A. **Introduction**

This document contains the detailed automated data processing (ADP) specifications for the automated report to be filed as FCC Report 43-04, the ARMIS Access Report.

B. **General Format**

1. **Electronically-Filed Data**

   a. For data reporting years 1990 through 2002 and beyond, carriers must file their ARMIS Reports electronically. Electronic submission of ARMIS reports is made through the Internet by selecting the "**ARMIS-Filers Site**" link on the ARMIS Home Page, at http://www.fcc.gov/wcb/armis/.

   b. All files must be coded in ASCII. Header records in the ARMIS Report data files must include the report number, company, study area, period, COSA code, version, and submission number. A higher number (2, 3, etc.) and a new data entry date must be used each time a change occurs to denote a new submission. When correcting format errors, a new submission number is not required; however, the data entry date must be changed to reflect the date of the format change.

   c. A separate ASCII file must be prepared for each report. More than one ASCII file can be included in the same electronic upload file – which is created by the data validation program – as long as they are for the same report and cover the same period and version (different submission numbers are allowed).

   d. The electronic submission will serve as the carrier's official filing.

2. **ASCII File Name** – each file has six components:

   a. the four letter COSA code (CO = Company, SA = Study Area, see the COSA Code Table for a list of companies and their respective COSAs)
   b. the last two digits of the year which is covered by the data
   c. the letters "AC"
   d. a decimal point
   e. the letter "P", "C", or "U" to indicate whether this is the Public version, the Confidential version, or the Unrestricted version
   f. two digits (zero filled) for the submission number: Submission 00 is for test data purposes only; Submission 01 is for the first submission of a year's data

   For example, the file name for the Unrestricted Version of the initial Access Report data file to be submitted by Illinois Bell to cover the calendar year 2002 would be LBIL02AC.U01:

> LBIL   COSA for Illinois Bell
> 02   Data for calendar year 2002
> AC   Access Report data file
> .   Decimal point
> U   Unrestricted version
> 01   First submission of this year's data

3. **Data Items That Are "Not Available" or Are "Withheld"** - See Sections B and C of the Reporting Procedures for a discussion of the Confidential Version, the Public Version, and the Unrestricted Version of this report and for a definition and discussion of data items that are "Not Available" or are "Withheld."

4. **Portable Document File (PDF) Format** – ARMIS-related documents, identified in Section H below, must be converted to PDF format prior to submitting the documents to the Commission.   The scanned PDF document resolution should be no greater than 300 dpi. The PDF file name and the directory where the files are located must include **only** letters and/or numbers with **NO** spaces. The file name must end with the "pdf" extension.

C. **Data Entry Conventions**

1. Give each record a unique record number, beginning with 1001 and incrementing by one, with no numbers skipped.

2. Begin each data record in column 1 and make each record the proper length as specified in the record layouts. Commas are used as delimiters between fields. All numeric fields are right justified and space filled, e.g. use ___123, NOT 123. All non-numeric fields are enclosed in double quotation marks and are left justified and space filled within these quotation marks, e.g. use "John Doe   ".

3. If an entry is to be a subtraction, indicate so by placing a minus sign in the column immediately preceding the numeric data, e.g., use -4, NOT - 4 or (4).

4. Do NOT include "$", "%", embedded commas, decimal points, quotes or other formatting characters in any numeric data fields, except for row numbers and percentage fields, which will include a decimal point but not a percent sign.

5. In any numeric data field designated by N/A, enter -99999. If a "Public Version" is filed, enter -88888 in any numeric data field for which data are "Withheld" to indicate that confidential treatment has been requested. **DO NOT** override N/As. These entries must be formatted according to the format rules for the particular data field; e.g., in the percentage fields, -99999 is entered as -99999.00.

6. If a reporting carrier wishes to apply data to a field containing an N/A, the carrier should enter as a footnote to the field, the amount(s) and an explanation. The amount(s) must not be entered in the N/A field. All other fields must be populated. If there are no data applicable to an open field, enter zero.

