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**Memorandum**

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To: Derek Wu, Neil Cholli

From: Dylan Craig

Date Created: 12/20/2024

Subject: Data Management Memo on Zip Types

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**Purpose:** To demonstrate the data cleaning and management process for assigning zip types to zip code using commercial data.

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

**Step 1:** Import Zip Types from zipdatamaps.com (2024)

[Zipdatamaps.com](https://zipdatamaps.com/#google_vignette) is a website which, among other things, assigns the *type* of zip code to each zip code in the US. The types are described as follows:

* **Standard**: These are the most common ZIP codes, typically assigned to residential or business areas where mail delivery is routine.
* **Unique**: These ZIP codes are assigned to specific organizations or buildings, such as universities, hospitals, or large corporations. They often cover only the entity they are assigned to and not a broader geographic area.
* **PO Box**: These ZIP codes are designated for PO Box-only areas, where mail is delivered to post office boxes rather than physical addresses.

**Step 2:** Merge with Zip-FIPS data

Each zip-fips combination is assigned a zip type based on the designation provided by zipdatamaps.com

Note: The quality of the zipdatamaps.com data has not been verified but it seems accurate based on manual review (using google maps).