



## Open Data Guidelines

**Document No: CDO-006**

**Issued by: Chief Data Officer**

### 1.0 Purpose

The purpose of the Open Data Guidelines is to establish a framework for identifying, prioritizing, and managing the publication of data sets<sup>1</sup> across State of Hawaii agencies. Developed in accordance with Hawaii Revised Statutes (HRS) sections [§27-44](#) and [§27-44.3](#),<sup>2</sup> the Open Data Guidelines provide guidelines for data governance, data stewardship, and the procedures for making public data<sup>3</sup> available on the State's Open Data portal at [opendata.hawaii.gov](http://opendata.hawaii.gov) or successor website designated by the Chief Data Officer.

The Open Data Guidelines apply to all data assets handled by State agencies categorized as Open Data

### 2.0 Authority

Section 27-44, HRS, provides the Chief Data Officer with the authority to develop, implement, and manage statewide data policies, procedures, and standards and establishes a Data Task Force to support the Chief Data Officer in developing, implementing, and managing the State's data policies, procedures, standards, and guidelines.

### 3.0 Scope

The Data Quality Guidelines apply to all State agencies.

The Open Data Guidelines apply to all State agencies and govern all data sets published on the State's Open Data portal at [opendata.hawaii.gov](http://opendata.hawaii.gov).

### 4.0 Information Statement

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<sup>1</sup> Refer to 7.0 Definitions of Key Terms

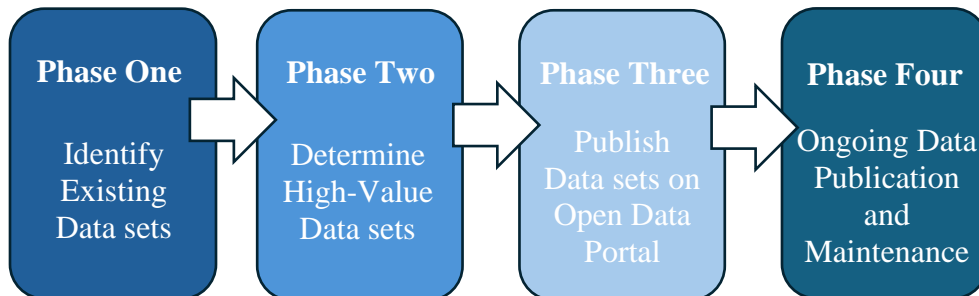
<sup>2</sup> HRS [§27.44 capitol.hawaii.gov](#) and [§27-44.3 capitol.hawaii.gov](#)

<sup>3</sup> Refer to 7.0 Definitions of Key Terms

## 4.1 Requirements of the Open Data Guidelines

To enhance transparency, accessibility, and usability of statewide data, State agencies are encouraged to publish high-value<sup>4</sup> data sets on the State's Open Data portal at [opendata.hawaii.gov](https://opendata.hawaii.gov).

To publish open data sets on the [opendata.hawaii.gov](https://opendata.hawaii.gov) site, State agencies shall follow the phases outlined below.



### 4.1.1 Identify Existing Data sets

Conduct an assessment to identify data sets published on State agency websites unavailable on the State's Open Data portal, [opendata.hawaii.gov](https://opendata.hawaii.gov).

### 4.1.2 Determine Value of Data Sets

Assess identified data sets to determine its value. To determine whether a dataset is considered high value, evaluate it against the following criteria and questions:

- Public Impact - Does the dataset contribute to transparency or improve public trust? How often is it accessed or downloaded by the public?
- Economic Value - Does the dataset provide insights that can drive economic development, innovation, business creation? Are businesses or researchers leveraging this data for new products and services?
- Social Impact - Does the dataset support decision-making in critical areas such as healthcare, education, housing? Does the dataset inform policy to address societal challenges (i.e. homelessness, climate change.)?
- Operational Impact for Government - Does the dataset improve internal operations, decision-making, or service delivery? Is the dataset used frequently across multiple government agencies or sectors?

