

COMMONWEALTH OF VIRGINIA



Information Technology Resource Management (ITRM)

ENTERPRISE ARCHITECTURE AGENCY IDENTIFICATION DATA STANDARD

Virginia Information Technologies Agency (VITA)

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1 Publication Version Control

The following table contains a history of revisions to this publication.

Version	Date	Revision Description	Contact
1.0	03/25/2013	Initial Document	Joe Grubbs
1.1	04/05/2013	Document revised based on DPB input	Joe Grubbs
1.2	07/25/2013	Document revised based on DPB input; prepared for ORCA	Joe Grubbs
1.3	09/18/2013	Document revised based on public comments (ORCA), approved by DPB and routed for CIO/Secretary adoption	Joe Grubbs

Identifying Changes in This Document

- See the latest entry in the revision table above
- Vertical lines in the left margin indicate the paragraph has changes or additions. Specific changes in wording are noted using italics and underlines; with italics only indicating new/added language and italics that is underlined indicating language that has changed.

The following examples demonstrate how the reader may identify updates and changes:

Example with No Change – The text is the same. The text is the same.

Example with Revision – The text is the same. *A wording change, update or clarification is made in this text.*

Example of New Text – *This text is new.*

2 Reviews

- VITA's Commonwealth Data Governance (CDG) staff prepared the first draft of this publication based on information from the Department of Planning and Budget (DPB).
- The publication was revised based on DPB input then sent back to DPB for review and additional information.
- The publication was revised a second time based on DPB input and a public-comment version prepared for posting on VITA's Online Review and Comment Application (ORCA).
- The publication was revised based on comments submitted through ORCA. Two agencies provided comments on the publication, and all of the comments were addressed. The document was then approved by DPB and routed for adoption.

3 Definitions

The terms used in this Business Narrative comply with the adopted definitions maintained in the Commonwealth of Virginia's Information Technology Resource Management (ITRM) Glossary. The ITRM Glossary can be accessed on the web at http://www.vita.virginia.gov/uploadedFiles/VITA_Main_Public/Library/PSGs/PSG_Sections/COV_ITRM_Glossary.pdf

4 Background

The Commonwealth of Virginia relies on the Department of Planning and Budget (DPB) to maintain several data elements within the Commonwealth's Chart of Accounts including agency codes, agency abbreviations and agency names. In fulfilling this responsibility, DPB assigns, maintains, and reports on these data elements. It is important that a single entity retain this authority to ensure uniqueness, consistency, and integrity.

Accordingly, DPB provides a listing of active agency codes, abbreviations, and names for statewide reference and use by way of its official agency website. An agency abbreviation link is available from the agency website such that it will initiate and generate a "real time" listing of current agency codes, agency abbreviations and agency names.

The agency codes, agency abbreviations and agency names are maintained in the Performance Budgeting (PB) system owned and operated by DPB. This system is accessible statewide and also provides an electronic link from its report menu that will initiate and generate a "real time" listing of current agency codes, agency abbreviations and agency names. Additional information is available on the DPB website at <http://www.dpb.virginia.gov/>.

The Agency Identification Data Standard implements as a Commonwealth ITRM Standard the agency code, agency abbreviation and agency name listing provided by DPB and made available on DPB's agency website. The data elements, definitions and specifications for the Agency Identification Data Standard have been derived from DPB's data model.

5 Scope

The Agency Identification Data Standard implements as a Commonwealth ITRM Standard the agency code, agency abbreviation and agency name listing maintained by DPB on the agency's official website. The standard shall be applicable to all state agencies as covered under § 2.2-1501, *Code of Virginia*.

6 Governance

The Agency Identification Data Standard has been developed by VITA CDG staff based on direction and input from DPB. VITA, acting on behalf of the CIO of the Commonwealth and Secretary of Technology, has supported DPB in the development of the standard. VITA ensured compliance of the Agency Identification Data Standard with the Commonwealth's ITRM policies, standards and guidelines.

