

GBA

The data set collections of the GBA

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1 Introduction

The GBAs of all municipalities is comprised of a registration of persons and a registration of addresses. The registration of persons consists of a comprehensive data set for each person registered with the municipality. The collection of data on an individual is referred to as a personal list, abbreviated to PL. The personal list contains records of the administrative life history of the individual involved. It will be self-evident that the personal list contains the current data applicable to that individual; in addition, it also includes historical data, i.e. data that was applicable in the past but which is no longer applicable. An example of historical data is the addresses at which an individual resided in the past. All data of relevance to the administrative life history of an individual are grouped together in the personal list.

In addition, the registration of persons also includes a small set of data for all individuals who moved from the municipality to another municipality subsequent to 1 October 1994, what are referred to as the referral data. The municipal registration of persons also includes referral data for all individuals who were born in the municipality subsequent to 1 October 1994, but who have never resided in that municipality.

The registration of addresses contains at least the data pertaining to all addresses in the municipality at which one or more residents are registered. The collection of data pertaining to an address is referred to as the address list. The address list contains solely the data currently applicable to that address.

Municipalities are often required to incorporate the same data in the three aforementioned data set collections. Examples of such data are the gender of an individual, their place of birth, country of birth, and nationality. Data of this nature will be of relevance to all individuals with a personal record. There are many persons with the same gender, just as many persons are also born in the same municipality. Consequently it is convenient to make use of a code when including data of this nature in the records; it will then be important that all municipalities make use of the same code. To this end a number of code tables, the National Tables, have been defined for the GBA. A table has been drawn up for each data set; these can contain a large, although limited number of values. Large tables of finite length contain, for example, the codes for municipalities, countries, and nationalities.

The following sections review the four aforementioned data set collections, i.e.:

- The personal list
- The referral
- The address list
- The National Tables

2 The personal list

The GBA refers to the collection of data on an individual as a personal list, abbreviated to PL. Municipalities employ the personal list to maintain records of the administrative life history of the individual involved. In addition, the personal list also contains historical data. Consequently the personal list contains all the data pertaining to an individual's administrative life history in one record.

The data contained in a personal list are in need of structuring and classification (Section 2.1). The data also provide for rules within this structure, for example as to whether the inclusion of specific data in the personal list is mandatory (Section 2.2). In addition, a number of groups of data in the personal list are assigned a special significance (Section 2.3).

2.1 The structure of the personal list

A personal list is comprised of categories. Each category is comprised of groups, and each group usually contains more than one item of data. Items of data in groups are referred to as elements. An item of data in a group in a category is referred to as a field.

The following analogy may be of assistance to a comprehension of the structure of the personal list. A personal list can be considered as being equivalent to a chest of drawers. Each drawer in the chest of drawers is then equivalent to a category. Some of these drawers may be empty; others may not. Each drawer can contain one or more stacks of forms. In some instances a stack may be comprised solely of one form, whilst in other instances stacks may contain more than one form. The main layout of these forms can be considered as being equivalent to the groups in each category. Each form contains data related to each other in a group. A group in a category also contains a collection of related data. The upper sheet always contains the data that are currently applicable. The sheets under the top sheet contain the historical data.

