

Standards for Data Entry- External

These standards have been compiled to ensure that all users enter data in a uniform manner, to avoid duplication.

In order to prevent multiple entries, **it is imperative that you do a thorough search to make sure the individual or agency you are planning to enter is not already in the system.**

However, please keep in mind that some of the converted data in our Egrants system might not conform to these standards; therefore, your search criteria should be as broad as possible to take other variations into consideration. For example, if “Pennsylvania” is part of your agency’s name, before entering it you should search for “Penn” and “Pa” to see whether it is listed. If you find the individual or agency you are looking for but the entry does not conform to these standards, please make the appropriate modifications, i.e., if Pennsylvania is part of your agency’s name but the current entry shows Pa, change it to read Pennsylvania..

General

- No abbreviations unless it is part of the corporate/agency title
- Do not change the default font style or size.

Titles

The title “Honorable” should be used for elected and highest-ranking appointed officials such as: Governor, Lieutenant Governor, Cabinet members, and elected officials such as state legislators, members of Congress, district attorneys, district justices, judges, and county commissioners.

The following titles should appear in the “**courtesy title**” block (rather than using Mr. or Ms. and putting a title in the “**title**” block): Chief, Warden, Sheriff, Superintendent (State Correctional Institutions, and School Districts), Commissioner (as in Police Commissioner), etc. For example:

Chief Samuel Blank
Pikesburg Police Department

Warden Arthur Shepherd
Blattstown Prison

Superintendent Charles Justice
Spotsylvania School District

Sheriff Max Hollie
Orange County Sheriff’s Office

You can use Mr. or Ms. or any other courtesy title and place information in the “**Title**” box if they are different, Example: Mr. in “**Courtesy Title**” box and Executive Director in the “**Title**” box . Do not use Chief in the “**Courtesy Title**” box and then Chief of Police in the “**Title**” box.

As indicated in paragraph two, if you notice a particular entry does not conform to these standards, in the interest of uniformity, please make the necessary change(s) to bring it into compliance.

Agency Name

- Do not include “The” or “A” unless it is part of the agency’s official name.
- The name of the county/city/township/borough, etc. should come first, i.e., Lehigh County as opposed to County of Lehigh.
- Add county name to offices within that county, i.e., Allegheny County Court of Common Pleas, Bucks County District Attorney’s Office, Cambria County Public Defender’s Officer, etc.

Physical Location/Address

- Courthouse (one word)
- When identifying room numbers in a building, use Room “[#]” then building name, i.e., Room 25 Municipal Services Building rather than 25 Municipal Services Building or Municipal Services Building - Room 25.
- Suite numbers should come after the building name. If there is no building name, it should follow the street address (on the same line).

Email Address

- Email addresses are required. This helps us to contact you with any information as fast as possible. If you do not have an email address there is a default address that can be used, **yourlastname@example.com (Example: smith@example.com)**, if you use this address you will not be contacted by email with any information but will receive a hard copy in the mail, this will take longer for you to receive the information.