

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
**STANDARD NAME PROCEDURES**

**Purpose -**

To have all name information standardized so all County personnel may enter uniform and consistent name data into computer files.

To allow the integration and comparison of computer files using the standardized name as a common link or key.

To enhance County revenues by ensuring that each taxable entity is properly identified and listed on the appropriate tax roles, including, but not limited to: real and personal property, business license and sales tax.

To allow for the efficient storage of name information and to have the ability to provide consistent and appropriate name information rearrangement according to the department (user) needs: mailing labels, queries, searched and listings.

**1.0 Definitions**

- 1.1 Alternate Name- An additional or other name used by a business, institution, association, organization or individual (e.g. AKA-Also Known As).
- 1.2 Name Format- The arrangement or sequence of the various components of the name field.
- 1.3 Components- Individual associated elements of a name.
- 1.4 Computer Files- Data recorded on storage media in computer Systems.
- 1.5 Delimiter- A special character used to separate one name component from another.
- 1.6 Fixed Format Field (Standardized Configuration) -A format in the computer record in which each data element is contained within its own field.
- 1.7 Individual Person Name- The name of an individual as it is recorded and entered for ownership or other institutional purposes.
- 1.8 Integration- Implies the combining or associating of both computer systems and files as well as data elements.
- 1.9 Name- The name of a business, institution, association, organization or individual which is recorded in the records of Salt Lake County.
- 1.10 Name Descriptor- The components of "Professional Designation," "Status," and "Ownership Percentage" which describe additional attributes of the name.
- 1.11 Numeric Component Conversions- The process of converting components with numeric values to alphabetic equivalents (e.g. 200 = TWOHUNDRED).

- 1.12 Ownership Percentage- The percentage of ownership entitlement provided in a deed to real property.
- 1.13 Professional Designation- A designation which defines some form of professional accreditation or certification.
- 1.14 Query- A process of searching for data in a computer file or database.
- 1.15 State Abbreviations- The abbreviations which the Postal Service recognizes for each of the 50 United States and its sovereign territories.
- 1.16 Status- The relationship between the name and the recorded document or property (e.g. JT = joint tenants in common; ET AL = and others)

## **2.0 Scope of Name Procedures**

- 2.1 The flare procedures herein shall apply, but not be limited, to data entry.
- 2.2 Consideration of name procedures shall be given when designing business forms and other documents which may be used for computer data entry.
- 2.3 The Salt Lake County Name Editor, or other approved name editor, shall be designed and implemented into all computer applications name information is entered. All existing computer programs will be reviewed for implementation of the name editor. Exceptions shall be approved by the Information Systems steering Committee.

## **3.0 General Name Entry Standards**

- 3.1 Only UPPER CASE letters are to be used. Lower case letters will not be allowed.
- 3.2 The first word of a name entry will always be entered in it's entirety, never abbreviated unless abbreviation appears on the source document. If the first word is the word "the, ""a" or "Dr" it is moved to the end of the name.
- 3.3 If any portion of the name suggests that the name is for a business, then use the business name format and not the individual person name format.
- 3.4 An alternate name will be entered as a separate name with the following abbreviations:  
 AKA: = also known as  
 FKA: = formerly known as  
 NKA:= now known as  
 DBA: = doing business as

EXAMPLE: JOHN SMITH CO  
 DBA: SMITH CONSTRUCTION CO

- 3.5 A semi-colon (;) will be used as the delimiter which denotes the beginning of name descriptor information.

EXAMPLE: SMITH, JOHN A & MARY R; TC

- 3.6 State names will be abbreviated when they are part of a name entry, except if they are the first word of the name. (See Table 7.1 of state abbreviations on page 10.)

## 4.0 Individual Names Entry Rules

### 4.1 GENERAL RULES FOR INDIVIDUAL NAME POLICY

- 4.1.1 The individual names shall be entered in a free-format field.
- 4.1.2 To free-format fields should be available, and the provision should exist to allow the entry of additional names (if required).
- 4.1.3 The entry of the name must conform with the rules listed below. The usage of the name will dictate the manner in which the name will be stored on the calculator. All names which will be used in searches or for matching purposes between sets of data may be stored in the individual component format. This may require the storage of each name in both formats; 1) in the free-format configuration for screens, reports, notices, etc.; and 2) in the fixed format field for searches, matches, etc.

