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IMMEDIATE ATTENTION

ORDERS MUST BE PLACED BY SEPTEMBER 15, 1976

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1976 August 6

MEMORANDUM FOR FIPS Points of Contact
Data Standards Points of Contact
FIPSCAC

FROM: Harry S. White, Jr. *Harry S. White Jr.*
Associate Director for ADP Standards

Subject: Prepublication Announcement for FIPS PUB 45, Guide for the
Development, Implementation and Maintenance of Standards
for the Representation of Computer Processed Data Elements

Within the next few weeks, new FIPS PUB 45 on data standardization will be published. This publication provides technical and administrative guidelines for the development, use, and maintenance of standards for representing data elements used in computer based systems. Basic concepts and terminology of data standardization are provided in addition to evaluation criteria for assessing various coding alternatives.

This publication is a technical guide on data standardization which was developed under the auspices of the American National Standards Institute through its Committees X3 and X3L8. Additionally, it is being used as the basis for the development of international standards and guidelines by the International Organization for Standardization.

FIPS PUB 45 is provided as a basic reference to assist Federal departments and agencies in the development, implementation and maintenance of standards for data elements and representations in accordance with the provisions of Part 6, Title 15, of the Code of Federal Regulations and to serve as a useful technical base for those who are currently involved in or are about to begin data standardization activities as part of their information management functions.

By placing a requisition for copies of FIPS PUB 45 now, your organization can take advantage of the "rider requisition" price and will receive your copies from GPO as soon as they are printed. In order to take advantage of this prepublication rider price, your printing and binding requisition (GPO Standard Form No. 1) must be prepared and submitted to GPO by no later than 1976 September 15. Your publication office should be familiar with this process. The title, SD Catalog Number, approximate cost, and Commerce Requisition Number should be listed as follows:

contd.

FIPS PUB 45, Guide for the Development, Implementation and Maintenance of Standards for the Representation of Computer Processed Data Elements. Approximate cost 70 cents a copy, Commerce Requisition Number 1591.

After the initial printing and distribution of this FIPS PUB, all subsequent orders must be placed with the National Technical Information Service, Springfield, Virginia 22161 which assumed the sales support service for all FIPS publications as of August 1. For additional information regarding this publication, you may contact Mrs. Hazel McEwen of the NBS Office of ADP Standards Management, Institute for Computer Sciences and Technology (telephone 301/921-3157).