

**EOU**  
**Guidelines for**  
**Data Standards, Data Integrity and Security**  
Updated February 23, 2017

# Table of Contents

<b>Data Integrity Guidelines .....</b>	<b>2</b>
Purpose.....	2
Scope of this Document .....	2
Administrative Responsibility.....	2
Data Custodian Responsibilities.....	3
EOU Data Custodians .....	4
Individual Responsibilities.....	4
Access to EOU Data.....	4
<b>Data Change Rules.....</b>	<b>4</b>
Change Data .....	5
Address/Telephone Change Policies .....	5
Deceased Information Policy .....	6
<b>General Guidelines for Searching.....</b>	<b>6</b>
Record Creation Considerations.....	6
Searching.....	7
Wild Card Searches .....	7
Case and Space Sensitivity.....	7
Prefix Searches.....	7
Multiple Records .....	7
Common Names .....	8
Instructions for Searches .....	8
ID Search.....	8
Person Name Search.....	8
<b>Data Standards - General.....</b>	<b>8</b>
<b>General Person Information .....</b>	<b>9</b>
Clean and Accurate Records .....	9
Date Standards .....	9
Calendar Dates .....	9
Date of Birth.....	9
Identification Number Standards.....	10
Alternate Identification Number .....	10
Name Standards .....	10
Last Name .....	10
First Name.....	11
Middle Name.....	11
Prefixes.....	11
Suffixes .....	11
Preferred First Name (Optional).....	12
Non-Person Name/Vendor .....	12
Address Standards.....	12

Address Change Source .....	13
Address Types .....	13
Street Standards.....	13
City Standards .....	14
State & Province .....	14
County Codes .....	14
Nation Code Standards.....	15
Military Standards .....	15
Air Force Base (AFB) .....	15
Foreign Military Address .....	15
Telephone Numbers .....	15
General .....	15
Telephone Types .....	15
General Telephone Types.....	16
Address Telephone Types .....	16
Telephone Numbers .....	16
Area Code.....	16
Phone Number.....	16
Extension.....	16
International Telephone Numbers .....	16
International access code field .....	16
Country Code .....	16
City Code .....	16
North American Numbering Plan (NANP) .....	16
Email Address Type .....	17
<b>Appendix 1 – Address Type.....</b>	<b>18</b>
<b>Appendix 2 – Street Abbreviations.....</b>	<b>19</b>
<b>Appendix 3 – Secondary Unit Designators.....</b>	<b>21</b>
<b>Appendix 4 – States, Canadian Provinces &amp; Overseas Military .....</b>	<b>22</b>
<b>Appendix 5 – Compass Directions .....</b>	<b>23</b>
<b>Appendix 6 – Telephone Types .....</b>	<b>23</b>
<b>Appendix 7 – Prefix Abbreviations.....</b>	<b>24</b>
<b>Appendix 8 – Suffix Abbreviations .....</b>	<b>25</b>
<b>Appendix 9 – Ethnicity and Race Codes .....</b>	<b>26</b>
<b>Appendix 11- Address Change Source Type.....</b>	<b>26</b>
<b>Appendix 12 – County Codes .....</b>	<b>27</b>
<b>Appendix 13 – Marital Status .....</b>	<b>28</b>

## ***BANNER***

Ellucian BANNER is the integrated software system purchased from Ellucian Corporation implemented by all Oregon Universities.

Within BANNER there are separate modules for different functional areas. EOU has purchased the Finance, Human Resources, Financial Aid, Student, and Accounts Receivable modules

## **Data Integrity Guidelines**

### **Purpose**

These guidelines define the responsibilities of everyone accessing and managing data. Offices may have individual guidelines that supplement these guidelines. Data entrusted to the institution by other organizations (e.g., foundations and governmental agencies) are governed by terms and conditions agreed upon with those organizations

These guidelines were developed to ensure database integrity and achieve the goals of efficient, professional, and cost-effective communication for the EOU community by:

- Avoiding creation of duplicate records for a single entity
- Providing complete name/address information in a timely manner, with an audit trail of changes
- Using standard entry to facilitate consistent reporting and searches
- Sharing effective processing discoveries and problem-resolution scenarios
- Taking advantage of the database capabilities and functionality.

### **Scope of this Document**

This document defines the standards for maintaining the integrity of the data contained in the Banner software system. It covers the format and usage of data elements that are shared between systems and those that are common to all systems and generally referred to as the General Person data. While defining who has access and how to obtain access to this information is critical to the operation of the institution, it is better left to operational procedure manuals. This document is written specifically for those individuals that have update capability and therefore can seriously affect the integrity of the information. This information will also be helpful for those with inquiry access to the information to further understand the reason for certain formats of information

### **Administrative Responsibility**

By law, certain data is confidential and may not be released without proper authorization. Users **MUST** adhere to any applicable federal and state laws as well as EOU policies and procedures concerning storage, retention, use, release, and destruction of data.

Electronic data are a vital asset owned by EOU. All institutional data, whether maintained in the central database, copied into other data systems (e.g., personal computers, CD's, thumb drives, and other portable

devices), or maintained in any printed form remain the property of EOU. Access to data is not approved for use outside a user's official institutional responsibility. Data will be used only for legitimate EOU business. A policy governing access to EOU records is located on the EOU IT website.

As a general principle of access, EOU data (regardless of who collects or maintains it) will be shared among those employees whose work can be done more effectively by knowledge of such information. Although EOU must protect the security and confidentiality of data, the procedures allowing access to data must not unduly interfere with the efficient conduct of EOU business.

Division/department heads will ensure that, for their areas of accountability, each user is trained regarding user responsibilities. As part of that training, each user will read, understand and agree to abide by the stipulations in this document. Introduction to Banner training video located at:  
<https://www.eou.edu/it/banner/>

Division/department heads will ensure a secure office environment with regard to all EOU data systems. Division/department heads shall validate the access requirements of their staff according to their job descriptions before submitting a **BANNER Access Request Form**.

### **Data Custodian Responsibilities**

A Data Custodian is the director of an EOU office or department or their designee. The Data Custodian may make data within his/her charge available to others for the use and support of the office or department's functions.

Two types of access are available:

**Query-only access** – Allows users to view, analyze, and download institutional data. The ability to change data within Banner is not available at this access level. Although a download of data is permitted, this information must not be altered in any way. All downloaded information must be used responsibly and great care given to the protection of sensitive data which may need to be retrieved.

