**SSA’s Checksheet for Releasing New Metadata to Data.gov**

**NOTE: This checklist is the culmination of data review and oversight processes and is completed by the data sponsor with sign off by designated officials. Additional information for any item may be included in a supplemental page and attached to the form.**

|  |  |  |
| --- | --- | --- |
| **Dataset Name & Description:** | | |
| **\*High-value {Y/N}** *(If Y, provide a brief explanation geared to the citizen reader of why it is high-value):* | | |
| 1 |  | The dataset is confined to public information and does not contain National Security information or other information/data protected by statute, Agency practice, legal precedent, or otherwise restricted by the SSA. |
| 2 |  | The dataset complies with required privacy, confidentiality, integrity, and available controls for SSA following relevant NIST and OMB guidance. |
| 3 |  | The dataset meets SSA’s Information Quality Data Guidelines. |
| 4 |  | The dataset does not, and should not include controls over its end use but the Federal Government cannot vouch for the data or analysis derived from these data after the data have been retrieved from Data.gov. |
| 5 |  | The dataset is a product of SSA, currently available on SSA’s website, and suitable for listing and downloading through one of the Data.gov catalogs. The Data Catalog provides an instant download of machine readable, platform-independent datasets. |
| 6 |  | The dataset is for the Data.gov. The format of the dataset(s) is in one of the following: JSON, XML, CSV/TXT, KML/KMZ, XLS/XLSX, and ESRI Shapefile or other machine readable formats. (Data in HTML and PDF files are not preferred formats for Data.gov.) |
| 7 |  | The data sponsor understands they are responsible for hosting data submissions. They will provide an active URL which Data.gov will only reference (i.e. no data is uploaded to DATA.gov). |
| 8 |  | The data sponsor agrees to maintain the dataset and respond to all public comments. |
| 9 |  | The data sponsor will submit updates to the dataset, metadata, and necessary URL (s) in a timely manner. |
| *\* Information is 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 a need and demand as identified through public consultation.*  *\*\* Authoritative data source is a recognized or official data production source with a designated mission statement or source/product to publish reliable and accurate data for subsequent users. An authoritative data source may be the functional combination of multiple separate data sources.* | | |

**Data Sponsor and POC**

|  |  |
| --- | --- |
| **Name:** | |
| **Office:** | **Position:** |
| **Phone:** | **E-Mail:** |
| **Signature:** | **Date:** |

**Data Sponsor Manager**

|  |  |
| --- | --- |
| **Name:** | |
| **Office:** | **Position:** |
| **Phone:** | **E-Mail:** |
| **Signature:** | **Date:** |

**Data Quality Certifier**

|  |  |
| --- | --- |
| **Name:** | |
| **Office:** | **Position:** |
| **Phone:** | **E-Mail:** |
| **Signature:** | **Date:** |

**OCOMM Executive**

|  |  |
| --- | --- |
| **Name:** | |
| **Office:** | **Position:** |
| **Phone:** | **E-Mail:** |
| **Signature:** | **Date:** |

**If Disclosure Review Board performs a review:**

**Disclosure Review Board Representative**

|  |  |
| --- | --- |
| **Name:** | |
| **Office:** | **Position:** |
| **Phone:** | **E-Mail:** |
| **Signature:** | **Date:** |