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<sup>4</sup> Refer to 7.0 Definitions of Key Terms

### **4.1.3 Publish High-Value Data sets on Open Data Portal**

Publish high-value data sets from State agency websites to the State's Open Data portal.

### **4.1.4 Update Regularly**

State agencies are responsible for maintaining a regular update schedule for data sets published on [opendata.hawaii.gov](https://opendata.hawaii.gov) to ensure data remains up to date.

## **4.2 Ownership and Responsibility**

### **4.2.1 Ownership**

State agencies shall retain ownership of Open Data set(s) published to [opendata.hawaii.gov](https://opendata.hawaii.gov). All data sets published on [opendata.hawaii.gov](https://opendata.hawaii.gov) become a public resource available to anyone with access to the Internet but public users acquire no ownership rights to this data

The public use of the Open Data set(s) may include development of applications. In this case, the developers retain all intellectual property ownership in their applications, excluding the State data itself, whose ownership continues to reside with the State agency.

### **4.2.2 Responsibility**

State agencies that own the Open Dataset(s) are responsible for all aspects of quality, integrity, and security of the data set contents. State agencies do not relinquish control of its data to the Chief Data Office when the dataset is submitted for publication to [opendata.hawaii.gov](https://opendata.hawaii.gov).

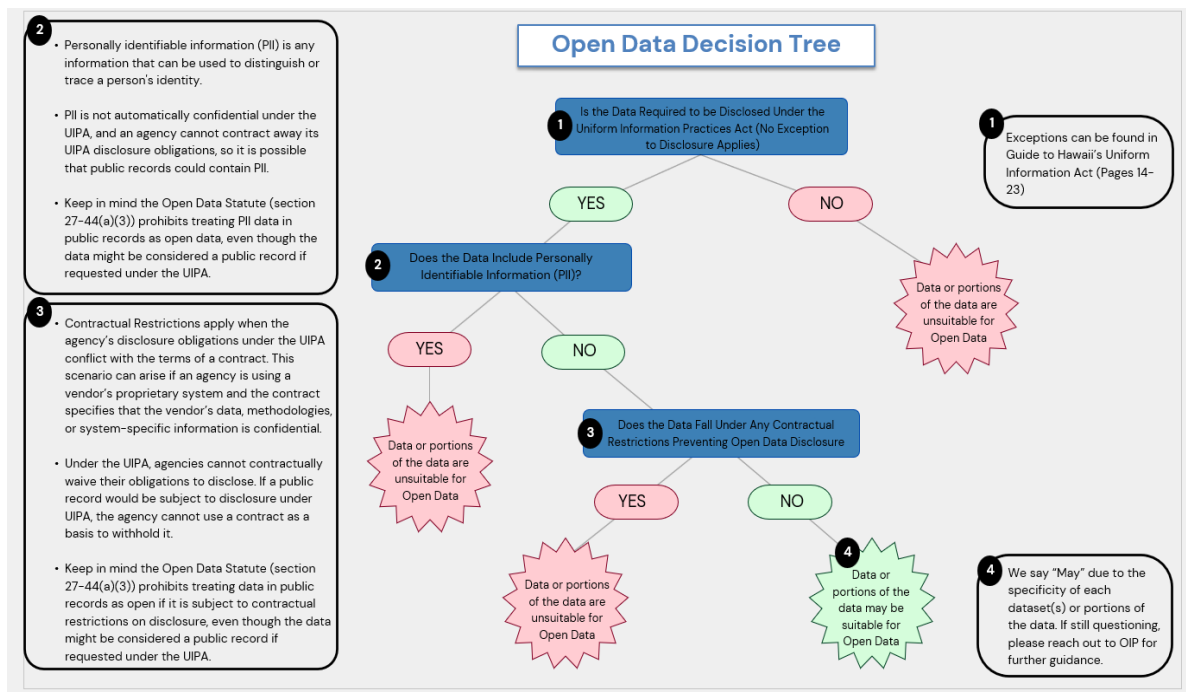
State agencies are responsible for ensuring that its submitted data meets the criteria of Open Data as outlined in the next section and has been appropriately reviewed by the Office of Information Practices. If a data set is not publishable in its raw format, State agencies are responsible for identifying what processing can occur to make the data publishable. State agencies are responsible for maintaining and regularly updating data sets published on [opendata.hawaii.gov](https://opendata.hawaii.gov) and meeting publication guidelines as outlined in the *State of Hawaii Open Data Technical Guidelines*.