2.1.1 Categories

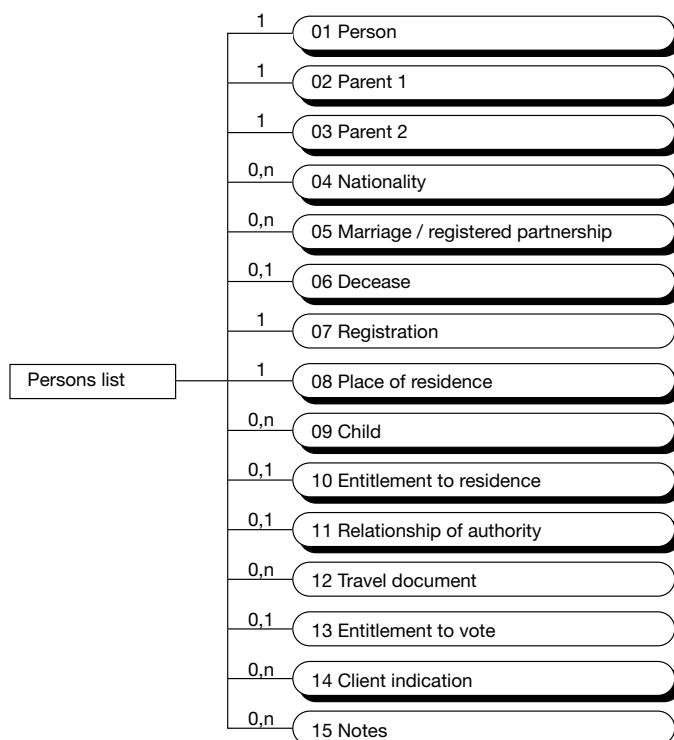
An individual's personal records contain data pertaining to the relevant individual, their parents, their children, their partner, their address, etc. In total, a personal list can contain data of relevance to a total of 15 subjects. Consequently a personal list can be comprised of 15 categories – or, in other words, the chest of drawers for the personal list consists of 15 drawers. The personal list always includes some categories, for example the category containing data about the relevant individual. These drawers also contain information. Other categories are included only in specific situations, for example the categories containing data on a marriage or a registered partnership. Consequently these drawers are sometimes empty. Some categories are included more than once in the personal list, for example the category containing data about children. The personal list then includes a series of identical categories containing the data on each child – i.e. the relevant drawer in the chest contains a number of stacks.

Each drawer in the chest in which information is stored always contains a sheet with the current data. When a stack is comprised of more than one sheet the lower sheets in the stack contain

historical data. The sheet containing the current data is referred to as the current category, whilst the sheets with historical data are referred to as the historical category. Any drawer containing more than one stack will always have stacks which each include at least one sheet listing, self-evidently, the current data. Some stacks may not be comprised of more than one sheet, whilst others may contain more than one sheet. Any stack that may be comprised of more than one sheet is not subject to a restriction on the number of sheets in that stack.

In analogy to the categories, each of the drawers in the chest of drawers is numbered, and each is assigned a name. Any stacks in a drawer are numbered with the same number assigned to the drawer. All stacks in a drawer bear the same number and the same name. Categories that may be included more than once in the personal list are also assigned the same number and the same name. The numbers of the categories also possess an extra feature; historical categories are assigned a number which is increased by 50 as compared to the comparable current category.

The following figure illustrates the layout of a personal list. The layout included the numbers of the current categories, together with the categories' names. A '1' adjacent to a category indicates that the category is a mandatory category in the personal list, and that only one copy of this category is permitted. A '0,1' adjacent to a category indicates that that category is not mandatory, but that if that category is included then there may be only one copy included in the personal list – in other words, the relevant drawer may be empty, but should it contain a stack then there may only be one stack in the drawer. A '0,n' adjacent to a category indicates that the that category is not mandatory, and if that category is included then there may be more than one copy included in the personal list – in other words, the relevant drawer may be empty, but it may also contain a number of stacks. The term 'shadow' next to a category indicates that the relevant category may contain historical categories in addition to the current category.



In most instances the name of the category indicates the nature of the data incorporated in that category. The categories 14 and 15 constitute an exception. Category 14, Client indication, contains the clients' indications, a type of signal or referral arranging the issue of data to clients. Category 15, Notes, is no longer included in any personal list. This category was required during the transitional period from personal record cards to personal lists, and contained any notes formerly required to arrange for the issue of data to clients. The Data Glossary Section of the GBA Logical Design (Appendix I, Section I.5) contains a summary and explanation of the categories.

2.1.2 Groups

Data belonging together within a category are collected in a group; this is applicable both to current data and to historical data. Examples are the group containing the data on the name, which includes data such as the forenames and family name, or the group containing the data on the individual's birth, i.e. date of birth, place of birth, and country of birth. In analogy to the categories, the groups have also been assigned a number and a name. Examples are the group with data on the name, 02 Name, and the group with data on the birth, 03 Birth. Consequently categories are always comprised of one or more groups.

