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**Memorandum**

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To: Derek Wu, Neil Cholli

From: Dylan Craig

Date Created: 12/27/2024

Subject: Data Management Memo on Zip Residential Status

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**Purpose:** To demonstrate the data cleaning and management process for deriving distances between zip codes residents live in and the VDSS local offices they may be required to go to based on their county of residence.

**\*\*Read READ\_ME as well as Script Directory for technical breakdown including file names**

**Step 1:** Import HUD USPS Zip-Fips Excel Sheet and IRS Zip Code Data (unsure of source) (2020) and merge

Imports the HUD USPS data linking ZIP codes to FIPS codes and a new IRS dataset with population data by ZIP code. Merges the datasets by ZIP code.

**Step 2:** Designate zip codes as RESIDENTIAL or NON\_RESIDENTIAL based on population

If population is greater than 0, then a zip code is listed as RESIDENTIAL and if not then it is listed as NON\_RESIDENTIAL