify dataset(s) with potential value for:

- Publishing on the Open Data Portal
- Inter-departmental Data Sharing
- Department Internal Data Use

Step 7 Review for Initial Reasonableness. Representatives of the Open Data Governance Committee will review submission for initial reasonableness. Reviewers in this stage include a representative from the Mayor’s Office (A. Voigt), Communications (C. Jimenez), Data and Analytics (A. Feuerborn), and GIS (T. Shields).

Step 8 Approve to Move Forward. The Open Data Governance Committee will decide whether the dataset sufficiently meets the above-mentioned criteria.

- If so, the process will proceed to Step 9 below.
- If not, the process will return to Step 5 above, considering each departmental dataset until inventory has been exhaustively reviewed.

Step 9 Inform Department Heads. After completing the initial review for reasonableness in the previous step, the Open Data Governance Committee representatives will inform citywide department heads of the project, including the intended audience and dataset(s) involved. The purpose of this step is to provide visibility into the effort early in the process and allow department heads the opportunity to share concerns or risks.

Step 10 ReviewDatasets. Data Stewards and IT will collaborate to perform more detailed review of datasets for availability, accuracy, public interest, and public benefit. During this collaboration, Data Stewards and IT will collaborate to complete the Risk Analysis form.

Data Governance Review

The Governance Committee will review submitted department datasets for publishing eligibility and will determine whether to continue the dataset publishing process.

Step 11 Submit Risk Analysis Form and Dataset. The Data Steward, with collaboration from IT, will submit the Risk Analysis form and dataset(s) to the Governance Committee for review.

Step 12 Review Risk Analysis Results. The Governance Committee will evaluate the dataset and its accompanying Open Data Risk Analysis Form against the eligibility framework enumerated above.

Step 13 Approve to Move Forward. The Governance Committee will decide whether to proceed further.

- If approved, the process will proceed to Step 14 below, a document governance approval.
- If not approved, the Governance Committee will provide a rejection via the workflow to the Data Steward outlining the reasoning for the rejection of the dataset.

Step 14 Document Governance Approval. The Governance Committee will document its decision to approve or not approve moving forward with final technical and cybersecurity reviews prior to publication. The Governance Committee should document this decision in the Data Governance SharePoint workflow.
Data Preparation

All datasets published to the Open Data Portal must be “technically open”, meaning that they must be machine readable and in a non-proprietary format.

Step 15 GIS Specific Identification. IT will determine whether the data is GIS-specific in nature for purposes of assigning IT personnel to further work on data preparation steps. If the data is GIS specific, continue to step 16a. If the data is not GIS specific, continue to step 16b.

Step 16 Staff Assignment. The IT department will assign a dataset to GIS staff if the project datasets are primarily GIS-focused (Step 16a) or to Data & Analytics staff if datasets are not GIS-focused (Step 16b).

Step 17 Assess and Prepare Dataset for Technical Openness. Assigned IT staff will determine whether the dataset is technically open. Once the dataset is confirmed to be technically open (or has been converted into a technically open format), the process will proceed to Step 18 below, allowing the Data Security Team to review for privacy, sensitivity, confidentiality, and security concerns. If it is not possible to convert the dataset to a technically open format, IT will provide a rejection via the workflow to the Data Steward and Governance Committee.

Data Security Review

All datasets must be reviewed for privacy, sensitivity, confidentiality, and security concerns before being released to the public. Information that is private, sensitive, confidential, or potentially damaging must be redacted as necessary before publication.

Note: This is a critical step to mitigate risk – no dataset may be published on the Portal without first being assessed, redacted, and approved on a Data Security level.


