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**Lane Community College**  
**LASR Project**  
Demographic Data Standards

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## GUIDELINES FOR CREATING and MAINTAINING ACCURATE RECORDS

- **SEARCH FIRST:** Before you create a new record for a person or organization, please make sure that person or organization has not already been entered in the BANNER database. **Each user must conduct a thorough search to prevent entering a duplicate record.** Duplicate records create problems in multiple parts of the system and may take many hours of staff time to locate and remove.
- **NEVER USE:** In creating a record, **never use** the pound sign (#), the underscore (\_) except in e-mail addresses) or the percent sign (%). The pound sign can cause ORACLE database errors and the percent sign has a special use within the search functions of the system.
- **ABBREVIATIONS:** There are specific ways to abbreviate words that are shown in this document and in Appendix 1. When entering data using abbreviations, please use only these approved forms.
- **NEVER USE:** punctuation, including periods in abbreviations, unless the punctuation itself is part of a legal name, with one exception. **DO USE a single period in the first name field** when a person only uses one name.
- **DATA CHANGES:** Please do not make any data changes **UNLESS** you have the appropriate responsibility and authority. When you do make changes, please follow the procedure established by the Data Custodian of the data you want to change.
- **REMEMBER:** Some data fields have specific data entry rules. See the specific section under General Person Information for those rules.

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Enter the e-mail address exactly as written or provided by the person, following their exact entry in terms of upper and lower case letters, spacing, punctuation and so on. Lane stores only one e-mail address per person. Enter it as a PR e-mail type. ....15

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# DATA INTEGRITY AND ACCESS

## PURPOSE

The purpose of this document is to establish guidelines for

- custodianship of college data and records relating to students, staff, finance and financial aid,
- ensuring data integrity, consistency and completeness,
- providing appropriate security for personal information about staff and students,
- providing appropriate access to Banner information stored in the Lane Community College administrative system,
- making sure that the interpretation of information is accurate and consistent within the college,
- responsibilities of users of the information

## ADMINISTRATIVE RESPONSIBILITY

By law, certain data is confidential and the college cannot release it without proper authorization. Users of the data **MUST** adhere to any applicable federal and state laws as well as college policies and procedures.

Data is a vital asset owned by the College. All institutional data, whether maintained in the central database or copied into other data systems (e.g. personal computers) remains the property of the College. Access to data is provided to support a user's official college responsibility. Data will be used only for legitimate College business.

As a general principle of access, the College's data (regardless of who collects or maintains it) will be shared among those employees whose work can be done more effectively by knowledge of such information. Although the College must protect the security and confidentiality of data, the procedures to allow access to data will not unnecessarily interfere with the efficient conduct of college business.

## DATA CUSTODIANS

A Data Custodian is a Lane staff member who is assigned overall responsibility for a portion of the College's data. The Data Custodian may make data within their area of responsibility available to others to support office or department functions.

**The Data Custodians are responsible for working collaboratively with other members of the Lane Banner community to evaluate, determine and implement changes to Banner's shared validation and data tables.**

The College identifies the following as Data Custodians:

Student	Director of Enrollment Services/Registrar
Financial Aid	Director of Student Financial Services
Employee	Executive Director of Human Resources
Financial	Accounting Manager
Technical Access	Associate Vice-President for Information Technology
Aggregate Reporting	Director of Institutional Research, Assessment and Planning

Data custodians are responsible for:

- Maintaining institutional data within their area of responsibility in accordance with federal and state laws and regulations (examples: FERPA and HPPA) and college policies and procedures concerning storage, retention, use, release, and destruction of data;
- Maintaining the accuracy, timeliness and completeness of data;
- Maintaining and controlling the BANNER validation and rules tables;
- Evaluating data access requests on a 'need to know' basis;
- Approving staff requests for information access;
- Ensuring appropriate training in accessing, using and interpreting information;
- Ensuring that all legal and regulatory requirements are met;
- Initiating the access implementation process when all requirements are complete;

Data custodians are responsible for the accuracy and completeness of data files in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges. Data custodians are also responsible for the maintenance and control of the administrative information system's validation and rule tables and the validation and approval of software releases that affect their areas of responsibility. These tables and processes define how business is conducted at New England College. If access is denied, an appeal can be sent to and will be decided by the BANNER Steering Committee.

- BANNER validation and rules tables.

