

Instructions

This form is used to identify corporate data that is suitable for publishing as Open Data on the CA Open Data Portal. Please [click here](#)¹ to complete this form online. If you have any issues submitting online please complete this form and submit it to CTDATA@dot.ca.gov.

If you have questions please contact CTDATA@dot.ca.gov

Basic Information

Submittal Date: Click or tap to enter a date.	
Dataset Name: Click or tap here to enter text.	
Name of Dataset Source: Click or tap here to enter text.	
Your Full Name: Click or tap here to enter text.	
Your Email Address Click or tap here to enter text.	
I am the _____ for this database, system, or dataset.	
<input type="checkbox"/> Business Data Steward <input type="checkbox"/> Enterprise Data Steward <input type="checkbox"/> Data Custodian	
I work for: <input type="checkbox"/> Headquarters	What Program? Choose an item.
<input type="checkbox"/> a District	Which District? Choose an item.
The Division you work for: Choose an item.	
If Other, please Specify: Click or tap here to enter text.	
Name of the Office/Branch/Unit you work for: Click or tap here to enter text.	
Does this dataset contain geospatial data? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Briefly Describe the Dataset:	
Click or tap here to enter text.	
Have you Completed the Required Data Documentation²? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Link(s) to the Data Documentation: Click or tap here to enter text.	
Additional Comments (Optional):	
Click or tap here to enter text.	

¹[PowerApps Data Classification Survey](#)

² Caltrans Data Documentation templates can be found:

<https://datagovernance.onramp.dot.ca.gov/data-documentation-package-and-templates>

Identifying Corporate Data

This checklist is designed to assist in classifying a dataset as corporate data. Please complete the checklist below to the best of your ability. If answering “No” to all of the following questions, you must include an explanation.

Table 1 - Corporate Data Identification Checklist

Question		Yes	No
1	Does the data identify and/or describe the people, places, and things that are fundamental to Caltrans activities? (e.g., financial transactions, capital project milestones, county/route/postmile, parcel data, facility information, transportation assets, work reports, collision reports, inspection data, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the data appear across multiple Caltrans information systems?	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the data contain a set of permissible values for other data fields or systems? (e.g., state abbreviations, county codes, tax parcel IDs, pay item codes, funding program codes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
4	Is Caltrans required to collect, maintain, or publish the data by either legislative, federal, state, or functional mandate? (e.g., Senate Bill 1, MAP-21/FAST Act, National Bridge Inventory, STIP/SHOPP, FMIS, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the data currently, formerly, or proposed to be shared on a public website?	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the data shared and used across multiple Caltrans business units?	<input type="checkbox"/>	<input type="checkbox"/>
7	Was the data produced as a result of state/federal grants, contracts, and cooperative agreements?	<input type="checkbox"/>	<input type="checkbox"/>

! If you check “Yes” to any of the questions above, the data is Corporate Data

!! If you answered “No” to all the questions above, please provide an explanation:

Click or tap here to enter text.

Sensitive, Confidential, and/or Personally Identifiable Data

Please complete the checklist below to the best of your ability. If you have questions or are unsure how to proceed, please contact CTDATA@dot.ca.gov

Table 2 - Sensitive, Confidential, and PII Checklist

Does the data contain any of the following types of information?		Yes	No
1	Name, Former Name, or Alias†	<input type="checkbox"/>	<input type="checkbox"/>
2	Work email address†	<input type="checkbox"/>	<input type="checkbox"/>
3	Work telephone number (cell and/or desk)†	<input type="checkbox"/>	<input type="checkbox"/>
4	Date of Birth	<input type="checkbox"/>	<input type="checkbox"/>
5	Social Security Number (SSN)	<input type="checkbox"/>	<input type="checkbox"/>
6	Truncated SSN	<input type="checkbox"/>	<input type="checkbox"/>
7	Driver's License Number or State Identification Card Number	<input type="checkbox"/>	<input type="checkbox"/>
8	Financial Data (e.g., account number, credit/debit card numbers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
9	Health Insurance Information (e.g., including policy number, subscriber identifier, medical ID, or any information in an individual's application or claims history, including appeals records, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
10	Medical Information (e.g., medical history, mental and physical condition, or medical treatment or diagnosis, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
11	Username/ID, password, or security question and answer	<input type="checkbox"/>	<input type="checkbox"/>
12	Physical Description (including height, weight, etc., please specify) Specify: [Specify Here]	<input type="checkbox"/>	<input type="checkbox"/>
13	Biometric Data (e.g. fingerprints, iris scans, DNA, photographic facial images, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
14	Education History	<input type="checkbox"/>	<input type="checkbox"/>
15	Criminal History	<input type="checkbox"/>	<input type="checkbox"/>
16	Genetic Data	<input type="checkbox"/>	<input type="checkbox"/>
17	Information or data collected through the use or operation of the automated license plate recognition system	<input type="checkbox"/>	<input type="checkbox"/>
18	Environmentally Sensitive Information (e.g., culturally sensitive sites, location of protected species, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
19	Other personal information (e.g., home address, personal email address, mother's maiden name, home phone number, personal cell phone number, place of birth, etc.) Specify: [Specify Here]	<input type="checkbox"/>	<input type="checkbox"/>

† If only questions 1, 2, & 3 are checked "Yes" then the data can be shared.

!! If 1, 2, and/or 3 are checked "Yes," along with any other data type in this checklist, then a consultation with the Data Classification and Security Council is required. !!

Data Sharing Restrictions and/or Risk

The exceptions provided below may be applied, in specific instances, to exempt an Caltrans/state entity from sharing data with the public. If “Yes” is selected in this checklist, details must be provided on this form for the Data Classification and Security Council to assess.

Table 3 - Restrictions/Risk Checklist

Are there exceptions or restrictions to sharing the data?		Yes	No
1	<p>The data contains information that is restricted by statute, practice, or legal precedent, including, but not limited to, patent or intellectual property law, the Export Asset Regulations, the International Traffic in Arms Regulation, and the Federal laws, and regulations governing classified information.</p> <p>Specify restrictions here, providing legal citations if applicable: Click or tap here to enter text.</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>The sharing of the data would create an identifiable risk to the detriment of national security, confidentiality of Government information, or individual privacy.</p> <p>Specify risk here: Click or tap here to enter text.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>The sharing of the data would create an identifiable risk to the stability, security, or integrity of the Caltrans/state entity's systems or personnel.</p> <p>Specify risk here: Click or tap here to enter text.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>The sharing of data would create an identifiable risk to the Caltrans/state entity's mission, programs, or operations.</p> <p>Specify risk here: Click or tap here to enter text.</p>	<input type="checkbox"/>	<input type="checkbox"/>

!! If you checked “Yes” to any of the questions above, a consultation with the Data Classification and Security Council is required. !!

Additional Comments:

Click or tap here to enter text.

For CTDATA Staff Only

Review Start Date: Click or tap to enter a date.

Your Full Name: Choose an item.

Was the Required Data Documentation Provided? ☐ Yes ☐ No

Is the Required Data Documentation Complete? ☐ Yes ☐ No

Review End Date: Click or tap to enter a date.

Does the dataset need Data Classification and Security Council review? ☐ Yes ☐ No

Comments: Click or tap here to enter text.