**Update access** – Allows the user to change data within Banner. This level of access permits both query and update capabilities. Update access will be restricted to only those individuals having an authorized need to change institutional data in the normal course of their job duties.

Before granting access to data, the Data Custodian must be satisfied that protection requirements have been implemented and that a "need-to-know" is clearly demonstrated. By approving user access to EOU data, the Data Custodian consents to the use of that data within the normal business functions of administrative and academic offices or departments.

Data Custodians are responsible for the accuracy and completeness of data files in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges. Data Custodians are also responsible for the maintenance and control of BANNER validation and rules tables. These tables, as well as processes related to their use, define how business is conducted at EOU.

## **EOU Data Custodians**

<b>Area of Responsibility</b>	<b>Data Custodian</b>
Registration/Courses/Catalog	Registrar
Finance System	Director of Business Affairs
Human Resources System	Director of Human Resources
Payroll	Director of Budget & Payroll
Financial Aid/Student Accounts	Student Financial Services Manager
Student System	Registrar/Director of Admissions

## **Individual Responsibilities**

Individuals to whom Data Custodians grant access are accountable to the Data Custodians for their use of the data. Any individual granted access to data resources is required to acknowledge by signature that they understand all policies related to data access and usage of electronic information resources.

<https://www.eou.edu/it/files/2016/06/EOUUserAgreementforConfidentialityandDataSecurity.pdf>

Users **MUST** protect all EOU data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy, and control of data to which they have access including extracted data on laptop computers, CD's, thumb drives, other portable devices, and any printed form. The user is responsible for all transactions occurring during the use of their log-in identification (ID) and password. *Employees are not to loan or share their access codes with anyone.* If it is discovered that access codes are being loaned or shared, employees who are assigned access to records are subject to disciplinary action, up to/or including termination.

## **Access to EOU Data**

Data security is every user's responsibility. BANNER classifications will be established based on job function such as personnel representative, fiscal assistant, faculty, cashier, etc. Specific capabilities will be assigned to each classification. Each user will be assigned a classification or possibly several classifications, depending on their particular needs as established by their division/department head and approved by the Data Custodian(s).

Users can request an id and password to access BANNER by filling out the request at:

<https://www.eou.edu/it/files/2016/09/EOUDataSystemsPermissionForm9.28.16.pdf>

## **Data Change Rules**

Never make a change to an employee, student or non-person record without proper documentation and authorization/approval from the Data Custodian. The following rules govern which office makes name, address, telephone number and/or identification number changes to student, employee, or non-person records in BANNER. These rules are subject to changes as new procedures are defined and implemented.

<b>If the person is a/an:</b>	<b>Then:</b>
<b><u>Employee (exclusive of other status)</u></b>	
Employee (current or former through issuance of their final W-2 form) except, Medical Residents and student workers	Human Resources makes the change. See appropriate section below for required documentation.
Student worker	Payroll can make the change with appropriate documentation. See appropriate section below for required documentation.
<b><u>Student</u></b>	
Recruit or Applicant	Admissions Office
Currently Enrolled Student (excluding employees as defined above) – An enrolled student maintains ‘Active’ status until one academic year is missed.	Registrar if change is curriculum related. Student Accounts if change is financially related. Financial Aid if related to their aid or scholarship/grant.
<b><u>Vendor</u></b>	
Vendor (excluding employee, retirees, and students)	Only Purchasing or Accounts Payable can make the change to a VP or VO address type.

## **Change Data**

- Make data changes ONLY when you have that authority and when you follow the procedures established by the Data Custodian of the data you need to change.
- Remember – some data fields have specific data entry rules. See the specific section under General Person Information for those data entry rules.
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (\_), left square bracket (I) and right square bracket (J) are **not** to be used because they have other functions in Oracle.

## **Name Change Policies**

Professional judgment must be used to determine the difference between corrections of an error as opposed to a name change. (Question – Do we want to type over or delete the old information for corrections or create a new record?) Banner will automatically save the previous name when a change or correction is made. Name changes for all employees (current and former) and retirees must be supported by a social security card. For all other entities, acceptable documentation may be one of the following:

- Social Security Card
- Court Order Document
- Passport

## **Address/Telephone Change Policies**

Professional judgment must be used to determine the difference between corrections of an error as opposed to an address/telephone change. If the entry is an address/telephone correction, the corrected information should be typed over the incorrect date. No previous or alternate record will be maintained. For a change of address, the

previous address should be maintained in Banner. Enter the effective date of the change in the “To” field, click the “inactive” indicator and select the appropriate “Source” code. Then insert a new record and type in the new address choosing the correct address type. If the effective date is earlier than the current day, then type the effective date in the “From” field.

As with name changes, address changes must be made by Human Resources for all current employees

### **Social Security Number Change Policy**

Social security number changes must be supported by a social security card or application.

### **Birthdate Change Policy**

An employee or student making a request for a birthdate change must provide a valid birth certificate or driver’s license.

### **Sex Change Policy**

Requests for a change in the sex indicator must be supported by a court order.

### **Marital Status Change Policy**

Marital status changes should be supported by either an official marriage certificate or court order.

### **Deceased Information Policy**

It is important the future mailings are discontinued from any university office in the event of the death of a constituent. Deceased status will be verified when possible through death certificate or an obituary.

For employees or retirees, Human Resources will verify and update this information in Banner. For students, the appropriate admissions or registrar office will be responsible to enter and update the Banner record.

### **Confidential Indicator**

The confidential indicator is available for individuals who have a desire not to have any information about them released to the public. Any information about those marked confidential must not be released to anyone outside of EOU unless by court order. The confidential indicator is not a “do not mail flag.”

Students wishing to have their information confidential must contact the Registrar’s Office. Employees must contact Human Resources. Setting this flag will keep an employee’s home information confidential; however, business information may still be listed in directories as needed.

## **General Guidelines for Searching**

### **Record Creation Considerations**

Make sure you are not duplicating an existing record. It is very difficult to effectively align all subsequent transactions under the proper single ID once duplicate records are created. Please conduct three (3) searches prior to creating a record to avoid duplicate entries. **Use the “Alternate ID” [GUALTI] as one of the three (3) searches you perform.**



## Searching

It is important that no one be entered into the BANNER database more than once. Before entering information about a person or non-person/vendor, search the database to see if the record already exists.

