



SOCIAL SECURITY

APR 28 2015

MEMORANDUM

Date:

Refer To:

To: See Below

From: Bill Zielinski *Bill Zielinski*
Deputy Commissioner for Systems/
Chief Information Officer

Ruby Burrell *Ruby Burrell*
Chief Strategic Officer

Subject: Open Data Policy — ACTION

On May 9, 2013, President Obama signed an Executive Order (EO) "Making Open and Machine Readable the New Default for Government Information." Following publication of the Executive Order, the Office of Management and Budget (OMB) published M-13-13, "Open Data Policy – Managing Information as an Asset." M-13-13 provides guidance for all Federal agencies on how to implement the EO.

M-13-13 directs the agency Chief Information Officer (CIO) to implement the requirements of the Memorandum in coordination with the Chief Financial Officer, the Chief Acquisition Officer, Senior Agency Official for Privacy (SAOP), and Senior Agency Official for Records Management, among others.

Addressees

Acting Commissioner
Chief Actuary
General Counsel
Inspector General
Deputy Commissioner for Budget, Finance, Quality, and Management
Deputy Commissioner for Communications
Deputy Commissioner for Disability Adjudication and Review
Deputy Commissioner for Human Resources
Deputy Commissioner for Legislation and Congressional Affairs
Deputy Commissioner for Operations
Deputy Commissioner for Retirement and Disability Policy

The CIO shares responsibility for fulfilling the Federal Open Data Policy with the Chief Strategic Officer (CSO). The CIO plans, manages, and directs technology implementation and the CSO plans, manages, and directs the identification of new data assets for publishing and manages external stakeholder engagement. Both the CIO and CSO share responsibility for leading the culture change and maintaining this Open Data Policy.

OMB requires all agencies to manage data as an asset from inception to delivery, including records management responsibilities. Each data asset should be open, accessible, documented, reusable, timely, and managed. The goal of Open Data is to release as much information as possible to the public in an open format, to the extent permitted by law and subject to any privacy, confidentiality, security, or other restrictions.

The agency fully supports fostering internal information sharing and external transparency. The governing principles we will follow to implement the President's EO for all new investments are:

1. Create or collect all new information by using machine-readable open formats, open data standards, open licenses, and standard metadata to support downstream information processing.
 - a. Machine-Readable Open Formats – When creating, collecting or publishing data, to the extent practical, we will use non-proprietary and publicly available formats with no restrictions on their use. Examples of these types of formats include, but are not limited to, Comma Separated Values (CSV), Extensible Markup Language (XML), and JavaScript Object Notation (JSON) files.
 - b. Open Data Standards – Consistent with existing policies about Federal agencies' use of standards¹ we will promote interoperability and openness, when possible.
 - c. Open Licenses – When applicable, we will apply open licenses to information when collecting or creating information to prevent restrictions on use of the data.
 - d. Common core and extensible metadata – We will describe each data asset in accordance with the common core metadata found in the implementation guide developed by OMB called [Project Open Data](#). The description must include contextual awareness, risks, or caveats to provide a clear understanding of the data contained in the data asset. When necessary, we will require more metadata to help in internal tracking, identification, and other key factors to assist in our operations.
2. Build or modernize information systems on open data principles to maximize (to the extent practical) interoperability, information accessibility, and enhance information safeguards. Each modernization must be scalable, flexible, and have the ability to extract data into multiple formats for a range of uses internally or externally.
3. Perform periodic reviews and evaluate data sets, and geospatial data, for potential release to the public. In accordance with OMB M-13-13, data owners will work with the CIO,

¹ See OMB Circular A-119, available at http://www.whitehouse.gov/omb/circulars_a119, and OMB Memorandum M-12-08, Principles for Federal Engagement in Standards Activities to Address National Priorities (Jan 27, 2012), available at <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-08.pdf>

the CSO and the General Counsel, to consider the public release of data assets while protecting the privacy, confidentiality, and security of our data.

4. Maintain an Enterprise Data Inventory consistent with the policy. The inventory will house the information referenced above in section 1.d for all new or existing data assets. The data asset owner is responsible for registering and maintaining the metadata information in the inventory.
5. Maintain a public data listing to promote transparency and provide a central location of all public agency assets. The public data listing will be a subset of the Enterprise Data Inventory, consisting of data assets that have not been marked as non-public or restricted.
6. Collaborate with the Business Intelligence community to expand, enrich and identify authoritative data sources to improve downstream data quality and reporting.
7. Collaborate and prioritize with our customers on new data releases.
8. Continue to maintain high standards of privacy, confidentiality, and security for the data we collect and create by following the policies and procedures set forth by the SAOP and the CISO.
9. Implement an Application Programming Interface (API) methodology, for building and releasing new APIs. APIs are a foundation to many infrastructures allowing seamless communication of information.

We will modify the roles and functions of our existing governance boards and components to provide the direction and oversight needed for us to meet the goals and objectives of the Open Data Policy and our governing principles.

If you have any questions, please contact Lester Diamond on ext. 53429 or Alan Lane on ext. 54331.