SALT LAKE COUNTY
COUNTY-WIDE POLICY
ON
STANDARD NAME PROCEDURES

Purpose -

To have all name information standardized so all County personnel may enter uniform and consistent name data into computer files.

To allow the integration and comparison of computer files using the standardized name as a common link or key.

To enhance County revenues by ensuring that each taxable entity is properly identified and listed on the appropriate tax roles, including, but not limited to: real and personal property, business license and sales tax.

To allow for the efficient storage of name information and to have the ability to provide consistent and appropriate name information rearrangement according to the department (user) needs: mailing labels, queries, searched and listings.

1.0   Definitions

1.1   Alternate Name- An additional or other name used by a business, institution, association, organization or individual (e.g. AKA-Also Known As).

1.2   Name Format- The arrangement or sequence of the various components of the name field.

1.3   Components- Individual associated elements of a name.

1.4   Computer Files- Data recorded on storage media in computer Systems.

1.5   Delimeter- A special character used to separate one name component from another.

1.6   Fixed Format Field (Standardized Configuration) -A format in the computer record in which each data element is contained within its own field.

1.7   Individual Person Name- The name of an individual as it is recorded and entered for ownership or other institutional purposes.

1.8   Integration- Implies the combining or associating of both computer systems and files as well as data elements.

1.9   Name- The name of a business, institution, association, organization or individual which is recorded in the records of Salt Lake County.

1.10   Name Descriptor- The components of "Professional Designation, "Status," and "Ownership Percentage" which describe additional attributes of the name.

1.11   Numeric Component Conversions- The process of converting components with numeric values to alphabetic equivalents (e.g. 200 = TWOHUNDRED).

1.12 Ownership Percentage- The percentage of ownership entitlement provided in a deed to real property.

1.13 Professional Designation- A designation which defines some form of professional accreditation or certification.

1.14 Query- A process of searching for data in a computer file or database.

1.15 State Abbreviations- The abbreviations which the Postal Service recognizes for each of the 50 United States and its sovereign territories.

1.16 Status- The relationship between the name and the recorded document or property (e.g. JT = joint tenants in common; ET AL = and others)

2.0 Scope of Name Procedures

2.1 The flare procedures herein shall apply, but not be limited, to data entry.

2.2 Consideration of name procedures shall be given when designing business forms and other documents which may be used for computer data entry.

2.3 The Salt Lake County Name Editor, or other approved name editor, shall be designed and implemented into all computer applications name information is entered. All existing computer programs will be reviewed for implementation of the name editor. Exceptions shall be approved by the Information Systems steering Committee.

3.0 General Name Entry Standards

3.1 Only UPPER CASE letters are to be used. Lower case letters will not be allowed.

3.2 The first word of a name entry will always be entered in it's entirety, never abbreviated unless abbreviation appears on the source document. If the first word is the word "the, ""a" or "Dr" it is moved to the end of the name.

3.3 If any portion of the name suggests that the name is for a business, then use the business name format and not the individual person name format.

3.4 An alternate name will be entered as a separate name with the following abbreviations:
> AKA: = also known as
> FKA: = formerly known as
> NKA:= now known as
> DBA: = doing business as

> EXAMPLE: JOHN SMITH CO
>   DBA: SMITH CONSTRUCTION CO

3.5 A semi-colon (;) will be used as the delimiter which denotes the beginning of name descriptor information.

> EXAMPLE: SMITH, JOHN A & MARY R; TC

3.6 State names will be abbreviated when they are part of a flame entry, except if they are the first word of the name. (See Table 7.1 of state abbreviations on page 10.)

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4.0   Individual Names Entry Rules

4.1   GENERAL RULES FOR INDIVIDUAL NAME POLICY

4.1.1   The individual names shall be entered in a free-format field.

4.1.2   To free-format fields should be available, and the provision should exist to allow the entry of additional names (if required).