D. **Rounding Conventions**

1. As specified in the Report Definition, all dollar amounts must be rounded to the nearest thousand.

2. Amounts of minutes (including, but not limited to, connection minutes, DEMs and MOU) must be rounded to the nearest million.

3. All seconds including weighted standard work seconds must be rounded to thousands.

4. All conversation-minute-kilometers must be rounded to the nearest million.

5. All minutes-of-use kilometers must be rounded to the nearest thousand.

6. All rate of return amounts must be entered in percent and must be rounded to 2 decimal places (e.g., 23.70561 percent must be entered as 23.71). All other percentage amounts must be entered as in the following example and rounded to 4 decimal places.

      Example: 23.70561 percent must be entered as 23.7056

E. **Footnotes**

1. **General**:

    a. If any data for the current period differ materially from those for the previous period and the difference is not self-explanatory but was caused by unusual circumstances, the carrier must include detailed footnote text to explain the specific circumstances.

    b. If the reporting carrier does not follow the procedures described in the row and column instructions of the Report Definition, it must explain any deviations from those procedures in an explanatory footnote. Such footnotes must provide detailed explanations of the procedures actually used by the carrier and its specific reasons for deviating from procedures prescribed by the Commission's Rules. This provision should not be interpreted to mean that deviations from the prescribed rules will automatically be approved by the Commission. See Section E of the Reporting Procedures for examples of valid footnotes.

    c. Footnote entries must provide detailed explanations for only those items reported in the current submission. Footnotes from prior submissions should be included only if

they remain applicable. In other words, when a resubmission nullifies an existing
footnote, remove the footnote.

  d. The footnote text must be included in the Footnote Text Records.

  2. **Mandatory**: Certain items require accompanying footnotes and those items are specified
     in the appropriate section of the instructions for filing the reports. Such footnotes are
     mandatory and must be entered in the Footnote Text Records.

F. **Errata**

  1. Carriers are under a legal obligation to correct any erroneous data discovered in ARMIS
      Reports. See Section B of the Reporting Procedures for the use of submission numbers
      when an erratum occurs.

  2. Submissions containing corrected data must include references to indicate which data items
      were corrected since the previous submission. If the data items being corrected impact other
      data items in the report, then those items must also be corrected and referenced. Erratum
      references should reflect only those items corrected in the new submission. References from
      prior submissions must not be included in the new submission.

  3. These references must be included in the Erratum Record(s). In addition, carriers must
      include in the transmittal letter, a brief statement indicating the reason for the errata.

G. **Data Validation Programs**

  1. Each reporting carrier must validate its data by using the most recent edit check program,
      provided by the Commission, for the reporting year. When an error is detected, the carrier
      must correct the error prior to submitting the report to the Commission.

  2. The edit check program creates the electronic upload file to be used as the carrier's official
      filing. It will normally contain the following:

  a. The ASCII file(s)
  b. Text files that will be stored in the data base
  c. The edit check results ("the discrepancy report")
  d. Other related documents – one each per upload file, when applicable – in PDF format

H. **Related Documents** – are required by Commission Order to be filed with specific ARMIS
    reports. The electronic submission of these documents must be in PDF format and must be
    included in the electronic upload file. The related documents to be filed with Report 43-04 are
    described below:

  1. **Transmittal Letter** - Each ARMIS report submission must be accompanied by a letter of

transmittal and the letter must be included in each electronic upload file. See Section G.1 of the Reporting Procedures for a description of the information to be provided in the transmittal letter.

  2. **Data Certification Statement** - Carriers must certify the accuracy of the data submitted in the ARMIS Reports by including a certification statement in each electronic upload file. See Section G.2 for a description of the information to be included in the statement.

I. **Data Record Descriptions**

The seven data record types are described below. See pages 6 through 16 for record layouts. The automated file will consist of the following record types:

  1. Record Type H1 - Header Record
      One Type H1 record per file. The first record of each file. Contains identifying data. See page 6 for record layout.

  2. Record Type L2 - Label Record
      One Type L2 record per file. The second record of each file. Contains report number, carrier classification, carrier name, study area name, etc. See page 7 for record layout.

