

**Subject/Title****ADDRESS DATA CONTENT STANDARD**

Date EffectiveNovember 18, 2011

Revision Date Effective

PURPOSE

The purpose of the Address Data Content Standard is to promote consistency across all address data records within the City of Charlotte's Key Business Units (KBUs) to facilitate and support the delivery of comprehensive, seamless citizen services. Specifically, this Standard provides:

- Common definitions of address data elements for the Master Data Management (MDM)-Address repository
- A template to assist in rapid integration of address data for new applications used across and within the KBUs.
- Consistency in managing address data throughout the City.

Absence of a standard for address information impedes the ability for City KBUs to deliver comprehensive citizen services. Currently, City KBUs create or use address information from various primary and secondary sources. Address data maintenance occurs in various formats within discrete applications which limits the ability to leverage, share and relate address data across business systems. The net effects are missed opportunities related to labor inefficiencies and cost avoidance and most importantly, ineffective, fragmented delivery of citizen services. The first use of the City Address Data Content Standard shall be for the address location domain of the MDM-Address repository implemented as a component of the Address Management Program (AMP).

SCOPE

The Address Data Content Standard will apply to the following types of addresses for City use:

1. Situs (i.e., physical or premise)
2. Street Centerline
3. US Postal
4. Asset
5. Intersection
6. Email

BACKGROUND

In October 2007, the definition of a Citywide address data content standard was approved by the City's senior business team as one of the 14 recommendations to improve address source data quality and improve address-related business processes. The City's Address Management Program was chartered in July 2009 to fulfill the 14 address recommendation following a Six-Sigma business process management (BPM) approach. The need for an address data content standard was reaffirmed during the Assessment task of the Current State definition.

The Address Data Content Standard (herein referred to as *Address Standard*) project was chartered under the AMP to provide the schema and definition of database elements for the City's address standard. Definition of the Address Standard occurred as part of Phase 2 – Future State of the AMP to deliver future state improvement documentation. The Address Standard is a location domain for the City's Master Data Management strategic technology initiative.

The Address Standard definition is based on the final Federal Geographic Data Committee (FGDC) *United States Thoroughfare, Landmark, and Postal Address Data Standard*. Development of the Address Standard considered existing data schemas in use at the local and State government levels.

The Address Standard was mutually developed with participation from a cross-agency team of business stakeholders and technology specialists including representatives from Charlotte Fire Department, Charlotte-Mecklenburg Police Department, Neighborhood & Business Services, Engineering & Property Management, Charlotte-Mecklenburg Planning Department, Business Support Services-IT Division, GIS Enterprise Team, Mecklenburg County Land Records, Mecklenburg County IST and the City of Charlotte Office of the CIO.

STANDARD

For all Standards see Attachments

- Attachment A – Core Fields
- Attachment B – Data Model
- Attachment C – Domains

IMPLEMENTATION CONSIDERATIONS

- The Address Standard will apply for new business systems and interfaces that are implemented after the effective date.
- Output formats for the address data will be established based on the requirements of the consuming business systems. For example, some business systems will require specific data fields in GIS database format, others will require Microsoft SQL server format.
- The Address Standard does not contain overlay designations for business-specific service delivery area boundaries such as Solid Waste Collection Route areas and Charlotte-Mecklenburg Police Department patrol areas. The area values are dynamic and tend to change with land development, annexation and other decisions on services boundary changes within KBUs. As such, calculation of the area that addresses fall will need to be business-need driven and will need to be developed as part of the interface for the consuming business system.
- The address management governance committee will be responsible for the annual review and if necessary, modification of the Address Standard to ensure currency and relevancy.

COMPLIANCE

Compliance to the Address Standard will occur as new technology investments are considered during the City's technology proposal and acquisition processes (i.e., the Technology Project Evaluation Team process), as selected technology projects are monitored through the Project Advisory Review Team process, as business system interfaces are developed and as opportunities and exceptions are considered by the City's enterprise architect or the address management governance committee.

EXCEPTIONS

Any technology project initiated prior to the effective date of this Standard is exempt from the Standard. Further, exceptions for adherence to the Address Standard may be granted by the enterprise architect and the address management governance committee on a case-by-case basis as new business applications are proposed.

ATTACHMENTS

- A. Core Fields Spreadsheet – Situs, Centerline, Postal, Asset, Intersection, Email
- B. Data Model
- C. Domains