41.3   The entry of the name must conform with the rules listed below. The usage of the name will dictate the manner in which the flame will be stored on the calculator. All names which will be used in searches or for matching purposes between sets of data may be stored in the individual component format. This may require the storage of each flame in both formats; 1) in the free-format configuration for screens, reports, notices, etc.; and 2) in the fixed format field for searches, matches, etc.

4.2   SPECIFIC DATA ENTRY RULES FOR INDIVIDUAL NAMES

4.2.1   The individual person name(s) components will be entered in the following sequence:
a. Last name
b. Comma
c. Space
d. First name
e. Space
f. Middle name
g. Space
h. Lineage (See Table 7.2)

EXAMPLE: SMITH, JOHN LEE JR

4.2.2   If additional first names are required, enter as:
a. Space
b. Ampersand (&)
c. Space
d. First name
e. Space
f. Middle flame

EXAMPLE: SMITH, JOHN LEE & MARY LOU

4.2.3   If additional first names are not required, the following descriptive information components would be entered after the final first name.
a. Semi-colon
b. Space
c. Descriptor information & entry sequence
* Professional Designation (Plural indicates designation applies all individuals).
* Status
* Ownership Percentage

EXAMPLE: SMITH, JOHN LEE & MARY LOU; DR JT

(see Tables 7.3, 7.4 & 7.5 for professional designations status abbreviations and ownership percentages on pages 12,13, & 14.)

4.2.4   The comma which follows the last name is not optional! This comma will be used as a delimiter which identifies this name entry as being an individual name entry.
     a.   Only one comma will be allowed in an individual name entry.
     b.   Only one last name can be entered on a single individual name entry.
     c.   If more last names exist, they must be entered as separate name entries.
     d.   The ampersand (&) implies:
          i.   that the last name previously given in this name entry pertains to the first name which follows the ampersand (See 5.22b)
          ii.   that the individual preceding the ampersand is joined with the next name field (the ampersand (&) must be the last character in the field)

EXAMPLES: SMITH, JOHN A &
                JONES, MARY A &
                ALLEN, JAMES T; JT

                LONG, RICHARD D; 1/3 INT
                MOORE, JACK F; 1/3 INT
                BROWN, LILLY P; 1/3 INT

4.2.5   Punctuation is not permitted in the entry of names, with the exception of the following:
a. Dash
b. Single quote (use for contractions)
c. Ampersand (&)
d. Parenthesis which surround optional comments (descriptors, store numbers, etc.).
Note: Item enclosed within parenthesis are not considered in the sort procedures.
e. A question mark in the last position of the name field is used only to denote that the name was illegible on the original source document.

4.2.6   The lineage component is to be inserted at the appropriate position within the name. (See Table 7.2, Page 11)

EXAMPLES: SMITH, JOHN A JR & MARY R
                SMITH, MARY R & JOHN A JR
                SMITH, JOHN A JR & ALFRED T SR

4.2.7   Alternative names, enclosed in parenthesis, may be inserted after the given name.

EXAMPLES: SMITH, WILLIAM (BILL) B & MARY R

4.3   DATA STORAGE RULES   (This will be internal to the computer only.)

4.3.1   Free-Format Configuration
a. Data entry is a free-format 55 character field.
b. The name will be stored exactly as it was entered.

4.3.2   Fixed-Format Field

a. Searched and matched have the individual's name broken down into the following components:

Last Name: 20 Character Field
First Name: 15 Character Field
Middle Name: 10 Character Field
Descriptor: 10 Character Field

b. The comma denote the end of the last name.

c. All punctuation and spaces will be removed form the names and the names compressed. This will assure a commonality between names for searches and matches.

EXAMPLES: SMITH, JONES WILL BECOME SMITHJONES
O'BREIN WILL BECOME OBREIN
VON DE LINDE WILL BECOME VONDELINDE

d. Names which exceed the length of the component fields will be truncated to the length of the component fields.

5.0 Business Names Entry Rules

5.1 GENERAL RULES FOR BUSINESS NAME POLICY

5.1.1 The business names will be entered in a free-format field.

5.1.2 Two free-format fields should be available, and the provision should exist to allow the entry of additional names [If required].)