The steps for performing a name search differ from module to module, using different forms to look for existing records and others to check address information. The following information applies to all modules:

- If you have a person's social security number, search that. If that brings up any records, you can be sure the person is already entered into the system.
- If you do not have a person's social security number or if the social security number search reveals no records, search for the person (or vendor) name using the first few letters of each name followed by the wild card (%).

## Wild Card Searches

In searching for a name, you should use the BANNER wild card. Using the wild card allows you to enter part of the name, search for a name with and without spaces, or search for a name that might have been spelled differently in an earlier entry.

The BANNER wild card is the symbol %. To BANNER, this symbol stands for any letter, number, or symbol; or any group of letters, numbers and symbols.

- e.g., To search for a name which may be Griffith or Griffin, you can type in Griff% in the last name field and execute query. This causes BANNER to display all names starting with Griff.
- To search for an employee named MacDuff whose name might begin with Mc or Mac and might include a space or not, search %uff.

## Case and Space Sensitivity

Some forms in BANNER allow you to choose a case sensitive search or a case insensitive search. Case sensitive searches distinguish between upper-case letters and lower-case letters entered as search criteria. For example, a case sensitive search for %Beth would return MacBeth but not Macbeth. ***When you have a choice, always opt to do a case insensitive search.*** Generally, this is accomplished by clicking the "No" radio button under the "Case Sensitive Query" label. In doing case insensitive searches, you will increase the likelihood of finding the person or organization of interest. Moreover, you will reduce the possibility that the same person or organization will be entered more than once into the system.

## Prefix Searches

When searching for a prefix name (such as McDonald or Da Vinci), use the wild card and no space in place of the prefix to check for all possible versions of the name. %onald will find MacDonald, MacDonald, McDonald, and Mc Donald.

## Multiple Records

BANNER maintains all versions of a person's name and ID. When a person changes their name or ID, BANNER registers the change but keeps the old information in the database. This makes it possible to find someone using the old name or ID information.

Only the record with the most recent name and ID information is current. To determine the current record, check the change indicator in the Change Field [CHG], the farthest right column of the search form.

- No entry in the Change Field indicates the current record for that person.
- **I** in the Change Field indicates that the ID in this row has been changed. This row shows the old ID.
- **N** in the Change Field indicates that the name in this row has been changed. This row shows the old name.

Note: Although BANNER displays names and IDs which are not current in query results, it always returns an individual's or organization's current name and ID when that individual or organization is selected for further processing or review.

## **Common Names**

In the case of a common name, a duplicate entry may not indicate another record for the same person. (For example, there may already be a different Jennifer Smith in the system.) To determine whether a name belongs to the person you are searching for, check the person's address or other available information.

## **Instructions for Searches**

### **ID Search**

Select an identification number: (e.g., IDEN or VEND) form in the BANNER module.

### **Person Name Search**

**Note:** Searches MUST be completed from an IDEN (SPAIDEN,PPAIDEN,etc) form because these are in ALL general person records. Type in the name to be searched using the % (wildcard) to broaden the search.

Example: record = Dennis Rodman

Query as: Last Name – Rodman First Name – D%

**Note:** Some names have unique spellings. Search on all possibilities by broadening the wildcard search. (e.g., Katelyn, Kaitlin, Kaytlin, Caitlin,etc)

When a list of possible names is retrieved for a person, verify social security number, student ID number, birth date, previous names, email address and any other information available. **REMEMBER TO SEARCH FOR BOTH FULL AND COMMON VERSIONS OF NAMES.** For example: William as well as Bill; Lawrence as well as Larry.

## **Data Standards - General**

- **Search first**---before creating a new record. You must query the files at least three (3) times for data already entered before entering a new record. Use the "Alternate ID" as one of the three searches you perform. [See the General Guidelines for Searching section.]
- Duplicate records (e.g., the same person or non-person in the system under more than one id number) are unacceptable.
- Be aware of the forms and the fields within the forms that you are allowed to enter data into.

- No *fake* social security numbers will be created for entry into the social security number field. If the person does not have a valid social security number, the field will be left blank.
- To provide accurate and pristine records, the following steps should be taken. Use proper keyboard characters when entering numeric data. Use a numeric 1 (one) not a capital “I” (i) or lowercase “l” (L). Use a numeric 0 (zero), not a capital “O” (o).
- *Changes to data* may only be made if you have authority to do so and follow explicit directions outlined by the Data Custodian. [See Data Change Rules section.]
- *Specific processing entry rule definition*—Drop down boxes are to be used whenever possible. Some fields are associated with rule validation processing.
- Enter data using mixed case (uppercase and lowercase), following appropriate capitalization rules.
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (\_), left square bracket ([) and right square bracket (]) are not to be used because they have other functions in Oracle.
- Hyphens may be used.
- The ampersand (&) may be used in certain cases (e.g., AT&T). Otherwise, use the word “and.”
- Slashes may be used to clarify or designate a fraction. For example, ‘in care of’ should be entered c/o. Do not use the percent sign (%) or spell out ‘in care of.’

## General Person Information

The following guidelines should be adhered to for all person records added to the BANNER system.

### Clean and Accurate Records

**Search First:** Before you create a new record for a person or non-person, you **MUST** conduct three (3) ID and name searches to make sure that person or organization has not already been entered in the BANNER database. Use the “Alternate ID” as one of the three searches you perform. Each user in every office **MUST** conduct a thorough search to prevent entering a duplicate record.

Enter all new vendors as non-persons.

### Date Standards

#### Calendar Dates

All dates must be entered in DD-MON-YYYY format. For example, enter 01-JAN-2006 for January 1, 2006. Use hyphens (-) to separate month, day, and year. The entry day (DD) must be the two-digit day of the month using a preceding zero if the number is less than 10. The month (MON) format is abbreviated to the first three letters of the month’s name. The year must be entered with all four digits of the year.

NOTE: Some forms allow entering a t and today’s date will be entered.

#### Date of Birth

The Date of Birth must be entered as DD-MON-YYYY format.

For employees, Human Resources will maintain this information. For students, the Admissions Office, Financial Aid, and the Registrar’s Office will maintain this information.

