

**DATA ADMINISTRATION**  
**University of Kentucky Information Resource Management**  
**Project Request Form PRF - 00014**

<b>Start Date</b> 7/18/2001	<b>Received</b> 7/18/2001	<b>Status</b> In Progress
-----------------------------	---------------------------	---------------------------

**Title** Extend City Field in SIS Address Record to 20 Characters

**Sector** Lexington Campus, IS

**Dept** Registrar

**Requested By** Don Witt, Jayna Cheesman

**Ph:** 7-3458, 7-2900

**Email:** dwitt@email.uky.edu,  
jayna@email.uky.edu

**SectorUnitAffected:** All units on campus that need accurate student addresses.

**System** SIS

**SubSystem**

**Type**

IV

**Mandates**

<b>Regulatory/Statutory</b>	No	<b>UK Strategic Indicator(s)</b>	No	<b>Accreditation Requirements</b>	No
		<b>University-Wide Needs</b>	Yes	<b>Other</b>	No

**Requirements/Issues**

**Reference #s**

**Description** Data Administration has purchased a software tool (Mailer+4) to cleanse address data in our systems. The current length of the city field in SIS is 13 characters, and is shorter than the length allowed by the US Postal Services database used by the address cleansing software. Consequently, any city names that have been abbreviated or truncated due to the 13 character limit will continue to be kicked out as invalid during the address cleansing process. The address records in SIS should be formatted to accept a 20 character city field. The software delivered by our vendor will permit this, but the University chose to limit the city to 13 characters. By doing the above, we will significantly reduce the staff effort to review and correct the errors identified by the address cleansing software, and improve the quality of the student address data.

**Key Issues**

**Costs** IDMS applications programming time.

**AvailableFunding** IS personnel budget.

**Funding Requirements** None.

**Benefits** The benefits will be more efficient cleansing of the student address data which will reduce the amount of returned mail and improve the service to our students.

**Deadline** No specific deadline.

**Risk** A delay in this project will mean a delay in improving the quality of the address data. However, before the change is made to increase the city field to 20 characters, departments producing labels and special letters/forms to students will need to ensure the jobs producing these will accommodate the longer city field. If any student address data is being uploaded into or extracted from SIS, the jobs to create the uploads and extracts need to be altered as well. All of the above jobs need to be identified and the effort associated with changing them evaluated as part of this project.

**Policy/Procedure** None.

**Suggested Priority**

**Steward** Witt, Don

**StewardApproval**

**Dir IRM 1st Review:** 7/27/2001

[PRF Review and Approval Tracking](#)

[Return to PRF List](#)

[Data Administration Home](#)