Wright State University
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1.0 Field Content Generalizations

1.1 Characters to Avoid
Pound sign (#) and percent sign (%) should NOT be used in any data field.

1.2 Coded Values
Codes should be in upper case.

1.3 Description Values
Descriptions associated with a code should be in title case. Names of departments, courses, buildings, accounts, etc. are typical cases. (e.g. a course name of "Humor in the Workplace" offered by the "Department of Jocularity")

[Title case is the capitalization style used for book titles. It involves always capitalizing the first and last words. Most other words are capitalized except for articles (a, an, the), coordinate conjunctions (and, but, or, nor, for), short prepositions (of, in, on, at, with) or the "to" preceding a verb.]

1.4 Freeform Text Values
Freeform text (e.g. comments) should be in mixed-case.

1.5 Date/Time Formats

1.5.1 Date Format
[Note: The Banner "dd-mmm-yyyy" format uses 3 letters for the month designation. e.g. 31-DEC-2005]
Output format:

- dd-mmm-yyyy   [Banner format]

Permissible input formats:

- mmddyyyy  (or mm/dd/yyyy or mm-dd-yyyy)  e.g. 12312005
- mmddyy  (or mm/dd/yy or mm-dd-yy)  e.g. 123105
- ddmmyyyy  (or dd-mmm-yyyy)  e.g. 31DEC2005
- ddmmyy  (or dd-mmm-yy)   e.g. 31DEC05

Enter as "11111111"/"11-NOV-1111" if a date is unknown, but required.

1.5.2 Time Format
Enter in 24-hour format.  e.g. 1700 for 5:00 PM
2.0 General Person Fields

2.1 Names (in general)
Use mixed case (upper/lower).
Use legal name (as on Social Security card) and use "Pref .First Name" to accommodate variations on first name. (Note: There is no preferred student name policy. Use of this field is limited to non-student records)
Use PREF (preferred) name type to accommodate preferences in the last name. [Note: Frequency and ease of use of this alternative name type is currently uncertain.]
Use periods, hyphens, spaces and apostrophes exactly as the person indicates.
If a person has only one "name", enter it in the last name field and place a period in the first name field (to satisfy the required input constraint).
Full Legal Name field is not currently intended for use.

2.1.1 First Name
Single character first names: Enter the first initial, a period, a space, the middle name (with the middle name field left blank). e.g. First Name = "J. Paul" and Middle Name = blank
Hyphens are permitted for double first names.
Spaces are permitted.
If no first name, place a period (.) in the first name field.
Do NOT include titles, prefixes or suffixes.

2.1.2 Middle Name
A middle initial should not have a period placed after it.
Hyphens are permitted for double middle names.
Spaces are permitted.
Do NOT include titles, prefixes or suffixes.

2.1.3 Last Name
Hyphens are permitted for double last names.
Spaces are discouraged and should be eliminated if extraneous.
(e.g. McDonald)
For names beginning with Mc, Mac, Van, Von, Da, De, Di, enter as person specifies, else capitalize both parts and do NOT place a space between them. (e.g. McDonald, DaVinci).
For names beginning with (O'), capitalize both parts, with no spaces. (e.g. O'Leary)
Do NOT include titles, prefixes, or suffixes.

2.1.4 Prefix
Always store in the prefix field, NOT in the first name field.
Do NOT use punctuation in the prefix field.

2.1.5 Suffix
Always store in the suffix field, NOT in the last name field.
Use periods in the suffix field, when appropriate. (e.g. Jr.)
2.1.6 Non-person Names (defer to A/P)
Use "title case".
Input as supplied by vendor.
Use the ampersand (&) when it is a part of the formal name. (e.g., AT&T)
Use acronyms when the company is recognized by their acronym. (e.g. IBM, SCT)
Avoid "The" as the first word, unless it is important to the full legal name.
For d/b/a, place the person's name in the business name field and "d/b/a" in the first address line.
Avoid using "Attention:" or "In care of" due to reorganizations and turnover. If needed, use the office or title rather than the individual's name and enter it in the first address line.
Avoid abbreviations unless constrained by space. When needed, abbreviate words at the right, first.

