

February 14, 2014

MEMORANDUM FOR ALL GSA EMPLOYEES

FROM: DAN TANGHERLINI
ADMINISTRATOR (A)



SUBJECT: Increasing Data Sharing, Transparency and Reuse at GSA

PURPOSE: To assign responsibility and define processes around collecting, storing and managing data at GSA

As required by Executive Order 13642 of May 9, 2013, *Making Open and Machine Readable the New Default for Government Information* and OMB Memorandum M-13-13 *Open Data Policy-Managing Information as an Asset*, GSA must institutionalize the principles of effective information management at each stage of the information's life cycle to promote interoperability and openness of structured information. As used herein, "data" and "information" have the meaning defined in the OMB Memorandum M-13-13.

To achieve immediate improvements, the GSA Administrator delegates to the Chief Information Officer (CIO) authority and responsibility to store, manage, and protect data within GSA, for both internal agency use and sharing with external stakeholders.

This memo outlines governing principles that will be implemented at the date of signature and be the foundation for a new IT policy for data and information management within GSA. From this point forward, as required by the policies referenced above, GSA shall:

1. Collect or create information in a way that supports downstream information processing. This includes using machine-readable and open formats, data standards, and common core and extensible metadata for all new information creation and collection efforts. It also includes ensuring information stewardship through the use of open licenses and review of information for privacy, confidentiality, security, or contractual restrictions on use, release or retention.
2. Build new or modernize information systems in a way that maximizes interoperability and information accessibility, maintains internal and external data asset inventories, enhances information safeguards, and clarifies information management responsibilities.
3. The GSA OCIO will (a) consult with relevant officials within GSA to develop and implement policies and procedures to manage, govern, and disseminate data within GSA and on behalf of GSA with other Agencies and external stakeholders

and (b) review and adjudicate the releasability of specific data sets proposed for release.¹ These procedures will operate within the framework of existing laws and regulations.²

4. Business stakeholders within GSA program and staff offices will be responsible for informing the OCIO of applicable restrictions based on an existing policy, law, or other governing framework for the use or sharing of data within GSA.
5. The OCIO will be responsible for facilitating relationships between GSA services and staff offices, as well as external Agencies and stakeholders, in order to allow inter- and intra-agency data sharing in a secure, compliant and timely manner.
6. Consistent with existing policies relating to Federal agencies' use of standards³ for information as it is collected or created, GSA service and staff offices must use standards in order to promote data interoperability, accuracy, and openness.
7. The OCIO has the authority to authorize certain employees within GSA, who meet technical, security and other criteria developed by the OCIO, to have access to GSA data to conduct analytics, even if the data has not completed the adjudication and review process set forth in paragraph 4. The results of the analysis will be shared and discussed with the relevant policy and staff offices to ensure the data is being used in context.

¹ For the purposes of this memorandum relevant officials shall follow OMB Memorandum M-13-13, which states, "agency heads must ensure that CIOs are positioned with the responsibility and authority to implement the requirements of this Memorandum in coordination with the agency's Chief Acquisition Officer, Chief Financial Officer, Chief Technology Officer, Senior Agency Official for Geospatial Information, Senior Agency Official for Privacy (SAOP), Chief Information Security Officer (CISO), Senior Agency Official for Records Management, and Chief Freedom of Information Act (FOIA) Officer."

² This Memorandum is designed to be consistent with existing requirements in the Paperwork Reduction Act, the Clinger-Cohen Act, the Electronic Government Act of 2002, the Privacy Act of 1974, the Federal Information Security Management Act of 2002 (FISMA), the Confidential Information Protection and Statistical Efficiency Act of 2002 (CIPSEA), the Freedom of Information Act, the Information Quality Act, the Federal Records Act, other relevant Federal laws and regulations, and existing OMB guidance.

³ 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>