## Identification Number Standards

The first 3 characters of the Banner ID number for each entity will be 910. The following identification numbers will be used:

<b>Person</b>	Use the system generated ID number on any <b>Identification Form</b> (xxxIDEN). [This is a nine-byte Person Identification Number {ID} and is automatically generated when a new person is added.]
<b>Non-Person</b>	For non-person entities, the ID number will be system generated.

## Alternate Identification Number

The following have been designated as naming conventions for alternate identification purposes:

- Nine numeric digits indicates social security number and should not be placed in the Alternate ID section.
- First character of G designates old employee ID number, and not used.
- First character of P indicates a recruit record from before the implementation of our current CRM.

## Name Standards

Enter hyphens, apostrophes, and periods (e.g., St. John Rivers) only when they are part of the legal name.

**Note:** When a new person is being entered into BANNER and that new person has a previous name that is deemed necessary to be recorded, enter the previous name into the system **FIRST** and save the record. Change the name using BANNER's name change procedure on the xxxIDEN form.

### **Last Name**

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters). If a person's legal name starts with a lowercase letter, enter the first letter in lowercase (e.g., duBois).
- Enter the spelling and format of the last name as supplied by the person and using standard capitalization rules. If a person's name starts with a lowercase letter, enter the first letter in lowercase (e.g., duBois).
- Enter the spelling and format of the last name as supplied by the person and using standard capitalization rules.
- **Hyphens** may be used to separate double last names (sometimes used in ethnic names or by persons who wish to utilize their maiden and married names). However, if there are two last names that are not hyphenated (e.g., Monica Lou Creton Quinton), Monica would be input at the first name, Lou would be input as the middle name and Creton Quinton would be input as the last name.
- The legal name field is not used or maintained by EOU. Do not add, delete, or modify any data in this field. **NOTE:** In Banner, the Legal Name field is a single, free-format field that is **NOT** automatically updated if the person officially changes his/her name. The Legal Name field cannot be used as the basis for database searches.
- **Apostrophes** may be used in such names as O'Leary, O'Connor, etc.
- **Spaces** are permitted if the spelling and format of the names includes spaces. (e.g., Mc Donald, Mac Phearsen, St John, Van der Linder).

<b>NAME</b>	<b>CHANGE TO</b>
Mc Donald	McDonald
Mac Pherson	MacPherson
St John	(No change)

Del la Rosa (No Change)

Van der Linder (No Change)

- **Titles, prefixes and suffixes** in the first name field are not to be used (e.g., Dr, Mr, Ms, III, Jr, MD, etc.).
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (\_), left square bracket (I) and right square bracket (J) are not to be used because they have other functions in Oracle.

## First Name

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).
- Enter the spelling and format of the first name as supplied by the person and using standard capitalization rules.
- Any **single character** first name should be entered without a period. In those cases where a single character first name is designated as the first name and followed by a middle name, place the single character in the first name field and the middle name in the middle name field.
- **Hyphens** may be used to separate double first names. However, if there are two first names that are not hyphenated (e.g., Mary Ann Louise Smith), Mary Ann would be input as the first name, Louise would be input as the middle name and Smith would be input as the last name.
- **Apostrophes** may be used in such names as O'Leary, O'Connor, etc.
- **Spaces** are permitted if the spelling and format of the names includes spaces. (e.g., Bobby Jo, Mary Kate)
- **Titles, prefixes and suffixes** in the first name field are not to be used (e.g., Dr, Mr, Ms, III, Jr, MD, etc.).
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (\_), left square bracket (I) and right square bracket (J) are not to be used because they have other functions in Oracle.

## Middle Name

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).
- Enter the spelling and format of the middle name as supplied by the person and using standard capitalization rules. Do not include periods.
- If **no middle name** exists, leave the field blank.
- Any **single character** middle name should be entered without punctuation. In those cases where there are two initials (e.g., John A H Smith), enter both and without periods after each initial.
- **Hyphens** may be used to separate double middle names.
- **Apostrophes** may be used.
- **Spaces** are permitted if the spelling and format of the names includes spaces.
- **Titles, prefixes and suffixes** in the middle name field are not to be used.
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (\_), left square bracket (I) and right square bracket (J) are not to be used because they have other functions in Oracle.

## Prefixes

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).
- Enter the spelling and format of the prefix as supplied by the person and using standard capitalization rules.
- See Appendix 7 for a listing of Prefix Abbreviations.
- Enter only the prefix in the prefix field. Do not put the prefix in the first, middle or last name fields.

## Suffixes

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

- Enter the spelling and format of the suffix as supplied by the person and using standard capitalization rules. See Appendix 8 for a listing of Suffix Abbreviations.
- Enter only the suffix in the suffix field. Do not put the suffix in the first, middle or last name fields.
- Both a prefix and suffix are used when there is an inherited suffix (e.g., Mr John Doe Jr). Both a prefix and suffix can be used for individuals who are in the military, are retired military, or in religious orders (e.g., Gen Frank Smith USA (Ret)).
- A suffix indicating an academic or medical degree is not used when the prefix is entered. As a general rule, individuals are addressed in a non-professional context. Therefore, the prefix and not the professional suffix will be used. For example, do not enter a prefix of Dr and a suffix of MD; rather, enter the prefix only (Dr James Smith, not Dr James Smith, MD.)
- Do not enter academic degrees or professional designations as a suffix unless specifically asked by the individual.

### Preferred First Name (Optional)

- If a person wishes to be known by something other than his/her legal first name, enter this name into the preferred first name field (e.g., Joyce Elizabeth Smith). If this person goes by 'Betsy', then enter 'Betsy' into the preferred name field.
- All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the spelling and format of the preferred name as supplied by the person and using standard capitalization rules.

### Non-Person Name/Vendor

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).
- Generally do not abbreviate unless required by space limitations.
- Punctuation is allowable in the vendor name if it is part of the legal name or the vendor requires it (e.g., Amazon.com).

Enter the spelling and format of the name as supplied by the vendor and using standard capitalization rules. Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SunGard SCT, and ITT). Do not use a space between the letters of an acronym.

- **Hyphens** may be used to separate double names.
- **Numerals** are permitted in the vendor name.
- **Apostrophes** may be used in names such as O'Charley's, O'Sullivan, etc.
- The **ampersand (&)** can be used **only** when part of a formal name (e.g., Baltimore & Ohio Railroad). Use 'and' in all other cases.
- **Abbreviations** are allowed for Co, Corp, Ltd or Inc when used after the name of a corporate entity.
- Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT). Do not use a space between the letters of an acronym.
- **Spaces** are permitted if the legal spelling and format of the names includes spaces.
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (\_), left square bracket ([) and right square bracket (]) are not to be used other than specified above because they have other functions in Oracle.