### 4.2 SPECIFIC DATA ENTRY RULES FOR INDIVIDUAL NAMES

- 4.2.1 The individual person name(s) components will be entered in the following sequence:
  - a. Last name
  - b. Comma
  - c. Space
  - d. First name
  - e. Space
  - f. Middle name
  - g. Space
  - h. Lineage (See Table 7.2)

EXAMPLE: SMITH, JOHN LEE JR

- 4.2.2 If additional first names are required, enter as:
  - a. Space
  - b. Ampersand (&)
  - c. Space
  - d. First name
  - e. Space
  - f. Middle name

EXAMPLE: SMITH, JOHN LEE & MARY LOU

- 4.2.3 If additional first names are not required, the following descriptive information components would be entered after the final first name.
  - a. Semi-colon
  - b. Space
  - c. Descriptor information & entry sequence
    - \* Professional Designation (Plural indicates designation applies all individuals).
    - \* Status
    - \* Ownership Percentage

EXAMPLE: SMITH, JOHN LEE & MARY LOU; DR JT

(see Tables 7.3, 7.4 & 7.5 for professional designations status abbreviations and ownership percentages on pages 12,13, & 14.)

- 4.2.4 The comma which follows the last name is not optional! This comma will be used as a delimiter which identifies this name entry as being an individual name entry.
- a. Only one comma will be allowed in an individual name entry.
  - b. Only one last name can be entered on a single individual name entry.
  - c. If more last names exist, they must be entered as separate name entries.
  - d. The ampersand (&) implies:
    - i. that the last name previously given in this name entry pertains to the first name which follows the ampersand ( See 5.22b)
    - ii. that the individual preceding the ampersand is joined with the next name field (the ampersand (&) must be the last character in the field)

EXAMPLES: SMITH, JOHN A &  
 JONES, MARY A &  
 ALLEN, JAMES T; JT

LONG, RICHARD D; 1/3 INT  
 MOORE, JACK F; 1/3 INT  
 BROWN, LILLY P; 1/3 INT

- 4.2.5 Punctuation is not permitted in the entry of names, with the exception of the following:
- a. Dash
  - b. Single quote (use for contractions)
  - c. Ampersand (&)
  - d. Parenthesis which surround optional comments (descriptors, store numbers, etc.).
- Note:** Item enclosed within parenthesis are not considered in the sort procedures.
- e. A question mark in the last position of the name field is used only to denote that the name was illegible on the original source document.

- 4.2.6 The lineage component is to be inserted at the appropriate position within the name. (See Table 7.2, Page 11)

EXAMPLES: SMITH, JOHN A JR & MARY R  
 SMITH, MARY R & JOHN A JR  
 SMITH, JOHN A JR & ALFRED T SR

- 4.2.7 Alternative names, enclosed in parenthesis, may be inserted after the given name.

EXAMPLES: SMITH, WILLIAM (BILL) B & MARY R

#### 4.3 DATA STORAGE RULES (This will be internal to the computer only.)

- 4.3.1 Free-Format Configuration
- a. Data entry is a free-format 55 character field.
  - b. The name will be stored exactly as it was entered.
- 4.3.2 Fixed-Format Field

- a. Searched and matched have the individual's name broken down into the following components:

Last Name: 20 Character Field  
 First Name: 15 Character Field  
 Middle Name: 10 Character Field  
 Descriptor: 10 Character Field

- b. The comma denote the end of the last name.
- c. All punctuation and spaces will be removed form the names and the names compressed. This will assure a commonality between names for searches and matches.

EXAMPLES: SMITH, JONES WILL BECOME SMITHJONES  
 O'BREIN WILL BECOME OBREIN  
 VON DE LINDE WILL BECOME VONDELINDE

- d. Names which exceed the length of the component fields will be truncated to the length of the component fields.

