Data Sharing Policy

Introduction
This document sets out the Florida League of Cities' policy on sharing and use of the data the League holds. The policy helps the League achieve a rational and consistent approach towards the management of data availability and use. It is intended to help the League's data providers and users better understand the League's aims and intentions. The League wants those that provide data to the League to understand how that data will be used and made available to others. The League wants those that use the data the League holds to understand the rationale behind any constraints placed on the availability of data.

Aims & Objectives
The Florida League of Cities Center for Municipal Research and Innovation was created in 2011 to serve as the central source of local government research and resources at the League. The center compiles and collects research and statistics on key issues related to municipal government. A main goal of the Center for Municipal Research and Innovation is to serve as a key link between Florida's public policy researchers and municipal governments. Ongoing communication and partnerships between the center and researchers bridges the gap between academics and public policy makers and administrators.

Data Sources
The Florida League of Cities collects data in several ways. One of the ways this data is collected is through an annual CityStats survey, which is administered electronically to all 410 municipalities in Florida. The survey consists of more than 45 questions on municipal operations, budgets, policies and services. Other data resource information is obtained directly from key officials in each city, as well as from various state agencies and research institutions.

Data Use
The Florida League of Cities Center for Municipal Research and Innovation seeks to serve as a clearinghouse of all data and statistics relevant to municipal government. Data collected by the Florida League of Cities is used:
- to administer the League's online peer city program
- as a resource on the Center for Municipal Research and Innovation webpage
- to develop pertinent statistics for use in League publications such as the annual State of the Cities report
- to aid in the League's lobbying efforts on behalf of our members
- to produce information and track trends relevant to our municipal members, public policy makers and the academic community

Data Sharing
The Florida League of Cities Center for Municipal Research and Innovation is committed to promoting the use of the data collected and held within its archives. The League believes that the data resources held should be available for use in decision making, research, education and other public benefit purposes. However, there may be some

circumstances in which the League, as a responsible data custodian, may need to restrict access to all or part of some data resources.

- All data collected by the League through the CityStats survey will be held exclusively by the League until the League publishes its own annual reports at which point the data will be released to those who have obtained permission to use the data according to the Terms and Conditions.
- Membership data collected by the League will be released at the League's discretion to those who have obtained permission to use the data according to the Terms and Conditions.
- Data usage requests must meet an academic, public policy or research project need; reposting of the League's data in its entirety is prohibited.
- Data reprinted from League's website, CityStats survey, or other publications must cite proper credit to the League – as well as any other data sources cited by the League within its research – and may be reprinted only after permission has been obtained according to the Terms and Conditions.
- The League requires that data and research obtained through the collaborative use of League data resources be shared back to the League for publication, oral presentation at a League research symposium and/or dissemination to its members, citing proper credit and permission of the new dataset's authors.
- The League voluntarily complies with the Public Records Law in most instances, but nothing in the policy should be construed to turn the League's data into public records.

Terms & Conditions
The Florida League of Cities holds datasets provided by a variety of public and private bodies, and individual researchers. The data providers (and copyright holders, if different) will be stated in the associated data. Data providers retain the copyright of the original data at all times. Data providers have given the League their permission to use their data within our own research parameters. All of our data holdings are made available for use under the League Terms and Conditions. The Terms and Conditions are important and protect the copyright of our data and data providers. Users are permitted to use our data, with League approval, in compiling their own research projects so long as permission is obtained in writing, a data sharing policy is signed by both the parties, and proper credit for League data is cited within the user's body of work. Anyone wishing to use data for commercial purposes will require additional permission from the Florida League of Cities. Any use of data that is not addressed in the Terms and Conditions will require permission from the Florida League of Cities.

Charges
Florida League of Cities data resources are made available for use in academic, research, education and other public benefit purposes free of charge. However, all data usage must receive proper permissions required under the Terms and Conditions and credit should be cited in publications and research documents to the Florida League of Cities for use of its data.

Florida League of Cities
Center for Municipal Research & Innovation
Data Request Application

Requestor's Name: _____

Institutional Affiliation:_____

Address: _____

City: _____ State:_____ Zip: _____

Phone:_____ Email:_____

Data Set(s) Requested:_____

Preferred File Format: _____

Date of Application:_____ Date Information Required: _____

Please give a brief description of research and/or publication for which data set(s) will be used: _____

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_____

Acknowledgement: **I have read and agree to abide by the Terms & Conditions outlined in the Florida League of Cities Data Sharing Policy.**

_____   _____
Signature of Requestor   Date

Approval: **The requestor has been ❑ approved / ❑ denied permission to use the Florida League of Cities data in accordance with League policy.**

_____   _____
Signature of League Representative   Date

If applicable, reason for application denial:_____

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