Information Technology Policy
Commonwealth Code Standards

Number	**Effective Date**
ITP-INF006	August 17, 2007
Category	**Supersedes**
Information	None
Contact	**Scheduled Review**
RA-ITCentral@pa.gov	September 2023

1. Purpose

This Information Technology Policy (ITP) establishes the Commonwealth of Pennsylvania enterprise standard for county, city, and building codes to be utilized for Commonwealth information technology system exchanges.

2. Scope

This ITP applies to all offices, departments, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "agencies"). Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

Third-party vendors, licensors, contractors, or suppliers shall meet the requirements of the Commonwealth's ITPs that are applicable to the products and services provided to the Commonwealth.

3. Policy

3.1 County Code Guidance

The enterprise standard for county codes is a two-digit numeric sequence ranging from 01 to 67, which corresponds alphabetically to each of the 67 Commonwealth counties. Two additional codes, 97 and 99, are reserved for instances when the county is unknown or belongs to another state, respectively. A table of the counties and their corresponding codes can be found in *RFD-INF006A, Codes Listing Reference*.

Agencies shall use these codes as the standard for exchanging Pennsylvania county code data within the Commonwealth. These codes shall be used on all system interfaces in which a county code is present, as well as for exchanges of data between systems.

Agencies have the discretion to implement this policy as follows:

- Completely convert existing county code information into the new format or
- Build a mapping or transformation mechanism that will be used to map the agency's existing scheme into the standard scheme. This mapping shall be used whenever sending or receiving the code.

All new systems, all new integrations, or data exchanges with other systems, as well as major upgrades or enhancements to existing systems, shall utilize this code structure when creating and maintaining county codes. on and after the Effective Date detailed in *RFD-INF006A, Codes Listing Reference*.

3.2 City Code Guidance

The enterprise standard for city codes is a three-letter alphabetic sequence corresponding alphabetically to most cities in the Commonwealth of Pennsylvania. A table of cities and their corresponding codes can be found in *RFD-INF006A, Codes Listing Reference*.

Agencies shall use these codes as the standard for exchanging Pennsylvania city code data within the Commonwealth. These codes shall be used on all system interfaces in which a city code is present, as well as for exchanges of data between systems.

Agencies have the discretion to implement this policy as follows:

- Completely convert existing city code information into the new format or
- Build a mapping or transformation mechanism that will be used to map the agency's existing scheme into the standard scheme. This mapping shall be used whenever sending or receiving the code.

All new systems, all new integrations, or data exchanges with other systems, as well as major upgrades or enhancements to existing systems, shall utilize this code structure when creating and maintaining city codes.

3.3 Building Code Guidance

The enterprise standard for Commonwealth building codes is a three-character alphanumeric sequence corresponding to the building name or location. A table of Commonwealth buildings and their corresponding codes can be found in *RFD-INF006B*, *Commonwealth Building Codes*.

Agencies shall use these codes as the standard for exchanging building code data within the Commonwealth. These codes shall be used on all system interfaces in which a building code is present, as well as for exchanges of data between systems.

Agencies have the discretion to implement this policy as follows:

- Completely convert existing building code information into the new format or
- Build a mapping or transformation mechanism that will be used to map the agency's existing scheme into the standard scheme. This mapping then needs to be used whenever sending or receiving the code.

All new systems, all new integrations, or data exchanges with other systems, as well as major upgrades or enhancements to existing systems, shall utilize this code structure when creating and maintaining building codes.

4.   Responsibilities

4.1 Agencies:

Agencies with IT systems and assets that manage or handle Commonwealth county or city data shall design and implement those systems and assets with the requirements set forth in this policy, *RFD-INF006A, Codes Listing Reference*, and *RFD-INF006B, Commonwealth Building Codes*.

4.2 Office of Administration, Office for Information Technology shall:

Maintain the lists of county, city, building, and hosting location codes.

4.3 Third-party vendors, licensors, contractors, or suppliers shall:

Comply with the requirements as outlined in this ITP.

5.   Related ITPs/Other References

- Definitions of associated terms of this policy are published on the Office of Administration's public portal: *http://www.oa.pa.gov/Policies/Pages/Glossary.aspx*

- Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal: *http://www.oa.pa.gov/Policies/Pages/default.aspx*

- *Management Directive 205.34 Amended, Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*

- *RFD-INF006A, Codes Listing Reference (*authorized CWOPA personnel only*)*

- *RFD-INF006B, Commonwealth Building Codes (*authorized CWOPA personnel only*)*

- *RFD-INF006C, Commonwealth Hosting Location Codes (*authorized CWOPA personnel only)*

- *OPD-NET002C, Network Device Naming Standards* (authorized CWOPA personnel only)

6.   Authority

Executive Order 2016-06, Enterprise Information Technology Governance

7.   Publication Version Control

It is the Authorized User's responsibility to ensure they have the latest version of this publication, which appears on https://itcentral.pa.gov for Commonwealth personnel and on the Office of Administration public portal: http://www.oa.pa.gov/Policies/Pages/default.aspx. Questions regarding this publication shall be directed to RA-ITCentral@pa.gov.

8. Exemption from this Policy

In the event an agency chooses to seek an exemption from the guidance within this ITP, a request for a policy waiver shall be submitted via the enterprise IT policy waiver process. Refer to *ITP-BUS004, IT Policy Waiver Review Process* for guidance.

This chart contains a history of this publication's revisions. Redline documents detail the revisions and are available to CWOPA users only.

Version	Date	Purpose of Revision	Redline Link
Original	08/17/2007	Base Document	N/A
Revision	11/18/2010	ITP Refresh	N/A
Revision	11/19/2018	ITP re-format Rescinded BPD-INF006A, migrated to RFD-INF006A Added city code guidance Removed unnecessary language throughout	N/A
Revision	05/13/2021	ITP Refresh	N/A
Revision	09/09/2022	ITP Refresh Expanded requirements to use code standards to all new integrations and/or data exchanges with other systems Added section 3.3 Building Code Guidance	[Revised IT Policy Redline <09/09/2021>](#)