



**CREGG E. DALTON** CFA  
Citrus County Property Appraiser

**Inverness - Main**  
210 N Apopka Ave., Suite 200  
Inverness, FL 34450  
(352) 341-6600  
(352) 341-6660 Fax

*Valuing the property that you value.*

[www.citruspa.org](http://www.citruspa.org)  
[ccpaweb@citruspa.org](mailto:ccpaweb@citruspa.org)

**Crystal River - West Side**  
1540 N Meadowcrest Blvd., Suite 400  
Crystal River, FL 34429  
(352) 341-6600  
(352) 564-7131 Fax

## Downloading and Using CCPA 'Vendor Dump' Data

There are two Parcel Data Download files located on the Downloads page of the CCPA website. One is for the most recent Certified Taxroll Data, the other for the Current Taxroll Data. The certified data contains the values and characteristics for each parcel at the time of the most recent certifications. The current data provides updated characteristics of each parcel as changes are made throughout the year, however the tax values are omitted as they will be calculated just prior to the following certified taxroll.

1. Select the FTP Download link for either the Certified or Current Taxroll Data
2. Unzip the files.  
(Notice the file names are paired together with one ending in .CSV and the other .TXT.  
The .TXT file contains descriptions of the data fields found in the .CSV file.)
3. The CCPA database contains many individual tables of data that are related to a given parcel.  
The most commonly accessed data have been combined into a single file called  
VD\_PARCELDATA.CSV.
4. Double-click on the VD\_PARCELDATA.CSV. If you have MS Excel, it should open the file. If not, try -right-clicking on the file name and see if you can choose MS Excel to open it from a list of programs. Alternatively, you may want to look up how to assign which program to open .csv extension files by default. Otherwise, you can view the data by importing the .csv file into MS Excel using the import text wizard with the following parameters:
  - a. Comma Delimited
  - b. Start import at Row 1
  - c. Select 'My data has headers'
  - d. The following fields need to be imported as Text fields:
    - i. PC
    - ii. MAPSEC
    - iii. LANDUSE
5. Use MS Excel's built in data filter to make exploring the data easier
  - a. Select cell of any field name
  - b. Click on the filter icon under the Data menu to toggle filters
  - c. Click on a column filter to reveal a drop-down list of values from the column as well as other options.
  - d. Multiple filters can be applied and are dependent on the results of the previous filter(s) in order they were applied.
6. Alternatively, MS Access or OpenOffice could also be used to explore the data.