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September 8, 2014

To: Open Data Council Members
From: The StateStat Team, Matt Power & Joshua Exler
Subject: Open Data Council Meeting, August 25, 2014

As a result of our recent meeting, please provide work through the following action items before the next Open Data Council meeting. The next several meetings are scheduled for the following dates:

- October 3, 2014, 9:30 am – 12:00 pm (Meet & Greet, 9:30 – 10:00 am)
- November 7, 2014, 1:00 pm – 3:00 pm
- December 16, 2014, 1:00 pm – 3:00 pm

1. As requested, by COB September 25th at the latest, if either or both forms are applicable to you, please complete the **Conflict Exemption and Financial Disclosure forms** on <http://ethics.gov.state.md.us>. Please contact barney.krucoff@maryland.gov with any questions.

2. Please provide a response to Joshua.exler@maryland.gov by COB September 26th. Each agency should **identify its top five datasets** for making publicly available on data.maryland.gov or data.imap.maryland.gov, using the criteria of public and government utility and interest. For example, data repeatedly provided through PIA requests have demonstrably high levels of public interest.

3. Before the next meeting, please **create an account for yourself on data.maryland.gov**, if you do not already have one. Each individual, as opposed to each state agency, should sign up for an account. Navigate to data.maryland.gov then click "Sign Up" in the upper right hand corner. An account is a prerequisite to upload a dataset.

4. Before the next meeting, **each agency should upload three new datasets** to data.maryland.gov or data.imap.maryland.gov. One of these three datasets should be a dataset listed in your response to question #2. Please reference these [instructions on uploading datasets](#) if necessary, and contact joshua.exler@maryland.gov or your agency's [GIS Liaison](#) with any questions.

5. Please communicate the requirements of the [Open Data Policy](#) and Governor O'Malley's charge on open data to your agency's staff.

6. Each agency should prepare suggestions on how to organize the work and discussions of the 37 member Council. Does your agency recommend any specific working groups?