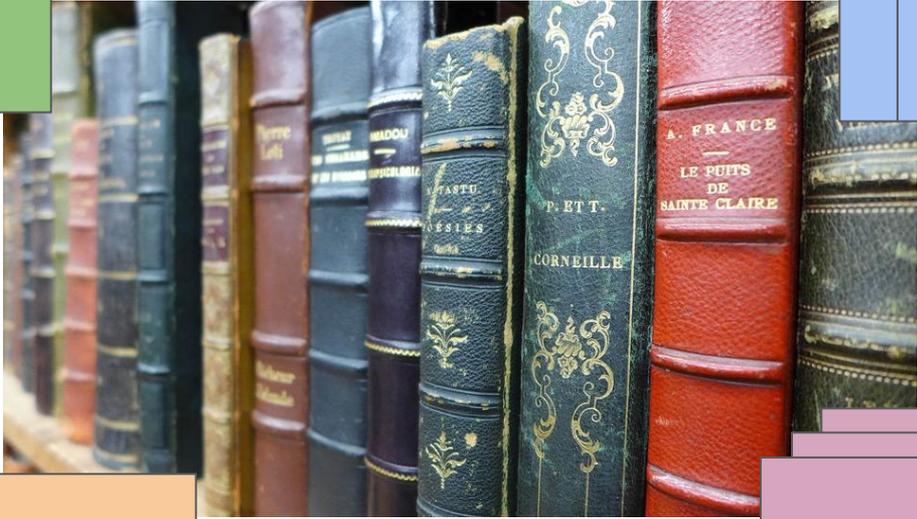


Data dictionaries

DATA DICTIONARY

RECORD LAYOUT



TECHNICAL DOCUMENTATION

FILE SPECIFICATIONS

4. EXTRACT FILES SPECIFICATION

4.1 Case Extract

	Field	Data Type	Size	Definition
1	CsInstanceID	Int		Unique identifier for a case.
2	CaseNumber	Varchar	50	The number assigned to the case by the Records Section. Supreme Court cases begin with "S" and Court of Appeals cases begin with "A".
3	AppellateCourt	Varchar	16	Which court the case is in. Values are: Supreme Court, Court of Appeals
4	CaseClass	Varchar	150	The general classification of the case. See Appendix for values.
5	CaseType	Varchar	150	A more specific classification of the case. See Appendix for values.
6	CaseSubtype	Varchar	150	A more detailed classification of the case. See Appendix for values. If the value is "(former classification)", this means that it is an old OJIN case type that was not able to be automatically migrated to the new system.
7	CaseStatus	Varchar	150	The current stage of the case as it progresses through the system.
8	FiledDate	Date	8	The date the case was first filed in the court.
9	FullTitle	Varchar	1000	The case title that will be used on official documents such as orders. <i>This field usually contains line feeds (carriage returns).</i>
10	ShortTitle	Varchar	150	A shorter version of the case title that can be used for lists and reports.
11	RunningHead	Varchar	500	The case title as shown in the citation.
12	ExpeditedFlag	Char	1	Indicates that the case has been determined to be expedited, usually by state statute.
13	ExpeditedReason	Varchar	150	The reason that the case has been expedited. Values are: Case Classification, Other, Summary Determination of Appealability.
14	SubmissionForm	Varchar	20	The form that the case is submitted to the court. Values are:

A	B	C	D	E	F	G	H	I
CASFIL								
Field	Data Type	Field Length	Buffer Length	Buffer Position	Field Usage	Column Heading		
UPDTYP	CHAR	3	3	1	Both	Update Type		
FILNAM	CHAR	10	10	4	Both	File Name		
ENTMMDD	CHAR	4	4	14	Both	Entry MMDD		
ENTYY	CHAR	2	2	18	Both	Entry YY		
ENTTIM	CHAR	6	6	20	Both	Entry Time		
COURTT	CHAR	1	1	26	Both	Court Type		
COURTL	CHAR	3	3	27	Both	Court Location		
CASNBR	CHAR	10	10	30	Both	Case Number		
FILDTA	CHAR	186	186	40	Both	File Data		FILDTA Buffer Position
The following further defines the FILDTA field above for the file CASFIL:								
RCDTYP	CHAR	3	3	40	Both	Record Type		1
RELPTYSID	CHAR	3	3	43	Both	Related Party Side		4
RELPTYID	ZONED	5	5	46	Both	Related Party Id		7
CASCLS	CHAR	2	2	51	Both	Case Class		12
CASTYP	CHAR	2	2	53	Both	Case Type		14
CASSTS	CHAR	4	4	55	Both	Case Status		16
MSTCASNBR	CHAR	10	10	59	Both	Master Case Number		20
MSTCASTYP	CHAR	3	3	69	Both	Master Case Type		30
CASFILDAT	ZONED	7	7	72	Both	Date Case Filed		33
CASSTRDAT	ZONED	7	7	79	Both	Date Case Started		40
RNSDAT	ZONED	7	7	86	Both	Initial Entry Date		47
ORIGINTYP	CHAR	2	2	93	Both	Case Origin		54
STRINS	CHAR	4	4	95	Both	Starting Instrument		56
DACASNBR	CHAR	10	10	99	Both	District Attorney Number		60
PRVCOURT	CHAR	4	4	109	Both	Previous Court		70
PRVCASNBR	CHAR	10	10	113	Both	Previous Case Number		74
PRVDCN	CHAR	4	4	123	Both	Previous Decision		84