Within the context of access to data, Division/Department Chairs and Directors are responsible for:

- Approving and forwarding staff data requests to the appropriate data custodian(s);
- Ensuring a secure office environment with regard to all college data;
- Ensuring that data access codes are not shared among staff.

The College will construct data procedures and systems that ensure:

- Accurate and complete entry of data;
- Secure maintenance of all data;
- Systems that can be re-established after loss or damage by accident, malfunction, breach of security, or natural disaster;
- Prompt detection and control of security breaches.

### **ACCESS TO COLLEGE DATA**

The College Data Custodians will provide access to the Banner information employees need to perform their jobs. For the purpose of this document, 'employees' means regular employees (classified, faculty and management), temporary employees and student employees. When a group of employees clearly requires data access as a result of their job functions, the College will provide standardized data access for the entire group. A given employee can be a part of more than one group.

When access is desirable for an employee not in a clearly identifiable group, the following procedure applies:

- The employee's department/division chair or director requests access from the data custodian(s)
- The data custodian:
  - evaluates and approves or denies the request;
  - ensures that appropriate training occurs;
  - initiates the process to provide access.

A data custodian's decision to not allow access may be appealed, in writing, to the data custodian's supervisor.

### **INFORMATION ACCESS DEFINITIONS**

Query access enables the user to view, analyze, **but not change**, college data. If data is downloaded to a personal computer or other device that data **must not** be altered. Downloaded data **must** be used and represented responsibly and accurately. If any data is downloaded for purposes of generating reports, the report is considered 'unofficial' and must be represented as such. 'Maintenance' access provides both inquiry and update capabilities. Update capability is generally limited to users directly responsible for the collection and maintenance of the data.

The College will provide appropriate training for the type of access and will include the following:

- reading, understanding and agreeing to the guidelines of this document, and any additional requirements identified by the data custodian,
- hands-on training in accessing, understanding and interpreting the information,
- maintaining the security, confidentiality, integrity and accuracy of the data accessed.
- See Appendix 3 for information about the Information Confidentiality Statement and the Data Access Request, Access Implementation and Access Denial Appeal processes.

# GENERAL PERSON INFORMATION

## 1. IDENTIFICATION NUMBER STANDARDS

<b>Student</b>	System Generated Number—Every student has a unique nine-character ID beginning with the ‘L’ symbol as their primary ID. Social Security Number—When provided, enter the nine-digit number omitting dashes and spaces.
<b>Employee</b>	System Generated Number— Every employee has a unique nine-character ID beginning with the ‘L’ symbol as their primary ID. Social Security Number—Enter the nine-digit number omitting dashes and spaces.
<b>Vendors</b>	System Generated Number— Every vendor has a unique nine-character ID beginning with the ‘L’ symbol as their primary ID.
<b>Sponsors</b>	Number assigned by Sponsored Student Accounts—Every sponsor has a unique nine-character ID beginning with an ‘SP’

## 2. NAME STANDARDS

Names are stored and maintained in one place in the database. **DO NOT** enter names without designating a name type, even though the system allows entering names with the ‘Type’ field blank. The following name type codes are used for Person and Non-Person entities:

### Person:

**HR** Entered by Human Resources **only** for employees. All employees **MUST** have an ‘HR’ name.

**LEGL** Use this name type for all persons who are not employees.

### Non-Person:

**VEND** Entered by Accounts Payable for all college vendors.

**SP** This name type is used by Sponsored Students for sponsoring agencies.

Any person may provide a preferred first name, in addition to a LEGL or HR name. This name is not searchable, and is entered in the Preferred Name field.

Inactive names will retain the name type assigned when the name was active.

### a. Last Name/Family Name/Surname Prefixes (Optional)

Enter all information using upper and lower case letters. Enter the legal spelling and format of the name as supplied by the person. If a person only uses one name as a legal name, enter it in the Last Name field.

**NEVER** use the pound sign (#), the underscore (\_) (except in e-mail addresses) or the percent sign (%) because they cause ORACLE database errors.

Other special characters are permitted, if they are a part of the person’s legal name.

Spaces **ARE** permitted if the legal spelling and format of the name includes spaces.

Examples: La Pine, St John, Van Husen, De La Rosa, Van der Linden, Copper Smith, Anderson Johnson.

Do **NOT** enter titles, prefixes, and suffixes in this field.

