

Rationale:
Mailing & Delivery Address Data Standards
Government standards under the authority of ACIM

Ref: 30494

I. ISSUE:

The BC Government currently has neither data standards nor metadata standards for mailing and delivery addresses. The Data Administration Forum (DAF) is seeking ACIM approval for the BC Government Mailing and Delivery Address Standard to be published as a government standard.

II. Background:

- The Standards Subcommittee was approach in June 1999 to develop an address standard. At that time, DAF recommended a consultant be hired to facilitate a session to develop the standards. ISTA began a mailing address standards project.
- A draft model, based on Canada Post standards, was developed and reviewed with DAF's Standards Subcommittee and other interested parties. Feedback indicated a simpler model was needed. By October 2000 the new model was developed, approved by the DAF Standards Subcommittee, and approved by DAF. All ministries were invited to be involved, and all interested ministries had a chance to comment.

III. Discussion:

The business needs for mailing and delivery address standards vary from ministry to ministry. Each ministry is "doing their own thing", with some ministries using multiple or conflicting address formats. The BC Government Mailing and Delivery Address Standard reflects these differences by implementing a three-level standard, based on business need.

By implementing and enforcing the standard, the BC government will have address data in a common structure, thus enabling data sharing between and within ministries, a stated InfoSmart objective. A common data structure and standards can also support central services for validating mailing and delivery addresses, such as the mailing and delivery address repository proposed by BC Mail Plus.

Initiatives such as the "single point of address change" within the BC government would be more easily achieved once the attached standard was implemented. It would introduce a best practise for mailing and delivery addresses, another InfoSmart goal. The standard would also reduce cost to government through data sharing, and the use of common metadata and data standards across ministries.

IV. Options:

1) Allow each ministry the choice of whether to define their own mailing and delivery address standard (i.e., the status quo).

Ministries are achieving their business goals without a government standard. Address data is being captured, validated and used for business decisions. However, the address

data is not easily shared and costs are higher to define and capture address data than would be with sharing and reuse of definitions and data.

2) Implement the defined government standard for consistency across government systems, to enable sharing, and to support future major initiatives such as the single point of address change.

The attached standard is easy to use, and all ministries can implement it with a minimum of effort. Opportunities for data sharing or common services will be far easier to attain once the use of the standard is encouraged.

V. RECOMMENDATION:

2) Adopt the Mailing and Delivery Address Data Standard as a government standard.

by: Data Administration Forum

Rationale prepared November 2000

*by Karen Lee, Chair, DAF Standards Subcommittee,
on behalf of the Data Administration Forum*

Note: the ***Mailing and Delivery Address Data Standards*** were approved as government standards by AC/IM in January 2001, and promulgated by Stuart Culbertson, CIO, by memo after the 18th January 2001 AC/IM meeting.