Executive Order

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Use for all Executive Orders

EO 2019-08

CITY COUNCIL USE ONLY			CITY CLERK USE ONLY
Date Received:	Tracking #:		Date: 12·16·2019
Committee Date:	Committee:		Item #: 1912.00119
1st Agenda Date:	Hearing Date:		
	2nd Agenda Date:		

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Department
Finance

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Description (Subject)
Data Governance Policy

Summary

Executive Order details and backgroud information

If this Executive Order amends, rescinds, repeals or supersedes a previous one please provide the following information:

Affected EO Number
2018-03

○ Amend   ○ Rescind   ○ Repeal   ⦿ **Supersede**

Processing Information for City Clerk's Office

Additional Routing and Processing Details

Approvals

		Date:
Department:		12/9/19
Legal:		12/10/19
Board:		Date:
Mayor:		Date: 12/16/19
Other:		Date: DEC 16 2019

OFFICE OF THE MAYOR
CITY OF TULSA, OKLAHOMA
EXECUTIVE ORDER NO. 2019-08
AN EXECUTIVE ORDER ESTABLISHING A POLICY FOR GOVERNING CITY OF TULSA DATA.

WHEREAS, the City of Tulsa seeks to establish a framework for governing data; and,

WHEREAS, data governance sets roles and responsibilities; and,

WHEREAS, data governance facilitates artificial intelligence (AI) usage, self-service data analytics, data classification, data integration, data provenance, data quality, and data security; and,

WHEREAS, effective data governance requires a policy to provide guidance to City personnel when deciding how to build and measure artificial intelligence models, perform self-service analytics, create dashboards, measure analytic results, generate data, collect data, process data, disseminate data, secure data, track origin of data, and measure quality of data.

NOW, THEREFORE, by virtue of the power vested in me as the Mayor of the City of Tulsa, it is hereby ordered:

Section 1.   **Purpose.** This Executive order establishes the basic policy for governing all the City of Tulsa data. This Executive Order also creates a Data Governance manual, setting forth the Artificial Intelligence policy, the Data Analytics Self-Service policy, the Data Classification policy, the Data Integration policy, the Data Provenance policy, the Data Quality policy, and the Data Security policy. The Data Governance manual shall be published, maintained and accessible online, and may be amended or revised as necessary upon determinization of the Data Governance Committee created by the Data Governance policy, and without revising or amending this Executive Order.

Section 2.   **Applicability.** This policy applies to all officers and employees of the City of Tulsa.

Section 3.   **Effective Date.** This Order shall take effect immediately.

Date this 16th day of December, 2019

_____
G.T. Bynum, Mayor

ATTEST:

_____
City Clerk

_____
City Attorney

Data Governance Policy

.1 The purpose of this policy is to establish a framework for governing data within the City of Tulsa. It establishes proper data quality, data integrity, and usage standards. This policy also defines the data governance roles and responsibilities of specific city employees and citizens. Establishing these standards will allow the City to improve its data access and organization, usage accuracy and efficiency, security, and provenance.

.2 The Data Governance Policy will be owned by a Data Manager in the Office of Performance Strategy and Innovation.

.3 There will exist a Data Governance Committee. Its purpose is to democratize data governance decision making. It serves to resolve data integrations, classification, provenance, organization, analytics, and quality requests. Every data request from an external or internal customer must be reviewed using the Data Governance process.

    .1 Structure

        .1 The Data Governance Committee will include each department.

        .2 There will be a maximum of one committee member per department.

        .3 The committee will rely on automated workflows instead of physical meetings for communication.

        .4 A meeting may be called if the committee agrees it is necessary to resolve a request.

    .2 Rules of Order

        .1 Digital Voting

            .1 For data requests managed through a workflow, there is no required quorum.

            .2 The Data Steward - of the Department who owns the data - has two business days to review the data request.

                .1 Approve and reject are the response categories.

                .2 If a decision hasn't been made by the Data Steward within the allotted time, then the request is sent to the Data Manager for review.

                .3 The Data Manager must either approve or reject the request.

            .3 Once the Data Steward or Data Manager approve the request, the request is assigned to each committee member. Each committee member has two business days to approve or reject the data request. The purpose of the committee review is as a doublecheck and a request

should only be rejected if there is a cause for great concern. In the case of great concern, the Data Steward will also contact the Data Manager.

.1   Approve and reject are the response categories.

.2   Each committee member's response is also known as a vote.

.4   If the summation of a single vote category is greater than fifty percent of the number of committee members, then a decision has been made.

.5   If a committee decision hasn't been made in two business days (e.g. no majority vote has been reached), then the request is automatically approved.

.6   If a request is submitted multiple times to subvert the system, it will be automatically rejected.

.2   Physical Meeting

.1   If a physical meeting is required, then a quorum is the majority of committee members.

.2   If there is a quorum, a decision of approve or deny has been made when the majority of present committee members vote for one category.

.3   If there isn't a quorum, then the decision must be tabled for a later meeting.

.4   The Data Governance roles and responsibilities consists of a Data Manager, Committee Member, Data Steward, and Data User.

.1   Data Manager

.1   The Data Manager is responsible for chairing the Data Governance Committee, manage the Data Governance Policy, maintain service level agreements between departments, and set vision for using data within the City of Tulsa.

.2   Committee Member

.1   A Data Governance Committee Member is responsible for democratizing data request decisions.

.1   Agrees to participate in the Data Governance Committee process.

.2   Agrees to review and vote on requests within the two business days allotted.

.3   Could be the Data Steward.

.3 Data Steward

    .1 A Data Steward is a department's data point of contact.

    .2 Agrees to set departmental expectations in the classification, analytics self-service, provenance, and quality policies.

.4 Data User

    .1 A Data User is any City employee or citizen who uses the City's data.

.5 New software platform purchases shall be considered through the Data Integration policy. The purpose of this is to encourage departments to purchase software that allows data to be used more efficiently.

    .1 Please reference the **Data Integration** Policy in the Data Governance Manual.

.6 Prior to release, all data shall be reviewed in according to the Data Classification Policy. This policy governs the risk associated with releasing sensitive information to the wrong party.

    .1 Please reference the **Data Classification** Policy in the Data Governance Manual.

    .2 A digital form that simplifies the classification process will be available to Data Stewards.

.7 The Data Provenance Policy exists to govern how and where data is moved. It ensures data lineage is tracked and that data is stored in a documented, clean, organized, and consistent manner. All data requests must be reviewed using the Data Provenance Policy.

    .1 Please reference the **Data Provenance** Policy in the Data Governance Manual.

.8 The Data Security Policy governs the layers of protection applied to the storage and retrieval of data. It also covers security auditing. All data requests must be reviewed using the Data Security Policy.

    .1 Please reference the **Data Security** Policy in the Data Governance Manual.

.9 All data released pursuant to a request must be used according to the terms of the Data Analytics Self Service Policy.

    .1 Please reference the **Data Analytics Self-Service** Policy in the Data Governance Manual.

.10 All data inconsistencies shall be handled according to the Data Quality Policy to ensure continuous improvement.

    .1 Please reference the **Data Quality** Policy in the Data Governance Manual.

.11 Data collection through artificial intelligence shall be considered through the Artificial Intelligence Policy. The purpose of this policy is to define how advanced automation techniques are used within the City of Tulsa and ensures AI is not used nefariously.

    .1 Please reference the **AI** Policy in the Data Governance Manual.