**Note:** If you enter a new person and you need to record a previous name, use the Alternate Name form.

### b. First Name

Enter all information using upper and lower case letters. Enter the legal spelling and format of the first name as supplied to you by the person. If no first name exists, enter a single period in the first name field to ensure proper sorting.

Any person with a single character first name should be entered **WITHOUT** a period. In those cases where a single character first name is designated as the first name and is followed by a middle name, place the single character in the first name field and the middle name in the middle name field.

**NEVER** use the pound sign (#), the underscore (\_) (except in e-mail addresses) or the percent sign (%) because they cause ORACLE database errors.

You **MAY** use hyphens to separate double first names.

You **MAY** use spaces if the legal spelling and format of the name includes spaces (e.g., Mary Ann, Bobby Joe).

Do **NOT** enter titles, prefixes, or suffixes in this field.

c. Middle Name

Enter all information using upper and lower case letters. Enter the legal middle name or middle initial (entered without a period) as supplied by the person. If no middle name exists, leave the field blank.

**NEVER** use the pound sign (#), the underscore (\_) (except in e-mail addresses) or the percent sign (%) because they cause ORACLE database errors.

You **MAY** use hyphens to separate double middle names.

Spaces **ARE** permitted if the legal spelling and format of the name includes spaces.

Do **NOT** enter titles, prefixes, or suffixes in this field.

d. Prefixes (Optional)

Prefixes are optional. Enter the prefix in its own field, not in the first, middle, or last name fields. If provided, enter the prefix using upper and lower case letters **without a period**. Below are examples of prefix codes commonly used at Lane.

<u>Code</u>	<u>Description</u>
Mr	Mister
Mrs	Misses
Ms	Ms
Miss	Miss
Dr	Doctor
Hon	Honorable
Rev	Reverend

e. Suffixes

Enter suffix codes, where appropriate, using upper and lower case letters **without a period**. Enter the suffix in the suffix field, not in the last name, first name or middle name fields. Below are examples of suffix codes commonly used at Lane.

<u>Code</u>	<u>Description</u>
Sr	Senior
Jr	Junior
II	The Second
III	The Third
IV	The Fourth



f. Preferred First Name

Enter the preferred first name (or **NICKNAME**) into the preferred first name field. For example, if Christopher Paul Smith goes by 'Paul', enter 'Paul' into the preferred name field. Enter all information using upper and lower case letters. Enter the legal spelling and format of the preferred first name as supplied to you by the person. If no preferred name is given, leave the field blank.

g. Legal Name

Lane Community College does not use the 'Legal Name' **field**. (Do not confuse the 'Legal Name field' with the **concept** of 'legal name', described above.) The standard system name (previously discussed) serves as the legal name.

NOTE: In Banner, the 'Legal Name' field is a single, free-format field that is NOT automatically updated if the person officially changes their name. The 'Legal Name' field cannot be used as the basis for database searches.

h. Non-Person Name/Vendor

Enter all information using upper and lower case letters. Acronyms are an exception. See the acronym section below. Enter the vendor's name as supplied to you by the vendor. This field is 60 characters long.

**NEVER** use the pound sign (#), the underscore (\_) (except in e-mail addresses) or the percent sign (%) because they cause ORACLE database errors.

You **MAY** use hyphens to separate double names.

You **MAY** use spaces if the legal spelling and format of the name includes spaces.

**ACRONYMS** – Enter acronyms for companies that are recognized by their acronyms (e.g., IBM, ITT). Use no spaces or punctuation between letters. Do not enter acronyms into the corporate entity name for companies that are not commonly recognized by the acronym.

Use the **AMPERSAND (&)** only when it is part of a formal name (e.g., Baltimore & Ohio Railroad). Do not use spaces between letters and '&' together (e.g., AT&T). Use the word 'and' in all other cases.

Enter the full company name if space is available. If not, use **ABBREVIATIONS** for corporate entities and organizations as described in the following list. Avoid using abbreviations for parts of names that may be used for searches. Do not use punctuation unless it is part of the formal name. Below are examples of abbreviations that Lane uses.

**Acceptable Abbreviations in Entity Names**

(Use only when space is insufficient)

Administration	Admin
Associates	Assoc
Association	Assn
Board	Bd
Commission	Comm
Community College	CC
Corporation	Corp
Department	Dept
District	Dist
Division	Div
International	Intl
Manager	Mgr
National	Natl
Rural Fire Protection District	RFPD
United States	US
University	Univ

Government Offices – Enter State and County departments and agencies with the State or County as the vendor. Enter a state name as follows: "Oregon State of" with one "L" number (L00000963). Enter each individual department as a separate BU address with a different sequence number. (Contact the Accounts Payable staff if you have questions.) Enter the name of State of Oregon departments, agencies, commissions, etc. as they are in the State of Oregon Telephone Directory with Oregon abbreviated as OR. Below are examples that Lane uses.

