

New Zealand Government

Government Enterprise Architecture



**Information Asset Catalogue
Template Guidelines
Version 2.0 Approved November
2015**



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Document

Audience

The intended audience of this document is (but not limited to):

- Data Custodians and Stewards
- Data Architects and Modellers
- Agencies' Open Data Coordinators
- Agencies' Enterprise, Business, Data and Solution Architects
- Information Service Management Providers
- Business partners involved in development and delivery of business and technology solutions
- Government Programme Directors and Government Project Managers
- Information and IT Managers
- Business Subject Matter Experts
- Business and System Analysts

Document Information

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Document Approval and Version Control

This document has been approved as a guideline for the New Zealand All-of-Government Enterprise Architecture by the Government Enterprise Architect Group.

Version	Date	Comment	Modified by	Approved by	Next Review Date
1.5	June 2015	Initial version at version 1.5 to align with the Excel template.	Jim Clendon		June 2016
2.0	October	Approved November 2015	Jim Clendon	GEAG	If required

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Overview

What is an Information Asset?

Information is knowledge that you get about someone or something: facts or details about a subject.

For the purposes of this template the information asset is the information and NOT the media or information technology it is stored on. Note that the New Zealand Information Security Manual (NZISM) takes a wider view and includes the information technology in their definition of information assets.

Purpose of the Information Asset Catalogue Guideline

This is a guideline to help agencies with the development of an Information Asset Catalogue using the Excel “Information Asset Catalogue Template”. It represents a start point and a base set of information attributes.

This guideline artefact is directly associated with the Government Enterprise Architecture for New Zealand (GEA-NZ) Data and Information Reference Model and Taxonomy. The GEA-NZ framework is designed to be applied at agency, sector and all-of-government levels.

Purpose of the Information Asset Catalogue

The Information Asset Catalogue(s) provides a reference point for agencies public sector information. The catalogues are created and maintained on an agency by agency basis. Eventually the agency catalogues will be used to create an all of government view. The existence and ongoing maintenance of an Information Asset Catalogue is evidence that information is being well managed as an asset. One of the core elements in Government ICT Strategy and Action Plan for 2017 is that Information is managed as an asset.

The Information Asset Catalogue(s) are intended to provide searchable metadata and contact details for a list of high-value information assets, held by the New Zealand Public sector. They do not host data, only metadata about datasets.

Where to start?

As a first pass the suggestion is to start by capturing the detail for a dozen or so of the agencies’ most significant information assets. Some candidates may be found on the Open Government Data site.

There is an associated Information Discovery Process and Template that has been designed to assist agencies to populate their Information Asset Catalogues. This was developed by the Government Enterprise Architecture team, part of System Transformation Team, Department of Internal Affairs, New Zealand.

The Information Discovery Process and Template can be found stored with this document:

- On the DIA Document Management System under:
 - SST-3204-07-02 Guidelines and Templates
 - ID [4504411DA](#)
- It is available upon request from GCIO@dia.govt.nz

Relationship to Open Government Information and Data Programme

The Information Asset Catalogue(s) will identify high value data sets and their metadata; and some of these will be candidates for release under the Open Government Information and Data Programme.

As the public sector develops their Information Asset Catalogues it is expected there will be some overlap with the data sets listed on Data.govt.nz through the Open Government Information and Data Programme.

The Open Government Information and Data Programme aims to:

- Make non-personal government-held data and information more widely available and discoverable, easily usable and compliant with open government data principles within the NZ legal context; and
- Facilitate agencies' release of the non-personal government-held data and information that people, communities, and businesses want to use and re-use.

The Open Government Data site is hosted by DIA and can be found here: <https://data.govt.nz/> and thousands of datasets are listed. This site lists data sets published by various agencies.

