# Agency Open Data Plans

## Mandate

This plan is adopted by the Board of Tax Appeals (“the agency”) pursuant to the [Open Data Policy](http://ocio.wa.gov/policies/187-open-data-planning) established by the Office of the Chief Information Officer (OCIO), and is intended to satisfy the requirements of applicable statute, including [43.105.351(link is external)](http://app.leg.wa.gov/RCW/default.aspx?cite=43.105.351).

This plan will be adopted by reference in the agency’s strategic plan, IT strategic plan, and/or LEAN agenda.

## 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

* The agency has and will 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’s public records officer 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.

### 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 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).

### Develop and employ technical mechanisms for posting open data

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