**Name**

State of Oregon  
City of Eugene  
Lane County  
Portland Community College  
University of Oregon  
Oregon State University

**Entered As**

Oregon State of  
Eugene City of  
Lane County  
Portland CC  
OR University of  
OR State University

**3. NAME AND ID CHANGE STANDARDS**

Only the Director of Enrollment Services and/or the Executive Director of Human Resources may approve a change to a generated ID 'L' number.

Name or SSN changes may require legal documentation (e.g., marriage certificate, court order, Social Security card, etc.). Refer to your department's procedures.

**4. ADDRESS STANDARDS**

In order to maintain accurate and consistent data, the College adheres to the USPS standards in the maintenance of addresses. You can enter multiple addresses for a person or vendor by using different address types.

Select the appropriate address type code from the validation table (**STVATYP**). When changing an address, update the **To** date field for the old address, and then insert a new address with the effective date in the **From** date field.

**Avoid using** the third address line in Banner. It is not included, in most cases, when Banner prints an address.

**a. Street Standards**

Enter all information using upper and lower case letters, **without periods**.

**NEVER** use the pound sign (#), the underscore (\_) (except in e-mail addresses) or the percent sign (%) because they cause ORACLE database errors.

You **MAY** use hyphens and slashes when needed for clarity or to designate fractions.

**DO NOT** leave blank lines between street lines.

Use the **AMPERSAND (&)**. **DO NOT** spell out the word 'and'.

Enter **'IN CARE OF'** as **'c/o'**. **DO NOT** use the percent sign (%) or spell out 'in care of'.

**b. Directional Values**

Always abbreviate directional values and enter them without punctuation or spaces.

**Abbreviations for Directional Values**

North	N
South	S
East	E
West	W
South East	SE

**c. Unit Numbers Such As Apartment, Building, Suite, Unit, Etc.**

**NEVER** use the pound sign (#), the underscore (\_) (except in e-mail addresses) or the percent sign (%) because they cause ORACLE database errors. Use 'No' instead of the pound sign (#). See appendices for appropriate abbreviations.

## Abbreviations for Unit Numbers

#	No
Apartment	Apt
Building	Bldg
Number	No
Room	Rm
Space	Sp
Suite	Ste
Unit	Unit

### d. Street and PO Box

See address appendix for standard abbreviations for street designators.

Do **NOT** use punctuation in the address.

The address format allows three lines of street address information.

Lane maintains both the street address and the PO Box in one address block. Enter them as in the following examples.

#### Entered As

John F Smith  
1379 NW Pine  
PO Box 2351  
Portland OR 97203

#### Mail Delivered To

John F Smith  
**PO Box 2351**  
**Portland OR 97203**

John F Smith  
PO Box 2351  
1379 NW Pine  
Portland OR 97203

John F Smith  
**1379 NW Pine**  
**Portland OR 97203**

### e. Campus Address Standards

When creating a "Campus" address in Banner with an address type of "CA", the following data standard shall apply: Address-Line1 shall contain the United States Postal Service mailing address of the facility where the employee works (or "4000 E 30th Avenue" for the main campus). Address-Line2 shall contain the building name and room number of the employee's primary work location, and if the location is at a facility other than the main campus, then Address-Line2 shall contain the "facility name" (e.g., LCC Downtown Center, LCC at Florence, LCC at Cottage Grove, LCC at Eugene Airport, Wildish Building, etc.). Deviations from this data standard may be corrected, as necessary.

### f. Military Address Standards

Enter the address as supplied to you by the person.

### g. International Addresses

Enter the international address as supplied to you by the student, such as in the following examples.

Cheng Li 7-301 Houji Middle of JiangNan Road Guang Zhou 510240 GuangZhou China P R C	Bader H Al-Khalifia c/o Aramco Dhahram 31311 Saudi Arabia
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## 5. CITY STANDARDS

Enter all information using upper and lower case letters. Do **NOT** abbreviate unless limited by space.

**NEVER** use the pound sign (#), the underscore (\_) (except in e-mail addresses) or the percent sign (%) because they cause ORACLE database errors.