The Agency Identification Data Standard documentation and review package may be accessed in the Enterprise Data Standards Repository at <http://www.vita.virginia.gov/oversight/dm/default.aspx?id=10344>.

DPB shall be the designated owner of the Agency Identification Data Standard. As such, DPB shall have authority to interpret and apply the standard.

VITA, in conjunction with DPB, shall provide support to covered entities - those under the scope of the Agency Identification Data Standard - to ensure that their systems comply with the standard. However, DPB shall remain responsible for certifying standard compliance. DPB also shall coordinate with VITA on the development and ongoing maintenance of the Agency Identification Data Standard.

7 Components

The Agency Identification Data Standard consists of the following components:

1. Business Narrative describing the standard (this document)
2. DPB's provision of access to the listing of agency codes, agency abbreviations, and agency names, made available at DPB's website: <http://www.dpb.virginia.gov/>

8 Authority

The following section references the statutory authority granted by the *Code of Virginia* to DPB. The section references the statutory authority of the Secretary of Technology to adopt the Agency Identification Data Standard. The section also cites provisions in statute relating to the role of the Secretary of Technology, the Chief Information Officer of the Commonwealth (CIO), and VITA in the development, review and adoption of Commonwealth data standards.

Department of Planning and Budget

§ 2.2-1501. Duties of Department
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+2.2-1501>

The Secretary of Technology

§ 2.2-225. Position established; Agencies for which responsible; additional powers
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+2.2-225>

The Chief Information Officer of the Commonwealth

§ 2.2-2007. Powers of the CIO
<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+2.2-2007>

The Virginia Information Technologies Agency

§ 2.2-2010. Additional powers of VITA
<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+2.2-2010>

9 Overview

The Agency Identification Data Standard implements as a Commonwealth Information Technology Resource Management (ITRM) Standard the provision of an agency code, agency abbreviation, and agency name listing, made available at DPB's website. The listing presents the data in a "real-time" status, meaning the data is derived from live tables in the Performance Budgeting (PB) system rather than from a snapshot of previously stored data.

The purpose of the Standard and the assignment to DPB is to ensure the security of uniquely and consistently defined agency data. It is critical that the agency data aligns with the Commonwealth's Chart of Accounts and be available statewide to agencies for general reference and standard adherence.

Data Elements

The data elements, definitions and specifications for the Agency Identification Data Standard have been derived from DPB's data model. These data elements have been defined for use by the various systems and sub-systems comprising the Commonwealth's performance budgeting environment.

The Agency Identification data elements include:

- **Agency Code:** *The agency code is a 3 digit number assigned to each agency. The agency code is systematically connected to or assigned to the secretarial area to which the agency is responsible. DPB attempts to assign new codes such that the new agency is grouped with other agencies in the same secretarial area, but this is not always possible.*
- **Agency Title:** *The agency title, or name, is a descriptive representation of the agency and its purpose. DPB retains a formal and informal title, where the informal title is a shortened version of the formal title and is used among anyone familiar with the agency.*
- **Agency Abbreviation:** *The agency abbreviation is generally a 3 to 5 character representation of the agency title, though there are many exceptions for longer titled agencies.*

The Agency Identification Data Standard shall implement, by reference, the data elements, definitions and specifications from DPB's agency code, agency abbreviation and agency name listing. Given the statutory requirements established in the *Code of Virginia* for DPB to maintain alignment between the agency code, agency abbreviation and agency name for purposes of the Commonwealth's Chart of Accounts, the Agency Identification Data Standard shall remain current and aligned with DPB's agency code, agency abbreviation and agency name listing.

The listing is available in the inventory of published documents at DPB's website:
<http://www.dpb.virginia.gov/>

10 Compliance

The Commonwealth of Virginia has adopted the Agency Identification Data Standard for the purpose of establishing as an ITRM Standard the agency code, agency abbreviation and agency name listing as provided by DPB on the agency website. The standard shall be applicable to all state agencies as covered under § 2.2-1501, *Code of Virginia*.

Pursuant to DPB authority, there shall be no exceptions to the adherence of this standard.