



**City of Albuquerque
Information Technology Services Division
Data Management**

Data.cabq.gov Core Metadata Requirements

Contact Information

Who is the contact for this dataset? The contact will be the City employee who is accountable for the data provided in this dataset and can act as front-line support in the event of any questions about the data.

Name	Amy Bailey
Department/Division	City Clerk
Phone	505-924-3651
Email	abailey@cabq.gov

What Does this Dataset Describe?

What is the name of this dataset? How should a user identify this dataset in any communication with contact above? Provide a shorter description of the Dataset that can act as a one-line summary of the dataset when dealing with stakeholders. Provide a longer description of the data that can be readily understood by non-technical users.

Dataset Title	Campaign Report Finalized Version
Short Description	Contributions to and expenses made by Measure Finance Committees and Candidates for the 2013 City of Albuquerque regular municipal elections.
Full Non-Technical Description	
Each Measure Finance Committee - which either receives contributions or expends funds in an amount that equals or exceeds \$250 in aid of or opposition to the qualification for the ballot or for voter approval or disapproval of one or more measures - and each candidate shall file with the Board of Ethics four statements, each of which shall be cumulative.	
More information can be found at http://www.cabq.gov/voting-elections/candidate-information/campaign-reporting	

How Should this Dataset be Cited?

How should external sources refer to this dataset in publications or documentation? Often this will simply be the URL and the date retrieved.

<http://data.cabq.gov/government/campaignfinalized/CampaignReportFinalizedVersionCABQ-en-us.csv>
<http://data.cabq.gov/government/campaignfinalized/CampaignReportFinalizedVersionCABQ-en-us.xml>

Does the Dataset Reflect a Particular Time Period?

Provide any date restrictions that may affect the validity of the data. The table fields are defined as follows:

Field	Definition
Start Date	Start date of the time period within which this data falls. Format: MM/DD/YYYY HH:MM:SS.
End Date	End date of the time period within which this data falls. Format: MM/DD/YYYY HH:MM:SS.
Dataset Refresh Interval	Time period between Dataset refreshes. Format: "nn [seconds minutes hours days weeks months years]" or the word "Static" if never refreshed.
Data Expiration Date	Date after which the data must be considered stale and no longer of sufficient utility (fit-for-purpose). Format: MM/DD/YYYY HH:MM:SS.
Dataset Review Date	Date after which this dataset will be reviewed by the City for utility (fit-for-purpose) and usage. Format: MM/DD/YYYY HH:MM:SS.
Comments	Specific comments related to any time-specific features of this dataset.

Start Date	August 2003
End Date	Current
Dataset Refresh Interval	Daily
Dataset Expiration Date	N/A
Dataset Review Date	N/A

Comments
The files are in a XML and CSV format.

Dataset Definition/Format

Provide a field-by-field breakdown and definition of each record. This section acts as the formal data dictionary for an individual record.

XML Format

Field Name	Format	Description
CANDIDATE OR COMMITTEE	xs:string length=152	The name of the candidate or committee
VALID POSITION	xs:string length=152	The electable Position or other Measure. "Undeclared" refers to records entered by the Candidate and Measure Committee for which, at the time, no position was declared.
FINAL_ELECTION_YR	xs:double precision=2	The Election Year you wish to view. An election year of "9999" means that this Candidate or Measure Committee filed records which were not associated with any election year.
REPORTING PERIOD	xs:string length=50	Concatenation of Year, Statement type and due date. Statement type will be one of: "S" indicating a summary report required by the Election Code "Q" indicating a quarterly report required by the Code of Ethics for elected officials "M" indicating Seed Money and In-Kind Contributions reported for public financing; and "D" indicating daily reports as required by the Election Code.
RECORD TYPE	xs:string length=48	Type of event reported: <ul style="list-style-type: none"> • CONTRIBUTION

		<ul style="list-style-type: none"> • EXPENDITURE • IN KIND CONTRIBUTION • UNEXPENDED CONTRIBUTION
FINALIZE DATE	xs:dateTime	Date the report was finalized.
CONTRIBUTOR OR PAID TO	xs:string length=152	The name of the person or company that made the contribution or the person or company that was paid
OWNERS AND MANAGERS	xs:string length=2002	Name of the owner or manager of a company. May contain additional information about the transaction in some situations (e.g. compensating or correcting transactions made after finalization).
AMOUNT	xs:double precision=2	The transaction amount

