**Data Release Approval Process:**

1. The PennDOT employee tasked with moving or wishing to move new data (of any type) to PennShare completes the data release checklist to make sure:
   1. Sources of all data sets are documented
   2. A summary of what it is, how it can be used, and assessment of reliability are provided
   3. The owner of the data and/or application is identified.
   4. Data has been thoroughly tested to ensure it is correctly formatted, maps work properly, etc.
   5. Refresh cycles are identified.
   6. Confirms no access is provided to data considered secure.
   7. Confirm there are protections within the data, map, or website ensuring all files that should be secured cannot be altered and resaved
   8. The data owner has been identified and has verified via electronic sign off that the data set can be made available to the public via PennShare. (attach)
2. Obtain sign-off from the Bureau Director, District Executive or Section/Division Chief supervising the business area controlling the aforementioned data (if different from the person signing off in (h) above) confirming they have authorized data release.
   1. If this individual can verify via electronic signature that the data being requested is suitable for public consumption, the data may be moved to PennShare in an appropriate format and used accordingly.
   2. If this individual can verify via electronic signature that the data should not be released to the public but is needed for use with partners or similar organizations, the data will be sent to the secure GID ArcGIS area and managed/administered by GID with appropriate safeguards in place to protect the data (this site and process is then entirely separate from PennShare).
   3. If this individual cannot confirm suitability for public release but wishes data to be cleared for public release, this must be indicated, an electronic signature provided to verify this request, and the process moves to step 3
3. Obtain electronic signature from the Deputy Secretary (or his/her designate) supervising the Bureau/District controlling the aforementioned data confirming authorization to release the data to the public.
   1. If the Deputy Secretary can confirm the data is suitable for public consumption or is empowered to (newly) release the data to the public, the data may be moved to PennShare and used accordingly.
   2. If the Deputy Secretary cannot confirm the data is suitable for public consumption, he/she should consult with OCC and/or Open Records and/or move to step 4, as appropriate.
4. Data release request moves to the Press Office for review and then is moved on for additional review (OCC, Open Records, OA, other) as is determined necessary.