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SUMMARY

This document provides the Report Definition for FCC Report 43-07, the ARMIS Annual Infrastructure Report, which must be provided annually by study area. It contains the following:

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All kilometers and all access lines must be entered in whole numbers. All switches, tandems, hosts, remotes, interfaces, circuit lines, carrier links, terminations, channels, copper pairs, and fiber strands must be entered in whole numbers.

All 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. If a filing carrier has a waiver applicable to a certain field, it must treat the data for that field as "Irretrievable" and footnote the reason for that entry (including a cite to the waiver, and a note as to its duration). Items which need not be reported because they do not apply are designated by N/A. DO NOT override N/As. If a reporting carrier should wish to apply data to a field containing an N/A, the carrier should enter the amount(s) and an explanation as a footnote to the field. The amount(s) must not be entered in an N/A'd field.

REMEMBER: Footnotes are mandatory in Table II for Rows 0410, 0460 and 0484. Footnotes are mandatory for all "Irretrievable" entries, and for any data entry containing UNE Data.

When errata occur, carriers must include in the transmittal letter a brief statement indicating the reason for the errata. Other explanatory notes must be included in the footnote section of the filing.

NOTICE: The ARMIS Infrastructure Report collects data designed to capture trends in telephone industry infrastructure development under price cap regulation and improves and standardizes existing reporting requirements for this purpose. The ARMIS Infrastructure Report specifies information requirements in a consistent format and is essential to the FCC to monitor service quality under price cap regulation. Your response is mandatory.

Public reporting burden for this collection of information is estimated to average 168 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and

maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Federal Communications Commission, Office of Managing Director, Washington, D.C. 20554.

An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid control number.

FCC Report 43-07
 ARMIS INFRASTRUCTURE REPORT

COMPANY: XXXXXXXXXXXXXXXX
 STUDY AREA: XXXXXXXXXXXXXXXX
 PERIOD: From mmm yyyy To mmm yyyy
 COSA: XXXX

XXXX Version
 Submission XXX
 TABLE I
 PAGE 1 OF 1

TABLE I – SWITCHING EQUIPMENT

ROW	CLASSIFICATION	Total Study Area (a)	Within MSA (b)	Non-MSA (c)
<u>SWITCHES/LINES IN SERVICE:</u>				
0110	Total Switches		N/A	N/A
0111	Local Switches			
0112	Tandems		N/A	N/A
0113	Host Switches			
0114	Remote Switches (Stand Alone Only)			
0120	Total Number Access Lines in Service			
<u>TYPE OF SWITCH:</u>				
0150	Total NDSPC Switches		N/A	N/A
0160	NDSPC Lines Served			
0170	Total DSPC Switches		N/A	N/A
0180	DSPC Lines Served			
<u>SWITCHING CAPABILITY:</u>				
0230	Total Switches Equipped with SS7		N/A	N/A
0240	Local Switches Equipped with SS7			
0250	Tandems Equipped with SS7		N/A	N/A
0270	Total Switches Equipped with ISDN		N/A	N/A
0280	Local Switches Equipped with ISDN			
0290	Tandems Equipped with ISDN		N/A	N/A
0300	Lines Served by ISDN Switches			
0311	Basic Rate ISDN (BRI) Interfaces Equipped			
0312	Primary Rate ISDN (PRI) Interfaces Equipped			

FCC Report 43-07
 ARMIS INFRASTRUCTURE REPORT

COMPANY: XXXXXXXXXXXXXXXX
 STUDY AREA: XXXXXXXXXXXXXXXX
 PERIOD: From mmm yyyy To mmm yyyy
 COSA: XXXX

XXXX Version
 Submission XXX
 TABLE I I
 PAGE 1 OF 1

TABLE II – TRANSMISSION FACILITIES

ROW	CLASSIFICATION	Total Study Area (d)
<u>SHEATH KILOMETERS:</u>		
0320	Total Sheath Kilometers	
0321	Copper	
0322	Fiber	
0323	Other	
<u>INTEROFFICE WORKING FACILITIES:</u>		
0330	Total Circuit Links	
<u>LOOP PLANT – CENTRAL OFFICE TERMINATIONS:</u>		
0370	Total Working Channels	
0380	Copper	
0381	Baseband	
0382	Analog Carrier	
0383	Digital Carrier	
0390	Fiber Digital Carrier	
0410	Other	
<u>OTHER TRANSMISSION FACILITY DATA:</u>		
0420	Total Equipped Channels	
0430	Copper	
0431	Baseband	
0432	Analog Carrier	
0433	Digital Carrier	
0440	Fiber Digital Carrier	
0460	Other	
0470	Copper Prs. Term. Main or Other Equiv. Frame (Loop Plant Only)	
0480	Fiber Strands Term. in the CO (Loop Plant Only)	
0482	DS1s Term. at Customer Premises	
0484	Fiber Term. at Customer Premises at DS3 Rate or Higher	
0485	Hybrid Fiber/Metallic Loop Interface Locations	
0486	Switched Access Lines Served from Interface Locations	
0487	Total xDSL Term. at Customer Premises	
0488	xDSL Term. at Customer Premises via Hybrid Fiber/Metallic Interface Locations	
0490	Subscriber Lines Capable of ISDN	

