

A. Introduction

This document contains the detailed automated data processing (ADP) specifications for the automated report to be filed as FCC Report 43-07, the ARMIS Infrastructure 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 “IS”
- 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 Infrastructure Report data file to be submitted by Illinois Bell to cover the calendar year 2002 would be LBIL02IS.U01:

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

3. **Data Items That Are "Not Available," "Withheld," or are "Irretrievable"** - 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", "Withheld", or "Irretrievable."
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. Enter -77777 in any numeric data field which the reporting carrier designates as "Irretrievable" and footnote the reason for that entry (including a cite to the waiver and a note as to its duration). 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 designated by 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 a data field equals the quantity zero, enter the numeral zero in that field. This is the only proper use of zero in this report.

D. **Rounding Conventions**

1. As specified in the Report Definition, monetary amounts must be rounded to the nearest thousand dollars.
2. All kilometers must be rounded to 1 decimal place.
3. All access lines must be entered in whole numbers.
4. All switches, tandems, host remotes, interfaces, circuit lines, carrier links, terminations, channels, copper pairs, and fiber strands must be entered in whole numbers.
5. All percentage amounts must be entered as in the following example and rounded to 2 decimal places.

Example: 23.70561 percent must be entered as 23.71

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 43-07 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 eight data record types are described below. See pages 7 through 19 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 7 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 8 for record layout.
3. Record Type V1 – (Table I) Switching Equipment Data Record
Nineteen Type V1 records per file. One record for each of the 19 rows of data on the total number of switching entities as shown on page 3 of the Report Definition. See pages 9 & 10 for record layout.
4. Record Type Y2 - (Table II) Transmission Facilities Data Record
Twenty-eight Type Y2 records per file. One record for each of the 28 rows of data on LEC transmission facilities as shown on page 4 of the Report Definition. See pages 11 & 12 for record layout.
5. Record Type C7 - Confidential Treatment Record
Optional. Zero or more Type C7 records per file. Contains information to identify the data for which the carrier is seeking confidential treatment. See pages 13 & 14 for record layout.
6. Record Type F3 - Footnote Record
One or more Type F3 records per file. Contains explanatory footnote text. Certain items require accompanying mandatory footnotes and those items are specified in the appropriate section of the instructions for filing the 43-07. See pages 15 & 16 for record layout.
7. Record Type E2 - Erratum Record
Zero Type E2 records in the first submission of a year's data. One or more Type E2 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 this submission. See pages 17 & 18 for record layout.

8. Record Type T1 - Trailer Record

One Type T1 record per file. The last record of each file contains contact person, etc.
See page 19 for record layout.

RECORD TYPE H1 - HEADER RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
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	"LBIL02IS.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	20030315	40 – 47	The date on which the data were last entered or revised. Format: YYYYMMDD.
8	Version	"U"	49 – 51	The version letter U capitalized for 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
1234567890123456789012345678901234567890123456789
Sample record:
1001,"LBIL","H1","LBIL02IS.U01",2002,0,20030315,"U",01,"XQ"
    
```

RECORD TYPE L2 - LABEL RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
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 43-07"	18 – 35	Always contains "FCC REPORT 43-07" capitalized. Format: Include quotation marks.
5	Account Filing Level	"A"	37 – 39	Account filing level (Class A or B) 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
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345

Sample record:

1002,"LBIL","L2","FCC REPORT 43-07","A","Illinois Bell ", "Illinois "

1 1 1
0 1 2

6789012345678901234567890123

Continuation of sample record:

,"Jan 2002 to Dec 2002","XQ"

RECORD TYPE V1 - SWITCHING EQUIPMENT DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1004	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	"V1"	13 – 16	Always contains the letter V capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Row Number	0111.0	18 – 23	Row numbers as identified on the Report Definition. Valid range: 0110.0 to 0312.0 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 (a) data	152	25 – 33	This field contains the data corresponding to column (a) as shown on the Form Section of the Report Definition. DO NOT override designated N/As. <u>Format:</u> 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 –77777 in integer rows and –77777.00 in percentage rows where data for a field are Irretrievable. Enter –88888 in integer rows and –88888.00 in percentage rows on the “public version” to indicate that confidential treatment has been requested. All fields must be populated.
6	Column (b) data	132	35 – 43	Column (b) data Format: See Field 5 above.
7	Column (c) data	20	45 – 53	Column (c) data Format: See Field 5 above.

RECORD TYPE V1 - SWITCHING EQUIPMENT DATA RECORD (continued)

8	End of Record Code	"XQ"	55 – 58	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.
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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.

Certain items require accompanying mandatory footnotes and must be entered in the Footnote Text record(s). Record Type V1 requires mandatory footnotes for those data fields designated as "Irretrievable".

1	2	3	4	5
12345678901234567890123456789012345678901234567890123456789012345678				
Sample record:				
1004,"LBIL",	"V1",0111.0,	152,	132,	20,"XQ"
1005,"LBIL",	"V1",0112.0,	175,	-99999,	-99999,"XQ"

RECORD TYPE Y2 - TRANSMISSION FACILITIES DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1022	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	"Y2"	13 – 16	Always contains the letter Y capitalized and the number 2 with no space between them. Format: Include quotation marks.
4	Row Number	0320.0	18 – 23	Row numbers as identified on the Report Definition. Valid range: 0320.0 to 0490.0 Format: Right justified and space filled, with one decimal place. Since all applicable row numbers are integers, append .0 to each row number.
5	Total Study Area	103852.3	25 – 33	This field contains the data corresponding to column (d) as shown on the Form Section of the Report Definition. Format: Right justified and space filled. Enter -77777 in integer rows and -77777.0 in percentage rows where data for a field are Irretrievable. Enter -88888 in integer rows and -88888.0 in percentage rows on the "public version" to indicate that confidential treatment as been requested. All other fields must be populated.

RECORD TYPE Y2 - TRANSMISSION FACILITIES DATA RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
6	End of Record Code	"XQ"	35 – 38	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.

Certain items require accompanying mandatory footnotes and must be entered in the Footnote Text record(s). Record Type Y2 requires mandatory footnotes for those data fields designated as “Irretrievable” and data reported on Rows 0410, 0460 and 0484.

