



WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD

Open Data Planning Policy

1. Purpose

This plan establishes the commitment of Washington State Transportation Improvement Board (TIB) to State goals of open and transparent government. We aim to expand citizen access to government information and adhere to Washington Technology Solutions (WaTech) Open Data Policy DATA-01.

2. Mandate

This plan is adopted by TIB pursuant to the Open Data Policy established by Washington Technology Solutions (WaTech) and is intended to satisfy the requirements of applicable statute, including 43.105.351.

3. 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.

- Decision packages submitted for review by WaTech will include open data as a component of the system design.
- The agency will create and 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.

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

- 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.
- The agency will appoint an executive responsible for overseeing and reporting on their agency's open data efforts.

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

- The agency will track and quarterly publish the dates and topics of select public records requests in a structured, machine-readable format, including the name of an agency staff person who worked on responding to the request.
- The agency will track and monthly publish the number of requests on select agency web pages along with the page's title and the name of an agency staff person who worked on the page.

Develop and employ methods to readily withhold or mask non-disclosable data.

- The agency will ensure that at least 10% of its staff complete training within the next year on the 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).



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Develop and employ technical mechanisms for posting open data.

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

4. Open Data Goals

The Transportation Improvement Board has set the following goals for meeting its open data obligations to the public:

- The public has a mechanism for easily determining what data assets are available and how to access them.
- TIB data assets are documented sufficiently so that a member of the general public can understand what the data elements are and how they link back to the individual source records where applicable. All metadata describe the temporal range of the data and frequency of updates.
- The public has a mechanism for providing ongoing feedback regarding data access and availability.
- The agency will review which data sets can readily be published to the data.wa.gov open data portal and make them available to the public.