## **6. STATE STANDARDS**

Select the correct state code from the validation table (**STVSTAT**).

## 7. ZIP CODE STANDARDS

You **MUST** enter postal codes for all U.S. and Canadian addresses.

a. U.S.

Enter the 5-digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and the last 4 digits, as shown in the example below.

97203, 97203-5798

b. Canadian

Enter the six-character postal code with spaces, as shown in the examples below.

T2T 2Y5, R2L 1N4

## 8. GENDER CODE STANDARDS

The College must classify each **employee** as male or female. However, you may enter 'N' for **student** gender if the correct value is not known.

<u>Code</u>	<u>Description</u>
M	Male
F	Female
N	Not Available

## 9. DATE STANDARDS

Enter dates in the format of mmddyyyy. Banner displays all dates as dd-mmm-yyyy. Example: 01171993 become 17-Jan-1993.

## 10. BIRTH DATE STANDARDS

Enter the date of birth according to the **DATE STANDARDS**. If you do not have a birth date, leave it blank until the correct date is determined.

## 11. CONFIDENTIAL INFORMATION INDICATOR STANDARDS

For employees and students, leave the Confidential Indicator unchecked, unless the employee or student officially requests confidentiality. For students, if the Confidential Indicator is checked, the College does not release Directory Information (see Requests for Information in the catalog).

If the Confidentiality Indicator is not checked, the College releases Directory Information only. Directory Information is limited to:

1. Student Name(s)	5. Major Field of Study
2. Dates of Attendance	6. Date of Graduation
3. Degrees Awarded	7. Most recent previous school attended
4. Honors	8. Participation in activities/sports

The College cannot release any other information contained in a student's educational record(s) at Lane to persons or organizations without the student's prior written approval. Do not release information beyond 'directory information' to anyone including relatives, friends, police officers, schools or colleges, other students, or prospective employers. Staff may not use any information about students for personal benefit.

## 12. CITIZEN TYPE STANDARDS

Currently, students are not routinely asked to provide citizenship information. If you do not know a person's citizenship, leave this field blank.

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
Y	U. S. Citizen	Person is known to be a U. S. Citizen
N	Not a U. S. Citizen	Persons with this value must have an international (SPAINTL or PPAINTL) record, including Visa information
X	Conversion Unknown	Citizenship unknown at Banner conversions, 2003

## 13. VISA TYPE STANDARDS

Lane uses the following values to identify visa types for employees and students.

<b>STVVVYP Code</b>	<b>Description</b>
B1	Tourist – Business
B2	Tourist – Pleasure
F1	Student Visa
F2	Student Dependent
H1	Work Authorized for Sponsoring Employer
H2	Temporary Worker
J1	Exchange Student/Scholar
J2	Exchange Student/Scholar Dependent
RA	Resident Alien
L2	Dependents of Intra-company Transferees
WV	Waiver
TN	Trade NAFTA

## 14. ETHNIC CODE STANDARDS

Lane uses the following ethnic codes. You may see other values in the system. Values beginning with an “x” are legacy values. **Under no circumstances should you use the legacy values for new persons.** Legacy values should be changed to the values below, whenever updated information is available.

<b>STVETHN/PPRETHN Code</b>	<b>STVETHN/PPRETHN Description</b>
10	Alaska Native
20	American Indian
30	Asian
40	Black, Non-Hispanic
50	Filipino
60	Hispanic
70	Native Hawaiian or Pacific Islander
80	White Non Hispanic
98	No Response
99	Other/Multi-racial

## 15. MARITAL CODES STANDARDS

Financial Aid uses the following marital codes, which load automatically with FAFSA data. Other systems at Lane do not use marital codes.

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
1	Single	Single, divorced or widowed
2	Married	Married or remarried
3	Separated	Legally married but living apart

## 16. RELIGION CODE STANDARDS

Lane Community College does not use religion codes.

## 17. LEGACY CODE STANDARDS

Lane Community College does not use legacy codes.

## 18. VETERAN FILE NUMBER STANDARDS

The Veteran File Number is the veteran's social security number.

## 19. DECEASED INFORMATION

Only the Director of Enrollment Services and/or the Executive Director of Human Resources are authorized to enter information in these fields. A 'Y' indicates that the person is deceased. If the College verifies the date of death, enter it in the date field. Banner does not allow a blank date. Enter 01010101 if the College was not able to verify the date of death.