## 5.0 Business Names Entry Rules

### 5.1 GENERAL RULES FOR BUSINESS NAME POLICY

- 5.1.1 The business names will be entered in a free-format field.
- 5.1.2 Two free-format fields should be available, and the provision should exist to allow the entry of additional names [If required].)
- 5.1.3 The entry of the name must conform with the rules listed below. The usage of the name will dictate the manner in which the name will be stored on the computer. All names which will be used in searches, sorting or for matching purposes between sets of data may stored in standardized format. This may require the storage of each name in both formats. In the free-format field for screens, reports, notice, etc. In the standardized configuration (fixed format field) for searches, matches, etc.

### 5.2 SPECIFIC DATA ENTRY RULES FOR BUSINESS NAMES

- 5.2.1 Commas will not be used in a business name. Sole proprietorships and single entity business names will be treated as business names. Doctors, dentists, etc. will be treated as business names.
- 5.2.2 Punctuation is not permitted in the entry of names, with the exception of the following:
  - a. Dash
  - b. Single quote (use for contractions)
  - c. Ampersand (&)
  - d. Parenthesis which surround optional comments (descriptors, store numbers, etc.).
  - e. A question mark in the last position of the name field is used only to source document.
  - f. A colon after designation for alternate names: AKA:, FKA:, NKA:, DBA:

- 5.2.3 If the words "a," "the" or "Dr" are included in the business name, place them at the end of the name.
- 5.2.4 The first word of a name entry will always be entered in it's entirety, never abbreviated unless abbreviation appears on the source document or the official business name uses the abbreviated version. Be aware that search and sort results will differ if both the abbreviation and full spelling are intermixed. (See Table 7.6, Page 15 for standard abbreviations.)
- 5.2.5 The business name preceding an ampersand is joined with the next name field (The ampersand (&) must be the last character in the field).

### 5.3 EMBEDDED NUMERIC VALUES IN NAMES

- 5.3.1 All numerical values contained within a name will be entered in the manner in which they are shown on the source document. Numerical value entries are preferred, instead of the alphabetical spelling. This will assist the data entry person since fewer keystrokes will be required, and the person does not need be concerned with correct spellings and/or interpretations.

### 5.4 DATA STORAGE RULES (This will be internal to the computer only.)

#### 5.4.2 Fixed Format Field

- a. Searches and matched may be on the full 55 character field which is broken down into two components:
  - Business Name: 45 Character Field
  - Descriptor: 10 Character Field
- b. All punctuation and spaces will be removed from the names and the names compressed. This will assure a commonality between names for searched and matches.
- c. All numeric values will be converted to their alphabetical spelling by data processing in accordance with the procedure described in Section 6.5 below. (Also see Table 7.7.)
- d. The letter "X", when preceded and succeed by numeric values, will be changed to the word "BY". (Spaces may be embedded between the numeric value and the "X".)
- e. When digits and letters are both contained within a word, the digits will be changed to their alphabetical equivalent.
- f. Ampersands (&) will always be changed to the word "AND".

### 5.5 NUMERIC VALUE CONVERSIONS BY DATA PROCESSING (THIS WILL BE INTERNAL TO THE COMPUTER ONLY)

- 5.5.1 Beginning at the rightmost digit, and proceeding to the left, divide the number into two digit groupings.
- 5.5.2 Enter the appropriate alphabetical cordage for the two digit groupings. (See Table 7.7 for Cardinal Numbers)
- 5.5.3 Drop the zero when it is the leftmost digit.
- 5.5.4 Even hundreds are written as "HUNDRED".

5.5.5 Even thousands are written as "THOUSAND"

5.6.6 "ST", "ND", "RD", "TH." will all be changed to their equivalents (FIRST, SECOND, THIRD, FOURTH, FIFTH, etc.). These identifiers must directly follow the numeric value with no embedded spaces.

