TO: ALL COUNTY PERSONNEL

FROM: ROBERT WEISMAN
                  COUNTY ADMINISTRATOR

PREPARED BY: INFORMATION SYSTEM SERVICES (ISS)

SUBJECT: STANDARDS FOR ADDRESS RECORDS IN ELECTRONIC
                  DATABASES

PPM #:   CW-O-047

ISSUE DATE	EFFECTIVE DATE
June 14, 2011	June 14, 2011

PURPOSE:

To support electronic address record compatibility, promote data sharing, and increase government efficiency by standardizing the format of address records.

UPDATES

Future updates to PPM# CW-F-016 will be the responsibility of the Director of ISS.

AUTHORITY:

F.S. 257.36(5) (b)

POLICY:

All County departments will utilize the Enterprise Addressing System (EAS) when designing new databases that contain addresses, and wherever possible and practicable, will convert existing records to this standard format.

PROCEDURES:

A) Documentation of Standard Format & Database Table

All County departments that maintain address records will become familiar with the address formats and abbreviations utilized by the County Enterprise Addressing System. At a minimum, address records should contain all of the following data elements, depending on the address type. Additional information may be included at the discretion of the department or agency, but will not be depended upon for matching address records.

All new databases containing address records will be designed to support the EAS standards.

Record structure will be as defined:
(Based upon EAS Street Name Index and Address Tables)

Enterprise Addressing System Elements	Data Type	Precision
STREET_NO	VARCHAR2	(10 Byte)
The street number for an address		
STREET_PRE_DIR	VARCHAR2	(2 Byte)
The directional prefix (N,S, etc) for an address		
STREET_NAME	VARCHAR2	(30 Byte)
The street name for an address		
STREET_SUFFIX	VARCHAR2	(4 Byte)
The street type (Dr, Blvd, etc.) for an address (4 character abbreviation)		
STREET_POST_DIR	VARCHAR2	(2 Byte)
The directional suffix (N,S, etc) for an address		
APT_BLDG_UNIT	VARCHAR2	(6 Byte)
A letter or number of a building for an address		
STREET_ADDRESS_UNIT	VARCHAR2	(6 Byte)
A letter or number of an addressed multifamily unit		
STREET_BLDG_FIRM_SECOND_NAME	VARCHAR2	(30 Byte)
The building name for an address		
CITY	VARCHAR2	(30 Byte)
The city name for an address (If in unincorporated area, use zip city)		
ZIP_CODE	VARCHAR2	(5 Byte)
The zip code for an address		
ZIP_CODE_EXT	VARCHAR2	(4 Byte)
The 3 digit zip code extension for an address		
SITUS_SEQ	NUMBER	(8)
The sequence number for associated Situs location		
USER_ID_ENT_BY	VARCHAR2	(8 Byte)
The user id that was used to insert this record		
DT_ENT	DATE	
The date this record was created		
USER_ID_CHG_BY	VARCHAR2	(8 Byte)
The user id that was used to update this record		
DT_CHG	DATE	
The date this record was updated		

Databases will be designed to support applications that verify address components based on the EAS database.

B) Enterprise Addressing Standards

Enterprise addressing standards will be followed for the intake of addresses. EAS standards are located on the web at www.pbcgov.com/cwgis. Click on "Standards" link under "GIS Documents" tab.

C) Conversion of Existing Data and Databases

Wherever possible and practicable, departments will:

1. Convert existing records to reflect Enterprise Addressing System Guidelines and the street name components and spellings.
2. Modify the record structures of existing databases as necessary to support the County's addressing standards.

D) Address Verification

Where applicable, address verification will be performed using the EAS database. To ensure correct usage please contact ISS\Countywide GIS for assistance.

**ROBERT WEISMAN
COUNTY ADMINISTRATOR**

<u>Supersession History:</u>
1. PPM# CW-O-047, dated 1/1/94