Datasets will be reviewed and rated according to the following Data Classification Scheme1:

<table>
<thead>
<tr>
<th>Data Classification</th>
<th>Risk from Disclosure</th>
<th>Description</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| DC-4 Restricted     | High                 | Data whose unauthorized access or loss could seriously or adversely affect the City, City Employees, the City’s partner(s) (vendor/customer), or the public. | • Personal Information (PI)  
• Personally Identifiable Information (PII)  
• Payment/Credit/Debit Card Number (PCI)  
• Protected Health Information (PHI)  
• Protected Critical Infrastructure (SCADA) Information (PCII)  
• Driver’s License Number  
• Bank/Financial Account Number  
• Central Authentication Credentials  
• Confidential Financial Information (CFI)  
• Sensitive Info Related to Critical Systems |

1 Courtesy of City of Palo Alto, CA.
### Data Classification

<table>
<thead>
<tr>
<th>Data Classification</th>
<th>Risk from Disclosure</th>
<th>Description</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| DC-3 Protected      | Medium               | Data with a less high level of importance, but that should be protected from general access. | • Protected/ Proprietary Information (CPI)  
• The City’s Intellectual Property (IP)  
• Human Resources Data (HRD) |
| DC-2 Confidential   | Low                  | All other non-public data not included in the Restricted or Protected classes | • Other/City Owned Non-Public Data                                                          |
| DC-1 Public         | None                 | All public data                                                             | • General access data                                                                         |

Specific examples of the criteria listed above are provided in the following table.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Examples</th>
</tr>
</thead>
</table>
| **Personally Identifiable Information (PII)** | 1. Social security number  
2. Employee ID  
3. Birth date/place  
4. Home phone number  
5. Home address  
6. Health records  
7. Passwords  
8. Gender  
9. Ethnicity  
10. Citizenship  
11. Citizen visa code  
12. Veteran and disability status |
| **Payment Card Information (PCI)**           | 1. Name of the Card Holder  
2. Address of the card holder  
3. Phone number of the Card holder  
4. Account balances  
5. ACH numbers  
6. Bank account numbers  
7. Credit card numbers  
8. Credit rating  
9. Location of birth  
10. Driver’s license information  
11. Income history  
12. Payment history  
13. Tax return information  
14. Information obtained while processing of a credit card payment transaction that identifies individual consumers and their purchases, such as: Account number, Expiration date, Name, Address, or Social security number |
### Criteria

#### Protected Health Information

1. Patient Name
2. Patient Postal address
3. Patient birth date,
4. Patient admission date, discharge date, date of death; and all ages
5. Telephone numbers
6. Fax numbers
7. Electronic mail address
8. Social security numbers
9. Medical record numbers
10. Account numbers
11. Health plan beneficiary number
12. Certificate/license numbers
13. Vehicle identifiers and serial numbers, including license plate numbers
14. Device identifiers and serial numbers
15. Name of relative
16. Web Universal Resource Locator (URL)
17. Internet Protocol (IP) address number
18. Biometric identifiers, including finger and voice prints
19. Full face photographic images and any comparable images

#### Protected Critical Infrastructure (SCADA) Information (CII)

1. Location of critical infrastructure assets
2. Authentication and authorization information (Login, Access ID, password etc.
3. Water, Gas, Electric distribution schematics/blueprints
4. Risk and vulnerability assessment information

#### Protected Information (CPI)

1. Legal investigations conducted by the City
2. Sealed bids/RFP
3. Protected intellectual property information
4. Location of protected assets
5. Linking a person with the specific subject about whom the user has requested information.
6. Human resource information

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**Step 19 Address Sensitive/Confidential Data.** The IT department will address any sensitive or confidential data as recommended by the Cyber and Technology Risk team.

**Step 20 Recommendation.** Once redaction or other steps are completed to address Cyber’s initial review, the Cyber Security Team will provide a recommendation via the workflow to the Governance Committee to either:

(a) **Approve** publication of the dataset,
(b) **Conditionally** approve publication of the dataset, conditional upon for further redactions or steps,
(c) **Deny** publication of the dataset due to overriding sensitivity / confidentiality concerns.

**Dataset Publishing**

All datasets must receive final approval from the Governance Committee before being submitted to Information Technology for publication to the Open Data Portal.

**Step 21 Review Recommendation from Cyber.** Once datasets have been reviewed for eligibility and security, the Governance Committee will receive the recommendation from Cyber Security and make a decision about whether to proceed with publication and when. The Governance Committee will prioritize datasets for publication, seeking to maximize public benefit and interest, minimize cost to the City, and verify that published datasets are as complete and accurate as possible before publishing.

**Step 22 Approve Publication.** The Governance Committee will provide a decision to the Information
Technology Data and Analytics Team to publish approved datasets to the Open Data Portal. If publication is not approved, the process moves to Step 23. If publication is approved, the process moves to Step 24.