## 20. E-MAIL ADDRESS (GOAEMAL)

Enter the e-mail address exactly as written or provided by the person, following their exact entry in terms of upper and lower case letters, spacing, punctuation and so on. Lane stores only one e-mail address per person. Enter it as a PR e-mail type.

## APPENDIX 1 – ADDRESS TYPES

### A NOTE ABOUT ADDRESS TYPES

Address information is shared by all Banner systems, and a well-defined process for determining address codes and data entry standards greatly increases the functionality of the system.

Banner allows a person or organization to have an unlimited number of addresses as long as there is only one *active* address per Address Type (User defined on STVATYP).

**NOTE:** An address is active when the inactive indicator is blank AND the To-Date field is blank or has a date in the future. An address is inactive when the inactive indicator is checked OR the To-Date field has a date prior to the current date.

The most common reasons to have an inactive address are:

- To store past address information when a person changes addresses (including prior business addresses),
- To indicate the active and inactive periods for temporary addresses.

For example, John Doe might have the following:

- A Permanent address
- An inactive Permanent address (A previous mailing address, stored for historic purposes)
- An address from a FAFSA application
- An optional Mailing address
- A Billing address, used only for statements.

Address information is updated in SPAIDEN or PPAIDEN, and displayed in a layered display (one address at a time). Banner displays addresses in alphabetical order by Address Type Code.

The chart below describes the address types that Lane uses and identifies who may update each type. Many individuals will only have a PR address. This is the default address type for the college.

### ADDRESSES AND LETTER GENERATION

#### Address Hierarchy:

Banner Letter Generation allows a user to define an ‘address hierarchy’ as part of the process. To define this hierarchy, follow these steps:

- at the prompt ‘Address Effective Date:’ enter the date you want to use to determine if an address is effective;
- at the prompt ‘Address Type:’ enter the address types you want to use first, if present, then second, and so on.

For example, entries of 1BI 2MA 3PR would instruct the system to look first for an effective Billing address (1BI). If none exists, the system would look next for an active Mailing address. (2MA). If neither of these address types has an active address for the individual, the system uses the Permanent address. **The system does not generate a letter if there is no effective address for a person.**

### ADDRESS TYPE AND MAINTENANCE TABLE

Type	Update Permissions					Use
	ExpressLane	FIN	HR	STU	FA	
BI	Yes	Yes		Yes		Billing, if present, use for invoices and statements
BU		Yes				Business, use for vendors only
CA			Yes			Campus, use for employees HR sets up at hire or reassignment
MA	Yes	Yes	Yes	Yes	Yes	Optional mailing address
PR	Yes	Yes	Yes	Yes	Yes	Main permanent address, required for all persons
XX						Used by system



## ABBREVIATIONS FOR STREET DESIGNATORS (STREET SUFFIXES)

Lane uses U.S. Postal Service abbreviations for street and unit designations whenever possible. If the abbreviation you need is not included in this chart, see the USPS web page at [www.usps.com](http://www.usps.com). Always enter street designators in upper and lower case.

