

NWCG Data Standard Meta-data Definition

Status: Approved

Date: 6/10/2010

Name		Version: 1.0	
<i>Data Attribute Name</i>	Country Subdivision Code		
<i>Abbreviation</i>			
Contacts			
<i>Stewardship</i>			
<i>Source Reference</i>			
<i>System of Record</i>	ISO 3166-2		
<i>Custodian</i>	International Organization for Standardization (ISO) 3166 Maintenance Agency (ISO 3166/MA)		
Definition			
<i>Description</i>	A code for the identification of first-level administrative subdivisions within a country. Note: For the United States (Country Code = US), the 2-letter Country Subdivision Codes correspond to the previously standardized 2-letter State Codes.		
	Data Exchange Standards		Data Entry Guidelines
<i>Length</i>	<i>Maximum:</i> 3	<i>Minimum:</i> 1	<i>Maximum:</i> 3 <i>Minimum:</i> 1
<i>Data Type</i>	Alphanumeric		Character
<i>Case Sensitivity</i>	upper case		upper case
<i>Format</i>	X(3)		X(3)
<i>Example</i>	CA = California		CA = California
Business Rules			
1. Country Subdivision Code must be accompanied by a valid Country Code.			

This standard adopts the International Organization for Standardization (ISO) country subdivision codes of up to three character as standardized in ISO-3166-2. This standard was published in 1998 and is maintained by the ISO 3166 Maintenance Agency (ISO 3166/MA).

A discussion paper about assumptions, clarifications, examples, and background related to this data standard is also available.

For information, or to submit comments about this standard, contact:

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Explanation of the Meta-data Definition Format

Status <i>(to be filled out by the DAWG only)</i>	Draft = The meta-data definition has been defined, but has not been reviewed by the DAWG.
	Proposed = The meta-data definition has been reviewed by the DAWG and is in the public review stage.
	Approved = The meta-data definition has been approved by the DAWG and published as an NWCG standard.
Name	
Data Attribute Name	The business term in its unabbreviated form.
Abbreviation	The short form of the attribute name using standard abbreviations.
Contacts	
Data Stewardship Group	The organization(s) responsible for the accuracy of the attribute's definition.
Data Steward	The person(s) responsible for the attribute meta-data definition (name, contacts, definition, business rules).
Source Reference	The reference number of an adopted data standard from an external source.
System of Record	the manual or automated system that serves as the authoritative source for accurate data values.
Custodian	The person(s) responsible for the maintenance and quality of the actual data in the system of record.
Definition	
Description	The textual definition of the attribute.
	Data Exchange Standards
	Data Entry Standards
Length	The maximum & minimum allowable lengths for the raw data.
Data Type	The kind of data. Examples are: alphabetic, binary, numeric, alpha-numeric.
Format	A specification of the way the raw data should be arranged.
Case Sensitivity	A specification of whether or not the data is to be upper, lower, or mixed case.
Example	Example(s) of valid raw data and descriptor, if appropriate.
Business Rules	
Business rules are a set of conditions that govern the data attribute so that it occurs in a way that is acceptable to the business (or customer). A business rule is a statement that defines or constrains some aspect of the data. There may be many business rules that pertain directly to the attribute, or to its relationship to other attributes.	

Information about this NWCG Data Standard

Applicability

1. The Data Exchange Standards section represents the standard for representation of data files for data interchange.
2. This standard applies to all existing NWCG applications.
3. This standard applies to the acquisition of all applications software, whether commercial off-the-shelf (COTS) products, or custom-designed applications.
4. The Data Entry Guidelines are recommended but not mandatory and do not require a waiver.

Provision for Waiver - A waiver may be granted by the NWCG DAWG for:

- Legacy applications that are able to achieve compliance by means other than the use of this standard
- Systems where the costs of implementing this standard are significantly higher than the benefits warrant

The requesting office shall draft an application to the NWCG DAWG for a waiver providing the reasons why the data standard should not be implemented in the information collection. This application shall contain:

- a. An outline of the reasons why the data standard should not be implemented in the specific application.
- b. A risk assessment and cost-effectiveness evaluation of continued operation in a non-compliant mode.
- c. Approval of the waiver request by decision officials within the requesting office, if applicable.

The DAWG shall notify the requesting office in writing of the disposition of the waiver within 60 days of receipt.

Maintenance

This standard is one of several applicable to all NWCG applications; as such, it will be reviewed, and the NWCG DAWG will schedule updates at designated intervals. reviews shall occur at time intervals not to exceed 5 years.