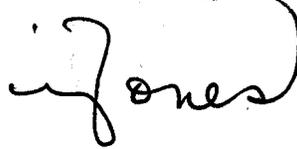


For: State and County Offices

Administrative State and County Codes in the Common Land Unit (CLU) Attributes

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Attribute columns for administrative State (ADMIN_STATE) and administrative County (ADMIN_COUNTY) codes were added to the ArcSDE CLU layer in version 4.1.13 of the ArcGIS CLU Maintenance Tool. Concerns have been raised about which county’s codes should be considered the administrative State and county codes of a given CLU dataset in Service Centers that manage more than 1 CLU dataset.

B Purpose

This notice informs State and County Offices about:

- appropriate administrative State and county codes to use to populate the “ADMIN_STATE” and “ADMIN_COUNTY” columns recently added to the CLU attributes
- populating the “ADMIN_STATE” and “ADMIN_COUNTY” columns using the ARCGIS CLU Maintenance Tool.

2 Appropriate Administrative State and County Codes in the CLU Layer

A Appropriate Administrative State and County Codes Explained

The administrative State and county of a given CLU dataset are the State and county codes used in the name of that CLU dataset. Therefore, in any given individual CLU dataset, the “ADMIN_STATE” and “ADMIN_COUNTY” columns will match the “STATE_CODE” and “COUNTY_CODE” columns respectively in all cases except for CLU polygons which represent out-of-county land that has been in-transferred. Additionally, the “ADMIN_STATE” and “ADMIN_COUNTY” codes will be the same for all polygons within the dataset. Service Centers which manage more than 1 CLU dataset will use separate administrative State and county codes for each individual dataset.

Disposal Date	Distribution
January 1, 2008	State Offices; State Offices relay to County Offices

2 **Appropriate Administrative State and County Codes in the CLU Layer (Continued)**

B Examples

The following are examples of appropriate population of the “ADMIN_STATE” and “ADMIN_COUNTY” columns recently added to the CLU attributes.

Example 1: Single County Service Center – Clinton County, Michigan

The Service Center in Clinton County, Michigan, manages 1 CLU dataset – clu_a_mi037 (Clinton County).

The FSA State and county codes for Clinton County, Michigan, are 26 and 037 respectively. The “ADMIN_STATE” and “ADMIN_COUNTY” attributes in clu_a_mi037 will be populated with 26 and 037 respectively for all CLU polygons including in-transfers. The “State_Code” and “County_Code” attributes will continue to reflect the physical location of the CLU polygons.

Example 2: Multi County Service Center - Alpena County, Michigan

The Service Center in Alpena County, Michigan, manages 3 CLU datasets – clu_a_mi001 (Alcona County), clu_a_mi007 (Alpena County), and clu_a_mi119 (Montmorency County).

The FSA State and county codes for Alcona County, Michigan, are 26 and 001 respectively. Although clu_a_mi001 is managed at the Service Center in Alpena County (whose county code is 007), the “ADMIN_STATE” and “ADMIN_COUNTY” attributes in clu_a_mi001 will be populated with 26 and 001 respectively for all CLU polygons including in-transfers. The “State_Code” and “County_Code” attributes will continue to reflect the physical location of the CLU polygons.

The FSA State and county codes for Alpena County, Michigan, are 26 and 007 respectively. The “ADMIN_STATE” and “ADMIN_COUNTY” attributes in clu_a_mi007 will be populated with 26 and 007 respectively for all CLU polygons including in-transfers. The “State_Code” and “County_Code” attributes will continue to reflect the physical location of the CLU polygons.

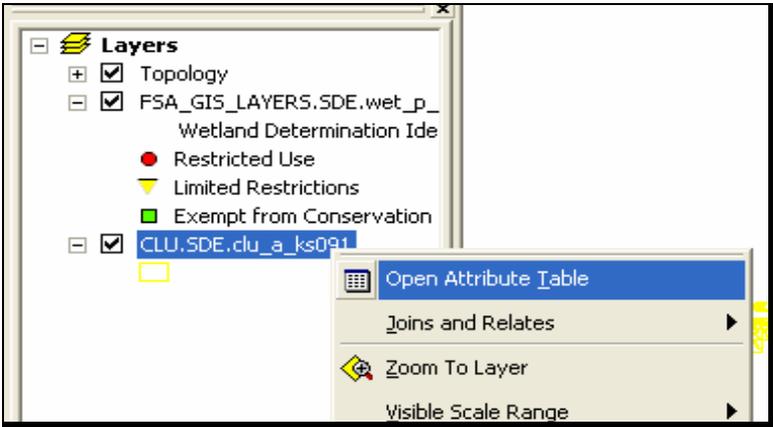
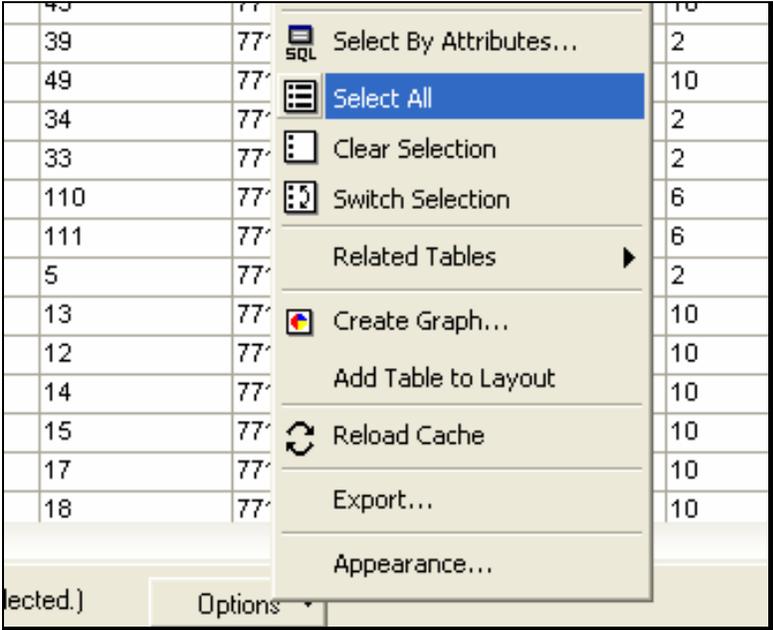
The FSA State and county codes for Montmorency County, Michigan, are 26 and 119 respectively. Although clu_a_mi119 is managed at the Service Center in Alpena County (whose county code is 007), the “ADMIN_STATE” and “ADMIN_COUNTY” attributes in clu_a_mi119 will be populated with 26 and 119 respectively for all CLU polygons including in-transfers. The “State_Code” and “County_Code” attributes will continue to reflect the physical location of the CLU polygons.