  3. Record Type K2 - Separations and Access Data Record
      248 type K2 records per file. One record for each of the 248 rows shown on pages 4 through 10 of the Report Definition. Each record contains data values for a particular row broken out by the cost categories, access elements, and summary columns. See pages 8 & 9 for record layout.

  4. Record Type C4 - Confidential Treatment Record
      Optional. Zero or more Type C4 records per file. Contains information to identify the data for which the carrier is seeking confidential treatment. See pages 10 & 11 for record layout.

  5. Record Type F3 - Footnote Record
      Optional. Zero or more Type F3 records per file. Contains explanatory footnote text. See pages 12 & 13 for record layout.

  6. Record Type E4 - Erratum Record
      Zero Type E4 records in the first submission of a year's data. One or more Type E4 records per file in revisions filed to correct that year's submission. Each time an erratum occurs, a carrier must use a new submission number. Contains information to identify the data which was corrected in the submission. See pages 14 & 15 for record layout.

  7. Record Type T1 - Trailer Record
      One Type T1 record per file. The last record of each file. Contains contact person, etc. See page 16 for record layout.

RECORD TYPE H1 - HEADER RECORD

Field	Item	Example	Position	Description
1	Record Number	1001	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"H1"	13 – 16	Always contains the letter H capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	File Name	"LBIL02AC.U01"	18 – 31	The name of the ASCII file. Format: See page 1, paragraph B.4. Include quotation marks.
5	Year	2002	33 – 36	The year covered by the data.
6	Quarter #	0	38	Always contains the number 0 since this is an annual data file.
7	Data Entry Date	20020315	40 – 47	The date on which the data were last entered or revised. Format: YYYYMMDD.
8	Version	"U"	49 – 51	The version letter (P, C or U) capitalized (Public, Confidential or Unrestricted). Format: Include quotation marks.
9	Submission #	01	53 – 54	00 for test data purposes only; 01 for first submission of a year's data. Higher numbers (02, 03, etc.) are used each time a change occurs to denote a new submission. Format: Right justified.
10	End of Record Code	"XQ"	56 – 59	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

```
        1         2         3         4         5
123456789012345678901234567890123456789012345678901234567890
Sample record:
1001,"LBIL","H1","LBIL02AC.U01",2002,0,20020315,"U",01,"XQ"
```

RECORD TYPE L2 - LABEL RECORD

Field	Item	Example	Position	Description
1	Record Number	1002	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"L2"	13 – 16	Always contains the letter L capitalized and the number 2 with no space between them. Format: Include quotation marks.
4	Report Number	"FCC REPORT 43-04"	18 – 35	Always contains "FCC REPORT 43-04" capitalized. Format: Include quotation marks.
5	Account Filing Level	"A"	37 – 39	Account filing level (Class A) capitalized. Format: Include quotation marks.
6	Carrier	"Illinois Bell " (spaces until pos. 70)	41 – 71	Name of the carrier. Format: Left justified and space filled. Include quotation marks.
7	Study Area	"Illinois "	73 – 95	Name of the study area. Format: Left justified and space filled. Include quotation marks.
8	Period Covered	"Jan 2002 to Dec 2002"	97 – 118	Period covered by the data. Format: "mmm yyyy to mmm yyyy" Include quotation marks.
9	End of Record Code	"XQ"	120 – 123	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

```
1         2         3         4         5         6         7         8         9
1234567890123456789012345678901234567890123456789012345678901234567890123456
Sample record:
1002,"LBIL","L2","FCC REPORT 43-04,"A","Illinois Bell           ","Illinois           ",


    1         1         1
    0         1         2
789012345678901234567890123
Continuation of sample record:
"Jan 2002 to Dec 2002","XQ"
```

