

A. **Introduction**

This document contains the detailed automated data processing (ADP) specifications for the automated report to be filed as FCC Report 495B, the Actual Usage of Investment Report.

B. **General Format**

1. **Electronically-Filed Data**

- a. For data reporting years 1990 and beyond, carriers must file their ARMIS Reports electronically. Electronic submission of ARMIS reports is made through the Internet by selecting the “**Upload ARMIS Data**” link on the EAFS Home Page, at <http://www.fcc.gov/wcb/eafs/>.
- 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 and multiple reasons for correcting data 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 “JA”
- 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 Actual Usage of Investment Report data file to be submitted by Illinois Bell to cover the calendar year 2003 would be LBIL03JA.U01:

LBIL	COSA for Illinois Bell
03	Data for calendar year 2003
JA	Actual Usage of Investment 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."

C. Data Entry Conventions

1. Give each record a unique record number, beginning with 1001 and incrementing by one, with no numbers skipped.
2. Assign a unique row number to each row of the table, beginning with 1 and incrementing by one, with no numbers skipped.
3. 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.

D. Rounding Conventions

1. As specified in the Report Definition, all monetary figures must be rounded to the nearest thousand dollars.

2. All ratio fields must be entered as in the following example and rounded to 4 decimal places.

Example: 0.12345678 must be entered as 0.1235

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 Report Definition 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, which includes footnotes, 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. Current errata references must be included in the Erratum Record(s).

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. If a carrier has data to report for ARMIS Report 495B, the upload file will 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

If a carrier has no data to report, the upload file will contain only one file, a “no data” letter in PDF format, as described in Section H.3, below.

- H. Related Documents – are required by Commission Order to be filed with specific ARMIS reports. The electronic submission of these documents must be converted into a PDF file and must be included in the electronic upload file.

Document Conversion Requirements: The related documents must be converted to Adobe Acrobat's Portable Document Format (PDF) directly through a word-processing application or through the use of a scanning device, prior to submitting the documents to the Commission. Other than a letterhead graphic, the documents to be converted should consist of text only—no graphics. Conversion of a document to PDF should result in a black and white document with a resolution no greater than 300 dpi, and having a file size no more than 40 to 50 Kb per page.

The related documents to be included in the electronic upload file for Report 495B are described below:

1. **Transmittal Letter** - Each ARMIS report submission must be accompanied by a letter of transmittal. When filing confidential data, a separate letter is required. These letters must be on official company letterhead and be included in each electronic upload file. The transmittal letter must list only COSAs included in the submission. For example, if a company has multiple holding companies and choose to file each separately, the letter must reflect only those COSAs submitted for the individual company. See Section G.2 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 one certification statement, signed by a corporate officer, in each electronic upload file. See Section G.3 of the Reporting Procedures for a description of the information to be included in the statement.
3. **495 “No Data” Letter** - Carriers with no data to report in ARMIS Reports 495A and 495B may file this letter instead of an ASCII file. One letter is required for both reports and must be on official company letterhead. See Section G.3 of the Reporting Procedures for a description of the information to be provided in the letter. As stated above, the data validation program will create the electronic upload file for this letter. The electronic submission of this letter will serve as the carrier’s official filing.

I. Data Record Descriptions

The nine data record types are described below. See pages 7 through 22 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 D1 – (Table IV) Actual Dollar Apportionment Data Record
One record for each row, one row for each cost category designated for Table IV, as identified on pages 3, 6, & 7 of the Report Definition. Each record contains the actual investment dollar apportionment data values or one Type D1 record to verify that there are no applicable cost categories. See pages 9 & 10 for record layout.
4. Record Type A1 – (Table V) Actual Usage of Units Data Record
One or more Type A1 records per file. One record for each row, one row for each cost category designated for Table V, as identified on pages 4 & 8 of the Report Definition. Each record contains the actual unit of use data values or one Type A1 record to verify that there are no applicable cost categories. See pages 11 & 12 for record layout.
5. Record Type G1 – (Table VI) Actual Gross Investment Summary Data Record
Twenty or more type G1 records per file. One record for each row, one row for each cost category, subtotal, and grand total designated for Table VI, as identified on pages 5, 9, & 10 of the Report Definition. Each record contains actual gross investment dollars. See pages 13 & 14 for record layout.

