

**Maryland Council on Open Data**  
**June 27<sup>th</sup> 2016 – Meeting Agenda**

**Pre-Meeting Homework Assignments:** The majority of this meeting will cover the Public Information Act (PIA) and the potential to create a centralized PIA database for all state agencies, either for tracking information about PIA requests alone or possibly including full PIA responses, as well.

To facilitate this discussion, your agency is asked to:

- Encourage **your agency's designated staff contact(s) for Public Information Act (PIA) requests** to attend this meeting.
- Collect **information or data on your agency's volume of PIA requests** (e.g. - number of PIA requests per year), as well as information on how many of your agency's PIA requests are responded to on time.  
*Note: We are not requesting that you generate any additional data besides what you are already tracking. The differences in how each agency tracks PIA requests and responses will help to inform the discussion.*
- Come prepared to discuss what metadata elements should and should not be included in a statewide PIA tracking database. DoIT has drafted a list of metadata elements (please see below). What items are missing from this list?
- Provide considerations on who would "own" this effort?

**Agenda**

1. News Items
  - a. Future Dates for Council Meetings – minimizing scheduling conflicts
  - b. Governor Hogan's new Statewide Service Initiative
  - c. Improved Search on [data.maryland.gov](http://data.maryland.gov) – More relevant and faster results
  - d. Updated links to MD iMAP layers on [data.maryland.gov](http://data.maryland.gov)
  - e. Highlights from other State and City Open Data and GIS programs
2. Public Information Act (PIA)
  - a. Council's 2015 Annual Report Recommendations for 2016 – PIA and Statewide Data Resources Inventory
  - b. Existing PIA practices – Changes to law effective October 1<sup>st</sup> 2015
  - c. Existing PIA practices – Agency by agency
  - d. Possibility of tracking all agencies' PIA *metadata* as Open Data
  - e. Possibility of tracking all agencies' PIA *full responses* as Open Data
3. Permitting and Licensing Data
  - a. Council's 2015 Annual Report Recommendations for 2016 – Agencies are asked to begin publishing full records on individual permits and licenses as Open Data
  - b. First steps – Possibility for pilot project
  - c. Considerations for Personally Identifying Information (PII)

d. Best ways for public access – Application or dashboard?

**Draft List of Metadata Elements**

1. Full name of responding state agency or office
2. Acronym of responding state agency or office
3. Contact information for responding state party (address, city, state, ZIP, phone number, email)
4. Name of request submitter (PIA requests are considered public information)
5. Date of request submission
6. Date of response deadline (date from #5 plus 30 days)
7. Date of response
8. Brief description of documents or information requested
9. Public response (approved/under review/denied)
10. Fee charged for production of response (yes/no, and dollar amount, if applicable)
11. Additional comments (optional)