A toolkit supporting the Open Data Information and Data Programme can be found here: <https://www.ict.govt.nz/guidance-and-resources/open-government/toolkit-agencies/>

New Zealand Data and Information Management Principles

Note: These are shown in Appendix C in this document and can be found at <https://www.ict.govt.nz/guidance-and-resources/open-government/new-zealand-data-and-information-management-principles/>

An Information Asset Catalogue is a core artefact required as part of high quality management of the information the government holds on behalf of the public. Each agency should have one, and from these an all of government view / catalogue can be created.

The Information Asset Catalogue is aligned to the governments' 2011 principles¹ for managing the data and information the government holds. This alignment to New Zealand Data and Information Management Principles is shown in the following table.

New Zealand Data and Information Management Principles	Applicable Information Asset Catalogue Template Headings
Open	
Protected	Security and Privacy Considerations
Readily Available	
Trusted and Authoritative	Core attributes Data Description and Context Provenance and Data Quality
Well Managed	Core attributes Custodianship and Lifecycle
Reasonably Priced	
Reusable	Usage Sharing and Re-use Technical

¹ On 8 August 2011 government approved new principles for managing the data and information it holds. These replace the 1997 *Policy Framework for Government held Information*. See [Cabinet Minute CAB Min \(11\) 29/12](#).

Valuing Information Assets

For the purposes of this guide and catalogue information can be valued from the point of view of the agency, the sector, or New Zealand.

The assessment for Agency, Sector and New Zealand is similar to the Agency example in the table below.

Value / significance of asset to Agency	<p>Criticality to the performance of the Agency's required business functions:</p> <p>3 - loss or compromise of asset would have grave implications to the Agency 2 - loss or compromise of asset would be newsworthy and/or would result in significant inconvenience to the Agency 1 -asset is of limited concern to the Agency 0 - not assessed</p>
Impact of loss of Information Asset to Agency	Briefly describe the impact of loss to the agency

The Open Government Information and Data Programme has a method for valuing information based on data which when re-used contributes to economic, social, cultural or environmental growth, illustrates government's performance, and contributes to greater government efficiencies through improved information sharing.

We have used:

- Value of asset to external parties - Economic & Social Outcomes
- Value of asset to external parties - Transparency & Democratic Outcomes
- Value of asset to external parties - Efficiency Outcomes

The assessment of these is similar to the Economic & Social Outcomes shown here.

Value of asset to external parties - Economic & Social Outcomes	<p>Subjective measure. Business can use the Information Asset to add value, innovate & create new products to spur economic growth.</p> <p>Communities and people can use it to develop useful applications / new services, make informed decisions about the government services they use, and make personal decisions that improve their quality of life.</p> <p>3 - high interest and value 2 - medium interest and value 1 - low interest or value 0 - not assessed</p>
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The official security-classification of information, found in the Security and Privacy Considerations part of the template, is also a way of valuing information assets.

Template Table

Structure of the Template

The template is divided into 8 different information asset attributes areas. Each of these areas has information asset attributes:

- Core attributes
- Custodianship and lifecycle
- Disposal
- Information Asset Description and Context
- Value and Impact
- Provenance and Data Quality
- Security and Privacy Considerations
- Usage Sharing and Re-use
- Technical
- Notes

Colour / Shading of Template

The rows are divided into 3 types as follows.

Information Attribute Headings	These logically group the Information Attributes
Information Attributes (non-shaded)	These are recommended (complete on the 1st pass where the information is available)
Information Attributes (shaded)	These are suggested attributes (May be completed on a 2nd pass)
<i>Information Attributes (shaded and Italic)</i>	<i>These are optional attributes (May be completed on a 3rd pass)</i>