**Step 23 Return to Stakeholders and Determine Next Steps.** If the data is not approved for publication, the Governance Committee will return the request to stakeholders and determine next steps. This may include returning to earlier process steps for further work or stopping the requested project permanently.

**Step 24 Public or Internal Decision.** The IT department will determine whether the data publication should be public or internal.

**Step 25 Publish to Public (25a) or Internal (25b) Open Data Portal.** The IT department will publish the data to either the Public Open Data Portal (25a) or the Internal Open Data Portal (25b). IT will work with department database administrators to facilitate publishing and establish appropriate timeframes for data maintenance and review.

**Data Maintenance**

All datasets published to the portal must be periodically reviewed for accuracy and kept up to date according to the established maintenance timeframes for each dataset.

Data will be maintained differently depending on whether the data is fluid or static. Fluid datasets will be updated in real-time using APIs or related automated processes. Static datasets will be periodically reviewed and updated according to dataset-specific lengths of time. These increments will be defined within the individual dataset property fields when uploading to the portal.

**Step 26 Maintain Dataset as Planned.** Data Stewards will maintain and update datasets according to the established maintenance timeframes for each dataset.
5. Open Data Portal

Statement of Intent

The City will make available the necessary resources to establish and maintain an Open Data Portal to provide the public with a single location to access City-published datasets under the Open Data Program ("Program").

City datasets published under the Program will be placed into the public domain without restriction. Data will be free to disseminate, publish, copy, and alter so long as a user-friendly provided citation is used.

Portal Design Details

The Open Data Portal ("Portal") will serve as an online platform to provide the public with a single user-friendly location to find, access, use, and download City-published datasets under the Open Data Program.

Platform

The City will utilize ESRI ArcGIS Enterprise as the primary platform for its Portal, which will provide real-time perspectives into datasets, storyboarding, and mapping.

Information Technology will integrate other solutions into this platform as appropriate (e.g., utilizing PowerBI for further visualizations), or displaying a landing page of related hyperlinks for further navigation.

Featured Content

The Open Data Portal will display “featured datasets” that align with the City’s Open Data goals and/or current trends in public interest, seeking to maximize user engagement.

Contextual Information

Datasets will have brief narrative descriptions that provide further context and insight. Properties such as date uploaded, date last updated, total views, etc. will also be provided as appropriate.

Maps

Since much of the City’s data has a relevant locational aspect, the Portal will feature an interactive map which will allow users to overlay locational datasets upon one another and gain new insights about the City.

Data Interaction

Datasets will be able to be searched for, accessed, interacted with, and downloaded via the Portal. Data interaction may include the following activities:

- Adding or removing data layers / map layers
- Zooming in or out on maps
- Sorting and filtering data fields
- Downloading datasets (both raw and tailored)

Accessibility

The Portal will comply with federal Americans with Disabilities Act Section 508 regulations in accordance with current Web Content Accessibility Guidelines (WCAG)² so that the Portal is accessible to persons with disabilities. It will also comply with applicable Illinois web accessibility guidelines – including the

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² https://www.w3.org/WAI/standards-guidelines/wcag/
Illinois Information Technology Accessibility Act (IITAA) ³
The Portal will provide compatibility for both desktop and mobile viewing using responsive design to accommodate most mobile devices.

Access Layers
The Portal may use tiered access layers in order to safeguard internal-facing data from public view, while still utilizing the ESRI platform for inter-departmental data sharing.

User Feedback
The Portal will feature a “user feedback” form in order to receive end-user suggestions and comments. This is a pre-built feature on the ESRI platform and will be available upon Portal implementation.

The City will consider utilizing crowdsourcing / volunteer data collection initiatives in order to enhance the collaboration and partnership between City government and constituents and gain new sources of real-time data.