CSV Format

Field Name	Format	Description
CANDIDATE OR COMMITTEE	string	The name of the candidate or committee
VALID POSITION	string	The electable Position or other Measure. "Undeclared" refers to records entered by the Candidate and Measure Committee for which, at the time, no position was declared.
FINAL_ELECTION_YR	double	The Election Year you wish to view. An election year of "9999" means that this Candidate or Measure Committee filed records which were not associated with any election year.
FINAL_STATEMENT	string	Concatenation of Year, Statement type and due date. Statement type will be one of: "S" indicating a summary report required by the Election Code "Q" indicating a quarterly report

		required by the Code of Ethics for elected officials "M" indicating Seed Money and In-Kind Contributions reported for public financing; and "D" indicating daily reports as required by the Election Code.
RECORD TYPE	string	Type of event reported: <ul style="list-style-type: none"> • CONTRIBUTION • EXPENDITURE • IN KIND CONTRIBUTION • UNEXPENDED CONTRIBUTION
FINALIZE DATE	dateTime	Date the report was finalized.
CONTRIBUTOR OR PAID TO	string	The name of the person or company that made the contribution or the person or company that was paid
OWNERS AND MANAGERS	string	Name of the owner or manager of a company. May contain additional information about the transaction in some situations (e.g. compensating or correcting transactions made after finalization).
FINAL_AMOUNT	double	The transaction amount

Dataset Technical Description

Provide a technical description of the dataset. This should be a complete technical description aimed at developers and expert users who need to understand the scope, strengths and limitations of the dataset.

File Name	File Description
CampaignReportFinalizedVersionCABQ-en-us.csv	File contains the listing of Contributions to and expenses made by Measure Finance Committees and Candidates for the 2013 City of Albuquerque regular municipal elections in CSV format.
CampaignReportFinalizedVersionCABQ-en-us.xml	File contains the listing Contributions to and expenses made by Measure Finance Committees

	and Candidates for the 2013 City of Albuquerque regular municipal elections in XML format.
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Dataset Assumptions

What technical and business assumptions are implied in the creation of this dataset? Examples could include the way in which a salary figure was calculated or data that was omitted for a specific reason.

- Data is updated daily to reflect the previous day's transactions.

Please note the following:

- The accuracy and timeliness of this information remains the sole responsibility of the Candidate or the Chairperson of a Measure Finance Committee.
- The Candidate or the Chairperson of a Measure Finance Committee may enter, edit or amend current or previous period's statements and bears the responsibility of finalizing (submitting) all statements. This is not considered public information until it is finalized (submitted).
- Once the Candidate or the Chairperson of a Measure Finance Committee finalizes their data submission, the reports will include any amendments and/or late filings from previous General Statements, Quarterly Statements, and Runoff statements.
- Campaign finance is determined by requirements from state and municipal legislation. We assume that users of this data are familiar with this background legislation.

Who Produced the Dataset?

Which department in the City produced this dataset? Note that this might not always be the data owner. An example of this could be a dataset that ITSD produced on behalf of EHD who owned the data.

The ITSD Division of the Department of Financial and Administrative Services produces this dataset. Data is entered directly by Candidates and Measure Finance Committees. The data is periodically audited by an elections auditor.

Who Owns the Data?

Where did this data originate? Who owns the data used in this dataset? Note that this might not always be the dataset producer. An example of this could be a dataset that ITSD produced on behalf of EHD who owned the data.

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Why was the Dataset Created?

All datasets should have an explicit reason for existence and should, somehow, have value to someone. What is the perceived value that this dataset will bring?

To provide a way to report the campaign contributions and expenses entered by the candidates. This enables a greater level of transparency and provides the clearest information to voters in elections.

How was the Dataset Created?

How was this dataset produced? Was it a manual process? An automated process? What were the main IT systems involved in producing this dataset?

The dataset is based on an in-house developed Campaign Reporting Application. The dataset was created using an application called IBM Cognos using data from the Campaign Reporting Application. The data is updated daily.

What Similar or Related Data Should the User be Aware of?

Are there any other datasets available that may contain related or similar information? Might there be situations in which these other datasets might be a better alternative?

Campaign Contributor Vendor Report

<http://data.cabq.gov/government/campaignvendor/>

Voting Locations

<http://data.cabq.gov/government/votinglocations/>

Campaign Reporting

<http://www.cabq.gov/clerk/campaign-reporting>

How Reliable are the Data?

Are there any concerns about overall data reliability? Are there any data problems that the user needs to be aware of? Are there any constraints with data accuracy? What levels of confidence with this dataset could the user reasonably assume?

Contributions and expenses are entered by candidates and measure finance committees. This dataset makes no assumptions as to the accuracy and correctness of the data entered. However, once the data has been entered, the data is considered to be reliable and is periodically reviewed and audited by election auditors as part of the election process.

How Well Have the Observations Been Checked?

What quality assurance steps have been performed? Sometimes, a third-party verification/audit process may also be required. If so, provide the name of the third-party who performed the verification.

The data was verified by the data owners and ITSD Division and is reviewed periodically by election auditors as part of the election process.

Are there Legal Restrictions on the Access or Use of the Data?

Are there any specific legal or compliance restrictions for this data? How might this affect the way in which end users might access and use this data?

Any restrictions on the information is covered at the following URL:
<http://www.cabq.gov/about/legal>

Legal Disclaimer

The City's standard copyright, disclaimers and legal statements may be found at <http://www.cabq.gov/about/legal>. The City data policy governing data.cabq.gov may be found at <http://data.cabq.gov/policy/>.