RECORD TYPE K2 - SEPARATIONS AND ACCESS DATA RECORD

Field	Item	Example	Position	Description
1	Record Number	1009	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"K2"	13 – 16	Always contains the letter K capitalized and the number 2 with no space between them. Format: Include quotation marks.
4	Row Number	1000.0	18 – 23	Row numbers as identified on the Report Definition. Valid range: 30.0 to 8042.0 Format: Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
5	Column (b) data	74814 – or – 12.00 – or – 12.6667	25 – 33	This field contains the data corresponding to column (b) as shown on the Form Section of the Report Definition. DO NOT override designated N/As. Format: Right justified and space filled. Enter –99999 in integer rows and -99999.00 in percentage rows where a field is designated by N/A. Enter –88888 in integer rows and –88888.00 in percentage rows on the "public version" to indicate that confidential treatment has been requested. All other fields must be populated. If there are no data applicable to an open field enter zero.
6	Column (c) data	5432	35 – 43	Column (c) data Format: See Field 5 above.
7	Column (d) data	69382	45 – 53	Column (d) data Format: See Field 5 above.

RECORD TYPE K2 – SEPARATIONS AND ACCESS DATA RECORD (continued)

Field	Item	Example	Position	Description
8	Column (i) data	1358	55 – 63	Column (i) data Format: See Field 5 above.
9	Column (j) data	5432	65 – 73	Column (j) data Format: See Field 5 above.
10	Column (l) data	2716	75 – 83	Column (l) data Format: See Field 5 above.
11	Column (n) data	5432	85 – 93	Column (n) data Format: See Field 5 above.
12	Column (o) data	16296	95 – 103	Column (o) data Format: See Field 5 above.
13	Column (q) data	27160	105 – 113	Column (q) data Format: See Field 5 above.
14	Column (r) data	19136	115 – 123	Column (r) data Format: See Field 5 above.
15	End of Record Code	"XQ"	125 – 128	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: Separate all fields with commas.

Footnote records are needed if any data for the current period differ materially from those for the previous period and the difference is not self–explanatory but was caused by unusual circumstances. Also, if the carrier does not follow the procedures described in the row/column instructions in the Report Definition, footnote records are needed.

```
                                                                                               1
          1         2         3         4         5         6         7         8         9         0
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234
Sample Record:
1009,"LBIL","K2",1000.0,    74814,     5432,    69382,     1358,     5432,     2716,     5432,    16296,
1249,"LBIL","K2",8042.0,-99999.00,-99999.00,    12.67,    11.57,    11.57,    11.91,     9.81,    12.84,


      1         1
      1         2
5678901234567890123456789012345678
Continuation of sample record:
    27160,    19136,"XQ"
-99999.00,-99999.00,"XQ"
```

RECORD TYPE C4 - CONFIDENTIAL TREATMENT RECORD

Field	Item	Example	Position	Description
1	Record Number (for this record)	1250	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"C4"	13 – 16	Always contains the letter C capitalized and the number 4 with no space between them. Format: Include quotation marks.
4	Record Number (for the confidential data)	1009	18 – 21	This field contains the record number of the record which contains the data for which the carrier is seeking confidential treatment. If the request is for the entire column(s) or the entire submission, use 9999. Format: Right justified and space filled.
5	Table Number	"I "	23 – 28	This field contains the table number (Roman numerals) of the table in which the confidential data appear. If the request is for the entire table, use "ZZZZ". Format: Include quotation marks. Left justified and space filled.
6	Row Number	1000.0	30 – 35	This field contains the row number of the row which contains the confidential data as identified in the Report Definition. If the request is for the entire column(s), an entire table, or the entire submission, enter 9999.0. Format: Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
7	Column Label	"B "	37 – 40	This field contains the column letter(s) of the confidential data as identified in the Report Definition. If the request is for an entire row, an entire table, or the entire submission, enter "ZZ". If the request is for more than one column but less than the entire row, then populate this field and as many as needed for fields 8 thru 26. Format: Include quotation marks. Left justified and space filled.

