

OPEN COLCHESTER POLICY – DRAFT 7/23/18

Open Colchester is a citizen-accessible, self-service platform that provides data and reports on-demand, previously only available in printed format. The platform used is a product of OpenGov.com and is used by a significant number of municipalities in Connecticut and other States. General fund financial data will be available to public users at a budget account level and non-financial data at an aggregate level and will be in compliance with all Federal and State laws, statutes, and requirements for the protection of personally identifiable information, including, but not limited to, requirements under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment).

Note: The Town's official financial records are in Munis. Other records remain created and stored in existing systems. Open Colchester is a tool for reporting and filtering data based on Munis and other data.

Open Colchester allows for citizens and employees to review data on-line at their convenience. This data can be filtered to provide individualized views of information a citizen may be interested in seeing, based on the reports available on the OpenGov platform. Open Colchester is a self-service system that is accessible via a link on the Town of Colchester website homepage. Online tutorials are available to help each person learn and understand how to use the system.

- Financial data will be made available as is currently done for the Boards of Selectmen, Finance and/or Education and/or at the 'budget book' level.
- Non-financial data will be made available in the aggregate as is currently done, provided it is available in an uploadable format (ex.: CHFD Fire and EMS calls that are disseminated via press release to local news media).
- Standard reports will be uploaded to Open Colchester on the same schedule as is currently used for print reports to ensure accuracy as per current standards. This will be evaluated over time.
- All reports must be reviewed and approved by the Department Head or First Selectman (or Designee) before being posted.
- All data/reports will be dated and will be accurate as of that date. Subsequent revisions, based on additional or corrected information becoming available, will be so noted by date.
- Additional reports may be added as the use of the platform evolves.
 - Department Heads may add additional reports with the approval of the First Selectman.
 - A report that would be widely used may be added at the written request of citizens to the First Selectman's Office, contingent upon review and recommendation for approval of the request by the Open Colchester Sub-Committee to the Board of Selectmen and approval by the Board of Selectmen.
 - Members of the Open Colchester Sub-Committee will be two members of the Board of Selectmen, a member of the Board of Finance, a member of the Board of Education and the Executive Assistant to the First Selectman.
 - Nothing in this section should be construed as a deviation from FOIA requirements.
- Within the OpenGov platform, there are three levels of user access: Administrators, Internal Users and External (Public) Users.

- Administrators are the First Selectman, the Executive Assistant to the First Selectman, IT Systems Administrator and the Chief Financial Officer. These officials will have access to all aspects of the OpenGov platform in Colchester to maintain its functionality and security both internally and externally.
- Internal Users are Department Heads and designees, Members of the Boards of Selectmen, Finance and Education. Access will be defined by role within Town Government and parameters of role-based security.
- External Users are the Public. External users will have access to view data in formats provided by OpenGov.
- Administrators and Internal Users must adhere to all relevant Town Policies, and Procedures, and Guidelines regarding the use of electronic equipment, technology, systems, and social media when using Open Colchester.
- Department Heads will be responsible for the integrity of the data and the uploading of data as scheduled.
- At a minimum, data will remain available as is specified in the State of Connecticut Municipal Records Management Program (<https://ctstatelibrary.org/publicrecords/municipal>) and as available as posted to the State of Connecticut Office of Policy and Management Uniform Chart of Accounts (UCOA).