

**TO:** ALL COUNTY PERSONNEL  
**FROM:** ROBERT WEISMAN  
COUNTY ADMINISTRATOR  
**PREPARED BY:** INFORMATION SYSTEM SERVICES (ISS) DEPARTMENT  
**SUBJECT:** STANDARDS FOR ADDRESS RECORDS IN ELECTRONIC  
DATABASES  
**PPM#:** CW-O-047

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**PURPOSE:**

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

**AUTHORITY:**

F.S. 257.36(5) (b)

**POLICY:**

All County departments will utilize United States Postal Service standards 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**

All County departments that maintain address records will become familiar with the address formats and abbreviations recommended by the United States Postal Service in *Publication 28, US Postal Addressing Standards, January, 1992*, or the latest version of the Postal Service's *Publication 28*.

The standardized address format for Palm Beach County is based upon *Publication 28*, with minor modifications. These modifications maintain compliance with *Publication 28* while

providing the maximum flexibility for the County in a formatted address. 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.

**MINIMUM ADDRESS RECORD DATA ELEMENTS:**

<b><u>SITUS ADDRESS ELEMENTS</u></b>	<b><u>Data Type</u></b>	<b><u>Precision</u></b>
Street Number	Alpha-Numeric	10
Street Number Fraction	Alpha-Numeric	4
Street Pre-directional Abbrev	Alpha-Numeric	2
Street Name	Alpha-Numeric	25
Street Suffix Abbrev	Alpha-Numeric	4
Street Post-directional Abbrev	Alpha-Numeric	2
Secondary Address Designator Abbrev	Alpha-Numeric	6
Secondary Address Unit	Alpha-Numeric	6
Bldg-Firm Secondary Name	Alpha-Numeric	25
City Code	Alpha-Numeric	2
Zip Code	Alpha-Numeric	5
Zip Code Extension	Alpha-Numeric	4

<b><u>MAILING ADDRESS ELEMENTS</u></b>	<b><u>Data Type</u></b>	<b><u>Precision</u></b>
Street Number	Alpha-Numeric	10
Street Number Fraction	Alpha-Numeric	4
Street Pre-directional Abbrev	Alpha-Numeric	2
Street Name	Alpha-Numeric	25
Street Suffix Abbrev	Alpha-Numeric	4
Street Post-directional Abbrev	Alpha-Numeric	2
Secondary Address Designator Abbrev	Alpha-Numeric	6
Secondary Address Unit	Alpha-Numeric	6
Bldg-Firm Secondary Name	Alpha-Numeric	25
City Name	Alpha-Numeric	25
State Abbrev	Alpha-Numeric	2
County Code	Alpha-Numeric	2
Zip Code	Alpha-Numeric	5
Zip Code Extension	Alpha-Numeric	4
Delivery Point	Alpha-Numeric	2
Carrier Route ID	Alpha-Numeric	4

**B. Design of New Databases**

All **new** databases containing address records will be designed to support postal addressing standards. Record structure will provide for each address component described in *Publication 28*, including street numbers, directionals, primary street names, suffixes, secondary address unit designators and secondary address units. Databases will be designed to support applications that verify address components based on a master file of acceptable spellings, abbreviations and address number ranges.

C. **Data Entry**

Address data that is entered manually into new databases will utilize abbreviations in accordance with *Publication 28*.

All data entry should be edited and verified through the use of look up tables for standard spelling and abbreviation. Spelling and format of street names will be validated against the Master Street Address Guide (MSAG file). The MSAG is maintained by the Emergency Management Division of the Public Safety Department of Palm Beach County. The MSAG will also be used to validate street addresses within the County.

All alpha characters will be capitalized.

All abbreviations will conform to US Postal Standards as stated in Appendix C of *Publication 28, Postal Addressing Standards*.

The Secondary Address Designator will be used for abbreviations such as; APT (APARTMENT), BLDG (BUILDING), FL (FLOOR), STE (SUITE), UNIT (Unit), RM (ROOM), DEPT (DEPARTMENT) and Secondary Address Unit will be used for the APT number, Building Number, etc. For a PO BOX, the Street Name field will be PO BOX and the box number will be stored in the Street Number field.

For addresses that require the use of a fraction, such as “105 ½ Main Street”, the fraction will be stored in the Street Number Fraction as a fraction, not a decimal. When printed on a mailing address label, the fraction will be separated from the Street Number by a space.

Military addresses will often require the use of the Bldg-Firm Secondary Name, the City Name, and the State Abbrev in accordance with *Publication 28, Postal Addressing Standards*. For example, APO AE 09001-5275 would be the City, State and Zip Code.

The use of “Star” Route designations are obsolete and are replaced by “HC” for Highway Contract Route Addresses.

When determining the use of Directionals and Street Names in situations of multiple Directionals and Street Names in situations of multiple directionals, such as 2 predirectionals or 2 post-directionals, *Publication 28* examples will be used to determine which directional is, in fact, part of the State Name. When a secondary directional is part of a Street Name,

it will be spelled out completely.

For international mailing addresses, a 2-character code will be stored to designate the country. These codes will be the codes designated and maintained by the US State Department and distributed by the US Department of Commerce. The list will be available from the Database Administration and GIS Section of Palm Beach County's Information Systems Services Department. The codes will be used to look up the correct format and spelling of the complete country name.

In ANSI SQL-based Relational Databases, all Alpha-Numeric columns (fields) will be defined as a variable character data type such as "VARCHAR" or "VARCHAR2".

**D. Conversion of Existing Data & Databases**

Wherever possible and practicable, departments will:

1. Convert existing records to reflect Postal Service Guidelines and the street name components and spellings used in the County Emergency Management's Master Street Address Guide for 911.
2. Modify the record structures of existing databases as necessary to support County's standards.

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**COUNTY ADMINISTRATOR**