### 4.2.3 Open Data Quality

Open Data sets should adhere to Data Quality Guidelines<sup>5</sup> to ensure accurate and reliable data is accessible to the public.

## 4.3 Identifying Publishable Data

In accordance with section 27-44.3, HRS, these Open Data Guidelines include processes to determine data sets that are appropriate for online disclosure. State agencies shall use following steps defined by the Office of Information Practices to make the appropriate determinations. Final determination should always be made in consult with the Office of Information Practices.<sup>6</sup>



### 4.3.1 Is the Data Required to be Disclosed Under the Uniform Information Practices Act (UIPA)?<sup>7</sup>

**Yes** → Go to Step 2.

<sup>5</sup> Data Quality Guidelines, <https://data.hawaii.gov/policies-and-documents/>

<sup>6</sup> Office of Information Practices, <https://oip.hawaii.gov/>

<sup>7</sup> Hawaii Uniform Information Practices Act, <https://oip.hawaii.gov/wp-content/uploads/2024/08/August-2024-UIPA-Manual-Final.pdf>

**No** → Data or portions of the data are unsuitable for Open Data.

#### **4.3.2 Does the Data Include Personally Identifiable Information (PII)?**

**Yes** → Data or portions of the data are unsuitable for Open Data.

**No** → Go to Step 3.

##### **Considerations:**

- Personally identifiable information (PII) is any information that can be used to distinguish or trace a person's identity.
- Section 27-44(a)(3), HRS<sup>8</sup> prohibits treating PII data in public records as Open Data, even though the record might be considered a public record if requested under the UIPA.
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#### **4.3.3 Does the Agency Have Contractual Restrictions that prevent Open Data disclosure?**

**Yes** → Data or portions of the data are unsuitable for Open Data.

**No** → Data or portions of the data “may” be suitable for Open Data

##### **Considerations:**

- Contractual restrictions apply when the agency’s disclosure obligations under the UIPA conflict with the terms of a contract. This scenario can arise if an agency is using a vendor’s proprietary system and the contract specifies that the vendor’s data, methodologies, or system-specific information is confidential.
- Under the UIPA, agencies cannot contractually waive its obligations to disclose. If a public record would be subject to disclosure under UIPA, the agency cannot use a contract as a basis to withhold it.
- Section 27-44(a)(3), HRS<sup>9</sup> prohibits treating data in public records as Open Data if it is subject to contractual restrictions on disclosure, even though the data might be considered a public record subject to disclosure if requested under the UIPA.

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<sup>8</sup> HRS [§27-43 capitol.hawaii.gov](https://capitol.hawaii.gov)

<sup>9</sup> HRS [§27-43 \(capitol.hawaii.gov\)](https://capitol.hawaii.gov)

## 5.0 Compliance

The Open Data Guidelines shall take effect upon publication. Compliance is strongly recommended.

## 6.0 Contact Information

Submit all inquiries and requests for future enhancements to the Chief Data Office at [data@hawaii.gov](mailto:data@hawaii.gov).

Additional data and AI related standards and guidelines can be found at [data.hawaii.gov](http://data.hawaii.gov).

## 7.0 Key Terms

Key terms have been taken from the State's Open Data portal, [opendata.hawaii.gov](http://opendata.hawaii.gov), or defined by other Open Data documents as listed in the related documents and sources section of the Open Data Guidelines. All terms shall have the meanings found in the Data and AI Glossary (under Glossaries on <https://data.hawaii.gov/>).