Core Attributes

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
CORE ATTRIBUTES	IAC01		
Agency Unique Identifier	IAC01.01	An unique identifier assigned by the agency to the information asset. A format could be IA-nnnnn (where IA stands for Information Asset). An alternative format could be Agency acronym prefixing IA-nnnnn which would make the ID unique across agencies e.g. MBIE-IA-nnnnn	
Full Name	IAC01.02	Full name of the data or information asset.	Personal Property Securities Register
Brief Name	IAC01.03	Brief name or abbreviation in common use with agency / sector (there may be multiple local names)	PPSR
Description	IAC01.04	A plain English description of the asset	The PPSR is the register where details of security interests in personal property can be registered and searched.
Size	IAC01.05	Indicative number of records and/or bytes in asset	
Agency Custodian	IAC01.06	Government Agency that is the custodian of the asset, needed if the information is to be used across agencies Note: the term "owner" is avoided because under existing policy and legislation (e.g. Copyright Act, Privacy Act, and Public Records Act) rights normally associated with ownership are typically vested in the Crown or the individual.	MBIE
Authoritative / Public Register	IAC01.07	Enter "Authoritative" and/or "Public Register" only if defined as such in legislation. Otherwise identify if "best" or "single" source of truth.	Public Register
Legislation	IAC01.08	What is the driving legislation for this asset, if any? Note: do not include generic legislation applicable to the asset such as Privacy Act, Public Records Act etc.	Personal Property Securities Act 1999

Custodianship and Lifecycle

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
CUSTODIANSHIP AND LIFECYCLE	IAC02		
Information Asset Custodian	IAC02.01	Title of the business custodian accountable for the asset, usually Tier 1, CE, Commissioner	Registrar of Personal Property Securities [PPSA s136(1)]
Information Asset Steward	IAC02.02	Tier 2 or Tier 3 role that is accountable for the definition, management and use of the asset.	National Manager, Business Registries Market Services
Statutory Custodian Title	IAC02.03	Title of statutory custodian if applicable	Registrar of Personal Property Securities [PPSA s136(1)]
Frequency at which the Information Asset is updated:	IAC02.04	Frequency at which the information asset is updated. Drop down list of values such as; One-off, Adhoc, On-demand, Hourly, Daily, Weekly, Monthly, Quarterly, Annually, Other Cycles.	Realtime
Approval of updates	IAC02.05	Who approves updates to the Information Asset; it can be an individual, an organisation, or a group such as a cross agency specialist group.	
Extent to which the Information Asset is managed:	IAC02.06	Indicates the level to which the Information asset is managed. 3 - Information Asset can be identified, understood, shared, protected and exploited effectively. 2 - Information is partly established as an Information Asset. Some dispersal of information asset across systems/formats 1 - Information is dispersed across repositories and formats and is not established as an asset 0 - not assessed	3
Current or historical Information Asset	IAC02.07	Whether data collection is current / operational or a historical data set	Current
Date range of Information Asset	IAC02.08	What period the data set covers - e.g. "1975-1991"; "1992-current"; "Last 7 years - current"	All current companies and history from 1991-present.
Annual growth rate	IAC02.09	Annual growth rate of data - number of records and/or bytes.	15,000 records / 300 Mbytes p.a.
Associated historical Information Assets	IAC02.10	<i>e.g. archival stores or similar historical data sets retained from superseded business systems.</i>	

Disposal

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
DISPOSAL	IAC03		
Disposal authority issued under the Public Records Act 2005 or other legislation.	IAC03.01	Applicable disposal authority e.g. GDA6, DA100, DA379 (Note: copies of all current disposal authorities can be found at archway.archives.govt.nz .)	
Archival / disposal mechanisms	IAC03.02	e.g. Transfer to Archives New Zealand, destroy, discharge, transfer to other agency	
Archival / disposal period or date	IAC03.03	Date for disposal (fixed/historical data) or retention period	
Archival / disposal privacy and security considerations	IAC03.04	Do classification and privacy constraints dictate special treatment for archival and disposal	

