



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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In Reply Refer to:
1283 (OR-955.2) P

June 6, 2007

EMS TRANSMISSION 06/20/2007
Instruction Memorandum No. OR-2007-061
Expires: 9/30/2008

To: DMs, DSDs, Staff and Branch Chiefs
From: State Director, Oregon/Washington
Subject: Data Naming and Format Conventions

Program Area: Data Administration.

Purpose: Establish standards for data naming, formats for various data types, certain abbreviations and codes.

Policy/Action: All offices are to follow the attached guidance when developing databases or geospatial dataset/databases.

Timeframe: Effective immediately.

Budget Impact: None.

Background: National Bureau of Land Management (BLM) guidance on data management stresses the need to follow a data naming convention and the need to use established abbreviations. Implementation of the Oregon Data Framework will be more effective if standards for naming, formats, and abbreviations are followed. The national guidance does not address naming of items other than data elements and is especially lacking in addressing the naming of geospatial objects. This guidance is in accordance with and enhances the national guidance.

Manual/Handbook Sections Affected: None. Related to Manual 1283 (Data Administration and Management) and Manual Handbook H-1283-1.

Coordination: Field offices were given the opportunity to review this guidance via Information Bulletin OR-2007-082 (4/4/2007). The BLM national data management staff also was given the opportunity to review this guidance. Comments received have been incorporated into this final

guidance. This guidance is an aid in internal data management and organization so no coordination with other agencies was conducted.

Contact: Stanley Frazier, Oregon/Washington State Data Administrator, (503)808-6009, Stan_Frazier@blm.gov.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
James G. Kenna
Associate State Director

Authenticated by
Rita Wallberg
Records Section

1 Attachment

1 - [Data Naming and Format Conventions](#) (6 pp)

Distribution

WO-560 (Horan)

WO-570D (Kett, Chatfield)