### Address Standards

Addresses should conform to U.S. Postal Service standards. For additional information on address standards required by the U.S. Postal Service, check their Web site [www.usps.gov](http://www.usps.gov).

Address abbreviations in the appendix agree with USPS Publication 28 Postal Addressing Standards USPS at <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf> .

Multiple addresses can be entered for a person or vendor using different address types. Address standards have been established cooperatively so that address types are used consistently. See the Appendices 1 and 6 for Address Type and Phone Type descriptions.

Before entering a new address, set the “to date”, check the inactive address box and enter the source code. This is not necessary when making corrections to an existing address.

### Address Change Source

The address change source type indicates the source of an address which comes from a batch load of data or is self-reported. Valid values are in Appendix 11.

### Address Types

Addresses are entered on the **General Person Form** in the address information blank. Address types are defined by the characteristic of the address, not by the office that uses the address. The address type is based on the recipient address, not the sending office address. See Appendix 1 for more information about address types.

### Street Standards

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).
- Hyphens and slashes may be used when needed for clarity or designated fractions.
- All addresses are to use standard street abbreviations. See Appendix 2 for Street Address abbreviations.
- Do NOT leave blank lines between street address lines.
- Do not include periods in an address.
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (\_), left square bracket (l) and right square bracket (r) are not to be used because they have other functions in Oracle.
- ‘In care of’ should be entered as ‘c/o’. Do NOT use the % sign or spell out ‘in care of’.
- The address format allows three lines of street address information. If a separate street address and PO Box number address need to be maintained, enter them as two separate address types.

Example:

Information Given	Mailing/Primary Address	Street Line 2
John F Smith	John F Smith	
PO Box 2351, 1379 NW Pine	1379 NW Pine	PO Box 2351
Portland, OR 97203	Portland, OR 97203	

**Unit Numbers for Apartment, Building, Suite, etc.** - The pound sign (#), percent sign (%), ampersand (&), underscore (\_), left square bracket (l) and right square bracket (r) are not to be used because they have other functions in Oracle.

**Secondary Address Unit Designators** - If the address is a multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address. If the secondary unit designator is not provided, and only a pound sign (#) along with the number is provided (e.g., 3454 N. Jones #4), remove the pound sign (#) and use

No in place of the pound sign (#). **NEVER** use the pound sign (#). See the Appendix 3 for the Secondary Address Unit Designators and Appendix 5 for Compass Direction abbreviations.

**Street Address and PO Box** - BANNER address format allows three lines of street address information. Three address lines cause a problem when printing one-inch labels. If a an address and a PO box is provided enter the PO box number in Street Line 2. Also, if the address is too long to fit in Street Line 1, enter the remaining in Street Line 2.

### City Standards

All information is to be entered using mixed case (standard combination of upper and lower case letters). Do NOT abbreviate unless you are limited by space. City names are to be entered without periods. For example, type Mount Carmel not Mt Carmel.

### State & Province

State codes **MUST** be entered for all U.S. and Canadian addresses. Refer to Appendix 4 for the appropriate U.S. state and Canadian provinces codes.

### County Codes

See Appendix 12 for the table of valid county codes for Oregon counties and counties in adjacent states.

### Postal Codes

Zip codes **MUST** be entered for all United States and Canadian addresses.

Enter the six-digit international pin number (without hyphens) to the right of the city on the second address line. Do NOT enter the PIN number in the zip code field. In the event the PIN number will not fit to the right of the city because of space, enter the city on the third address line and enter the PIN number in the city line.

Example: Petko Metodiev Kitano  
PO Box 140  
Balgoevgrad Hyderab 270011  
Bulgaria

United States	Enter the 5- digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and last 4 digits. The hyphen is required.
Canadian	Enter the six character zip code without hyphens or spaces.
International Postal Code	Enter the international address as supplied. The Postal Code would be entered on the same line as the city.

Examples:

Cheng Li	Bader H Al-Khalifia
7-301 Houji/ Middle of JiangNan Road	c/o Aramco
Guang Zhou 510240	Dhahram 31311
China P.R.C.	Saudi Arabia



## Nation Code Standards

A NATION code is required for all non-U.S. addresses. Do **NOT** enter a NATION code for U.S. addresses. Use the FIPS 10-4 country code designations which can be found at [http://www.fincen.gov/country\\_and\\_state\\_codes.pdf](http://www.fincen.gov/country_and_state_codes.pdf)

## Military Standards

### Air Force Base (AFB)

Enter the City into the City Field followed by AFB (all CAPS) for Air Force Base.

EXAMPLE: 5 202A 2nd St  
Elmendorf AFB  
AK 99506-1207

### Foreign Military Address

Enter the APO or AFO code into the CITY field.

In the State Field enter:

AE - Europe, Middle East, Africa, Canada	[ZIP=09nnn]
AP - Pacific	[ZIP=96nnn]
AA - The Americas (excluding Canada)	[ZIP=34nnn]

Example: Alice VanFrogulemen  
HHB 6th Battalion 43rd Box 72  
Air Defense Artillery CMR 417  
APO AE 09602-8802

See Appendix 4 for the Overseas Military abbreviations.

## Telephone Numbers

### General

An entity (person or non-person) may have multiple telephone numbers within the BANNER system. Telephone numbers should be accurate and reflect the most recent data received. Supplemental information for international phone numbers may be added in the international access code field. When adding a subsequent telephone number of the same type, the prior telephone number should be end dated and the new telephone number added. Unless making a correction due to an initial entry error, do not change or delete the prior telephone number.

NOTE: Telephone numbers, while displayed on SPAIDEN with the address, are not stored with the address in the BANNER tables. Telephone numbers must be changed in the Telephone Tab in the SPAIDEN form.

The telephone number is presented in a three-field format without hyphens.

**All regional and local telephone numbers, including on-campus phone numbers, are to be entered using the ten-digit format.**

### Telephone Types

A telephone type distinguishes each telephone number entered in the BANNER system. Telephone types are defined by the characteristic of the telephone, not by the office that uses the number. There are two categories of telephone types:

## **General Telephone Types**

This is a telephone number associated with a person or a non-person that is not related to a specific address. See Appendix 6 for the table of valid general telephone types.