Infrastructure Report

General Instructions

For the purposes of this report, the terms access lines, lines and lines in service are used interchangeably. Any row/column data entry which contains UNE data must be accompanied by an explanatory footnote identifying the types of UNEs (e.g., “UNE-P”) that are included.

Table I

General Instructions

Switches - Switches are assemblies of equipment and software designed to establish connections among lines or between lines and trunks. Switches include tandems, local, class 5 switching machines and any associated remote switching machines; e.g., a host end office and its three associated remote switches will be reported as four switches. However, the remote terminals of concentrators and Integrated Digital Loop Carrier systems are not reported in this table, because they are not switching entities. There may be more than one switch per central office or wire center.

Lines in Service - Access lines include all classifications of local exchange telephone service including, but not limited to, individual lines, party line access, PBX access, Centrex access, Coin access, Foreign Exchange access and WATS access. Access lines, as defined herein, is a more inclusive term than billable access lines, as defined in the ARMIS 43-01 Report. See row instructions for Rows 2090 through 2140 of the ARMIS 43-01 Report for the definition of billable access lines. Report all access lines in whole numbers.

Row Instructions

Row 0110 - Total Switches - Enter in whole numbers, the total quantity of local and tandem switches. This amount is equal to the sum of Rows 0150 and 0170. Local switches include both host switches and their associated remote switches. Remote switches to be included in the total switches count are those described in the general definition of a remote switch.¹ A remote switch can generally be described as a switch that has no connection to the facilities network except through its host switch. The host provides the processing capabilities and certain control functions for the remote switch under the direction of the host central processor, and controls the remote switch over a pair of dedicated data links.

Note: Since some switches are used for both local and tandem switching, the sum of Rows 0111 and

¹ See *Adjustments to Price Cap Carriers' Service Quality and Infrastructure Reports in ARMIS*, CC Docket No. 87-313, Public Notice, 7 FCC Rcd 3591 (Com. Car. Bur. 1992). Technically concise definitions of “host” and “remote” switches are found in the *Local Exchange Routing Guide*.

0112 may be greater than the amount entered on this row. For example, if there are 6 local switches, 4 tandem switches and 5 switches that are used for both local and tandem switching, Row 0111 would equal 11 local switches, Row 0112 would equal 9 switches, and Row 0110 would equal 15 switches. In this case, the sum of Rows 0111 and 0112 (20) would be greater than the amount of total switches (15).

Also, since we are asking only for the number of remote switches with stand-alone capability in Row 0114, this quantity will be less than the number of remote switches included in Row 0110. This is because Row 110 includes the total of both stand-alone and non stand-alone remote switches. For example, if there are 16 total remote switches, where 7 have stand-alone capability and 9 do not, the quantity entered on Row 0114 (7) would be less than the number of remote switches included in Row 0110 (16).

Row 0111 - Local Switches - Enter in whole numbers, the total quantity of switches used as local switches. Local switches encompass switches with no subtending remote switches, as well as host switches and their associated remote switches (both stand-alone and non stand-alone).

Row 0112 - Tandems - Enter in whole numbers, the total quantity of switches that perform tandem switching.

Row 0113 - Host Switches - Enter in whole numbers, the total quantity of host switches. A host switch is a switch that serves one or more remote switches.

Row 0114 - Remote Switches (Stand-Alone Only) - Enter in whole numbers, the total quantity of remote stand-alone switches. Include on this row, only those remote switches that are equipped to operate in a stand-alone fashion (i.e., able to operate if the host fails, or if the data links to the host fail) to be able to provide more limited service. Remote switches that are not within this description, i.e., those that are non stand-alone remote switches, should not be included on this row.

Note: A remote switch can generally be described as a switch that has no connection to the facilities network except through its host switch. The host provides the processing capabilities and certain control functions for the remote switch under the direction of the host central processor, and controls the remote switch over a pair of dedicated data links. All types of remote switches, i.e., both stand-alone and non stand-alone, are included with the switch counts in Row 0110 and Row 0111. However, Row 0114 excludes remote switches that are incapable of providing stand-alone operation when the host switch fails.