6. Record Type C1 - Confidential Treatment Record
One or more Type C1 records per file. Contains information to identify the data for which the carrier is seeking confidential treatment or to verify that the carrier is not seeking any confidential treatment. See pages 15 & 16 for record layout.
7. Record Type F1 - Footnote Record
Optional. Zero or more Type F1 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 this report. See pages 17 & 18 for record layout.
8. Record Type E1 - Erratum Record
Zero Type E1 records in the first submission of a year's data. One or more Type E1 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 19 & 20 for record layout.
9. Record Type T1 - Trailer Record
One Type T1 record per file. The last record of each file. Contains contact person, etc. See page 21 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	"LBIL03JA.C01"	18 – 31	The name of the ASCII file. Format: See page 1, paragraph B.4. Include quotation marks.
5	Year	2003	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	"C"	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
12345678901234567890123456789012345678901234567890123456789
 Sample record:
 1001,"LBIL","H1","LBIL03JA.C01",2003,0,20030315,"C",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 495B"	18 – 35	Always contains "FCC REPORT 495B" 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 2003 to Dec 2003"	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
12345678901234567890123456789012345678901234567890123456789012345678901234567890123456

Sample record:

1002,"LBIL","L2","FCC REPORT 495B ","A","Illinois Bell ","Illinois ",

1 1 1
 0 1 2

789012345678901234567890123

Continuation of sample record:

"Jan 2003 to Dec 2003","XQ"

RECORD TYPE D1 (Table IV) - ACTUAL DOLLAR APPORTIONMENT DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1003	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	"D1"	13 – 16	Always contains the letter D capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Row Number	1	18 – 21	Row numbers as identified on the Report Definition. Valid range: 1 to 9999. Format: Right justified and space filled.
5	Account number Column (a)	2212	23 – 26	This field contains the account number from column (a) as shown on the Form Section of the Report Definition. Format: Right justified and space filled.
6	Cost category code Column (b)	"DES-PS" (spaces until pos. 34)	28 – 35	This field contains the cost category code from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
7	Cost category descriptive name Column (b)	"Dig Elec Sw Packet" (spaces until pos. 57)	37 – 58	This field contains the cost category descriptive name from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
8	Column (c) data	10000	60 – 68	This field contains the data corresponding to column (c) as shown on the Form Section of the Report Definition. Format: Right justified and space filled. Enter -99999 to indicate that the data is not available. Enter -88888 on the “public version” to indicate that confidential treatment has been requested.

RECORD TYPE D1 (Table IV) ACTUAL DOLLAR APPORTIONMENT DATA RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
9	Column (d) data	40000	70 – 78	Column (d) data Format: See Field 8 above.
10	Column (e) data	60000	80 – 88	Column (e) data Format: See Field 8 above.
11	Column (f) data	0.4000	90 – 100	This field contains the data corresponding to column (f) as shown on the Form Section of the Report Definition. Format: Right justified and space filled. Enter -99999.0000 to indicate that the data is not available. Enter -88888.0000 on the “public version” to indicate that confidential treatment has been requested.
12	Column (g) data	0.6000	102 – 112	Column (g) data Format: See Field 11 above.
13	End of Record Code	"XQ"	114 – 117	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.

Column (d) is either the calculation of column (c) multiplied by Table I column (i), or it is the amount from Table II column (f), whichever is greater. A footnote is required if Table II column (f) is greater.

If there are no cost categories applicable to Table IV, then include only one Type D1 record. Enter the number 0 in field 5, “NONE” in field 6, and -99999 in fields 8 through 12.