2.2 Addresses (in general)
Use mixed case (upper/lower).
Conform to Post Office standards, except that WSU will use mixed case.
Omit punctuation except where required as part of the name.

2.2.1 Street
Do not use more than three of the four possible address lines. Use Line1, then Line2 and Line 3, if needed.
If multiple lines needed, proceed from the specific to the general. (For example: your office room and building is specific, and 3640 Colonel Glenn Hwy is more general.)
Use "c/o" for "In care of".
If a P.O. Box and street address is specified, place the street address above the P.O. Box line.
Use standard postal street designators. (e.g. St, Rd, Dr, Blvd, Ct)
Use standard postal directionals. (i.e., N, S, E, W, NE, NW, SE, SW)
If the secondary unit designator (e.g., Apt, Unit, Ste) does not fit on same line as street, place the unit designation line above the street line.
Never use pound sign (#) for "Apt".
Enter numbered streets as indicated by person; if uncertain, spell numbers less than ten and use digits for numbers 10 and above. (e.g. Fifth Ave)
Use "PO Box n" format for PO boxes.
Use "RR n Box n" format for Rural Route, RFD (Rural Free Delivery) and RD (Rural Delivery) designations.
Spell out "General Delivery" if applicable.
County, state and local highways should be spelled out as in the following examples:

County Highway 123  Route 123
County Road 123    State Highway 123
OH County Road 123 State Road 123
Expressway 123     Township Road 123
Highway 123        US Highway 123
Interstate 123     OH Highway 123
Interstate 123 Frontage Rd OH State Highway 123
Road 123
2.2.2 City
Do NOT abbreviate unless constrained by space.

2.2.3 State/Province
Use standard state or province codes.
For Canadian addresses, use the standard province codes.  
(i.e. AB, BC, MB, NB, NF, NS, NT, ON, PE, QC, SK, YT)  
[Note: these are to be selected from a list of values.]

2.2.4 Zip Code/Postal Codes
Required for all U.S. and Canadian addresses. 
When using 9-digit U.S. zip codes, place a hyphen after the first 5 digits. 
   e.g. 12345-6789
Canadian 6-character zip codes should have one space after the first 3 characters. 
   e.g. A1B 2C3

2.2.5 Nation
Do NOT code a Nation value for U.S. addresses. 
DO code a Nation value for all non-U.S. addresses.

2.2.6 Military Addresses
refer to: http://www.usps.com/supportingourtroops/addressingtips.htm

2.2.7 International Addresses
International addresses should not be loaded in the ‘PR’ address field; they should 
only be loaded as an ‘IN’ type.  The University Center for International Education is the 
resource on correct formatting of international addresses.

2.2.8 WSU Work Addresses (type=WW)
Address Line 1: Building name, room number
Address Line 2: Off campus location (e.g. "Kettering Medical Center")
City: Actual City
State: Actual State
Zip Code: Actual Zip Code

2.3 Phone Numbers
Area Code: Actual (no parentheses)
Prefix: Actual
Number: Actual
Extension: Actual, if needed.
Do NOT enter the hyphens.
Do NOT enter "Ext." or "x." in the extension field.
Do NOT enter the standard "1" for long distance, or the "011" for international.

2.4 Social Security Numbers
Do NOT use SSN for the ID field.
Place it in the SSN field. (Enter 9 digits with no dashes.) Do not load UID’s in the SSN field.
2.5 **IDs**
Do NOT use SSN for the ID field (or Alternate ID).
Use "U" as a prefix for IDs generated by Banner.
Do NOT place UID in the SSN field

2.6 **Birth Date**
Required for identification.
3.0 Other High-profile Fields

3.1 Term/Year Designations (Quarter)
Format:

\[ \text{yyyytt} \quad \text{where yyyy is the actual calendar year and tt is the term designation} \]

