TO: **ALL COUNTY PERSONNEL**

FROM: **VERDENIA C. BAKER**
                    COUNTY ADMINISTRATOR

PREPARED BY: **INFORMATION SYSTEMS SERVICES (ISS)**

SUBJECT: **STANDARDS FOR ADDRESS RECORDS IN ELECTRONIC DATABASES**

PPM #:   **CW-O-047**

ISSUE DATE	**EFFECTIVE DATE**
March 8, 2024	**March 8, 2024**

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 this PPM are the responsibility of the Chief Information Officer.

AUTHORITY:

— F.S. 119.071, as may be amended
— F.S. 257.36(5) (b), as may be amended

POLICY:

All County users 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) Enterprise Addressing Standards

Enterprise addressing standards will be followed for the intake of addresses. EAS standards are located on the web at Addressing Rules and Standards.pdf (pbcgov.org)

B) 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 EAS. At a minimum, address records should

contain all of the following data elements, depending on the address type. Additional information may be included 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)

EAS Standards	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 4 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.

C) Conversion of Existing Data and Databases

Wherever possible and practicable, users will:

1. Convert existing records to comply with EAS standards pertaining to 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 by assigned County staff using the EAS database. To ensure correct usage please contact ISS\Countywide GIS for assistance.

E) Exempt Addresses

Home addresses of specific professions may be exempt from public access by the individual submitting a written request for the maintenance of the exemption to the custodial agency, as outlined in FS 119.071 General exemptions from inspection or copying of records.

VERDENIA C. BAKER
COUNTY ADMINISTRATOR