



# United States Department of the Interior


FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240



In Reply Refer To:  
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## Memorandum

To: Service Directorate   
From: Assistant Director-Business Management and Operations  
Subject: Adoption of Data Standards

Two data element standards have successfully completed the formal national review process for proposed data standards and are hereby formally adopted. The comments received from Service personnel have been incorporated into the final standards whenever practical. Please distribute this memorandum and attachments to all Regional and Field Offices to ensure that staff members are aware of these standards, and the requirement to apply them Servicewide where appropriate.

The final data standards identified below may be viewed on the Service Internal Internet at <http://sii.fws.gov/r9data/>, and on the Internet at <http://www.fws.gov/stand/>:

Data Element: Fiscal Year  
Data Element: Telephone Number

A printed copy of these standards may be requested from Barbara White, Data Specialist, Branch of Data and Systems Services, Division of Information Resources Management, via electronic mail, or by phone at 303-275-2310.

Attachment