Term designations are as follows:
- 80 = Fall
- 20 = Winter
- 30 = Spring
- 40 = Summer

Special values (required by the system):
- 000000 = Beginning of Time
- 999999 = End of Time

Examples:
- 200480 = Fall of 2004 (2004-2005 academic year)
- 200530 = Spring of 2005 (2004-2005 academic year)
- 200540 = Summer of 2005 (2004-2005 academic year)
- 200580 = Fall of 2005 (2005-2006 academic year)

3.2 Term/Year Designations (Semester)
Format:

\[ \text{yyyytt} \quad \text{where yyyy is the actual calendar year and tt is the term designation} \]

Term designations are as follows:
- 80 = Fall
- 30 = Spring
- 40 = Summer

SOM Term designations are as follows:
- 45 = Term I
- 15 = Term II

Special values (required by the system):
- 000000 = Beginning of Time
- 999999 = End of Time

Examples:
- 200480 = Fall of 2004 (2004-2005 academic year)
- 200530 = Spring of 2005 (2004-2005 academic year)
- 200540 = Summer of 2005 (2004-2005 academic year)
- 200580 = Fall of 2005 (2005-2006 academic year)
4.0 **General Person Changes**

4.1 Creation of New Person/Non-person Records

4.1.1 Creation of New Person Records

4.1.1.1 Authority to Create

4.1.2 Creation of New Non-person Records

4.1.2.1 Authority to Create

4.2 Maintenance of Person Records

4.2.1 Name Changes

4.2.1.1 Authority to Maintain

4.2.1.2 Process for Maintenance

4.2.2 **Address Changes**

PR address type should always have an effective and active entry. Banner Self Service (SSB) will not allow the PR to be deleted, nor enter an effective end date.

4.2.2.1 Authority to Maintain

Super-users are allowed to change INACTIVE flag.

4.2.2.2 Process for Maintenance

4.2.3 Phone Number Changes

4.2.3.1 Authority to Maintain

4.2.3.2 Process for Maintenance

4.2.4 Social Security Number Changes

4.2.4.1 Authority to Maintain

4.2.4.2 Process for Maintenance

Must show Social Security card.
5.0 Person Search Techniques

5.1 Technique A (starting with an SSN)

If SSN is available...
   Step 1. Go to GUIALTI via either Direct Access
           or from SPAIDEN by clicking the Search dropdown following "ID"
           and selecting Alternate Id Search (GUIALTI).
   Step 2. Enter the SSN and execute the query.

If person not found or no SSN is available...
   Step 3. Starting at SPAIDEN...
           • In the key block, erase ID and tab to Name.
           • Enter last name followed by a comma (,) followed by first name; use
             wildcards (%) as deemed helpful.
           • Note: this search is not case sensitive and ignores spaces and punctuation.

If person still not found,
   Step 4. Click the Search dropdown following "ID" on SPAIDEN
           and select Person Search (SOAIDEN)
   Step 5. Click "Cancel Query" once (to enable the next step).
   Step 6. Use "Search Using Sounds Like" (Soundex search) from
           the Options pulldown to search for alternate spellings.

If no SSN match, try to verify via Birth Date, Middle Name, Address, Phone, etc. that
the person retrieved is the correct person.
5.2 Technique B  (starting with a name)

Step 1. Starting at SPAIDEN...
  • In the key block, erase ID and tab to Name.
  • Enter last name followed by a comma (,) followed by first name; use wildcards (%)
    as deemed helpful.
  • Note: this search is not case sensitive and ignores spaces and punctuation.

If person is found, and SSN or Birth Date are available...
  Step 2. Click the "Biographical" tab (SPAPERS) and verify the SSN/Birth Date
          and any other relevant data).

If person is not found,
  If SSN or Birth Date is available...
    Step 2. Click the Search dropdown following "ID" on SPAIDEN
             and select Alternate Id Search (GUIALTI).
  If SSN is available...
    Step 3. Enter the SSN and execute the query (F8).
  If Birth Date is available
    Step 3. Enter the Birth Date and execute the query (F8).