Information Asset Description and Context

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
INFORMATION ASSET DESCRIPTION AND CONTEXT	IAC04		
Summary of information stored	IAC04.01	Brief summary of asset content, e.g. significant data entities and attributes for structured data, or scope of documents for unstructured.	<ul style="list-style-type: none"> Company details (Company Number, Company Name, Date of Incorporation, Trading Name, Principal Business Type, Email Address) Personal details for all persons involved in the management of the business, ie. managers and directors (refer individual details above)
Primary Function of Information Asset	IAC04.02	Primary function for which the agency maintains the asset.	<ul style="list-style-type: none"> Public search for patent/design/ trade mark/plant variety right Register & maintain a trademark etc
Primary Business Domain of Asset	IAC04.03	Primary Business Domain the Asset is associated with. The GEA-NZ business reference taxonomy Business Domain is used for this.	Businesses
Primary Business Area of Asset	IAC04.04	Primary Business Area the Asset is associated with. The GEA-NZ business reference taxonomy Business Area is used for this.	Trade
Primary Data and Information Domain/Subject of the Asset	IAC04.05	Primary Domain/Subject categorisation of data and information using the GEA-NZ Data and Information Reference Taxonomy.	Entities_Parties
Primary Data and Information Topic of the Asset	IAC04.06	Primary Topic categorisation of data and information using the GEA-NZ Data and Information Reference Taxonomy.	Organisation
Containing Information Asset (if subset)	<i>IAC04.07</i>	<i>If this data asset is contained within a more general set, name of containing asset.</i>	<i>N/A</i>
Contained Information Assets (if superset)	<i>IAC04.08</i>	<i>List of any Information Assets contained within the asset.</i>	<i>N/A</i>
Consumer - Internal Agency Users	IAC04.09	Which internal agency business units use the asset	
Consumer (of data) - External	IAC04.10	Who are the users of the asset outside of the owning agency	The main customers include: <ul style="list-style-type: none"> Patent attorneys/lawyers Plant breeders Designers/inventors Companies/individuals wanting to protect IP Other external users include: <ul style="list-style-type: none"> General Public
Geographic range of information asset	IAC04.11	What geographic range is covered - Local, Regional, National, International etc	Covers areas affected by the Canterbury Earthquakes 2010-12
Population range of information asset	IAC04.12	What subset of the population is covered by the data set	NZ citizens only

Value and Impact

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
VALUE AND IMPACT	IAC05		
Value / significance of asset to Agency	IAC05.01	<p>Criticality to the performance of the Agency's required business functions:</p> <p>3 - loss or compromise of asset would have grave implications to the Agency 2 - loss or compromise of asset would be newsworthy and/or would result in significant inconvenience to the Agency 1 -asset is of limited concern to the Agency 0 - not assessed</p>	3
Impact of loss of Information Asset to Agency	IAC05.02	Briefly describe the impact of loss to the agency.	
Value / significance of asset to Sector	IAC05.03	<p>Criticality to the performance of the Sector's required business functions:</p> <p>3 - loss or compromise of asset would have grave implications to the Sector 2 - loss or compromise of asset would be newsworthy and/or would result in significant inconvenience to the Sector 1 -asset is of limited concern to the sector 0 - not assessed</p>	0
Impact of loss of Information Asset to Sector	IAC05.04	Briefly describe the impact of loss to the sector referencing the affected sector.	
Value / significance of asset to NZ	IAC05.05	<p>Value (economic, social or cultural) of data asset to NZ society:</p> <p>3 - loss or compromise of asset would have grave implications for NZ (e.g. passport data, criminal records, taxation data, national health records) 2 - loss or compromise of asset would be newsworthy and/or would result in significant inconvenience or economic loss 1 - asset is of limited concern to NZ public or business 0 - not assessed</p>	3
Impact of loss of Information Asset to New Zealand	IAC05.06	Briefly describe the impact of loss to New Zealand.	