CRGFIL								
Field	Data Type	Field Length	Buffer Length	Buffer Position	Field Usage	Column Heading		
UPDTYP	CHAR	3	3	1	Both	Update Type		
FILNAM	CHAR	10	10	4	Both	File Name		
ENTMMDD	CHAR	4	4	14	Both	Entry MMDD		
ENTYY	CHAR	2	2	18	Both	Entry YY		
ENTTIM	CHAR	6	6	20	Both	Entry Time		
COURTT	CHAR	1	1	26	Both	Court Type		
COURTL	CHAR	3	3	27	Both	Court Location		
CASNBR	CHAR	10	10	30	Both	Case Number		
FILDTA	CHAR	186	186	40	Both	File Data		FILDTA Buffer Position
The following further defines the FILDTA field above for the file CRGFIL:								
RCDTYP	CHAR	3	3	40	Both	Record Type		1
CRGID	ZONED	5	5	43	Both	Charge Id		4
PRVCRGID	ZONED	5	5	48	Both	Previous Charge Id		9
CRGCNT	ZONED	5	5	53	Both	Charge Count		14
INCDAT	ZONED	7	7	58	Both	Incident Date		19
CTTISSDAT	ZONED	7	7	65	Both	Citation Issue Date		26
LAWAGENCY	CHAR	4	4	72	Both	Law Agency		33
LAWNBR	CHAR	8	8	76	Both	Law Number		37
LAWCDE	CHAR	4	4	84	Both	Law Code		45
CRGMDFAGN	CHAR	4	4	88	Both	Charge Modifier Agency		49
CRGMDFNBR	CHAR	8	8	92	Both	Charge Modifier Number		53
CTTNBR	CHAR	10	10	100	Both	Citation Number		61
ORGAGN	CHAR	4	4	110	Both	Original Agency		71
ORGAGNRPTN	CHAR	10	10	114	Both	Original Agency Report #		75
BPSTNBR	CHAR	6	6	124	Both	BPST Number		85
LICPLTSTA	CHAR	2	2	130	Both	License Plate State		91
LICPLTNBR	CHAR	8	8	132	Both	License Plate Number		93
ACCRFI	CHAR	1	1	140	Both	Accident Related		101

INFORMATION MANAGEMENT SYSTEMS

Hard-wired tools that serve a major bureaucratic need

Specialized applications

Built for this agency, living on the agency's servers

Software as a service

Living in the cloud, e.g. Gannett's Concur expense software or DayForce



GANNETT

Hello, Steven

+

Start a
Report

+

Upload
Receipts

00

Required
Approvals

00

View Trips

00

Available
Expenses

00

Open
Reports

TRIP SEARCH



WARNING-Holding multiple reservations for same routing or times or making multiple airline changes is considered an illegal booking practice by the airlines. This can result in additional fees billed to your credit card at a later date.

Mixed Flight/Train Search

Round Trip

One Way

Multi City

From

Departure city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

To

Arrival city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

Search

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MY TRIPS (0)



You currently have no upcoming trips.

ALERTS

TripIt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **TripIt**. [Connect to TripIt](#) Not right now

You haven't signed up to receive e-receipts. [Sign up here](#)



Hotel receipts sent to Concur and itemized for you. Connect your accounts in the App Center.

Connect

COMPANY NOTES

****IMPORTANT*** Unused airline tickets booked through Egencia or Concur:

To book a new flight using unused airline tickets, please contact Travel Inc. at 877-259-9854. To help locate the information, please state if the original flight was booked through EGENCIA or more recently through CONCUR travel.

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[Read more](#)

MY TASKS



Required Approvals →



Available Expenses →



Open Reports →

The HR and payroll database

Employees table

Name	DOB	Employee ID
Joe	9/1/90	ABCD
Anne	8/4/92	EFGH

Positions table

Department	Job	Start	End	Employee ID	Position ID
Parks	Director	5/1/11	12/31/14	EFGH	1500
Housing	Director	1/1/15		EFGH	2000

Paychecks table

Date	Hours	Dollars	Employee ID	Paycheck ID
1/1/21	40	\$500	ABCD	150001
1/8/21	40	\$500	ABCD	150943

Facing barriers

Think: How does the agency use the DB?

Queries

- Custom code by programmer that connects tables and return lists

Reports

- Commonly used queries that anyone can run at touch of a button, sometimes outputting to Excel

Searches

- Easy interface to look up a record for review or updates: e.g. employee name or new position

Gaining more insight

- Request or search online for **training materials**. These can help you guess which tables and fields exist.
- Find the **contract** under which the agency got the database built or purchased to see if a data dictionary was provided in the specs.
- Ask the **software company's** flak for background info on the software.
- View the **DB interface** over the shoulder of an employee who uses it. Ask for screenshots of all the query screens.
- Ask for **blank paper forms** used to collect information for the DB.



The negotiation

Ask for a detailed breakdown of costs

How much of the cost is computer processing time versus specific labor tasks?

How many labor hours for programming vs. review of potentially exempt material?

Who is doing the review, and at what hourly pay rate?

Who is doing the programming, and at hourly pay rate?

Option: Tell them to just give you the whole database

Their explanation: Costly paying programmers for queries to isolate records you care about.

Your answer: Please just copy all tables to CSV. I'll take it from there.

Option: Make them specify fields needing legal review

Their explanation: Costly paying lawyers to scour thousands of records for exempt material.

Your answer: Please specify which fields need review.

Your next move: They can't argue dates and names need review. Narratives, maybe.

4. Decide whether you really need the narratives

Problem

A day care inspection DB has fields for:

- “number of violations” (#)
- “inspector findings” (narrative)

Agency wants to read every finding (\$\$)

Possible answer

1. Get data without “inspector findings.”
2. Identify top 10 violators.
3. Request narratives just on them.