³ https://www.dhs.state.il.us/page.aspx?item=32765
## 6. Definitions

This section defines key terms used in this Manual.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>API</td>
<td>Application Programming Interface</td>
</tr>
<tr>
<td>City-Owned Data</td>
<td>Data, content, or information that is collected or generated by City of Aurora government operations or by contractors or agencies on the City's behalf.</td>
</tr>
<tr>
<td>Data</td>
<td>Individual values or pieces of information that are produced or stored in digital form.</td>
</tr>
<tr>
<td>Data Stewards</td>
<td>Departmental Open Data representatives / business leads / subject matter experts serving as the point of contact for the department and managing the department’s participation in the Open Data Program.</td>
</tr>
<tr>
<td>Datasets</td>
<td>Collections of related records / sets of data.</td>
</tr>
<tr>
<td>Director of Data &amp; Analytics</td>
<td>City employee who is responsible for the City of Aurora’s Open Data Program, stewards the data made available on the Open Data Portal, and manages the Open Data Team.</td>
</tr>
<tr>
<td>Freedom of Information Act (FOIA)</td>
<td>The Freedom of Information Act (FOIA), 5 ILCS 140/1et. seq is an Illinois statute applicable to the City and all of its subsidiary public bodies (as the term is defined within the Act). The Act provides that public records in the City’s possession or control are presumptively available for inspection and copying upon written request by members of the public subject to the timeframes and exemptions set forth in the Act. The Illinois FOIA is based on, and similar to § 552, which applies to public records in the possession of the federal government.</td>
</tr>
<tr>
<td>Governance Committee</td>
<td>City employees who administer the Open Data Portal and provide planning, review, coordination, and technical support to City departments and offices publishing open data.</td>
</tr>
<tr>
<td>Information</td>
<td>Analyzed, processed or contextualized data that enables decision-making.</td>
</tr>
<tr>
<td>Key Performance Indicator (KPI)</td>
<td>Quantifiable measures of performance over time for specific objectives. These are used as benchmarks against which success will be measured.</td>
</tr>
<tr>
<td>Legally Open</td>
<td>Data placed in the public domain or under liberal terms of use with minimal restrictions.</td>
</tr>
<tr>
<td>Machine Readable</td>
<td>Data in a format that can be easily processed by a computer without human intervention while ensuring no semantic meaning is lost.</td>
</tr>
<tr>
<td>Open Data</td>
<td>Data, content, or information that anyone is free to use, re-use or redistribute, subject at most to measures that preserve provenance and openness.</td>
</tr>
<tr>
<td>Open Data Program</td>
<td>Program dedicated to making City of Aurora data available to the public and engaging civic technologists, the research community, and other partners to use Open Data in support of the City’s goals.</td>
</tr>
<tr>
<td>Open Data Portal</td>
<td>Single online location to search for, access and download published datasets under the City of Aurora Open Data Program.</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Public Records</td>
<td>As defined by the Freedom of Information Act (FOIA): all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the City.</td>
</tr>
<tr>
<td>Sensitive Information</td>
<td>Data which contains or may contain confidential, protected, or personally identifiable information (PII) which if published may raise concerns related to privacy, security, public health, or welfare.</td>
</tr>
<tr>
<td>Technically Open</td>
<td>Data published in electronic formats that are machine readable and non-proprietary, so that anyone can access and use the data using common, freely available software tools. Data must also be publicly available and accessible on a public server, without password or firewall restrictions.</td>
</tr>
</tbody>
</table>
# 7. Document Control Log

This Standard Operating Procedure Manual’s Document Control Log is provided below. Any edits or updates recorded after initial publication shall be logged accordingly.

<table>
<thead>
<tr>
<th>ID</th>
<th>Document and Version Name</th>
<th>Revision Date</th>
<th>Author / Editor</th>
<th>Revision Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COA Open Data SOP (Mar. 2022)</td>
<td>3/11/2022</td>
<td>Crowe LLP and City of Aurora (oversight by A. Voigt)</td>
<td>Original Draft</td>
</tr>
<tr>
<td>2</td>
<td>COA Open Data SOP (June 2022)</td>
<td>6/21/2022</td>
<td>Crowe LLP</td>
<td>Revised to include Cybersecurity in Data Security Team</td>
</tr>
<tr>
<td>3</td>
<td>COA Open Data SOP (Nov 2022)</td>
<td>11/30/2022</td>
<td>Crowe LLP</td>
<td>Revised to include earlier governance review for reasonableness, early notification to department heads, and details regarding GIS/IT assignment.</td>
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