It will be self-evident that both an individual and, for example, the individual's parents will have a name. Equally self-evident is that the individual was born, and that individual's parents were also born. Consequently a group of data may be included in more than one category. For example, the groups 02 Name and 03 Birth are included in categories such as the category containing data about the individual (Category 01, Person), and the category containing data about the individual's parents (Categories 02, Parent 1 and 03, Parent 2).

Any group may always be included only once in a given category. Some categories always contain specific groups; other groups may be omitted.

The Data Glossary Section of the GBA Logical Design (Appendix I, Section I.5) specifies the groups that may be included in a category, and the groups that are always included in a category. Section I.6 contains a summary of all existing groups.

2.1.3 Elements

A group always contains related data. Some groups contain only one item of data, whilst most groups contain several items of data. No data is ever included in more than one group. The data that may be included in a group are also numbered, although in contrast to the categories and the groups these items of data are numbered within the actual group. The combination of the group number and the item of data in that group is unique within the GBA, and is referred to by the GBA as an element number. Consequently an item of data within a group is referred to as an element; each element is also assigned a name. For example, the date of birth is incorporated in Group 03, Birth, and is assigned the number 10 within that group. Consequently the GBA refers to Element 03.10, Date of Birth, where 'Date of Birth' is the element name and 03.10 is the element number. The figure included in the following Section shows a diagrammatical representation of the structure.

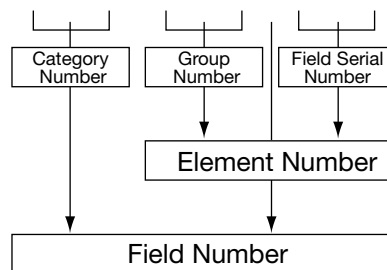
Any element may always be included only once in a given group. Some groups always contain specific elements; other elements may be omitted.

Elements may never be included in more than one group. However some elements do closely resemble each other, for example elements containing the place of an occurrence, such as the place of birth, place of decease, and the place where the marriage was formalized.

The Data Glossary Section of the GBA Logical Design (Appendix I, Section I.6) specifies the elements that may be included in a group, and the elements that are always included in a group. Section I.7 contains a summary of all existing elements.

2.1.4 Fields

Consequently an item of data in a group is referred to as an element. In addition, the GBA often has a need to designate an item of data in a group in a category. In such instances the GBA refers to fields, which are assigned a number and a name. The number is comprised of the number of the category and the element number. For example the family name in Category 01, Person, is incorporated in Group 2, Name, and is assigned the number 40 within that group. This then pertains to Element 02.40 Family Name in Category 01. The description "Field 01.02.40 Person's Family Name" pertains to the same item of data. The figure shown below contains a diagrammatical representation of the structure.



The Data Glossary Section of the GBA Logical Design (Appendix I, Section I.9) specifies the elements that may be included in a category, and the names of the fields.

2.2 Rules applicable to categories, groups, and elements

As stated above, personal lists are comprised of categories; categories are comprised of groups; and groups are in turn comprised of elements. Not all categories are mandatory components of a personal list. Nor are all groups in a category actually included in a personal list. In some situations it is even possible that the presence of one group in a category precludes the presence of another group in that category. Elements, in turn, are governed by the rule that not all elements are mandatory components of the group. It will be self-evident that the rules pertaining to the presence of elements in a group or groups is applicable solely in the event that the relevant group is actually incorporated in a category.

The Data Glossary Section of the GBA Logical Design (Appendix I, Section I.7) contains a specification of each element, inclusive of specifications such as the amount of space actually available for the incorporation of an item of data in such an element. The specification also indicates whether a coding instruction is applicable, since in situations in which there is a finite limit to the possible series of values that may be assigned to an item of data to be included in the database then that item is entered in a coded form. The gender of an individual is entered using a code; however codes are also used to enter the name of the Dutch municipality in which persons were born. There is a finite number of municipalities in the Netherlands.

