PART A: Guidance

The Release Checklist below is a tool designed to support departmental decision-making when evaluating the legal and policy issues surrounding the release of data or other information resources. At a minimum, departments must consider the legal and policy requirements listed in the checklist below.   A 'false' for any of the mandatory criteria indicates that further analysis is required prior to releasing the data or that the data is not eligible to be released.

PART B: Release Checklist

DATA PRODUCER		
Department	Sector	
Branch	Division	Section
Name		
Phone	Email	

SOURCE INFORMATION		
Title of Dataset(s) or Information Resource(s)	Data	Info
1.	☐	☐
2.	☐	☐
3.	☐	☐
4.	☐	☐
5.	☐	☐
6.	☐	☐
7.	☐	☐
8.	☐	☐
9.	☐	☐
10.	☐	☐

MANDATORY RELEASE CRITERIA		
Legal / Licensing / Copyright	**True**	**False**
1. There are no known legal, licensing, or copyright restrictions to prevent the data or information from being released by the department or agency under the terms of the Open Government Licence – Canada.	☐	☐
Authority to Release	**True**	**False**
2. The department or agency has the departmental mandate, legislative authority or permission from a third party provider to publish the data or information resource under the Open Government Licence – Canada.	☐	☐
Privacy	**True**	**False**
3. The data or information resource does not contain any personal information as defined in section 3 of the *Privacy Act*, R.S.C. 1985, c. P-21.	☐	☐
Access to Information	**True**	**False**
4. The data or information resource is not subject to any exemptions or exclusions under Section 13 "Exemptions" or Section 68 "Exclusions" of the *Access to Information Act*, R.S.C 1985.	☐	☐

Version 7.0

MANDATORY RELEASE CRITERIA (CONTINUED)		
Security	**True**	**False**
5. The data or information resource is not Classified or Protected and its release complies with the Government of Canada Policy on Government Security.	☐	☐
Cost	**True**	**False**
6. The data or information resource can be released to the public without fee.	☐	☐
Format	**True**	**False**
7. A) Datasets are provided in machine-readable / machine-processable format.	☐	☐
B) Information resources are provided in open, non-proprietary formats.	☐	☐
8. Metadata in both official languages conforming to the applicable Government of Canada metadata standard is provided for each dataset or information resource.	☐	☐

PART C: Release Authorization

I hereby authorize the publication of the above dataset(s) and/or information resource(s) and related metadata on the Government of Canada's Open Government Portal, to be freely available under the terms and conditions of the Open Government Licence - Canada. With this authorization, I am confirming that the dataset(s) and/or information resource(s) and any future updates meet the mandatory release criteria listed above (Part B – Release Checklist).

LEVEL 1 (FGP): BUSINESS OWNER	
Name	
Title	Director General
Organization	
Address	
Telephone	
Email	

Signature: _____   Date: _____

LEVEL 2 (OPENMAPS): INFORMATION MANAGEMENT SENIOR OFFICIAL	
Name	
Title	Chief Information Officer
Organization	
Address	
Telephone	
Email	

Signature: _____   Date: _____