- **Data:** Means final versions of statistical or factual information:
  - In alphanumeric form reflected in a list, table, graph, chart, or other non-narrative form, that can be digitally transmitted or processed; and
  - Regularly created or maintained by or on behalf of and owned by an executive branch department that records a measurement, transaction, or determination related to the mission of that executive branch department.<sup>10</sup>
- **Data set:** Means a named collection of related records on an electronic storage device, with the collection containing individual data units organized or formatted in a specific and prescribed way, often in tabular form, and accessed by a specific access method that is based on the data set organization; provided that a data set shall not include any data that is protected from disclosure under applicable federal or state law, or contract, or data that is proprietary.<sup>11</sup>
- **High-value data:** Data qualifies as high-value if it can be used to increase agency accountability and responsiveness; improve public knowledge of the agency and its operations; further the core mission of the agency; create economic opportunity; or respond to need and demand as identified through public consultation.<sup>12</sup>

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<sup>10</sup> Act 263 SLH 2013 [https://www.capitol.hawaii.gov/sessions/session2013/bills/HB632\\_CD1\\_.pdf](https://www.capitol.hawaii.gov/sessions/session2013/bills/HB632_CD1_.pdf)

<sup>11</sup> Act 263 SLH 2013 [https://www.capitol.hawaii.gov/sessions/session2013/bills/HB632\\_CD1\\_.pdf](https://www.capitol.hawaii.gov/sessions/session2013/bills/HB632_CD1_.pdf)

<sup>12</sup> The U.S. National Archives and Records Administration [archives.gov](http://archives.gov)

- **Machine-readable:** Refers to information or data that is in a format that can be easily processed by a computer without human intervention while ensuring no semantic meaning is lost.<sup>13</sup>
- **Open data:** Refers to publicly available data structured in a way that enables the data to be fully discoverable and usable by end users.<sup>14</sup>

## 8.0 Revision History

| Date              | Description of Change                 |
|-------------------|---------------------------------------|
| December 16, 2024 | Approved by the State Data Task Force |
| February 11, 2025 | Published                             |

## 9.0 Related Documents and Sources

The State of Hawaii Open Data Guidelines utilizes input from several city, state and federal Open Data resources.

[1]. Act 167 SLH 2022

[https://www.capitol.hawaii.gov/session/archives/measure\\_indiv\\_Archives.aspx?billtype=HB&billnumber=1885&year=2022](https://www.capitol.hawaii.gov/session/archives/measure_indiv_Archives.aspx?billtype=HB&billnumber=1885&year=2022)

[2]. Act 263 SLH 2013

[https://www.capitol.hawaii.gov/session/archives/measure\\_indiv\\_Archives.aspx?billtype=HB&billnumber=632&year=2013](https://www.capitol.hawaii.gov/session/archives/measure_indiv_Archives.aspx?billtype=HB&billnumber=632&year=2013)

[3] Hawaii Senate Resolution 69

[https://www.capitol.hawaii.gov/sessions/session2024/bills/SR69\\_.pdf](https://www.capitol.hawaii.gov/sessions/session2024/bills/SR69_.pdf)

[4] Hawaii Uniform Information Practices Act <https://oip.hawaii.gov/wp-content/uploads/2024/08/August-2024-UIPA-Manual-Final.pdf>

[5]. Open Data Policy and Technical Standards Manual for the City and County of Honolulu

[https://data.honolulu.gov/dataset/Open-Data-Policy-and-Technical-Standards-Manual-fo/uuax-nfka/about\\_data](https://data.honolulu.gov/dataset/Open-Data-Policy-and-Technical-Standards-Manual-fo/uuax-nfka/about_data)

[6]. Open Government Data.gov <https://data.gov/open-gov/#:~:text=The%20OPEN%20Government%20Data%20Act%20makes%20Data.gov%20a%20requirement,in%20the%20Data.gov%20catalog.>

<sup>13</sup> Federal Enterprise Data Resources [Resources.data.gov](https://resources.data.gov)

<sup>14</sup> Executive Office of the President [https://www.whitehouse.gov/wp-content/uploads/legacy\\_drupal\\_files/omb/memoranda/2013/m-13-13.pdf](https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/memoranda/2013/m-13-13.pdf)