2.2.1 Mandatory categories

Some categories are mandatory components of personal lists. These are referred to as mandatory categories, and are included in all personal lists. The mandatory categories are:

- 01 Person
- 02 Parent 1
- 03 Parent 2
- 07 Registration
- 08 Place of residence

The mandatory nature of Category 01, Person, 07, Registration, and 08, Place of residence, is a consequence of the basic principles on which the GBA system is based. The municipal GBA includes a personal list for all persons (Category 01) who fulfil the conditions applicable to registration. The inclusion of a personal list in a GBA is referred to as registration (Category 07). One of the conditions attached to registration in the GBA stipulates that the relevant person must be in the possession of an address in the Netherlands (Category 08).

Moreover, in general all persons possess two parents. Consequently Categories 02, Parent 1, and 03, Parent 2, are also mandatory categories. This has resulted in an instruction stipulating that the inclusion of Categories 02, Parent 1, and 03, Parent 2, is also required for those persons who have only one parent in a legal sense.

2.2.2 Optional categories

Some categories are not mandatory components of personal lists. These are referred to as optional categories, and are not included in all personal lists. The optional categories are:

- 04 Nationality
- 05 Marriage / registered partnership
- 06 Decease
- 09 Child
- 10 Entitlement to residence
- 11 Relationship of authority
- 12 Travel document
- 13 Entitlement to vote
- 14 Client indication
- 15 Notes

An optional category is included in an individual's personal list solely in the event that the source documents contain data that needs to be entered in the relevant category. The personal lists of individuals without children do not include Category 09, Child. Moreover Category 06, Decease, will be included in the personal list only on the death of the relevant individual.

Category 15, Notes, is no longer included in any personal list. This category was temporarily required during the transitional period from personal record cards to personal lists, and contained any notes formerly required to arrange for the issue of data to clients.

2.2.3 Categories that may be included on more than one occasion

Only one of the mandatory categories – and the majority of the optional categories – may be included in the personal list on more than one occasion. The following categories may be present on more than one occasion:

- 04 Nationality
- 05 Marriage / registered partnership
- 09 Child
- 12 Travel document
- 14 Client indication

An individual may have more than one child. Subsequent to a divorce an individual may remarry. Individuals usually require more than one passport during their life. And some individuals have more than one nationality. In conclusion, usually more than one client is interested in the individual's data – and, consequently, more than one client will wish to place a 'flag' on an individual's personal list.

2.2.4 Mandatory and optional groups and elements

In analogy to the mandatory or optional nature of categories, both groups within a category and elements within a group are also either of mandatory or optional nature. In addition, categories can contain mutually-exclusive groups – groups which may not both be present in a category. In some instances the mutual exclusion of groups is a mandatory requirement. The Logical Design (Appendix I, Section I.5 and I.6) stipulates the requirements applicable to inclusion in each category and each group. Groups that may be included in more than one category can be assigned a mandatory status in one category, and an optional status in another category.

The following examples serve to illustrate the regulations:

There is often no information available about the birth particulars of foreigners' parents. This is one reason why Group 03, Birth, is not a mandatory group in Category 02, Parent 1 and Category 03, Parent 2. However the birth particulars of the actual individual are of an importance to registration such that Group 03, Birth, is a mandatory group in Category 01, Person. However the system does include provisions for registration in situations in which the relevant data is unknown.

Category 12, Travel Documents, includes Group 35, Dutch Travel Documents. One of the items of data included in this group is the date on which the municipality rescinds a pass-

port. This then pertains to Element 35.60, Date of rescindment or loss of Dutch travel document. This rescindment is effected on the issue of a new passport. It will be self-evident that Element 35.60 of Group 34 is an optional element.

For the majority of the categories municipalities are required to include an entry indicating the certificate of birth/marriage/death or other source document from which the data is derived. For this purpose the system includes Groups 81, Certificate, and Group 82, Document. A municipality which derives the data from a certificate will enter the data pertaining to the certificate in Group 81. Should the municipality make use of another document then the data pertaining to that data will be entered in Group 82. Consequently Group 81 and Group 82 are mutually-exclusive groups, and they are never included together in a category. However the presence of one of the two groups is mandatory.