## **Address Telephone Types**

This is a telephone number associated with each specific address of the same type. Each address type defined in General Person will have a like Address Telephone Type defined. Address Types are defined in Appendix 1.

## **Telephone Numbers**

### **Area Code**

The three-digit area code must be entered for all phone numbers including the local areas, (e.g. 541, 503, 636, etc.)

### **Phone Number**

Enter the seven-digit number without inserting a hyphen.

Example: 4871849

### **Extension**

If an extension number is provided, enter only the digits of the extension. Do NOT enter EXT or X into the extension field.

Example: 7300, 1764

## **International Telephone Numbers**

International telephone numbers consist of four to seven digits.

### **International access code field**

International telephone numbers should include the country and city codes as part of the international access code field.

### **Country Code**

The country code consists of one to four digits and is required (e.g., 876)

### **City Code**

The city code consists of one to three digits. Not all countries utilize city codes. The city code is often reported with a leading zero (0). Do NOT enter the zero.

"011" must be dialed when making international calls from the United States unless dialing to any country included in the North American Numbering Plan.

## **North American Numbering Plan (NANP)**

This agreement, held among many North American countries (Mexico is not included) establishes a procedure for dialing international numbers in a way that is similar to traditional United States procedures (1 + area code). The country code for all NANP countries is 1. The following countries are considered to be a part of the NANP and can be dialed using 1 + the three digit area code. Any

phone numbers from NANP countries can be entered in the domestic phone number field in the BANNER system.

<b>Country</b>	<b>Area Code</b>
Anguilla	264
Antigua	268
Bahamas	242
Barbados	246
Barbuda	268
Bermuda	441
British Virgin Islands	284
Canada	Multiple
Cayman Islands	345
Dominica	767
Dominican Republic	809
Grenada	473
Guam	671
Jamaica	876
Montserrat	664
Northern Marianas Islands (Saipan, Rota, and Tinian)	671
Puerto Rico	787
St. Kitts/Nevis	869
St. Lucia	758
St. Vincent and Grenadines	784
Trinidad and Tobago	868
Turks and Caicos Islands	649
U.S. Virgin Islands	340

### **Email Address Type**

The email address type “CAMP” is used for all campus business and classes. Other values have been institutionally defined. Refer to Appendix 10 for valid email address types.

## Appendix 1 – Address Type

There is only one active address per address type in Banner HR and Student. However, in Finance, vendors may have multiple active addresses within an address type using form FMTVEND.

The table below shows required values. Institutions must ask for additional values to be added or for changes to current values.

*To see the entire list of Address Types open STVATYP in Banner.*

<b>Code</b>	<b>Description</b>	<b>Explanation</b>
BI	Billing	Required for Billing
BU	Business	Required for Finance
CA	Campus Location	Location on campus (office or housing).
CE	Campus Emergency Notification	Used to notify students of an emergency.
HA	Residence Life	Dorm room address
MA	Mailing	Default address, used for mailings
OE	Other/Emergency	Used to enter an address for an emergency contact. Parents, etc.
LO	Local	Local address is not the same as mailing.
PA	Parents	Used to notify Parents. Required value for clients to use on SOAFOLK when entering parent address.
PR	Permanent	This is the applicant's permanent address, i.e., the address of his/her home when not a student.
VP	Vendor Pay	Vendor address
XO	Geographical Origin	First address gathered by Banner
XX	TGRFEED	Required by TGRFEED which is an accounts receivable process.
ZG	Graduation Address	Used to send graduation certificate.

## Appendix 2 – Street Abbreviations

Address	Abbreviation
Alley	Aly
Annex	Anx
Apartment	Apt
Arcade	Arc
Avenue	Ave
Basement	Bsmt
Bayou	Byu
Beach	Bch
Bend	Bnd
Bluff	Blf
Bluffs	Blfs
Bottom	Btm
Boulevard	Bldv
Branch	Br
Bridge	Brg
Brook	Brk
Brooks	Brks
Building	Bldg
Burg	Bg
Burges	Bgs
Bypass	Byp
Camp	Cp
Canyon	Cyn
Cape	Cpe
Causeway	Cswy
Center	Ctr
Centers	Ctrs
Circle	Cir
Circles	Cirs
Cliff	Clf
Club	Clb
Common	Cmn
Commons	Cmns
Corner	Cor
Corners	Cors
Course	Crse
Court	Ct
Courts	Cts
Cove	Cv
Coves	Cvs
Creek	Crk
Crescent	Cres
Crest	Crst

Address	Abbreviation
Crossing	Xing
Crossroad	Xrd
Crossroads	Xrds
Curve	Curv
Dale	DI
Dam	Dm
Department	Dept
Divide	Dv
Drive	Dr
Drives	Drs
Estate	Est
Estates	Ests
Expressway	Expy
Extension	Ext
Extensions	Exts
Falls	Fls
Ferry	Fry
Field	Fld
Fields	Flds
Flat	Flt
Flats	Flts
Floor	Flr
Ford	Frd
Fords	Frds
Forest	Frst
Forge	Frg
Forges	Frgs
Fork	Frk
Forks	Frks
Fort	Ft
Freeway	Fwy
Front	Frnt
Garden	Gdn
Gardens	Gdns
Gateway	Gtwy
Glen	Gln
Glens	Glns
Green	Grn
Greens	Grns
Grove	Grv
Groves	Grvs
Hangar	Hngr
Harbor	Hbr

Address	Abbreviation
Harbors	Hbrs
Haven	Hvn
Heights	Hts
Highway	Hwy
Hill	HI
Hills	Hls
Hollow	Holw
Inlet	Inlt
Island	Is
Islands	Iss
Junction	Jct
Junctions	Jcts
Keys	Kys
Knoll	KnI
Lake	Lk
Lakes	Lks
Landing	Lndg
Lane	Ln
Light	Lgt
Lobby	Lbby
Lock	Lck
Locks	Lcks
Lodge	Ldg
Lower	Lowr
Manor	Mnr
Manors	Mnrs
Meadow	Mdw
Mill	MI
Mills	Mls
Mission	Msn
Motorway	Mtwy
Mount	Mt
Mountain	Mtn
Mountains	Mtns
Neck	Nck
Number	No
Office	Ofc
Orchard	Orch
Overpass	Opas
Parks	Park
Parkway	Pkwy
Parkways	Pkwy
Passage	Psge