5.1.3 The entry of the name must conform with the rules listed below. The usage of the name will dictate the manner in which the name will be stored on the computer. All names which will be used in searches, sorting or for matching purposes between sets of data may stored in standardized format. This may require the storage of each name in both formats. In the free-format field for screens, reports, notice, etc. In the standardized configuration (fixed format field) for searches, matches, etc.

5.2 SPECIFIC DATA ENTRY RULES FOR BUSINESS NAMES

5.2.1 Commas will not be used in a business name. Sole proprietorships and single entity business names will be treated as business names. Doctors, dentists, etc. will be treated as business names.

5.2.2 Punctuation is not permitted in the entry of names, with the exception of the following:
a. Dash
b. Single quote (use for contractions)
c. Ampersand (&)
d. Parenthesis which surround optional comments (descriptors, store numbers, etc.).
e. A question mark in the last position of the name field is used only to source document.
f. A colon after designation for alternate names: AKA:, FKA:, NKA:, DBA:

5.2.3   If the words "a," "the" or "Dr" are included in the business name, place them at the end of the name.

5.2.4   The first word of a name entry will always be entered in it's entirety, never abbreviated unless abbreviation appears on the source document or the official business name uses the abbreviated version. Be aware that search and sort results will differ if both the abbreviation and full spelling are intermixed. (See Table 7.6, Page 15 for standard abbreviations.)

5.2.5   The business name preceding an ampersand is joined with the next name field (The ampersand (&) must be the last character in the field).

5.3   EMBEDDED NUMERIC VALUES IN NAMES

5.3.1   All numerical values contained within a name will be entered in the manner in which they are shown on the source document. Numerical value entries are preferred, instead of the alphabetical spelling. This will assist the data entry person since fewer keystrokes will be required, and the person does not need be concerned with correct spellings and/or interpretations.

5.4   DATA STORAGE RULES (This will be internal to the computer only.)

5.4.2   Fixed Format Field
a.   Searches and matched may be on the full 55 character field which is broken down into two components:
Business Name: 45 Character Field
Descriptor: 10 Character Field
b.   All punctuation and spaces will be removed from the names and the names compressed. This will assure a commonality between names for searched and matches.
c.   All numeric values will be converted to their alphabetical spelling by data processing in accordance with the procedure described in Section 6.5 below. (Also see Table 7.7.)
d.   The letter "X", when preceded and succeed by numeric values, will be changed to the word "BY". (Spaces may be embedded between the numeric value and the "X".)
e.   When digits and letters are both contained within a word, the digits will be changed to their alphabetical equivalent.
f. Ampersands (&) will always be changed to the word "AND".

5.5   NUMERIC VALUE CONVERSIONS BY DATA PROCESSING (THIS WILL BE INTERNAL TO THE COMPUTER ONLY)

5.5.1   Beginning at the rightmost digit, and proceeding to the left, divide the number into two digit groupings.

5.5.2   Enter the appropriate alphabetical cordage for the two digit groupings. (See Table 7.7 for Cardinal Numbers)

5.5.3   Drop the zero when it is the leftmost digit.

5.5.4   Even hundreds are written as "HUNDRED".

5.5.5   Even thousands are written as "THOUSAND"

5.6.6   "ST", "ND", "RD", "TH." will all be changed to their equivalents (FIRST, SECOND, THIRD, FOURTH, FIFTH, etc.). These identifiers must directly follow the numeric value with no embedded spaces.