EXAMPLES:

(Configuration internal to the computer)

214 = TWOFOURTEEN

1209 = TWELVENINE

1213 = TWELVE THIRTEEN

2000 = TWOTHOUSAND

2300 = TWENTYTHREEHUNDRED

12313 = ONETWENTYTHREETHIRTEEN

9 x 9 = NINEBYNINE

9x9 = NINEBYNINE

5-7-9 = FIVESEVENNINE

R2D2 = RTWODTWO

A-1 = AONE

1ST = FIRST

27th = TWENTYSEVENTH

12300 = ONETWENTYTHREEHUNDRED

1 MILLION = ONEMILLION

MEDI-SAVE = MEDISAVE

DOLLARS AND CENTS = DOLLARSANDCENTS (DO NOT USE SYMBOLS)

## 6.0 Name Standards

NAME STANDARDS

Table 7.1

## State Name and Territory Abbreviations

| <u>STATE/TERRITORY</u> | <u>ABBR.</u> | <u>STATE/TERRITORY</u>   | <u>ABBR.</u> |
|------------------------|--------------|--------------------------|--------------|
| ALABAMA                | AL           | MONTANA                  | MT           |
| ALASKA                 | AK           | NEBRASKA                 | NE           |
| ARIZONA                | AZ           | NEVADA                   | NV           |
| ARKANSAS               | AR           | NEW HAMPSHIRE            | NH           |
| AMERICAN SAMOA         | AS           | NEW JERSEY               | NJ           |
| CALIFORNIA             | CA           | NEW MEXICO               | NM           |
| CANAL ZONE             | CZ           | NEW YORK                 | NY           |
| COLORADO               | CO           | NORTH CAROLINA           | NC           |
| CONNECTICUT            | CT           | NORTH DAKOTA             | ND           |
| DELAWARE               | DE           | NORTHERN MARIANA ISLANDS | CM           |
| DISTRICT OF COLUMBIA   | DC           | OHIO                     | OH           |
| FLORIDA                | FL           | OKLAHOMA                 | OK           |
| GEORGIA                | GA           | OREGON                   | OR           |
| GUAM                   | GU           | PENNSYLVANIA             | PA           |
| HAWAII                 | HI           | PUERTO RICO              | PR           |
| IDAHO                  | ID           | RHODE ISLAND             | RI           |
| ILLINOIS               | IL           | SOUTH CAROLINA           | SC           |
| INDIANA                | IN           | SOUTH DAKOTA             | SD           |
| IOWA                   | IA           | TENNESSEE                | TN           |
| KANSAS                 | KS           | TRUST TERRITORIES        | TT           |
| KENTUCKY               | KY           | TEXAS                    | TX           |
| LOUISIANA              | LA           | UTAH                     | UT           |
| MAINE                  | ME           | VERMONT                  | VT           |
| MARYLAND               | MD           | VIRGINIA                 | VA           |
| MASSACHUSETTS          | MA           | VIRGIN ISLANDS           | VI           |
| MICHIGAN               | MI           | WASHINGTON               | WA           |
| MINNESOTA              | MN           | WEST VIRGINIA            | WV           |
| MISSISSIPPI            | MS           | WISCONSIN                | WI           |
| MISSOURI               | MO           | WYOMING                  | WY           |



NAME STANDARDS

TABLE 7.2

## Lineage Abbreviations

LINEAGE NOTATION

|             |     |
|-------------|-----|
| FOURTH..... | IV  |
| JUNIOR..... | JR  |
| MISSUS..... | MRS |
| MISTER..... | MR  |
| MIZ.....    | MS  |
| SECOND..... | II  |
| SENIOR..... | SR  |
| THIRD.....  | III |

Note: Roman numerals will be used to indicate lineage numbers which are not shown in the above table.

