Information Technology Policy
Commonwealth of Pennsylvania
Governor's Office of Administration/Office for Information Technology

ITP Number:	**ITP-INF006**	
ITP Title:	**Commonwealth County Code Standard**	
Issued by:	**Deputy Secretary for Information Technology**	
Date Issued: August 17, 2007		**Date Revised: November 18, 2010**
Domain:	**Information**	
Discipline:	**Data Modeling**	
Technology Area:	**Master Data Management**	
Revision History Date:	**Description:**	
11/18/2010	**ITP Refresh**	

Abstract:
The purpose of this Information Technology Policy (ITP) is to establish the Commonwealth of Pennsylvania enterprise standard for county codes.

Enterprise-wide adoption of this policy will result in standardized and uniform use of county codes and data across the Commonwealth, simplifying data sharing, improving efficiency, and minimizing errors.

General:
This 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 policy.

Policy:
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 ITP-INF006A *List of County Codes.*

Commonwealth agencies 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 have the discretion to implement this policy in any one of the following ways:

- 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 then needs to be used whenever sending or receiving the code as described earlier.

All new systems, as well as major upgrades or enhancements to existing systems, are to use this code structure when creating and maintaining county codes.

Agencies are to comply with this policy by July 2012, which is five years from the published date of this ITP.

Refresh Schedule:
All standards identified in this ITP are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

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. Contact your agency CoP Planner for further details or assistance.

Questions:

Questions regarding this policy are to be directed to RA-ITCentral@pa.gov.

Policy Supplements:

BPD-INF006A - List of County Codes