EXAMPLES:
    (Configuration internal to the computer)

           214 = TWOFOURTEEN
          1209 = TWELVENINE
          1213 = TWELVE THIRTEEN
          2000 = TWOTHOUSAND
          2300 = TWENTYTHREEHUNDRED
         12313 = ONETWENTYTHREETHIRTEEN
         9 x 9 = NINEBYNINE
           9x9 = NINEBYNINE
         5-7-9 = FIVESEVENNINE
          R2D2 = RTWODTWO
           A-1 = AONE
           1ST = FIRST
          27th = TWENTYSEVENTH
         12300 = ONETWENTYTHREEHUNDRED
     1 MILLION = ONEMILLION
    MEDI-SAVE = MEDISAVE
DOLLARS AND CENTS = DOLLARSANDCENTS (DO NOT USE SYMBOLS)

6.0   Name Standards

NAME STANDARDS

Table 7.1

Sate Name and Territory Abbreviations

STATE/TERRITORY	ABBR.	STATE/TERRITORY	ABBR.
ALABAMA	AL	MONTANA	MT
ALASKA	AK	NEBRASKA	NE
ARIZONA	AZ	NEVADA	NV
ARKANSAS	AR	NEW HAMPSHIRE	NH
AMERICAN SAMOA	AS	NEW JERSEY	NJ
CALIFORNIA	CA	NEW MEXICO	NM
CANAL ZONE	CZ	NEW YORK	NY
COLORADO	CO	NORTH CAROLINA	NC
CONNECTICUT	CT	NORTH DAKOTA	ND
DELAWARE	DE	NORTHERN MARIANA ISLANDS	CM
DISTRICT OFCOLUMBIA	DC	OHIO	OH
FLORIDA	FL	OKLAHOMA	OK
GEORGIA	GA	OREGON	OR
GUAM	GU	PENNSYLVANIA	PA
HAWAII	HI	PUERTO RICO	PR
IDAHO	ID	RHODE ISLAND	RI
ILLINOIS	IL	SOUTH CAROLINA	SC
INDIANA	IN	SOUTH DAKOTA	SD
IOWA	IA	TENNESSEE	TN
KANSAS	KS	TRUST TERRITORIES	TT
KENTUCKY	KY	TEXAS	TX
LOUISIANA	LA	UTAH	UT
MAINE	ME	VERMONT	VT
MARYLAND	MD	VIRGINIA	VA
MASSACHUSETTS	MA	VIRGIN ISLANDS	VI
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
MISSOURI	MO	WYOMING	WY

<u>NAME STANDARDS</u>

TABLE 7.2

Lineage Abbreviations

<u>LINEAGE NOTATION</u>

FOURTH.. IV
JUNIOR... JR
MISSUS... MRS
MISTER... MR
MIZ.. MS
SECOND.. II
SENIOR.. SR
THIRD.. III

Note: Roman numerals will be used to indicate lineage numbers which are not shown in the above table.

NAME STANDARDS

TABLE 7.3

Professional Abbreviations

PROFESSIONAL NOTATION

ACADEMY OF VERIFIED SOCIAL WORKER .... ACSW
CERTIFIED PUBLIC ACCOUNTANT .... CPA
CHARTERED LIFE UNDERWRITER .... CLU
DOCTOR .... DR
DOCTORS .... DRS
DOCTOR OF CHIROPRACTIC .... DC
DOCTOR OF DENTAL SURGERY .... DDS
DOCTOR OF MEDICINE .... MD
DOCTOR OF MEDICAL DENTISTRY .... DMD
DOCTOR OF OSTEOPATHY .... DO
DOCTOR OF PHILOSOPHY .... PHD
DOCTOR OF PODIATRIC MEDICINE .... DPM
DOCTOR OF VETERINARY MEDICINE .... DVM
ESQUIRE .... ESQ
LICENSED PRACTICAL NURSE .... LPN
LICENSED CLINICAL SOCIAL WORKER .... LCSW
MASTER OF SOCIAL WORKER .... MSW
NATUROLOPATHIC MEDICAL DOCTOR .... NMD
PRESIDENT .... PRES
PROFESSOR .... PROF
REGISTERED NURSE .... RN
PHYSICIAN ASSISTANT .... PA
SECRETARY .... SEC
SENIOR RESIDENTIAL APPRAISER .... SRA
TREASURER .... TREAS
VICE PRESIDENT .... VP