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2 Appropriate Administrative State and County Codes in the CLU Layer (Continued)

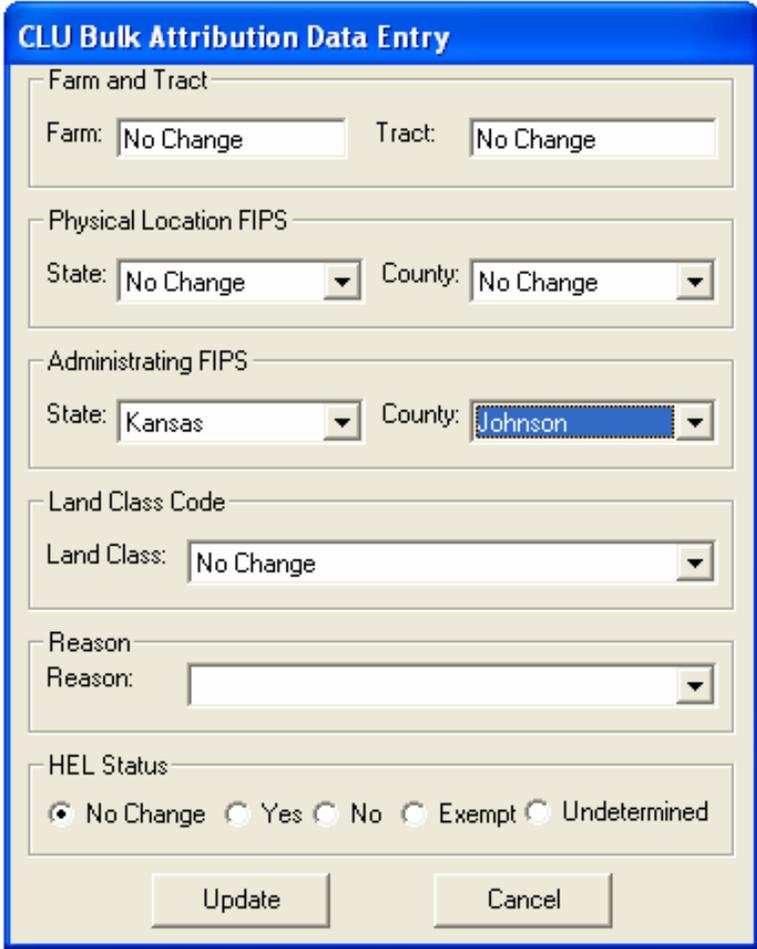
C Populating or Updating “ADMIN_STATE” and “ADMIN_COUNTY” Columns in the CLU Layer

Populate or update the “ADMIN_STATE” and “ADMIN_COUNTY” columns in the CLU layer according to this table.

Step	Action
1	Open the saved CLU Maintenance Tool Project or create a new project if no project exists.
2	<p>Right click on the CLU layer in the ArcGIS Table of Contents and select “Open Attribute Table”.</p> 
3	<p>CLICK “Options” on the attribute table and CLICK “Select All”.</p>  <p>Note: The “Select All” process may take several minutes depending on the size of the database.</p>

2 Appropriate Administrative State and County Codes in the CLU Layer (Continued)

C Populating or Updating “ADMIN_STATE” and “ADMIN_COUNTY” Columns in the CLU Layer (Continued)

Step	Action
4	<p>After all records are selected, CLICK “CLU Bulk Attribution”  on the Maintenance Toolbar to open the CLU Bulk Attribution Data Entry window and select the appropriate administrative State and county codes.</p> 
5	<p>CLICK “Update” to update the “ADMIN_STATE” and “ADMIN_COUNTY” codes.</p> <p>Notes: The update process is time consuming and could possibly take an hour or longer to complete. The tool may appear not to be responding. However, unless absolutely necessary, do not close the tool or end the process until the attribution is complete.</p> <p>If an error occurs during the update process, users should select smaller sections of the county individually and run the Bulk Attribution tool on these sections separately.</p>

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3 Action

A State Office Action

State Offices shall:

- ensure that County Offices appropriately populate the “ADMIN_STATE” and “ADMIN_COUNTY” columns in the CLU layer
- assist County Offices with questions or concerns about this notice
- contact Dan Culli in the National Office with questions or concerns about this notice by either of the following:
 - e-mail at **daniel.culli@wdc.usda.gov**
 - telephone at 202-690-1942.

B County Office Action

County Offices shall:

- appropriately populate the “ADMIN_STATE” and “ADMIN_COUNTY” columns in the CLU layer using the process in this notice
- contact State GIS Specialists/Coordinators with questions or concerns about this notice.