										1
1	2	3	4	5	6	7	8	9	0	
<u>1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901</u>										
Sample Record:										
1003,"LBIL","D1",	1,2212,"DES-PS","Dig Elec Sw Packet				,	100000,	40000,	60000,	0.4000,	
- OR -										
1003,"LBIL","D1",	1,	0,"NONE	","		,	-99999,	-99999,	-99999,-99999.0000,		

1
1
2345678901234567
Continuation of sample record:
0.6000,"XQ"
- OR -
-99999.0000,"XQ"

RECORD TYPE A1 (Table V) – ACTUAL USAGE OF UNITS 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	"A1"	13 – 16	Always contains the letter A capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Row Number	1	18 – 21	Row numbers as identified on the Report Definition. Valid range: 1 to 9999. Format: Right justified and space filled.
5	Account number Column (a)	2212	23 – 26	This field contains the account number from column (a) as shown on the Form Section of the Report Definition. Format: Right justified and space filled.
6	Cost category code Column (b)	"DES-PS" (spaces until pos. 34)	28 – 35	This field contains the cost category code from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
7	Cost category descriptive name Column (b)	"Dig Elec Sw Packet" (spaces until pos. 57)	37 – 58	This field contains the cost category descriptive name from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
8	Allocator unit of use Column (c)	"Weighted Terms " (spaces until pos. 78)	60 – 79	This field contains the allocator unit of use from column (c) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
9	Column (d) data	10000	81 – 89	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 -99999 to indicate that the data is not available. Enter -88888 on the "public version" to indicate that confidential treatment has been requested.

RECORD TYPE A1 (Table V) – ACTUAL USAGE OF UNITS DATA RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
10	Column (e) data	40000	91 – 99	Column (e) data Format: See Field 9 above.
11	Column (f) data	60000	101 – 109	Column (f) data Format: See Field 9 above.
12	Column (g) data	0.4000	111 – 121	This field contains the data corresponding to column (g) as shown on the Form Section of the Report Definition. Format: Right justified and space filled. Enter -99999.0000 to indicate that the data is not available. Enter -88888.0000 on the “public version” to indicate that confidential treatment has been requested.
13	Column (h) data	0.6000	123 – 133	Column (h) data Format: See Field 12 above.
14	End of Record Code	"XQ"	135 – 138	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.

If there are no cost categories applicable to Table V, then include only one Type A1 record. Enter the number 0 in field 5, “NONE” in field 6, and -99999 in fields 9 through 13.

1 2 3 4 5 6 7 8 9
12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789

Sample Record:

1004, "LBIL", "A1", 1, 2212, "DES-PS", "Dig Elec Sw Packet", "Weighted Terms", 100000, 40000,
 - OR -
 1004, "LBIL", "A1", 1, 0, "NONE", "", "", -99999, -99999,

1 1 1 1
 0 1 2 3
012345678901234567890123456789012345678

Continuation of sample record:

60000, 0.4000, 0.6000, "XQ"
 - OR -
 -99999, -99999.0000, -99999.0000, "XQ"

RECORD TYPE G1 (Table VI)- ACTUAL GROSS INVESTMENT SUMMARY DATA RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1109	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	"G1"	13 – 16	Always contains the letter G capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Row Number	1	18 – 21	Row numbers as identified on the Report Definition. Valid range: 1 to 9999. Format: Right justified and space filled.
5	Account number Column (a)	2212	23 – 26	This field contains the account number from column (a) as shown on the Form Section of the Report Definition. Format: Right justified and space filled.
6	Cost category code Column (b)	"DES-PS" (spaces until pos. 34)	28 – 35	This field contains the cost category code from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
7	Cost category descriptive name Column (b)	"Dig Elec Sw Packet" (spaces until pos. 57)	37 – 58	This field contains the cost category descriptive name from column (b) as shown on the Form Section of the Report Definition. Format: Left justified and space filled. Include quotation marks.
8	Column (c) data	10000	60 – 68	This field contains the data corresponding to column (c) as shown on the Form Section of the Report Definition. Format: Right justified and space filled. Enter -99999 to indicate that the data is not available. Enter -88888 on the "public version" to indicate that confidential treatment has been requested.
9	Column (d) data	40000	70 – 78	Column (d) data Format: See Field 8 above.
10	Column (e) data	60000	80 – 88	Column (e) data Format: See Field 8 above.