RECORD TYPE C4 - CONFIDENTIAL TREATMENT RECORD (continued)

Field	Item	Example	Position	Description
8	Second Column Label	"C "	42 – 45	
9	Third Column Label	"I "	47 – 50	Fields 8 through 26 are similar to field 7 and are used when the request is for the same row and more than one column.
.				
.				
.				Otherwise, enter " ".
.				
.				
26	Twentieth Col. Label	" "	132 – 135	
27	End of Record Code	"XQ"	137 – 140	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

```
          1         2         3         4         5         6         7         8         9
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456
Sample records:
1250,"LBIL","C4",1009,"I   ",1000.0,"B ","C ","I "," "," "," "," "," "," "," "," "," "," ",
1251,"LBIL","C4",1250,"I   ",8042.0,"ZZ"," "," "," "," "," "," "," "," "," "," "," "," ",
1252,"LBIL","C4",9999,"I   ",9999.0,"Q "," "," "," "," "," "," "," "," "," "," "," "," ",
1253,"LBIL","C4",9999,"ZZZZ",9999.0,"ZZ"," "," "," "," "," "," "," "," "," "," "," "," ",
```

```
   1         1         1         1         1
   0         1         2         3         4
78901234567890123456789012345678901234567890
Continuation of sample records:
"  "," "," "," "," "," "," "," ","XQ"
"  "," "," "," "," "," "," "," ","XQ"
"  "," "," "," "," "," "," "," ","XQ"
"  "," "," "," "," "," "," "," ","XQ"
```

RECORD TYPE F3 - FOOTNOTE TEXT RECORD

Field	Item	Example	Position	Description
1	Record Number (for this record)	1254	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"F3"	13 – 16	Always contains the letter F capitalized and the number 3 with no space between them. Format: Include quotation marks.
4	Record Number (for the footnoted data)	1009	18 – 21	This field contains the record number of the record which contains the footnoted data. If the footnote pertains to the entire column(s), an entire table, or the entire submission, use 9999. Format: Right justified and space filled.
5	Table Number	"I "	23 – 28	This field contains the table number (Roman numerals) of the table in which the footnoted data appear. If the footnote pertains to an entire table, use "ZZZZ". Format: Include quotation marks. Left justified and space filled.
6	Row Number	1000.0	30 – 35	This field contains the row number of the row which contains the footnoted data as identified in the Report Definition. If the footnote pertains to the entire column(s), an entire table, or the entire submission, enter 9999.0. Format: Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
7	Column Label	"B "	37 – 40	This field contains the column letter(s) of the footnoted data as identified in the Report Definition. If the footnote pertains to an entire row, an entire table, or the entire submission, enter "ZZ". Format: Include quotation marks. Left justified and space filled.
8	Footnote Number	1	42 – 44	The number of this particular footnote. Valid range: 1 to 999. Format: Right justified and space filled.

RECORD TYPE F3 – FOOTNOTE TEXT RECORD (continued)

Field	Item	Example	Position	Description
9	Sequence Number	1	46 – 47	The sequence number of the record within the footnote. In other words, the order of the specific record in the sequence of records which, when combined, will provide the entire footnote. Valid range: 1 to 99. Format: Right justified and space filled.
10	Footnote Text	"Footnote text " (Spaces until pos. 104)	49 – 105	The text of the footnote or of the continuation line. Format: Include quotation marks at the beginning and end of this field and left justify within these quotation marks.
11	End of Record Code	"XQ"	107 – 110	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

Footnote records are needed if any data for the current period differ materially from those for the previous period and the difference is not self–explanatory but was caused by unusual circumstances. Also, if the carrier does not follow the procedures described in the row/column instructions in the Report Definition, footnote records are needed.

Footnote entries must provide detailed explanations for only those items reported in the current submission. Footnotes from prior submissions should be included only if they remain applicable. In other words, when a resubmission nullifies an existing footnote, remove the footnote.

```
                                                                         1           1
          1         2         3         4         5         6         7         8         9         0           1
 1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890
Sample records:
1254,"LBIL","F3",1009,"I   ",1000.0,"B ",  1, 1,"Footnote text for footnote 1                       ","XQ"
1255,"LBIL","F3",1009,"I   ",1000.0,"B ",  1, 2,"continuation text for footnote 1                   ","XQ"
1256,"LBIL","F3",1009,"I   ",1000.0,"B ",  1, 3,"last line of footnote 1.                           ","XQ"
1257,"LBIL","F3",1009,"I   ",1000.0,"C ",  2, 1,"Footnote 2 pertains to column C of Table I, row 1000.0.","XQ"
1258,"LBIL","F3",1250,"I   ",8042.0,"ZZ",  3, 1,"Footnote 3 pertains to all cols. of Table I row 8042.0.","XQ"
1259,"LBIL","F3",9999,"I   ",9999.0,"N ",  4, 1,"Footnote 4 pertains to all rows of Table I column N.  ","XQ"
```

