LITERAL CODE

STANDARD

Data following this standard should conform to the following:

DATA TYPE	Alpha
SYNTAX	AAA, where each A represents a letter from A through Z
RANGE	A - Z
RECOMMENDED FIELD NAME	LIT

INSTRUCTIONS

As of the approval date, this data element will be used in any new automated system, data set, database, or information application, including new Geographic Information System (GIS) data and applications. This data element will also be used in any major modifications to existing systems or versions of these data-related items that use literal codes assigned by the Washington Office, Division of Realty, to organizational units, areas, and project sites on Service-owned lands. Each organizational unit should have a unique literal code; however there are a few instances where the same literal code has been assigned to more than one unit. Therefore, please contact the Data Standard Steward identified for this standard prior to using duplicate literal codes in any new or existing data files.

Service staff are strongly encouraged to utilized this data element in existing systems, data sets, databases, and information applications. Where existing systems and data related items are not in compliance, they should be modified to achieve compatibility and implement this data standard.

Literal codes should **always** be used in conjunction with another data element, such as the IFWS Number or the official Organization Code.

SAMPLE DATA FOLLOWING THIS STANDARD

Examples of data and/or lookups for data following this standard:

    BSK - Baskett Slough National Wildlife Refuge
    LVN - Livingston Stone National Fish Hatchery
    WFB - Faribault County Waterfowl Production Area

Lookup Values (Adobe PDF *.pdf)

RELATED REFERENCE INFORMATION AND RESOURCES

Applicable policies:

Part 274, FW 2, Establishing Service Data Standards