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
VALUE AND IMPACT	IAC05		
Value of asset to external parties - Economic & Social Outcomes	IAC05.07	<p>Subjective measure. Business can use the Information Asset to add value, innovate & create new products to spur economic growth.</p> <p>Communities and people can use it to develop useful applications / new services, make informed decisions about the government services they use, and make personal decisions that improve their quality of life.</p> <p>3 - high interest and value 2 - medium interest and value 1 - low interest or value 0 - not assessed</p>	2
Value of asset to external parties - Transparency & Democratic Outcomes	IAC05.08	<p>Subjective measure. The Information Asset reports on the performance of an agency or service, provides details of government funding and/or expenditure, provides an evidence base informing & encouraging external participation in policy development.</p> <p>3 - high interest and value 2 - medium interest and value 1 - low interest or value 0 - not assessed</p>	0
Value of asset to external parties - Efficiency Outcomes	IAC05.09	<p>Subjective measure. The information Asset supports cross-sector service delivery, e.g. other agencies and NGOs can use it to improved their services. It helps align central & local government initiatives through a more coordinated view of government information.</p> <p>3 - high interest and value 2 - medium interest and value 1 - low interest or value 0 - not assessed</p>	2

Provenance and Data Quality

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
PROVENANCE AND DATA QUALITY	IAC06		
Method of collection	IAC06.01	How reliably the information asset data is collected e.g. customer asserted, agency verified collection, authoritative master data, sensor measurement etc.	
Data quality assurance mechanisms	IAC06.02	Note assurance mechanisms such as enforcement of syntactic and/or content validation rules.	
Data quality caveats	IAC06.03	List any known data quality issues within asset.	
Data quality statement	IAC06.04	A statement about level of confidence in data quality, e.g.: "measured 97% accurate on critical fields (5% sample)", "best available but with known omissions and/or errors";	
Data quality expectations	IAC06.05	Expectations/aims of data quality	
Applicable conformance to standards (e.g. CIQ, Statistics standards,)	IAC06.06	Any controlled vocabularies or (international or other) standards that the asset is using (include field conformance date standards, address standards and so on)	

Security and Privacy Considerations

The New Zealand Data and Information Management Principles state the Open Data and information held by government should be open for public access unless grounds for refusal or limitations exist under the Official Information Act or other government policy. In such cases they should be protected.

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
SECURITY AND PRIVACY CONSIDERATIONS	IAC07		
Formal security-classification	IAC07.01	"Unclassified", "In-confidence", "Sensitive", "Restricted", "Confidential", "Secret", "Top Secret". Also "NZEO".	Unclassified
Personally Identifiable Information	IAC07.02	Does the asset contain personally identifiable information as defined in the Privacy Act?	Yes
Privacy Act purpose and scope	IAC07.03	Stated purpose and scope of the collection of this data.	
Are there any other restrictions on the release and reuse of the data?	IAC07.04	Rationale for classification and additional constraints on sharing, e.g. copyright, cost, technical infeasibility	

Usage Sharing and Re-use

This section of the template covers “Usage Sharing and Re-use” including any sharing and re-use of the information asset.

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
USAGE SHARING AND REUSE	IAC08		
Current Data Sharing Arrangement/s	IAC08.01	What data sharing arrangements are in place - what and with whom?	G2B link with Credit Reporting Agencies, eg. Dun & Bradstreet.
Data Sharing Agreement Reference	IAC08.02	The reference to where the formal datasharing agreement agreement(s) is/are stored.	
Data Sharing Mechanisms	IAC08.03	For each independent interface: a. Data exchange mechanism (interactive web, web service B2B, sftp batch, email, USB stick, DB replication) b. Content data format(s) (e.g. csv, xml, PDF, proprietary) c. Public access URLs d. Consuming agencies and communities e. Filtering applied (e.g. Cleanslate)	
Copyright	IAC08.04	Copyright works are licensed for re-use and open access to and re-use of non-copyright materials is enabled, in accordance with the New Zealand Government Open Access and Licensing framework.	
Where Published	IAC08.05	Information assets may be published on agency websites or resources such as govt.nz. Where the information asset is published please add the link here. For example the New Zealand Public Sector Websites is published here https://webtoolkit.govt.nz/guidance/domain-names/new-zealand-public-sector-websites/	http://www.ppsr.govt.nz/cms
Open Data	IAC08.06	data.govt.nz has over 3000 data sets listed under the Open Data initiative. Where an information asset is listed on data.govt.nz add the link here. Example https://data.govt.nz/dataset/show/2287 is the link to the data.govt page for New Zealand Public Sector Websites	
Pending Data Sharing Arrangement/s	IAC08.07	What data sharing arrangements are pending - what and with whom?	
Potential Data Sharing Identified	IAC08.08	Is the business aware of, or can they identify any data sharing opportunities with other entities.	Customs request data on an ad hoc basis (border protection orders) could potentially be electronic
Formal data model reference	IAC08.09	Is there a current formal data model or schema description available, and if so, where is it available	
Formal data definition reference	IAC08.10	Reference to formally documented data definitions.	

