

Information Technology Policy

Commonwealth Code Standards

ITP Number ITP-INF006	Effective Date August 17, 2007
Category Information	Supersedes None
Contact RA-ITCentral@pa.gov	Scheduled Review May 2022

1. Purpose

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

2. Scope

This ITP applies to all departments, offices, 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

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 from Adams to York. 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.
- Build a mapping or transformation mechanism that will be used to map the agency’s existing scheme into the standard scheme. This mapping needs to be used whenever sending or receiving the code.

All new 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*.

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.

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.
- 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, as well as major upgrades or enhancements to existing systems, shall utilize this code structure when creating and maintaining city codes on and after the Effective Date detailed in RFD-INF006A *Codes Listing Reference*. Commonwealth building codes are detailed in RFD-INF006B *Commonwealth Building Codes*.

4. Responsibilities

4.1 Agencies with IT systems and assets that manage and/or handle Commonwealth county and/or city data must 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 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)*

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 are to 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 is to 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	Revised IT Policy Redline 11/19/2018
Revision	05/13/2021	ITP Refresh	Revised IT Policy Redline <05/13/2021>