NAME STANDARDS

TABLE 7.3

## Professional Abbreviations

PROFESSIONAL NOTATION

|   |       |
|---|-------|
| ACADEMY OF VERIFIED SOCIAL WORKER ..... | ACSW  |
| CERTIFIED PUBLIC ACCOUNTANT .....       | CPA   |
| CHARTERED LIFE UNDERWRITER .....        | CLU   |
| DOCTOR .....                            | DR    |
| DOCTORS .....                           | DRS   |
| DOCTOR OF CHIROPRACTIC .....            | DC    |
| DOCTOR OF DENTAL SURGERY .....          | DDS   |
| DOCTOR OF MEDICINE .....                | MD    |
| DOCTOR OF MEDICAL DENTISTRY .....       | DMD   |
| DOCTOR OF OSTEOPATHY .....              | DO    |
| DOCTOR OF PHILOSOPHY .....              | PHD   |
| DOCTOR OF PODIATRIC MEDICINE .....      | DPM   |
| DOCTOR OF VETERINARY MEDICINE .....     | DVM   |
| ESQUIRE .....                           | ESQ   |
| LICENSED PRACTICAL NURSE .....          | LPN   |
| LICENSED CLINICAL SOCIAL WORKER .....   | LCSW  |
| MASTER OF SOCIAL WORKER .....           | MSW   |
| NATUROLOPATHIC MEDICAL DOCTOR .....     | NMD   |
| PRESIDENT .....                         | PRES  |
| PROFESSOR .....                         | PROF  |
| REGISTERED NURSE .....                  | RN    |
| PHYSICIAN ASSISTANT .....               | PA    |
| SECRETARY .....                         | SEC   |
| SENIOR RESIDENTIAL APPRAISER .....      | SRA   |
| TREASURER .....                         | TREAS |
| VICE PRESIDENT .....                    | VP    |

NAME STANDARDS

TABLE 7.4

## Status Abbreviations

STATUS NOTATION\*

|                              |              |
|------------------------------|--------------|
| ADMINISTRATOR.....           | (ADMR)       |
| ADMINISTRATRIX.....          | (ADMX)       |
| ALSO KNOWN AS.....           | AKA:         |
| AND OTHERS.....              | (ET AL)      |
| AND SPOUSE.....              | (ET UX)      |
| BY ATTORNEY.....             | (BY ATTY)    |
| BY CONSERVATOR.....          | (BY CONS)    |
| BY CUSTODIAN.....            | (BY CUSTDN)  |
| BY ENGINEER.....             | (BY ENGR)    |
| BY EXECUTOR.....             | (BY EXEC)    |
| BY EXECUTRIX.....            | (BY EXTRX)   |
| BY GUARDIAN.....             | (BY GDN)     |
| BY RECEIVERSHIP.....         | (BY RECVR)   |
| CONSERVATOR.....             | (CONS)       |
| CUSTODIAN.....               | (CUSTDN)     |
| DOING BUSINESS AS.....       | DBA:         |
| ESTATE OF.....               | EST OF:      |
| EXECUTOR.....                | (EXEC)       |
| EXECUTRIX.....               | (EXTRX)      |
| FORMERLY KNOWN AS.....       | FKA:         |
| GUARDIAN.....                | (GDN)        |
| JOINT ESTATES.....           | (JT)         |
| LIFE ESTATE.....             | (LIFE EST)   |
| LIVING TRUST.....            | (LIV TR)     |
| NO SIGNATURE.....            | (NO SIGN)    |
| NOW KNOWN AS.....            | NKA:         |
| PERSONAL REPRESENTATIVE..... | (PER REP)    |
| SIGNATURE ILLEGIBLE.....     | ?            |
| SURVIVING SPOUSE.....        | (S)          |
| TAX DEED.....                | (TD)         |
| TENANTS IN COMMON.....       | (TC)         |
| THE CUSTODIAN.....           | (THE CUSTDN) |
| TRUSTEE.....                 | (TR)         |
| TRUSTEES.....                | (TRS)        |

Note: Parenthesis are optional.

NAME STANDARDS

TABLE 7.5

## Ownership Percentage Abbreviations

OWNERSHIP PERCENTAGE NOTATION\*

## USAGE EXAMPLES:

|                               |           |
|-------------------------------|-----------|
| 2 INTEREST .....              | 1/2 INT   |
| 1/3 INTEREST .....            | 1/3 INT   |
| 1/4 INTEREST .....            | 1/4 INT   |
| 12 1/2 PERCENT INTEREST ..... | 12.5% INT |
| 25/100 PERCENT INTEREST ..... | .25% INT  |

Note: Fractional notation is the preferred method.

