



Open Data Policy

This plan is adopted by the Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board (LEOFF) pursuant to the Open Data Policy established by the Office of the Chief Information Officer (OCIO), and is intended to satisfy the requirements of applicable statute, including 43.105.351.

The agency commits to the following general priorities, specific actions, and measures in the twelve months following the adoption date of this Plan:

- Decision packages submitted for review by OCIO will include open data as a component of the system design.
- The agency will review annually data most frequently requested in order to ensure the public is getting what is needed and wanted.
 - The agency will publish and maintain a schedule of all open public meetings conducted by the Board and will make available all reports and documents except those that are protected by attorney/client privilege and information that is deemed exempt from public disclosure under RCW 42.56.210.
<http://leoff.wa.gov/boardmtgs/archived.htm>.
 - The agency will identify the staff person responsible for tracking and preparing public records requests on its website. <http://leoff.wa.gov/about/contact.htm>
 - The agency's webmaster will post and maintain data from outside resources, pertinent to LEOFF Plan 2 on the agency's website. Data will include, but not be limited to information from the Department of Retirement Systems, the Office of the State Actuary and the Washington State Investment Board.
<http://leoff.wa.gov/publications/index.htm>
- The agency's Deputy Director will be responsible for overseeing and reporting on the agency's open data efforts.
 - Website analytics, including a current list of agency published data sets and the results of completed commitments from the agency's Open Data Plan will be emailed to the OCIO annually by October 1. The report will include data from July 1 to June 30 the previous year.
- The agency will ensure that at least 10% of its staff complete training within the next year on protection of privacy, redaction of documents for public records requests, or information security.
 - The agency will include in the October 1 annual report, the number of staff completing such training.
- Data can be readily and publically extracted from the LEOFF website by clicking on the link. Materials can then be read using a portable document format (PDF) reader. Staff members are available to assist the public as needed.
- The agency will develop the processes and responsibilities for posting data.

The LEOFF Plan 2 Board's Public Records Officer, Webmaster and Deputy Director will work together to support and further sharing open data on the LEOFF public website.