If person is still not found,
  Step 4. Click the Search dropdown following "ID" on SPAIDEN
          and select Person Search (SOAIDEN)
  Step 5. Click "Cancel Query" once (to enable the next step).
  Step 6. Use "Search Using Sounds Like" (Soundex search) from
          the Options pulldown to search for alternate spellings.

If no SSN match, try to verify via Birth Date, Middle Name, Address, Phone, etc. that
the person retrieved is the correct person.
5.3 Name Searching Tips

Wildcard (%) usage:
- When there are common variations of a name
  - e.g., Chris% will find Chris, Christi, Christy, Christie, Christine, Christina...
  - e.g., Nan% will find Nancy, Nanette
- Whenever there are potential spelling variations or the input is unclear
  - e.g., S%fert will find both Seifert and Siefert
  - e.g., Anders%n will find both Anderson and Andersen
- At the end of a last name - will help detect hyphenated last names
  - e.g., Rather% will also find Rather-Knott
- Multiple wildcards may be used
  - e.g., Meyer%, Wil% will find "Meyers, Wilford" and "Meyer, William"

Assumptions on match/no match situations:
- **No match on SSN doesn't guarantee the person isn't in Banner.** The person may have been loaded without an SSN or with an incorrect SSN. Thus, a name search is also required.
- **A match on SSN doesn't guarantee the person is a match.** A transposition of digits, either upon current input or original loading can potentially create this situation. Thus, if the name match is very poor (e.g., only the first name matched), additional fields should be checked before assuming a name change.
### Appendix 1: Validation Table Ownership

<table>
<thead>
<tr>
<th>Table/Form</th>
<th>Description</th>
<th>Owner(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTVEMAL</td>
<td>E-mail Address Type</td>
<td></td>
</tr>
<tr>
<td>GTVNTYP</td>
<td>Name Type</td>
<td></td>
</tr>
<tr>
<td>GTVZIPC</td>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>STVACYR</td>
<td>Academic Year</td>
<td></td>
</tr>
<tr>
<td>STVASRC</td>
<td>Address Source</td>
<td></td>
</tr>
<tr>
<td>STVATYP</td>
<td>Address Type</td>
<td></td>
</tr>
<tr>
<td>STVBLDG</td>
<td>Building Code</td>
<td></td>
</tr>
<tr>
<td>STVCAMP</td>
<td>Campus Code</td>
<td></td>
</tr>
<tr>
<td>STVCITZ</td>
<td>Citizen Type</td>
<td></td>
</tr>
<tr>
<td>STVCMTT</td>
<td>Comment Type</td>
<td></td>
</tr>
<tr>
<td>STVCNTY</td>
<td>County Code</td>
<td></td>
</tr>
<tr>
<td>STVCOLL</td>
<td>College</td>
<td></td>
</tr>
<tr>
<td>STVDEGC</td>
<td>Degree Code</td>
<td></td>
</tr>
<tr>
<td>STVDEPT</td>
<td>Department Code</td>
<td></td>
</tr>
<tr>
<td>STVDLEV</td>
<td>Degree Level</td>
<td></td>
</tr>
<tr>
<td>STVETHN</td>
<td>Ethnic Code</td>
<td></td>
</tr>
<tr>
<td>STVETYP</td>
<td>Event/Function Type</td>
<td></td>
</tr>
<tr>
<td>STVLEVL</td>
<td>Level Code</td>
<td></td>
</tr>
<tr>
<td>STVMAJR</td>
<td>Major, Minor, Concentration</td>
<td></td>
</tr>
<tr>
<td>STVMRTL</td>
<td>Marital Status</td>
<td></td>
</tr>
<tr>
<td>STVNATN</td>
<td>Nation Code</td>
<td></td>
</tr>
<tr>
<td>STVRELT</td>
<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>STVRESD</td>
<td>Residence Code</td>
<td></td>
</tr>
<tr>
<td>STVSBG1</td>
<td>Source/Background</td>
<td></td>
</tr>
<tr>
<td>STVSTAT</td>
<td>State/Province Code</td>
<td></td>
</tr>
<tr>
<td>STVSTST</td>
<td>Student Status</td>
<td></td>
</tr>
<tr>
<td>STVSTYP</td>
<td>Student Type</td>
<td></td>
</tr>
<tr>
<td>STVTELE</td>
<td>Telephone Type</td>
<td></td>
</tr>
<tr>
<td>STVTTERM</td>
<td>Term Code</td>
<td></td>
</tr>
<tr>
<td>STVTRMT</td>
<td>Term Type</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2: Name Types (GTVNTYP)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGL</td>
<td>Legal (SSN)</td>
</tr>
<tr>
<td>PREF</td>
<td>Preferred</td>
</tr>
<tr>
<td>MAID</td>
<td>Maiden</td>
</tr>
<tr>
<td>AKA</td>
<td>Also Know As</td>
</tr>
</tbody>
</table>

