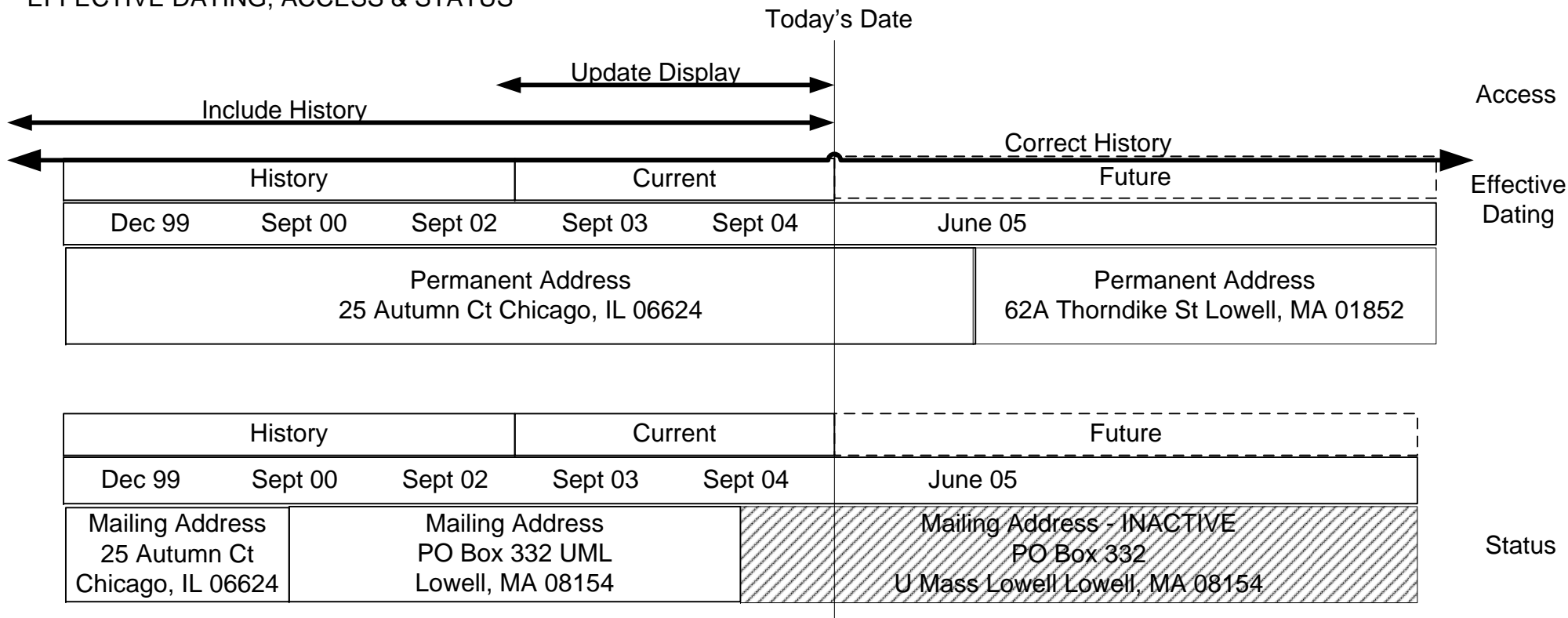


EFFECTIVE DATING, ACCESS & STATUS



Addresses consist of four parts:

1. An address type (home, business, dorm, etc.)
2. An address (including country, city, state, county and ZIP Code)
3. An effective date
4. A status

Effective Date

- ◆ The effective date contains the date on which this address became "current".
- ◆ It can contain a date sometime in the future, indicating the date on which this address will become active.
- ◆ An address remains current until another address of the same type becomes effective.
- ◆ Previous addresses that are no longer current are not deleted, but remain as historical information within the system.

Status

- ◆ The status of an address can be either active or inactive, but, in general, is usually active.
- ◆ Addresses that are no longer current (and thus, part of history) **should not be made inactive** as their effective dating indicates it is no longer current.
- ◆ Examples of situations when an address might be made inactive include:
 - When a piece of communication is returned by the post office due to a wrong address; or
 - An address type should no longer be used, e.g., a person has a mailing and a permanent address but wants certain mail to go to the permanent address. Making the mailing address type inactive will result in only the permanent address being selected for a communication.

OFFICE ADDRESS USAGE

Admissions	MAIL	LOCAL	PERM	
Registrar	MAIL	LOCAL	PERM	
Financial Aid	MAIL	LOCAL	PERM	
Bursar (Billing) 1	BILLING	PERM	MAIL	LOCAL
Bursar (Billing) 2	BILLING	PERM		
Housing	MAIL	LOCAL	PERM	
Alumni	DORM	MAIL	LOCAL	PERM