NAME STANDARDS

TABLE 7.4

Status Abbreviations

STATUS NOTATION*

ADMINISTRATOR.. (ADMR)
ADMINISTRATRIX.. (ADMX)
ALSO KNOWN AS... AKA:
AND OTHERS... (ET AL)
AND SPOUSE.. (ET UX)
BY ATTORNEY... (BY ATTY)
BY CONSERVATOR.. (BY CONS)
BY CUSTODIAN.. (BY CUSTDN)
BY ENGINEER.. (BY ENGR)
BY EXECUTOR... (BY EXEC)
BY EXECUTRIX.. (BY EXTRX)
BY GUARDIAN... (BY GDN)
BY RECEIVERSHIP.. (BY RECVR)
CONSERVATOR.. (CONS)
CUSTODIAN.. (CUSTDN)
DOING BUSINESS AS.. DBA:
ESTATE OF.. EST OF:
EXECUTOR... (EXEC)
EXECUTRIX.. (EXTRX)
FORMERLY KNOWN AS... FKA:
GUARDIAN.. (GDN)
JOINT ESTATES.. (JT)
LIFE ESTATE... (LIFE EST)
LIVING TRUST.. (LIV TR)
NO SIGNATURE... (NO SIGN)
NOW KNOWN AS.. NKA:
PERSONAL REPRESENTATIVE.. (PER REP)
SIGNATURE ILLEGIBLE... ?
SURVIVING SPOUSE... (S)
TAX DEED... (TD)
TENANTS IN COMMON.. (TC)
THE CUSTODIAN.. (THE CUSTDN)
TRUSTEE... (TR)
TRUSTEES... (TRS)

Note: Parenthesis are optional.

NAME STANDARDS

TABLE 7.5

Ownership Percentage Abbreviations

OWNERSHIP PERCENTAGE NOTATION*

USAGE EXAMPLES:

2 INTEREST	1/2 INT
1/3 INTEREST	1/3 INT
1/4 INTEREST	1/4 INT
12 1/2 PERCENT INTEREST	12.5% INT
25/100 PERCENT INTEREST	.25% INT

Note: Fractional notation is the preferred method.

NAME STANDARDS

TABLE 7.6

Standard Abbreviations

STANDARD ABBREVIATIONS*

ABSTRACT	ABSTR	HEADQUARTERS	HDQRS
ADDITION	ADDN	HEATING	HTG
ADJUSTMENT	ADJUST	HEIGHTS	HGHTS
ADMINISTRATION	ADMIN	IMPROVEMENT	IMPROV
AGENCY	AGCY	INCORPORATED	INC
AGENT	AGT	INDUSTRIAL	INDSTR
AIR CONDITIONING	AIR COND	INFANTRY	INF
AMERICA	AM	INSURANCE	INS
APARTMENT	APT	INTERMOUNTAIN	INTRMTN
ASSOCIATION	ASSN	INTERNATIONAL	INTRNTL
ATTORNEY	ATTY	INVESTMENT	INV
AVENUE	AVE	JOINT VENTURE	JT VT
BANK	BK	LABORATORY	LAB
BOULEVARD	BLVD	LIMITED	LTD
BOUNTIFUL	BTFL	LOAN	LN
BROTHER	BRO	MANAGEMENT	MGMT
BUILDER	BLDR	MANUFACTURING	MFG
BUILDING	BLDG	MARKETING	MKTG
CENTER	CNTR	MEADOWS	MDWS
COMMISSION	COMM	MORTGAGE	MTGE
COMMITTEE	CMTE	MOUNTAIN	MTN
COMPANY	CO	MUNICIPAL	MUNIC
CONDOMINIUM	CONDO	NAME UNKNOWN	NU
CONSOLIDATED	CONSOL	NATIONAL	NATL
CONSTRUCTION	CONSTR	NO MIDDLE INITIAL	NMI
CORPORATION	CORP	OFFICE	OFC
COUNTRY	CNTRY	PHASE	PH
CREDIT	CREDIT	PLAT	PL
CREDIT UNION	CR UN	PLUMBING	PLBG
DEPARTMENT	DEPT	PROFESSIONAL	
DEVELOPMENT	DEV	CORPORATION	PC
DISTRIBUTING	DISTRG	PROFIT SHARING TRUST	PST
DISTRIBUTION	DISTRN	RAILROAD	RR
DISTRIBUTOR	DISTR		
DISTRICT	DIST		
DIVISION	DIV		
EMPLOYEE	EMPLOY		
ENTERPRISE	ENTRPR		
EQUIPMENT	EQUIP		
ESTATE	EST		
ETCETERA	ETC		
FEDERAL	DES		
FINANCE	FIN		
FINANCIAL	FINCL		
FOUNTAIN	FTN		

