

	State Information Technology Services Division Interim Standard	Category	Information Technology
		Effective Date	May 14, 2014
		Last Revised	To be Revised by June 30, 2015
Issuing Authority	State Information Technology Services Division		
STD – Common Data Elements Technical Standard (interim)			

I. Purpose

The purpose of this Interim Standard provides common data element technical guidance for state agencies. This interim standard is intended to provide high level guidance to state of Montana Executive branch agencies, to ensure compatibility of applications and systems used to electronically capture, share, store, or retrieve digital information or records on systems supported in the State of Montana Data Centers and State-wide network.

II. Scope

This Standard applies to all Executive branch agencies and independent contractors, excluding the university system, who have access to, use, or manage state government-controlled information systems.

III. Standard Statement

This “Interim” standard provides guidance identifying common data elements that may be used when capturing, retrieving, sharing, storing and transferring electronic information.

Specifically, it supports the Montana Data Portal and information exchange opportunities between state and local organizations in a secure, effective and efficient manner.

- a. Address Format—US Postal Service (USPS). Standardized address information enhances the processing and delivery of mail, reduces undeliverable-as-addressed mail, and provides mutual cost reduction opportunities through improved efficiency. This standard describes both standardized address formats and content. It outlines the guidelines that govern how address information appears in the Address Information System (AIS) products. Format describes how the various elements appear on a mail piece or in an address record. Content describes the characters that constitute the various address elements.
- b. State Agency and Organization names, per MCA 2-15. An executive and administrative office, board, commission, department, or any other entity or instrumentality of the executive branch of state government.

- c. Agency Acronym format, Montana Operations Manual (MOM) Information Technology Policy (POL—Network Resources Naming, Domain Name System). The following acronyms will be used to identify agencies and to remain consistent with other automated directory services on the state network. These acronyms are to be used in naming objects and other items on the network.

ADV	Montana Advocacy Program
AGR	Department of Agriculture
ART	Montana Arts Council
BOE	State Board of Education
BPE	Board of Public Education
CHE	Office of the Commissioner of Higher Education
DOC	Department of Commerce
COR	Department of Corrections
CPP	Commissioner of Political Practices
DEQ	Department of Environmental Quality
DLI	Department of Labor and Industry
DMA	Department of Military Affairs
DOA	Department of Administration
DOJ	Department of Justice
DOR	Department of Revenue
FWP	Department of Fish, Wildlife and Parks
GOV	Governor's Office
HCT	Helena College of Technology
HHS	Department of Public Health & Human Services
HIS	Historical Society
JUD	Judiciary
LEG	Legislative Branch
LIV	Department of Livestock
MDT	Department of Transportation
MSL	Montana State Library
DNR	Department of Natural Resources & Conservation
OPI	Office of Public Instruction
PSC	Department of Public Service Regulation
SAO	State Auditor's Office
SOS	Secretary of State
STF	Montana State Fund
USM	University System

- d. County Format/Names—US Census Bureau. National and state files containing codes for counties and county equivalent entities.

For City Format/Name, it is recommended to use the [Montana State Library](#) dataset as a representation of incorporated city and town information in the State of Montana.

IV. References

A. Legislation

MCA Code 2-6-214: <http://leg.mt.gov/bills/mca/2/6/2-6-214.htm>

B. Policies, Directives, Regulations, Rules, Procedures, Memoranda

Policies: [State of Montana Operations Manual](#)

MOM Information Technology Policies (POL - Network Resources Naming/POL-Domain Name Systems): [Information Technology Policy](#)

C. Standards, Guidelines

Address Format—US Postal Service,
<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

Agency and State Organization Format/Names—MCA 2-15,
http://leg.mt.gov/bills/mca_toc/2_15.htm

City Format/Names—Montana State Library/Spatial: [Metadata for Montana Incorporated Cities and Towns](#)

County Format/Names—US Census Bureau,
<http://www.census.gov/geo/reference/codes/cou.html>

Agency Acronyms—MOM, Network Resources Naming, Domain Name Systems): [Information Technology Policy](#)

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