NAME STANDARDS

TABLE 7.6

## Standard Abbreviations

STANDARD ABBREVIATIONS\*

|                        |          |                           |         |
|------------------------|----------|---------------------------|---------|
| ABSTRACT .....         | ABSTR    | HEADQUARTERS .....        | HDQRS   |
| ADDITION .....         | ADDN     | HEATING .....             | HTG     |
| ADJUSTMENT .....       | ADJUST   | HEIGHTS .....             | HGHTS   |
| ADMINISTRATION .....   | ADMIN    | IMPROVEMENT .....         | IMPROV  |
| AGENCY .....           | AGCY     | INCORPORATED .....        | INC     |
| AGENT .....            | AGT      | INDUSTRIAL .....          | INDSTR  |
| AIR CONDITIONING ..... | AIR COND | INFANTRY .....            | INF     |
| AMERICA .....          | AM       | INSURANCE .....           | INS     |
| APARTMENT .....        | APT      | INTERMOUNTAIN .....       | INTRMTN |
| ASSOCIATION .....      | ASSN     | INTERNATIONAL .....       | INTRNTL |
| ATTORNEY .....         | ATTY     | INVESTMENT .....          | INV     |
| AVENUE .....           | AVE      | JOINT VENTURE .....       | JT VT   |
| BANK .....             | BK       | LABORATORY .....          | LAB     |
| BOULEVARD .....        | BLVD     | LIMITED .....             | LTD     |
| BOUNTIFUL .....        | BTFL     | LOAN .....                | LN      |
| BROTHER .....          | BRO      | MANAGEMENT .....          | MGMT    |
| BUILDER .....          | BLDR     | MANUFACTURING .....       | MFG     |
| BUILDING .....         | BLDG     | MARKETING .....           | MKTG    |
| CENTER .....           | CNTR     | MEADOWS .....             | MDWS    |
| COMMISSION .....       | COMM     | MORTGAGE .....            | MTGE    |
| COMMITTEE .....        | CMTE     | MOUNTAIN .....            | MTN     |
| COMPANY .....          | CO       | MUNICIPAL .....           | MUNIC   |
| CONDOMINIUM .....      | CONDO    | NAME UNKNOWN .....        | NU      |
| CONSOLIDATED .....     | CONSOL   | NATIONAL .....            | NATL    |
| CONSTRUCTION .....     | CONSTR   | NO MIDDLE INITIAL .....   | NMI     |
| CORPORATION .....      | CORP     | OFFICE .....              | OFC     |
| COUNTRY .....          | CNTRY    | PHASE .....               | PH      |
| CREDIT .....           | CREDIT   | PLAT .....                | PL      |
| CREDIT UNION .....     | CR UN    | PLUMBING.....             | PLBG    |
| DEPARTMENT .....       | DEPT     | PROFESSIONAL              |         |
| DEVELOPMENT .....      | DEV      | CORPORATION .....         | PC      |
| DISTRIBUTING .....     | DISTRG   | PROFIT SHARING TRUST .... | PST     |
| DISTRIBUTION .....     | DISTRN   | RAILROAD .....            | RR      |
| DISTRIBUTOR .....      | DISTR    |                           |         |
| DISTRICT .....         | DIST     |                           |         |
| DIVISION .....         | DIV      |                           |         |
| EMPLOYEE .....         | EMPLOY   |                           |         |
| ENTERPRISE .....       | ENTRPR   |                           |         |
| EQUIPMENT .....        | EQUIP    |                           |         |
| ESTATE .....           | EST      |                           |         |
| ETCETERA .....         | ETC      |                           |         |
| FEDERAL .....          | DES      |                           |         |
| FINANCE .....          | FIN      |                           |         |
| FINANCIAL .....        | FINCL    |                           |         |
| FOUNTAIN .....         | FTN      |                           |         |