<b>Address</b>	<b>Abbreviation</b>
Penthouse	Pths
Pine	Pne
Pines	Pnes
Place	Pl
Plain	Pln
Plains	Plns
Plazza	Plz
Point	Pt
Points	Pts
Port	Prt
Ports	Prts
Prairie	Pr
Radial	Radl
Ranch	Rnch
Rapid	Rpd
Rapids	Rpds
Rest	Rst
Ridge	Rdg
Ridges	Rdgs
River	Riv
Road	Rd
Roads	Rds
Room	Rm
Route	Rte
Shoal	Shl
Shoals	Shls
Shore	Shr
Shores	Shrs
Skyway	Skwy
Space	Spc
Spring	Spg
Springs	Spgs
Square	Sq
Squares	Sqs
Station	Sta
Stravenue	Stra
Stream	Strm
Street	St
Streets	Sts
Suite	Ste
Summit	Smt
Terrace	Ter
Throughway	Trwy
Trace	Trce
Track	Trak

<b>Address</b>	<b>Abbreviation</b>
Trafficway	Trfy
Trail	Trl
Trailer	Trlr
Tunnel	Tunl
Turnpike	Tpke
Underpass	Upas
Union	Un
Unions	Uns
Upper	Uppr
Valley	Vly
Valleys	Vlys
Viaduct	Via
View	Vw
Views	Vws
Village	Vlg
Villages	Vlgs
Ville	Vl
Vista	Vis
Well	Wl
Wells	Wls

## Appendix 3 – Secondary Unit Designators

Description	Abbreviation
Apartment	Apt
Basement	Bsmt*
Building	Bldg
Department	Dept
Floor	Fl
Front	Frnt*
Hangar	Hngr
Key	Key
Lobby	Lbby*
Lot	Lot
Lower	Lowr*
Number	No
Office	Ofc*
Pier	Pier
Rear	Rear*
Room	Rm
Side	Side*
Slip	Slip
Space	Spc
Stop	Stop
Suite	Ste
Trailer	Trlr
Unit	Unit
Upper	Uppr*

## Appendix 4 – States, Canadian Provinces & Overseas Military

Description	Abbreviation	Description	Abbreviation
Alberta	AB	New Hampshire	NH
Australian Capital Territory	AC	Norfolk Island	NI
Alabama	AL	New Jersey	NJ
Alaska	AK	New Mexico	NM
American Samoa	AS	New York	NY
Arkansas	AR	North Carolina	NC
Arizona	AZ	North Dakota	ND
British Columbia	BC	Northwest Territories	NT
California	CA	Nova Scotia	NS
Northern Mariana Islands	CM	Ohio	OH
Canal Zone	CZ	Oklahoma	OK
Colorado	CO	Ontario	ON
Connecticut	CT	Oregon	OR
Delaware	DE	Palau Islands	PW
District of Columbia	DC	Pennsylvania	PA
Florida	FL	Prince Edward Island	PE
Federated Micronesia	FM	Puerto Rico	PR
Georgia	GA	Quebec	QE
Guam	GU	Queensland	QL
Hawaii	HI	Rhode Island	RI
Idaho	ID	Saskatchewan	SK
Illinois	IL	South Australia	SA
Indiana	IN	South Dakota	SD
Iowa	IA	Tasmania	TA
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Trust Territories	TT
Labrador	LB	Utah	UT
Maine	ME	Vermont	VT
Manitoba	MB	Victoria	VIC
Mariana Islands	MP	Virginia	VA
Marshall Islands	MH	Virgin Islands	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Western Australia	WU
Montana	MT	Wyoming	WY
New Brunswick	NB	Yukon Territory	YK
Nebraska	NE	Military APO/AFO—Americas	AA
Newfoundland	NF	Military APO/AFO—Europe, Middle East, Canada, Africa	AE
New South Wales	NW	Military APO/AFO—Pacific	AP
Nevada	NV		



## Appendix 5 – Compass Directions

Compass directions used to identify the geographic area of a city are always abbreviated.

<b>Code</b>	<b>Description</b>
E	East
W	West
N	North
S	South
NE	Northeast
SW	Southwest

## Appendix 6 – Telephone Types

These telephone types are associated with the corresponding address types in Appendix 1.

*For a complete list see STVTELE in Banner.*

<b>Code</b>	<b>Description</b>	<b>Address Type</b>
BI	Billing	BI
BU	Business	BU
CA	Campus Location	CA
CE	Cellular Phone	CE
HA	Residence Life	HA
MA	Mailing	MA
OE	Other/Emergency	OE
PA	Parents	PA
PR	Permeant	PR
VP	Vendor Pay	VP
XO	Geographical Origin	XO
ZG	Graduation Telephone	ZG

## Appendix 7 – Prefix Abbreviations

Title	Abbreviation
Adjutant	Adj
Adjutant General	Adg
Admiral	Adm
Ambassador	Amb
Attorney General	Atg
Brother	Bro
Bishop	Bishop
Captain	Capt
Chancellor	Chn
Chaplain	Chp
Chief Warrant Officer	CWO
Commander	Cmdr
Commandant	Cmdt
Colonel	Col
Corporal	Cpl
Count	Ct
Countess	Cts
Dean	Dean
Doctor	Dr
Ensign	Ens
Estate of	Est
Father	Fr
First Lieutenant	1 <sup>st</sup> Lt
General	Gen
Governor	Gov
Honorable	Hon
Judge	Jud
Lieutenant	Lt
Lieutenant Colonel	Lt Col
Lieutenant Commander	Lt Cmdr
Lieutenant General	Lt Gen

Title	Abbreviation
Lieutenant Governor	Lt Gov
Lieutenant (Junior Grade)	Lt JG
Madam	Mdm
Mademoiselle	Mlle
Major	Maj
Miss	Miss
Monsignor	Msg
Mister	Mr
Married	Mrs
Ms	Ms
Major	Maj
Major General	Maj Gen
Master Sergeant	M Sgt
Monsieur	Msr
President	Prs
Professor	Prof
Rear Admiral	Radm
Reverend/Priest	Rev
Second Lieutenant	2 <sup>nd</sup> Lt
Sergeant	Sgt
Senator	Sen
Señor	Sr
Señora	Sra
Senior Master Sergeant	SM Sgt
The Right Reverent	Rtr
Vice Consul	Vc
Vice Admiral	VAdm
Vice President	VP