```

      1           2           3
12345678901234567890123456789012345678
Sample record:
1022,"LBIL","Y2",0320.0, 103852.3,"XQ"
1026,"LBIL","Y2",0330.0,   17954,"XQ"
    
```

RECORD TYPE C7 - CONFIDENTIAL TREATMENT RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number (for <u>this</u> record)	1050	1 – 4	The sequential number of <u>this</u> 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	"C7"	13 – 16	Always contains the letter C capitalized and the number 7 with no space between them. Format: Include quotation marks.
4	Record Number (for the confidential data)	1003	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 submission, enter "ZZZZ." Format: Include quotation marks. Left justified and space filled.
6	Row Number	0110.0	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	"A "	37 – 40	This field contains the column letter 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 of fields 8 through 26. Format: Include quotation marks. Left justified and space filled.

RECORD TYPE C7- CONFIDENTIAL TREATMENT RECORD (continued)

8	Second Column Label	" "	42 – 45	
9	Third Column Label	" "	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.
.				
.				
.				
.				
26	Twentieth Column Label	" "	132 – 135	Otherwise, enter “ ”.
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
12345678901234567890123456789012345678901234567890123456789012345678901234567890123456
Sample records:
1050,"LBIL","C7",1003,"I  ",0110.0,"A "," "," "," "," "," "," "," "," "," "," "," "," "," ",

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

```

RECORD TYPE F3 - FOOTNOTE TEXT RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number (for <u>this</u> record)	1051	1 – 4	The sequential number of <u>this</u> 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)	1033	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	"II "	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	0410.0	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	"D "	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	3	42 – 44	The number of this particular footnote. Valid range: 1 to 999. Format: Right justified and space filled.

RECORD TYPE E2- ERRATUM RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number (for <u>this</u> record)	1057	1 – 4	The sequential number of <u>this</u> 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	"E2"	13 – 16	Always contains the letter E capitalized and the number 2 with no space between them. Format: Include quotation marks.
4	Record Number (for the corrected data)	1008	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	0120.0	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	"A "	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 E2 - ERRATUM RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
8	Second Column Label	"B "	42 – 45	Fields 8 thru 26 are similar to Field 7
9	Third Column Label	" "	47 – 50	and are used when the correction is in
.				the same row and more than one column.
26	Twentieth Col. Label	" "	132 – 135	Otherwise, enter “ ”.
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 errata occurs, carriers must use higher submission numbers and a new data entry date to denote a new 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.

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
12345678901234567890123456789012345678901234567890123456789012345678901234567890123456

Sample records:

1057,"LBIL","E2",1008,"I " ,0120.0,"A ","B "," " ," " ," " ," " ," " ," " ," " ," " ," " ," " ,

1 1 1 1 1
 0 1 2 3 4
789012345678901234567890123456789012345678901234

Continuation of sample records:

" " ," " ," " ," " ," " ," " ," " ," " , 1,"XQ"

RECORD TYPE T1 - TRAILER RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1058	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
12345678901234567890123456789012345678901234567890123456789012345678901234567
Sample record:
1058,"LBIL","T1","John Doe                ", "(202) 555-1212 x123 ", "XQ"
    
```