

Open Data Access Plan Guidance

Overview

[Section 4-67p of the Connecticut General Statutes](#) requires executive branch agencies to develop open data access plans, which detail the agency's plan to publish open data, including public data, and protected data that can be made public through aggregation or redaction. This document provides guidance for agencies on how to develop an open data access plan.

What is open data?

Open data is data that is:

- Freely available for download, indexing, and searching;
- Accessible in a machine-readable format;
- Not limited by restrictions of use;
- Published at the finest level of detail permitted by law; and
- Described clearly in metadata so users can understand the context of the data, any limitations of use, and how to process the data ([CGS Sec 4-67o](#)).

Instructions

1. **Review your agency's data assets.** Identify any data already being shared publicly by your agency, using the [high-value data inventory](#). This can include data published in annual reports or dashboards, spreadsheets published on your agency's website, or any other publicly available data. Also review data that could be a good candidate for publication as open data but is not yet publicly available.
2. **Brainstorm.** What datasets in the high-value data inventory from my agency are not already publicly available?
 - What datasets are already published on the CT Data Portal?
 - What datasets are already publicly available but not accessible in a machine-readable format? For instance, data that is in a report or dashboard.
 - What data does your agency use for trend, statistical, or performance analysis?
 - What datasets are considered are frequently requested by partner agencies, the public, policymakers and other stakeholders?
3. **Identify data that could be made public.** Document your agency's current and potential open datasets. Use whatever format works best for your agency: Word, Excel, Lists, etc.
4. **Prioritize.** Review the list of datasets from step 3 with the Open Data Coordinator and determine which should be prioritized for publication. Give priority to datasets that are:
 - Aligned with state and agency goals and initiatives;
 - Related to the focal points identified in the State Data Plan;
 - Considered high-priority by partner agencies, the public, or other stakeholders;
 - Accurate and complete; and
 - In a machine-readable format that can be digitally transmitted or processed.
5. **Start publishing open data.** Review the datasets that your agency already publishes as open data, including data on the CT Open Data Portal, and update or retire datasets as needed. Continue publishing the datasets identified in your list, prioritizing the high impact, high value datasets.

Open Data Resources

1. Open Data Portal, <https://data.ct.gov/>
2. Open Data Handbook, <https://ctopendata.github.io/open-data-handbook/>
3. Tyler Tech Data & Insights Support, <https://support.socrata.com/hc/en-us>

For more support, contact the Open Data Coordinator, Pauline Zaldonis, at pauline.zaldonis@ct.gov.