NAME STANDARDS

TABLE 7.6

STANDARD ABBREVIATIONS

|                   |               |                      |        |
|-------------------|---------------|----------------------|--------|
| RAILWAY .....     | RW            | SERVICES .....       | SERV   |
| REALTY .....      | RLTY          | SPRINGS .....        | SPGS   |
| REQUEST .....     | REQ           | TRANSPORTATION ..... | TRANSP |
| RESOLUTION .....  | RESOL         | UNITED STATES .....  | US     |
| SAVINGS .....     | SAV           | UNITED STATES OF     |        |
| SAVINGS & LOAN    |               | AMERICA .....        | USA    |
| ASSOCIATION ..... | SAV & LN ASSN | VALUABLE .....       | VAL    |
| SECURITY .....    | SEC           | VILLAGE .....        | VLGE   |

NAME STANDARDS

TABLE 7.7

## Alphabetic Equivalents

| <u>CARDINAL</u> |       | <u>SYMBOL</u> | <u>ORDINAL</u> |
|-----------------|-------|---------------|----------------|
| ZEROO           |       |               |                |
| ONE             | 1     | 1ST           | FIRST          |
| TWO             | 2     | 2ND           | SECOND         |
| THREE           | 3     | 3RD           | THIRD          |
| FOUR            | 4     | 4TH           | FOURTH         |
| FIVE            | 5     | 5TH           | FIFTH          |
| SIX             | 6     | 6TH           | SIXTH          |
| SEVEN           | 7     | 7TH           | SEVENTH        |
| EIGHT           | 8     | 8TH           | EIGHTH         |
| NINE            | 9     | 9TH           | NINTH          |
| TEN             | 10    | 10TH          | TENTH          |
| ELEVEN          | 11    | 11TH          | ELEVENTH       |
| TWELVE          | 12    | 12TH          | TWELFTH        |
| THIRTEEN        | 13    | 13TH          | THIRTEENTH     |
| FOURTEEN        | 14    | 14TH          | FOURTEENTH     |
| FIFTEEN         | 15    | 15TH          | FIFTEENTH      |
| SIXTEEN         | 16    | 16TH          | SIXTEENTH      |
| SEVENTEEN       | 17    | 17TH          | SEVENTEENTH    |
| EIGHTEEN        | 18    | 18TH          | EIGHTEENTH     |
| NINETEEN        | 19    | 19TH          | NINETEENTH     |
| TWENTY          | 20    | 20TH          | TWENTIETH      |
| TWENTY-ONE      | 21    | 21ST          | TWENTY-FIRST   |
| TWENTY-TWO      | 22    | 22ND          | TWENTY-SECOND  |
| TWENTY-THREE    | 23    | 23RD          | TWENTY-THIRD   |
| TWENTY-FOUR     | 24    | 24TH          | TWENTY-FOURTH  |
| TWENTY-FIVE     | 25    | 25TH          | TWENTY-FIFTH   |
| TWENTY-SIX      | 26    | 26TH          | TWENTY-SIXTH   |
| TWENTY-SEVEN    | 27    | 27TH          | TWENTY-SEVENTH |
| TWENTY-EIGHT    | 28    | 28TH          | TWENTY-EIGHTH  |
| TWENTY-NINE     | 29    | 29TH          | TWENTY-NINTH   |
| THIRTY          | 30    | 30TH          | THIRTIETH      |
| FORTY           | 40    | 40TH          | FORTIETH       |
| FIFTY           | 50    | 50TH          | FIFTIETH       |
| SIXTY           | 60    | 60TH          | SIXTIETH       |
| SEVENTY         | 70    | 70TH          | SEVENTIETH     |
| EIGHTY          | 80    | 80TH          | EIGHTIETH      |
| NINETY          | 90    | 90TH          | NINETYETH      |
| ONE HUNDRED     | 100   | 100TH         | ONE HUNDREDTH  |
| ONE THOUSAND    | 1000  | 1000TH        | ONE THOUSANDTH |
| TEN THOUSAND    | 10000 | 10000TH       | TEN THOUSANDTH |

APPROVED and PASSED this 19 day of September, 1988.

BOARD OF COMMISSIONERS  
OF SALT LAKE COUNTY

\_\_\_\_\_  
Bart Baker, Chairman

ATTEST:

\_\_\_\_\_  
H. Dixon Hindley, County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Salt Lake County Attorney      Date