How to find data

What are you even looking for?

Anything that is...

- Inspected (restaurants, amusement parks, buildings)
- Licensed (doctors, taxis, pets, hunting)
- Enforced (speeding tickets, subway stops)
- Purchased (contracts, Medicare claims data, etc.)
- Reported (311 calls, etc.)

... likely lives in a database.

Knowing what to look for

- Your need to figure out:
 - What kind of data might be helpful to your reporting project?
 - What data like that exists?
 - Who has it?
 - What is it called?
 - How can you get it?
- To answer those questions: REPORT!
 - Find and call sources
 - experts/academics/researchers
 - other reporters
 - bureaucrats
 - people who work in the field (lawyers, teachers, business people, etc)
 - The internet (more on this)

Does a dataset exist?

Evidence that a dataset exists:

- A form (digital or paper), with a specific title and/or form number
- An online lookup tool
 - NYC Physician discipline
- Published reports
- Research by academics

Get it by...

- Googling
- Asking the government
- Asking other organizations
- DIY: surveys, crowdsourcing, scraping

Googling for data

Google

- There are a bunch of advanced search functions that can help you find data or documents
- Search specific phrases with quotes ""
 - E.G. "new york population"
- Exclude search words with a hyphen -
 - E.G. "new york population" -city
- Either/or search with OR
 - E.G. budget OR appropriations
- Find websites that are similar to others by using related
 - E.G. related:propublica.org

Google

- Search only on a certain domain
 - E.G. site:propublica.org; site:nyc.gov
- Search for a specific file type
 - E.G. filetype:pdf; E.G. site:nyc.gov filetype:xls budget
 - Try these handy file types
 - ppt (PowerPoint)
 - xls (Excel pre-2007)
 - xlsx (Excel post-2007)
 - CHECK FOR BOTH xls and xlsx!
 - doc (Word document)
 - txt (text files)
 - csv (comma-delimited text files, usually to store data)

Google

You can put all these search techniques together!

- Find data or documents from specific agencies
 - E.G. site:nyc.gov filetype:xls budget
- Refine your search with the OR operator
 - E.G. site:nyc.gov filetype:xls subway OR budget

There's more! https://www.google.com/advanced_search

GIVE ME ALL THE DATA



GIVE ME ALL THE DATA

Many government websites have interactive tools to display data

- E.G. https://opendata.cityofnewyork.us/
- Socrata is a popular vendor
- These often have limited functionality (sorting/filtering)
- Instead, find the option to download the data
- Look for a Download or Export option.
- Try different formats, e.g. text file, csv, excel, pdf

Government data + FOIA

Government Data

Step 1: call the agency

- Never send a records request cold
- Make friends, be nice
- Describe what you're looking for, or what you're trying to find
 - Learning the name that the agency uses to describe the database is GOLD
- Start by just asking. Who knows, they might say yes
 - Formal requests take time
- Don't bank on a records request but do file EARLY.

Government Data

- Federal: Freedom of Information Act (FOIA)
- State: each state has their own
 - New York State's is called Freedom of Information Law (FOIL)
 - https://www.dos.ny.gov/coog/index.html
 - Learn the response deadlines for your state
 - What's allowable in one state might not be in another
 - States often have First Amendment coalitions/advocacy groups. Find yours.
- Privacy considerations

FOIA/FOIL tips

- Before filing, make sure you're requesting from the right agency. This will save you time
- Include the specific name and description of the data/documents in your request
- Ask for electronic fulfillment (unless for some reason you specifically want paper)

FOIA/FOIL language to include

Format: we prefer to receive records in the following formats, listed in order of preference:

- (1) an electronic data format such as a spreadsheet, delimited data set, database file, or similar;
- (2) other non-proprietary electronic format;
- (3) word processing file, text-based PDF, or similar;
- (4) paper copies.

Please also provide any and all documentation related to such electronic records, including but not limited to data dictionaries, database documentation, record layouts, code sheets, data entry instructions, and similar printed or electronic documentation materials.

- Ask for the request to be fulfilled on a "rolling basis," i.e. release the documents as they come
- Agencies have deadlines for how long they can take to respond. Set a reminder for yourself so you know to follow up. Or keep track with a website like <u>FOIA Machine</u>

FEES!!

- Ask for a fee waiver, then negotiate fees
- Agencies might overcharge as a denial/stalling tactic
- Per-page reproduction fee? Don't need it if it's electronic
- "It will take \$10,000 for 50 hours to fulfill this request..."
 - How much is that employee paid an hour?

There's a balance to strike between being too broad and too narrow

- Too specific and you might inadvertently exclude some records
- Too vague and you run the risk of the agency saying the request is too vast to fulfill
- This is where your previous phone calls come in handy
- Limit time periods. 5 years of records is easier to fulfill than 50

- You don't just want the data, you want the stuff that goes with it
- Resources
 - Letter generator: http://www.splc.org/page/lettergenerator
 - MuckRock: https://www.muckrock.com/
- Know your rights
 - Denied? You can (and should) appeal
 - Be polite, but don't take "no" for an answer
 - Public shaming