Note: A null name type is to be used until a specific name type applies.

Possible future type:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTL</td>
<td>International (Passport name)</td>
</tr>
</tbody>
</table>

Appendix 3: Address Types (STVATYP)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI</td>
<td>Bursar Mail – for Bursar to send refund checks and 1098T forms.</td>
</tr>
<tr>
<td>BU</td>
<td>Business - reserved for Finance; (may have multiple occurrences active)</td>
</tr>
<tr>
<td>GR</td>
<td>Grants - used by Grants and Contracts for non-persons/companies</td>
</tr>
<tr>
<td>IN</td>
<td>International – used by the University Center for International Education</td>
</tr>
<tr>
<td>MA</td>
<td>Mailing Override - used by students and faculty/staff, when the &quot;PR&quot; address is still valid but the individual would like mail to be delivered elsewhere; may be a PO Box only; could be used to override an &quot;RS&quot; address</td>
</tr>
<tr>
<td>P2</td>
<td>Parent/Guardian (2) - when separate second parent's address is required</td>
</tr>
<tr>
<td>PA</td>
<td>Parent/Guardian - for students, as needed</td>
</tr>
<tr>
<td>PR</td>
<td>Home/Permanent - used by students and faculty/staff; to be the sole address for the majority of employees and students; should not be a PO Box only.</td>
</tr>
<tr>
<td>RE</td>
<td>Remittance - used by Finance, when different from the &quot;BU&quot; address</td>
</tr>
<tr>
<td>RS</td>
<td>Resident Services - reserved for use by Resident Services</td>
</tr>
<tr>
<td>SE</td>
<td>Seasonal - used by Advancement; the year portion of the effective dates are periodically updated via batch processes</td>
</tr>
<tr>
<td>SP</td>
<td>Spouse</td>
</tr>
<tr>
<td>WK</td>
<td>Non-WSU Work</td>
</tr>
<tr>
<td>WW</td>
<td>WSU Work / office - for faculty/staff or students</td>
</tr>
<tr>
<td>XX</td>
<td>(reserved for use by TGRFEED)</td>
</tr>
</tbody>
</table>

Possible future types:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR</td>
<td>Transcript</td>
</tr>
<tr>
<td>SC</td>
<td>Secured, physical (e.g. restraining order)</td>
</tr>
<tr>
<td>NO</td>
<td>No known valid address</td>
</tr>
</tbody>
</table>

Typical address type search sequences:

- Student mailings: 1MA, 2RS, 3PR
- Student billings: 1BI, 2MA, 3RS, 4PR
- Staff mailings: 1MA, 2PR

Appendix 4: Phone Types (STVTELE)

Same as address types, plus the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CELL</td>
<td>Mobile/Cell</td>
</tr>
<tr>
<td>FAX</td>
<td>Fax</td>
</tr>
<tr>
<td>PAGE</td>
<td>Pager/Beeper</td>
</tr>
</tbody>
</table>
Appendix 5: U.S. Postal Standards (a derived summary)

[See http://www.cedar.buffalo.edu/adserv
or http://zip4.usps.com/zip4/welcome.jsp
for transforming an address to postal standards.]

