

Outside Data Request

Many Lister and Assessors offices are getting more and more requests to send their grand list data files to various companies and people. NEMRC is also approached by these companies as well and we always tell them they need to contact the Municipality directly and the appropriate entity will be able to assist them. We do let them know that there are export options within the software and if the Municipality needs assistance exporting data then they should get in touch with NEMRC Support or refer to the online help documents on our website. NEMRC does offer an On Line data searching tool which some towns have begun using. This allows the public to view data on line that you have posted. For more information go to www.nemrc.com and look at the 'Web Data: Your data on line' for more information.

TIPS

1. If a request for Grand List data is made simply go into the appropriate Grand List. Then Select '**R Reports Menu**' then '**H Export Data**' For detailed steps on this process go to www.nemrc.com/support/grandList/ and select the 'Exporting Data' document.
2. Have the person tell you which fields they would like to see in the export.
3. Do not export fields that contain private information such as State Payment tax information or private 911 addresses on parcels that do not want their locatable address known.
4. Have the person tell you what file format (Type) they would like the data
 - a. **Save as type:** Select what type of file to save this Export as, by using the drop down list next to "Save as type:" The person requesting the data should specify the file type they would like. The size of the file will differ between different types you select. For instance: A DBF type will be larger than a CSV type. When in doubt always choose CSV. These files can be opened using any computer with a basic notepad or excel.
5. Saving and sending them the data.
 - a. Send via email. If the file size is small enough this might be an option for them.
 - b. Send via CD. This would require you to burn a CD of the exported data then you can mail the CD to them.
 - c. Thumb Drive or USB drive – You can place the exported data on a thumb drive and give them the thumb drive.
 - **DO NOT USE A USB or THUMB Drive they supply... It could contain a Virus...**
 - **BUY a new one. Do NOT Reuse it either.**
 - **Do not use any media the person making the request is willing to supply...**