RECORD TYPE G1 (Table VI)- ACTUAL GROSS INVESTMENT SUMMARY DATA RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
11	End of Record Code	"XQ"	90 – 93	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.

1 2 3 4 5 6 7 8 9
 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123

Sample Record:

1109, "LBIL", "G1", 1, 2212, "DES-PS", "Dig Elec Sw Packet", 100000, 40000, 60000, "XQ"

RECORD TYPE C1 - 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)	1175	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	"C1"	13 – 16	Always contains the letter C capitalized and the number 1 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	"IV "	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	1	30 – 33	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. Format: Right justified and space filled.
7	Column Label	"D "	35 – 38	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 need for fields 8 thru 13. Format: Include quotation marks. Left justified and space filled.

RECORD TYPE C1 - CONFIDENTIAL TREATMENT RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
8	Second Column Label	"E"	40 – 43	Fields 8 through 18 are similar to field 7 and are used when the request is for the same row and more than one column. Otherwise, enter “ ”.
9	Third Column Label	"K "	45 – 48	
.				
.				
.				
18	Twelfth Col. Label	" "	90 – 93	
19	End of Record Code	"XQ"	95 – 98	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.

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      1      2      3      4      5      6      7      8      9
123456789012345678901234567890123456789012345678901234567890123456789012345678
Sample records:
1175,"LBIL","C1",1003,"IV ", 1,"D ","E ","K "," " ," " ," " ," " ," " ," " ," " ," " ," " ," "XQ"
1176,"LBIL","C1",1004,"IV ", 2,"D ","E "," " ," " ," " ," " ," " ," " ," " ," " ," " ," "XQ"
1177,"LBIL","C1",9999,"IV ",9999,"F "," " ," " ," " ," " ," " ," " ," " ," " ," " ," "XQ"
1178,"LBIL","C1",1109,"V1 ", 1,"ZZ"," " ," " ," " ," " ," " ," " ," " ," " ," " ," "XQ"
    
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RECORD TYPE F1 - 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)	1179	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	"F1"	13 – 16	Always contains the letter F capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Record Number (for the footnoted data)	1003	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	"IV "	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	1	30 – 33	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. Format: Right justified and space filled.
7	Column Label	"G "	35 – 38	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	40 – 42	The number of this particular footnote. Valid range: 1 to 999. Format: Right justified and space filled.

RECORD TYPE F1 – FOOTNOTE TEXT RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
9	Sequence Number	1	44 – 45	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. 102)	47 – 103	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"	105 – 108	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	2	3	4	5	6	7	8	9	10
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678									
Sample records:									
1179,"LBIL","F1",1003,"IV	"	1,"G	"	1, 1,"Footnote text for footnote 1					","XQ"
1180,"LBIL","F1",1003,"IV	"	1,"G	"	1, 2,"continuation text for footnote 1					","XQ"
1181,"LBIL","F1",1003,"IV	"	1,"G	"	1, 3,"last line of footnote 1.					","XQ"
1182,"LBIL","F1",1004,"IV	"	2,"ZZ"	"	2, 1,"Footnote 2 pertains to all columns of Table IV row 2.					","XQ"
1183,"LBIL","F1",9999,"IV	"	9999,"E	"	3, 1,"Footnote 3 pertains to all rows of Table IV column E.					","XQ"
1184,"LBIL","F1",1110,"VI	"	2,"C	"	4, 1,"Footnote 4 pertains to Table VI row 2 column C.					","XQ"

RECORD TYPE E1 - 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)	1185	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	"E1"	13 – 16	Always contains the letter E capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	Record Number (for the corrected data)	1003	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	"IV "	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	1	30 – 33	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. Format: Right justified and space filled.
7	Column Label	"D "	35 – 38	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 18. Format: Include quotation marks. Left justified and space filled.

RECORD TYPE T1 - TRAILER RECORD

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
1	Record Number	1189	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
1234567890123456789012345678901234567890123456789012345678901234567
Sample record:
1189,"LBIL","T1","John Doe                ", "(202) 555-1212 x123 ", "XQ"
    
```