Technical

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
TECHNICAL			
IAC09			
Information Asset Source Type	IAC09.01	The information source type such as: Application System, Cloud, Content/Document Management System, Database Systems, Email Application, External Drive, Personal Drive, Physical Storage, Shared Drive, Website.	
Information Asset Source Business System(s)	IAC09.02	Name of the specific business system / application and /or database that hosts (and manages the integrity of) the information asset. Should be cross-reference with the agency Application Catalogue / Application Portfolio. Could be as basic as a specific spreadsheet, a file store, content management system, specific shared drive and folder etc.	
Information Asset Source Storage Format	IAC09.03	Main Data Format is the format of the information source (format stored in information source) e.g. a COTS standard schema or custom schema within a relational database, HTML, XMI, CSV, Excel, Word, etc	
Information Asset Output Format(s)	IAC09.04	Information Output Format(s) e.g. HTML, XMI, CSV, Excel, Word, etc	
Applicable conformance to technical standards	IAC09.05	e.g. SQL:2011, NZCIQ,	

Notes

Information Asset Attribute	Attribute ID	Attribute Description	Attribute Value Example
NOTES			
IAC10			
Person who supplied information about the information asset	IAC10.01	Contact details of the person who supplied information about the information asset (where known)	
Other source of information about the information asset	IAC10.02	Description of the source of information about the information asset (where known). For example a list, document, manual etc.	

Appendix A – New Zealand Data and Information Management Principles

These can be found <https://www.ict.govt.nz/guidance-and-resources/open-government/new-zealand-data-and-information-management-principles/>

Open

Data and information held by government should be open for public access unless grounds for refusal or limitations exist under the Official Information Act or other government policy. In such cases they should be protected.

Protected

Personal, confidential and classified data and information are protected.

Readily Available

Data and information are released proactively and without discrimination. They are discoverable and accessible and released online.

Trusted and Authoritative

Data and information support the purposes for which they were collected and are accurate, relevant, timely, consistent and without bias in that context. Where possible there is an identified authoritative single source.

Well Managed

Data and information held and owned by government:

- effectively belong to the New Zealand public
- are a core strategic asset held by government as a steward on behalf of the public; and
- should only be collected or generated for specified public policy, operational business, or legislative purposes.

Agencies are stewards of government-held data and information and must provide and require good practices which manage the data and information over their life-cycle, including catering for technological obsolescence and long-term preservation and access. Good practices also include collaborating with other agencies and the public, facilitating access, strengthening awareness, and supporting international cooperation.

Agency custodians must implement these practices on a day-to-day basis.

Reasonably Priced

Use and re-use of government held data and information is expected to be free. Charging for access is discouraged.

Pricing to cover the costs of dissemination is only appropriate where it can be clearly demonstrated that this pricing will not act as a barrier to the use or re-use of the data. If a charge is applied for access to data, it should be transparent, consistent, reasonable and the same cost to all requestors.

Reusable

Data and information released can be discovered, shared, used and re-used over time and through technology change. Copyright works are licensed for re-use and open access to and re-use of non-copyright materials is enabled, in accordance with the New Zealand Government Open Access and Licensing framework.

Data and information are released:

- at source, with the highest possible level of granularity
- in re-usable, machine-readable format
- with appropriate metadata; and
- in aggregate or modified forms if they cannot be released in their original state.

Data and information released in proprietary formats are also released in open, non-proprietary formats.

Digital rights technologies are not imposed on materials made available for re-use.