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NAME STANDARDS

TABLE 7.6

STANDARD ABBREVIATIONS

RAILWAY	RW	SERVICES	SERV
REALTY	RLTY	SPRINGS	SPGS
REQUEST	REQ	TRANSPORTATION	TRANSP
RESOLUTION	RESOL	UNITED STATES	US
SAVINGS	SAV	UNITED STATES OF	
SAVINGS & LOAN		AMERICA	USA
ASSOCIATION .... SAV & LN ASSN		VALUABLE	VAL
SECURITY	SEC	VILLAGE	VLGE

NAME STANDARDS

TABLE 7.7

Alphabetic Equivalents

CARDINAL	SYMBOL		ORDINAL
ZEROO			
ONE	1	1ST	FIRST
TWO	2	2ND	SECOND
THREE	3	3RD	THIRD
FOUR	4	4TH	FOURTH
FIVE	5	5TH	FIFTH
SIX	6	6TH	SIXTH
SEVEN	7	7TH	SEVENTH
EIGHT	8	8TH	EIGHTH
NINE	9	9TH	NINTH
TEN	10	10TH	TENTH
ELEVEN	11	11TH	ELEVENTH
TWELVE	12	12TH	TWELFTH
THIRTEEN	13	13TH	THIRTEENTH
FOURTEEN	14	14TH	FOURTEENTH
FIFTEEN	15	15TH	FIFTEENTH
SIXTEEN	16	16TH	SIXTEENTH
SEVENTEEN	17	17TH	SEVENTEENTH
EIGHTEEN	18	18TH	EIGHTEENTH
NINETEEN	19	19TH	NINETEENTH
TWENTY	20	20TH	TWENTIETH
TWENTY-ONE	21	21ST	TWENTY-FIRST
TWENTY-TWO	22	22ND	TWENTY-SECOND
TWENTY-THREE	23	23RD	TWENTY-THIRD
TWENTY-FOUR	24	24TH	TWENTY-FOURTH
TWENTY-FIVE	25	25TH	TWENTY-FIFTH
TWENTY-SIX	26	26TH	TWENTY-SIXTH
TWENTY-SEVEN	27	27TH	TWENTY-SEVENTH
TWENTY-EIGHT	28	28TH	TWENTY-EIGHTH
TWENTY-NINE	29	29TH	TWENTY-NINTH
THIRTY	30	30TH	THIRTIETH
FORTY	40	40TH	FORTIETH
FIFTY	50	50TH	FIFTIETH
SIXTY	60	60TH	SIXTIETH
SEVENTY	70	70TH	SEVENTIETH
EIGHTY	80	80TH	EIGHTIETH
NINETY	90	90TH	NINETIETH
ONE HUNDRED	100	100TH	ONE HUNDREDTH
ONE THOUSAND	1000	1000TH	ONE THOUSANDTH
TEN THOUSAND	10000	10000TH	TEN THOUSANDTH

APPROVED and PASSED this 19 day of September, 1988.

<table>
<tr><td></td><td>BOARD OF COMMISSIONERS
OF SALT LAKE COUNTY</td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td>_____
Bart Baker, Chairman</td></tr>
<tr><td>ATTEST:</td><td></td></tr>
<tr><td>_____
H. Dixon Hindley, County Clerk</td><td>APPROVED AS TO FORM:</td></tr>
<tr><td></td><td>_____
Salt Lake County Attorney   Date</td></tr>
</table>