2.2.5 Coding of data

This brochure (Section 2.2 above) contains the following wording:

"The Data Glossary Section of the GBA Logical Design (Appendix I, Section I.7) contains a specification of each element, inclusive of specifications such as the amount of space actually available for the incorporation of an item of data in such an element. The specification also indicates whether a coding instruction is applicable, since in situations in which there is a finite limit to the possible series of values that may be assigned to an item of data to be included in the database then that item is entered in a coded form. The gender of an individual is entered using a code; however codes are also used to enter the name of the Dutch municipality in which persons were born. There is a finite number of municipalities in the Netherlands."

The following sections contain some additional information about a number of the aforementioned factors.

Available space

Each element includes a specification of the space available for the entry of the data. A fixed amount of space is available for entries of data in elements which make use of a code. The space made available depends on the nature of the codes. The other elements are governed by specifications of the minimum and maximum length.

Coding instructions, general

Coding instructions are applicable to those elements possessing a finite permitted range of values. Consequently codes are employed for the entry of the data for these elements. It will be self-evident that each code has a permanent significance. The GBA Logical Design includes a summary of the potential codes accompanied by the relevant elements for those situations in which it is unlikely that the number of potential codes for that element will change and the number of codes is smaller than about 10. What is referred to as a National Table is applicable to those elements which may be assigned one of a larger number of values, or those elements for which it is expected that the potential values could be subject to change. These tables contain all a list of all the permitted codes, accompanied by their descriptions. Section 5 contains more information about the National Tables.

Coding instructions for dates

The GBA includes elements in which a date needs to be entered. The GBA makes uniform use of the CCYYMMDD designation, i.e. the century, year, month, and day. It is possible

that parts of a date are not known; however such dates can still be included in the GBA, when two zeros will be used to indicate the part of the date that is not known. There are only three possibilities: the day is unknown; the month and the day are unknown; and the day, month, year and century are unknown. For example, a date of which the day is known but the month is unknown will be regarded as a date for which the day and month are unknown. A date for which no information is available will be entered as 8 zeros.

Coding instructions, street-names

Street-names entered in the GBA can have a maximum length of 24 characters. In practice, street-names not infrequently exceed this length; these street-names then need to be abridged, for which purpose special abridgement rules have been defined. These abridgement rules are referred to as the "BOCO rules". These rules are included in documents such as the Users' Procedures Manual

The item of data requires more space than is available

It is possible that an item of data to be entered in the list requires more space than the maximum permitted for the relevant element. In such situations the last position will contain a dash ('-'). In practice situations of this nature are rare.

2.3 Special groups

A few groups of data are incorporated in virtually every category: these are Group 85, Validity, and Group 81, Certificate, or Group 82, Document. Groups 81 and 82 are mutually exclusive, and consequently they cannot both be included in a category. Sections 2.1.2. and 2.2.4 contain more information about these groups. Consequently most categories include either groups 81 and 85 or groups 82 and 85. This is also applicable to each inclusion of a category, and consequently for each current or historical category. When expressed in terms of the chest-of-drawers analogy, this implies that virtually all drawers contain either groups 81 and 85 or groups 82 and 85 on each sheet of each stack.

These groups are incorporated in virtually every category since the personal list is required to contain records of the administrative life history of an individual – and in the absence of this data it would be impossible to reconstruct the administrative life history from the data recorded in the personal list.

Group 85, Validity, is comprised of just one element, Element 85.10, Effective date of validity. The date entered in this elements indicates the date from which the entirety of the data entered in the relevant category become valid. This effective date is a necessary item of data – even though most categories include a set of data about an occurrence that includes a date. This is then the date of the occurrence associated with the data included in that group. Examples of such dates are the date of birth in Group 03, Birth, the date of decease in Group 08, Decease, and the date of marriage in the Group 06, Marriage/registered partnership. However most categories incorporate more than one group of data – and far from all these groups include a date; moreover the dates entered in the various groups will often not be identical. Consequently an explicit date of validity is required if it is to be possible to comprehend the personal list and to be able to reconstruct the administrative life history of an individual. This date is the date entered in Element 95 – or when

expressed in terms of the chest-of-drawers analogy, each sheet in a drawer must include the date on which the data on that sheet became valid.