RECORD TYPE E4 - ERRATUM RECORD

Field	Item	Example	Position	Description
1	Record Number (for this record)	1260	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"E4"	13 – 16	Always contains the letter E capitalized and the number 4 with no space between them. Format: Include quotation marks.
4	Record Number (for the corrected data)	1009	18 – 21	This field contains the record number of the record which contains the data which were corrected in this submission. If the entire column(s), an entire table, or the entire submission was corrected, use 9999. Format: Right justified and space filled.
5	Table Number	"I "	23 – 28	This field contains the table number (Roman numerals) of the table in which the corrected data appear. If an entire table or submission was corrected, use "ZZZZ". Format: Include quotation marks. Left justified and space filled.
6	Row Number	1000.0	30 – 35	This field contains the row number of the row which contains the corrected data as identified in the Report Definition. If the entire column(s), an entire table, or the entire submission was corrected, enter 9999.0. Format: Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
7	Column Label	"B "	37 – 40	This field contains the column letter of the corrected data as identified in the Report Definition. If an entire row, an entire table, or the entire submission was corrected, enter "ZZ". If more than one column but less than the entire row was corrected, then populate this field and as many as needed of fields 8 through 26. Format: Include quotation marks. Left justified and space filled.

RECORD TYPE E4 - ERRATUM RECORD (continued)

Field	Item	Example	Position	Description
8	Second Column Label	"C "	42 – 45	
9	Third Column Label	" "	47 – 50	Fields 8 thru 26 are similar to Field 7 and are used when the correction is in the same row and more than one column.
.				
.				Otherwise, enter " ".
.				
26	Twentieth Col. Label	" "	132 – 135	
27	Footnote Number	1	137 – 139	This field contains the footnote number that explains the correction. Format: Right justified and space filled.
28	End of Record Code	"XQ"	141 – 144	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

When an erratum occurs, carriers must use higher submission numbers and a new data entry date to denote a new submission.

Erratum references should reflect only those items corrected in the new submission. References from prior submissions must not be included in the new submission.

In addition to including these references in the erratum record(s) of the automated report, carriers must include a brief statement indicating the reason for the errata in the transmittal letter.

```
          1         2         3         4         5         6         7         8         9
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456
Sample records:
1260,"LBIL","E4",1009,"I   ",1000.0,"B ","C "," "," "," "," "," "," "," "," "," "," ",
1261,"LBIL","E4",1250,"I   ",8042.0,"ZZ"," "," "," "," "," "," "," "," "," "," "," ",
1262,"LBIL","E4",9999,"I   ",9999.0,"N "," "," "," "," "," "," "," "," "," "," "," ",


   1         1         1         1         1
   0         1         2         3         4
7890123456789012345678901234567890123456789012345678901234
Continuation of sample records:
" "," "," "," "," "," "," "," ",  1,"XQ"
" "," "," "," "," "," "," "," ",  3,"XQ"
" "," "," "," "," "," "," "," ",  4,"XQ"
```

<u>RECORD TYPE T1 - TRAILER RECORD</u>

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1263	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"T1"	13 – 16	Always contains the letter T capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Contact Person	"John Doe " (spaces until pos. 58)	18 – 59	The name of the person to contact if there are questions about the report. Format: Include quotation marks.
5	Telephone #	"(202) 555-1212 x123 "	61 – 82	The Contact Person's telephone number. Format: Include quotation marks.
6	End of Record Code	"XQ"	84 – 87	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

```
          1         2         3         4         5         6         7         8
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345 67
Sample record:
1263,"LBIL","T1","John Doe                              ","(202) 555-1212 x123 ","XQ"
```