## Appendix 8 – Suffix Abbreviations

Description	Abbreviation
Certified Public Accountant	CPA
Doctor of Chiropractic	DC
Doctor of Dental Medicine	DMD
Doctor of Education	EdD
Doctor of Medicine	MD
Doctor of Osteopathy	DO
Doctor of Veterinary Medicine	DVM
Incorporated	Inc
Juris Doctor	JD
Past Commander, Police Constable, Post Commander	PC
Registered Nurse Clinician	RNC
Senior	Sr
The Third	III
United States Air Force	USAF
United States Army	USA
United States Coast Guard	USCG
United States Marine Corps Reserve	USMCR
United States Navy Reserve	USNR

Description	Abbreviation
Chartered Life Underwriter	CLU
Doctor of Divinity	DD
Doctor of Dental Surgery	DDS
Doctor of Laws	LLD
Doctor of Optometry	OD
Doctor of Philosophy	PhD
Esquire	Esq
Junior	Jr
Limited	Ltd
Registered Nurse	RN
Retired	Ret
The Second	II
The Fourth	IV
United States Air Force Reserve	USAFR
United States Army Reserve	USAR
United States Marine Corps	USMC
United States Navy	USN
The Fifth	V

## Appendix 9 – Ethnicity and Race Codes

Ethnicity and Race codes are used in state reporting. Each must be entered for all employees and students to meet regulatory requirements.

*To view the required codes open STVETHN for Ethnicity and GORRACE for Race in Banner.*

## Appendix 10 – Email Address Type

*For the entire email address list open GTVEMAL in Banner*

<b>Code</b>	<b>Description</b>
APPL	Applicant email address
CAMP	Campus assigned email address.
CE	Campus Emergency Notification
PRSN	Personal email address

## Appendix 11- Address Change Source Type

*For the entire source type list open STVASRC in Banner*

<b>Code</b>	<b>Description</b>	<b>Explanation</b>
BAT	Batch Job Submission	For use with batch loads
EDI	Electronic Data Interchange	Information provided through electronic transfer of data
USPS	Post Office Change	Returns from US Postal Service
SF	Salesforce Update	Changed from Salesforce, application.
WEB	Self Reported – WEB	Address corrected through WEBSTER by student
STRQ	Student Request	Student contacted EOU with address change request
CON	Conversion Data	Address brought in through conversion

## Appendix 12 – County Codes

A complete list of FIPS-6 county codes is available at <http://www.itl.nist.gov/fipspubs/codes/states.htm>

Code	ST-County Name
01071	AL-Jackson
01089	AL-Madison
05035	AR-Crittenden
05093	AR-Mississippi
13047	GA-Catoosa
13083	GA-Dade
13111	GA-Fannin
13213	GA-Murray
13295	GA-Walker
13313	GA-Whitfield
21003	KY-Allen
21047	KY-Christian
21075	KY-Fulton
21083	KY-Graves
21105	KY-Hickman
21141	KY-Logan
21213	KY-Simpson
21219	KY-Todd
21221	KY-Trigg
28033	MS-DeSoto
28093	MS-Marshall
29069	MO-Dunkin
29155	MO-Pemiscot
37115	NC-Madison
37121	NC-Mitchell
37189	NC-Watauga
47001	TN-Anderson
47003	TN-Bedford
47005	TN-Benton
47007	TN-Bledsoe
47009	TN-Blount
47011	TN-Bradley
47013	TN-Campbell
47015	TN-Cannon
47017	TN-Carroll
47019	TN-Carter
47021	TN-Cheatham
47023	TN-Chester
47025	TN-Claiborne
47027	TN-Clay
47029	TN-Cocke
47031	TN-Coffee

Code	ST-County Name
47033	TN-Crockett
47035	TN-Cumberland
47037	TN-Davidson
47039	TN-Decatur
47041	TN-DeKalb
47043	TN-Dickson
47045	TN-Dyer
47047	TN-Fayette
47049	TN-Fentress
47051	TN-Franklin
47053	TN-Gibson
47055	TN-Giles
47057	TN-Grainger
47059	TN-Greene
47061	TN-Grundy
47063	TN-Hamblen
47065	TN-Hamilton
47067	TN-Hancock
47069	TN-Hardeman
47071	TN-Hardin
47073	TN-Hawkins
47075	TN-Haywood
47077	TN-Henderson
47079	TN-Henry
47081	TN-Hickman
47083	TN-Houston
47085	TN-Humphreys
47087	TN-Jackson
47089	TN-Jefferson
47091	TN-Johnson
47093	TN-Knox
47095	TN-Lake
47097	TN-Lauderdale
47099	TN-Lawrence
47101	TN-Lewis
47103	TN-Lincoln
47105	TN-Loudon
47107	TN-McMinn
47109	TN-McNairy
47111	TN-Macon
47113	TN-Madison
47115	TN-Marion

Code	ST-County Name
47117	TN-Marshall
47119	TN-Maury
47121	TN-Meigs
47123	TN-Monroe
47125	TN-Montgomery
47127	TN-Moore
47129	TN-Morgan
47131	TN-Obion
47133	TN-Overton
47135	TN-Perry
47137	TN-Pickett
47139	TN-Polk
47141	TN-Putnam
47143	TN-Rhea
47145	TN-Roane
47147	TN-Robertson
47149	TN-Rutherford
47151	TN-Scott
47153	TN-Sequatchie
47155	TN-Sevier
47157	TN-Shelby
47159	TN-Smith
47161	TN-Stewart
47163	TN-Sullivan
47165	TN-Sumner
47167	TN-Tipton
47169	TN-Trousdale
47171	TN-Unicoi
47173	TN-Union
47175	TN-Van Buren
47177	TN-Warren
47179	TN-Washington
47181	TN-Wayne
47183	TN-Weakley
47185	TN-White
47187	TN-Williamson
47189	TN-Wilson
51105	VA-Lee
51169	VA-Scott
51191	VA-Washington

## Appendix 13 – Marital Status

<b>Code</b>	<b>Description</b>
D	Divorced
M	Married
P	Separated
S	Single
W	Widowed