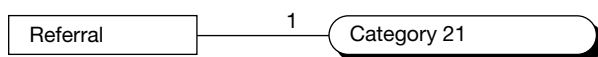
The data in Group 81, Certificate, and Group 82, Document, contain information about a source document. A source document is used by municipalities to derive data to be incorporated in the personal list, since municipalities may enter data in a personal list only when a (source) document is available from which that data may be derived. A source document of the nature of a certificate from the Netherlands registrar of births, marriages and deaths will result in the entry of data in Group 81. Other source documents or other sources will result in the entry of data in Group 82. The source document must also be maintained in the files – which is necessary in the event of any reason to doubt the data incorporated in the personal list, since the removal of any such doubts will require the municipality’s ability to refer to the source. In other words, when expressed in terms of the chest-of-drawers analogy each sheet will need to state the source document from which the data included in that sheet was derived.

3 Referral

In addition to maintaining a database of personal lists, each municipality also maintains a list of referral data. Each municipality maintains referrals for all those individuals who have moved from the municipality to another municipality since 1 October 1994. The referral data indicates the municipality to which the relevant individual moved. Obviously the individual could subsequently have moved to yet another municipality. Stepping from referral to referral enables the municipality to ascertain the current location of the personal list.

Each municipality also maintains a list of referrals for all those individuals for whom a different municipality drew up a personal list subsequent to 1 October 1994. This is usually the case in which a child is born in a municipality other than the municipality in which the parents live. The municipality in which the parents live will then be required to draw up the personal list for the child.

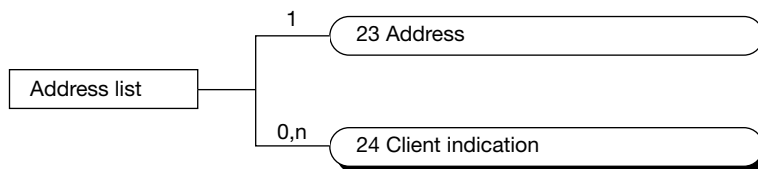
The referral is comprised of just one category, i.e. Category 21, Referral. The layout of Category 21 is identical to that of the categories in a personal list, i.e. Category 21 contains a number of elements that are in turn comprised of elements. More information about this layout is given in Sections 2.1.2 , 2.1.3 and 2.1.4, and in the following figure. Using the analogy of the chest of drawers, a referral may only ever be comprised of one stack. Category 21 can include historical data.



4 The address list

In addition to their registration of persons, all municipalities also maintain a registration of addresses. The registration of addresses contains at least the data for all addresses in the municipality at which one or more of the municipality’s inhabitants are registered. The collection of data pertaining to an address is referred to as an address list. The address list contains solely the current data applicable to each address.

An address list is comprised of two categories, as shown in the following figure.