Basic Format:
- Recipient Line: John Smith
- Delivery Address Line: 123 E Main St Apt 321
- Last Line: Dayton OH 45432-1234

Secondary Address Unit Designators (Apt., Ste., Unit, etc.):
- Preferred location: at end of delivery address line.
- If unable to fit on delivery address line, place on line above.

Attention Line:
- Place above recipient line.

Dual Addresses:
- Place street address on line above "PO Box" line.

Punctuation:
- Omit punctuation except hyphen in ZIP+4 (some exceptions).

City Names:
- Spell out.
- A hyphen in a city name may be replaced by a space.

Military Addresses:
- APO/FPO designation, followed by AE/AP/AA followed by ZIP+4.

Directionals:
- N,S,E,W,NE,NW,SE,SW

Rural Route Addresses:
- Use "RR n BOX nn" format.
- Convert RFD and RD to RR format.
- Do NOT use "Rural", "Number", "No." or pound sign (#).

Highway Contract Route Addresses:
- Use "HCn BOX nn" format.
- Do NOT use words "Highway Contract", Route, Number, No., "Star Route" or pound sign (#).

General Delivery:
- Spell out "GENERAL DELIVERY".
Appendix 6: State/Province Codes (STVSTAT)

AA  Armed Forces Americas
AB  Alberta
AE  Armed Forces Europe, Mid East, Canada
AK  Alaska
AL  Alabama
AP  Armed Forces Pacific
AR  Arkansas
AS  American Samoa
AZ  Arizona
BC  British Columbia
CA  California
CO  Colorado
CT  Connecticut
DC  District of Columbia
DE  Delaware
FC  Foreign Country
FL  Florida
FM  Federated States of Micronesia
GA  Georgia
GU  Guam
HI  Hawaii
IA  Iowa
ID  Idaho
IL  Illinois
IN  Indiana
KS  Kansas
KY  Kentucky
LA  Louisiana
MA  Massachusetts
MB  Manitoba
MD  Maryland
ME  Maine
MH  Marshall Islands
MI  Michigan
MN  Minnesota
MO  Missouri
MP  Northern Mariana Islands
MS  Mississippi
MT  Montana
NB  New Brunswick
NC  North Carolina
ND  North Dakota
NE  Nebraska
NF  Newfoundland
NH  New Hampshire
NJ  New Jersey
NM  New Mexico
NS  Nova Scotia
NT  Northwest Territories
NV  Nevada
NY  New York
OH  Ohio
OK  Oklahoma
ON  Ontario
OR  Oregon
PA  Pennsylvania
PE  Prince Edward Island
PR  Puerto Rico
PW  Palau
QC  Quebec
RI  Rhode Island
SC  South Carolina
SD  South Dakota
SK  Saskatchewan
TN  Tennessee
TX  Texas
UT  Utah
VA  Virginia
VI  Virgin Islands
VT  Vermont
WA  Washington
WI  Wisconsin
WV  West Virginia
WY  Wyoming
YT  Yukon Territory
Appendix 7: Address Source Codes (STVASRC)

EXT  External Data Load
WEB  World Wide Web (self-service)

Appendix 8: Citizen Types (STVCITZ)

Y  Citizen
N  Non-citizen
P  Permanent Resident
PA  Permanent Resident Asylee

Appendix 9: Ethnic Types (STVETHN)

10  White, non-Hispanic
20  Black, non-Hispanic
30  Asian or Pacific Islander
40  Hispanic
50  American Indian or Alaskan Native
80  Other
98  Foreign/Non-resident Alien
99  Unknown

Appendix 10: Marital Status Codes (STVMRTL)

<null>  Unknown
D  Divorced
L  Legally Separated
M  Married
S  Single
U  Unmarried  [and no distinction among single/divorced/etc.]
W  Widowed
P  Separated  [but not verified as "legally separated"]