Alley	Aly	Fork	Frk	Pines	Pnes
Annex	Anx	Forks	Frks	Place	Pl
Arcade	Arc	Fort	Ft	Plain	Pln
Avenue	Ave	Freeway	Fwy	Plains	Plns
Bayou	Byu	Gardens	Gdns	Plaza	Plz
Beach	Bch	Gateway	Gtwy	Point	Pt
Bend	Bnd	Glen	Gln	Port	Prt
Bluff	Blf	Green	Grn	Prairie	Pr
Bottom	Btm	Grove	Grv	Radial	Radl
Boulevard	Blvd	Harbor	Hbr	Ranch	Rnch
Branch	Br	Haven	Hvn	Rapids	Rpds
Bridge	Brg	Heights	Hts	Rest	Rst
Brook	Brk	Highway	Hwy	Ridge	Rdg
Burg	Bg	Hill	Hl	River	Riv
Bypass	Byp	Hills	Hls	Road	Rd
Camp	Cp	Hollow	Holw	Row	Row
Canyon	Cyn	Inlet	Inlt	Run	Run
Cape	Cpe	Island	Is	Shoal	Shl
Causeway	Cswy	Islands	Iss	Shoals	Shls
Center	Ctr	Isle	Isle	Shore	Shr
Circle	Cir	Junction	Jct	Shores	Shrs
Cliffs	Clfs	Key	Ky	Spring	Spg
Club	Clb	Knolls	Knls	Springs	Spgs
Corner	Cor	Lake	Lk	Spur	Spur
Corners	Cors	Lakes	Lks	Square	Sq
Course	Crse	Landing	Lndg	Station	Sta
Court	Ct	Lane	Ln	Stravenue	Stra
Courts	Cts	Light	Lgt	Stream	Strm
Cove	Cv	Loaf	Lf	Street	St
Creek	Crk	Locks	Lcks	Summit	Smt
Crescent	Cres	Lodge	Ldg	Terrace	Ter
Crossing	Xing	Loop	Loop	Trace	Trce
Dale	Dl	Mall	Mall	Track	Trak
Dam	Dm	Manor	Mnr	Trail	Trl
Divide	Dv	Meadows	Mdws	Trailer	Trlr
Drive	Dr	Mill	MI	Tunnel	Tunl
Estates	Est	Mills	Mls	Turnpike	Tpke
Expressway	Expy	Mission	Msn	Union	Un
Extension	Ext	Mount	Mt	Valley	Vly
Fall	Fall	Mountain	Mtn	Viaduct	Via
Falls	Fls	Neck	Nck	View	Vw
Ferry	Fry	Orchard	Orch	Village	Vlg
Field	Fld	Oval	Oval	Ville	Vl
Fields	Flds	Park	Park	Vista	Vis
Flats	Flt	Parkway	Pkwy	Walk	Walk
Ford	Frd	Pass	Pass	Way	Way
Forest	Frst	Path	Path	Wells	Wls
Forge	Frg	Pike	Pike		

## **ABBREVIATIONS FOR UNIT NUMBERS**

Apartment	Apt
Building	Bldg
Number	No
Room	Rm
Space	Sp
Suite	Ste
Unit	Unit

**APPENDIX 2—TELEPHONE TYPES**

**TELEPHONE TYPES AND MAINTENANCE TABLE**

Type	Update Permissions					Use
	ExpressLane	FIN	HR	STU	FA	
BI	Yes	Yes		Yes		Billing, use only if the billing phone is different from the permanent
BU		Yes				Business, use for vendors only
CA			Yes			Campus, use for employees HR sets up at hire or reassignment
CELL	Yes	Yes	Yes	Yes	Yes	Cell phone number
FAX	Yes	Yes	Yes	Yes	Yes	Fax number
WORK	Yes			Yes	Yes	Use only for students to record their work number
PR	Yes	Yes	Yes	Yes	Yes	Main permanent telephone number for all persons

## **APPENDIX 3—DATA ACCESS PROCESSES**

The College uses four processes to manage access to administrative information by Lane staff.

### **INFORMATION CONFIDENTIALITY STATEMENT**

Every Lane employee must sign this statement prior to being provided access to college information. This statement is stored in Human Resources as part of the employee file for regular employees. The FWS Coordinator stores it for Work Study and Learn and Earn employees. For all others, the department employing the individual collects the statement and forwards it to HR as part of the PAF process.

### **DATA ACCESS REQUEST**

The need for some employees to access administrative information is clear, based on their job assignment. Each Data Custodian will identify these and will keep a record of specific information regarding the nature of that access.

In other cases, the need for access is not as clear. These employees and/or their supervisors will initiate a request for access to the appropriate Data Custodian(s). The request will provide specifics about the data that the employee needs to access, the reasons for the access, and whether the access is query or update. The Data Custodian will act on the access request and will maintain files of approved and denied requests.

### **ACCESS IMPLEMENTATION**

#### **PROCESS STEPS**

1. Data Custodian identifies Banner objects needed for the staff member
2. Data Custodian provides Computer Services Help Desk with staff member identity and Banner objects for access
3. Computer Services completes the service request and notifies the Data Custodian
4. Data Custodian schedules training and ensures that:
  - New Banner users change passwords on first entry to the system
  - Training takes place
  - Staff member is proficient in use of programs.

#### **ACCESS DENIAL APPEAL**

If a Data Custodian denies the access request, the staff member requesting access or his/her supervisor may appeal the decision, in writing, to the supervisor of the Data Custodian. The appeal must be submitted within 10 working days of the date of the denial and should include a copy of the Request Denial, and a written statement of why the decision deserves reconsideration. The Data Custodian's supervisor may request additional information from the Data Custodian. Decisions resulting from this appeal process are final.