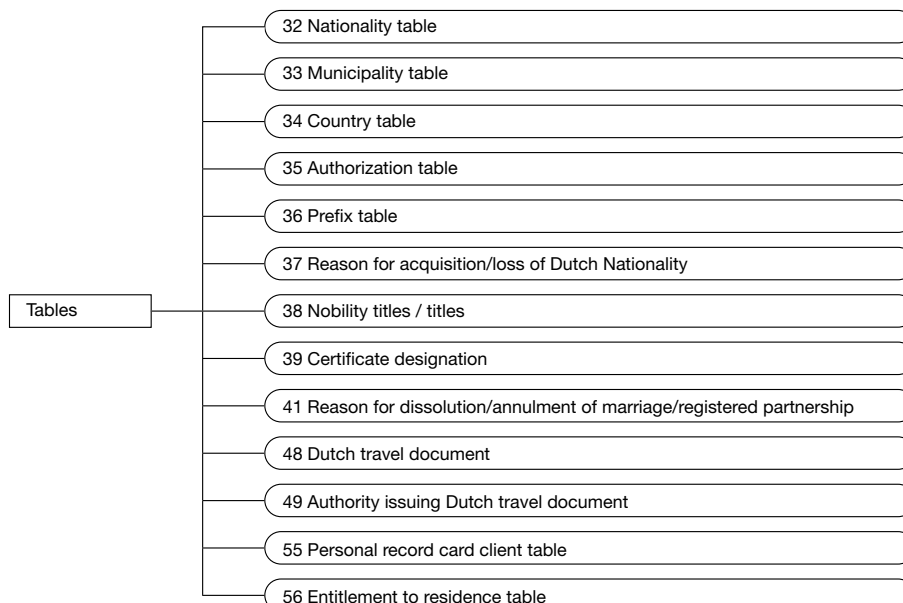


Category 23, Address, is mandatory in all address lists; however it is included only once, and does not contain historical data. Category 24, Client indication, is optional; this category can be included on more than one occasion, and can also contain historical data. The categories in the address list once again contain groups, which in turn contain elements. Sections 2.1.2, 2.1.3 and 2.1.4 contain more information.

5 National tables

Municipalities often need to enter the same data in the GBA's data set collections, the personal lists and the referrals. Examples are the gender of an individual, their place of birth, country of birth, and nationality. This data is included in every individual's personal list. There are many individuals with the same gender, just as there are many individuals who were born in the same municipality. The GBA provides for codes for the entry of data of this nature. Consequently coding instructions are applicable to a number of elements: Section 2.2.5 contains more information.

National Tables have been drawn up for those elements that possess extensive coding instructions and/or many codes and/or codes that are liable to change. Comparable elements make use of one National Table – such as, for example, all elements in which the code of a Dutch municipality is to be entered, and all elements for which the code of a country is to be used. Examples of such elements are the municipality of birth, municipality and country of decease, and municipality and country in which a marriage is solemnized. The following figure shows an overview of all the National Tables.



The tables numbers 36, Prefix table, 38, Nobility titles / titles, and 55, Personal record card client table, are what are referred to as frozen tables – the content of these tables will not change. Other tables are liable to change.

All tables are comprised of a list of codes and accompanying descriptions. All tables that are subject to change, with the exception of Table 39, Certificate designation, include an effective date and termination date of validity for each code. The effective date of validity is almost always included for each code, whilst the termination date of validity is included solely in instances in which the code involved has a finite period of validity. The effective date is omitted in situations in which the date is very remote, and consequently can no longer be determined. Codes may never be used outside their period of validity. The following example illustrates the reason for this need. The period of validity of a code for a municipality takes effect at the time of the incorporation of that municipality, and terminates at the time that the municipality was or is abolished. A specific occurrence, such as a birth or a marriage, can only have take place in that municipality during the period of the municipality's existence. When another municipality enters such an occurrence in a personal list it must take due note of the period of validity – and certainly in situations in which the entry is made subsequent to the termination of the period of validity. Consequently the effective and termination dates preclude incorrect entries of data in personal lists.

The names of most tables clearly indicate the nature of the relevant tables' contents. However this is not the case for two tables. Table 55, Personal record card client table, was required for the purposes of the transition from the personal record-card system to the GBA system, and is no longer used. This table contains the notes that were formerly used to arrange for the issue of data from personal record cards to clients. Table 35, Authorization table, contains the codes and an additional description of all clients who may receive information from the GBA on a regular basis. The "issue of data from the GBA" brochure discusses authorization tables in more detail.

6 More information

More information about the GBA is available from the other BPR brochures published by the BPR. The entire series is comprised of:

- The GBA system
- The technical design of the GBA
- The data set collections of the GBA
- The issue of data from the GBA

The issue of data from the GBA brochure is also supplemented with a GBA triptych, which contains a diagrammatical summary of the GBA message cycles.

More in-depth information is available in the GBA Logical Design and the Users' Procedures Manual. These publications also contain comprehensive details about the ins and outs of the maintenance of the GBA data. The source-document concept is discussed in particular detail in the Users' Procedures Manual. It will be self-evident that the Municipal Database (Personal Records) Act and the additional GBA regulations also contain the necessary information and the accompanying explanations. The contents of all these documents can be examined and, if so required, downloaded from the BPR's web site, (www.bprbzk.nl).