**Agency ID Data Standard – A DPB Summary**

DPB is legislatively responsible for the creation and maintenance of agency codes, names, abbreviations, and other items of information related to agency identification. Hence, the formal Commonwealth’s Chart of Accounts data standard relies on DPB in the development of the Agency ID data standard.

**How do I locate the agency listing?**

The data standard refers to the availability of listings for agency codes, agency names, and agency abbreviations on DPB’s Web site. This information is available from DPB’s chart of accounts report **COA2.0**, which 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 to state agency budget personnel.

DPB’s chart of accounts Web page is located by clicking on the “Virginia’s Budget” menu pick on the DPB home page, and the “Chart of Accounts” tab is available from the resulting Web page, with report COA2.0 as one of several report options. The “Chart of Accounts” web page can also be found by clicking on the link provided separately from this document.

**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.