

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 November 2019

1. Purpose

Establishes the Commonwealth of Pennsylvania enterprise standard for county and city codes to be utilized for commonwealth information technology system exchanges.

2. Scope

This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

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*.

Commonwealth agencies, delivery centers, and organizations are to use these codes as the standard for exchanging Pennsylvania county code data within the Commonwealth. They are to be used on all system interfaces in which a county code is present, as well as for exchanges of data between systems.

Agencies and delivery centers 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 their 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, are to utilize this code structure when creating and maintaining county codes on and after the Effective Date detailed in RFD-INF006A.

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.

Commonwealth agencies, delivery centers, and organizations are to use these codes as the standard for exchanging Pennsylvania city code data within the Commonwealth. They are to be used on all system interfaces in which a city code is present, as well as for exchanges of data between systems.

Agencies and delivery centers 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 their 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, are to utilize this code structure when creating and maintaining city codes on and after the Effective Date detailed in RFD-INF006A. Commonwealth building codes are detailed in RFD-INF006B *Commonwealth Building Codes*.

4. Responsibilities

Agencies with IT systems and assets that manage and/or handle commonwealth county and/or city data must design and implements those systems and assets with the requirements set in this policy, RFD-INF006A, and RFD-INF006B.

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 *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 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, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppar.oa.pa.gov/>. Agency CIO approval is required.

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