Row 0120 - Total Number Access Lines In Service - Enter in whole numbers, the total quantity of access lines in service. This amount is equal to the sum of Rows 0160 and 0180.

Type of Switch - Types of switches include Non-Digital Stored Program Controlled (NDSPC) and Digital Stored Program Controlled (DSPC).

Row 0150 - Total NDSPC Switches - Enter in whole numbers, the total quantity of local and tandem

Non-Digital Stored Program Controlled switches.

Row 0160 - NDSPC Lines Served - Enter in whole numbers, the total quantity of lines served by Non-Digital Stored Program Controlled switches.

Row 0170 - Total DSPC Switches - Enter in whole numbers, the total quantity of local and tandem Digital Stored Program Controlled switches.

Row 0180 - DSPC Lines Served - Enter in whole numbers, the total quantity of lines served by Digital Stored Program Controlled switches.

Row 0230 - Total Switches Equipped with SS7 - Enter in whole numbers, the total quantity of local and tandem switches equipped with SS7.

Row 0240 - Local Switches Equipped with SS7 - Enter in whole numbers, the total quantity of switches used as local switches that are equipped with SS7.

Row 0250 - Tandems Equipped with SS7 - Enter in whole numbers, the total quantity of switches that perform tandem switching and are equipped with SS7.

Row 0270 - Total Switches Equipped with ISDN - Enter in whole numbers, the total quantity of local and tandem switches that are equipped with ISDN. Since some switches are used for both local and tandem switching, the sum of Rows 0280 and 0290 may be greater than the amounts entered on this row (see example, Row 0110).

Row 0280 - Local Switches Equipped with ISDN - Enter in whole numbers, the total quantity of local switches that are equipped with ISDN.

Row 0290 - Tandems Equipped with ISDN - Enter in whole numbers, the total quantity of switches with tandem capability that are equipped with ISDN.

Row 0300 - Lines Served by ISDN Switches - Enter in whole numbers, the total quantity of lines served by switches equipped with ISDN. Do not include in this count lines that could be connected to switches equipped with ISDN.

Row 0311 - Basic Rate ISDN (BRI) Interfaces Equipped - Basic rate ISDN consists of two Bearer Channels at 64 Kilobits/second and one Delta Channel at 16 kilobits/second. Quantities reflected are the number of (2B + D) BRI interfaces equipped. This amount represents actual interfaces equipped with ISDN. Enter in whole numbers.

Row 0312 - Primary Rate ISDN (PRI) Interfaces Equipped - Equivalent primary rate ISDN interfaces are generally configured as 23 Bearer Channels and one Delta Channel all at 64 kilobits/second. Quantities reflected are the number of equivalent PRI (23B + D) ISDN interfaces equipped, excluding interoffice PRI ISDN interfaces. This amount represents actual interfaces equipped with ISDN. Enter

in whole numbers.

Table II

Row 0320 - Total Sheath Kilometers - The total length in kilometers of all loop and interoffice cables (Plant in Service – Account 2410) without regard to the number of pairs. Use whole numbers. Row 0320 shall equal the sum of Rows 0321, 0322, and 0323.

Row 0321 - Copper - Enter the number of sheath kilometers of twisted pair copper cable. Use whole numbers.

Row 0322 - Fiber - Enter the number of sheath kilometers of fiber. Use whole numbers.

Row 0323 - Other - Enter the number of sheath kilometers of aluminum, coaxial, and all other sheath kilometers not included in Rows 0321 or 0322. Use whole numbers.

Row 0330 - Total Circuit Links - A circuit link is that link that exists between points A and B where voice frequency/DS0 cross-connects and/or analog/digital conversion (collectively referenced here as conversion) occurs. Circuit links are counted as follows: If there is a circuit between A and B with no intermediate conversions, count one circuit link for each voice frequency equivalent channel. If there is a circuit between A and B with one intermediate conversion, count two circuit links for each voice frequency equivalent channel. Similarly, two intermediate conversions between A and B would result in three circuit links per voice equivalent channel. Enter in whole numbers.

LOOP PLANT - CENTRAL OFFICE TERMINATIONS – The quantities reported in Rows 0370 through 0460, expressed as 4 kHz channels, refer to facilities that connect end user customers with their serving wire centers / central offices. This measure also includes the “local channel” portions of Special Access / private line / special services connecting end user customers with their serving wire centers or central offices. However, “Local Loop Plant” excludes facilities connecting serving wire centers / central offices to interexchange carrier (IXC) or other access customer points of presence (POP) because these channels are considered interoffice circuits. For Row 0390, working fiber digital carrier, and Row 0440, equipped fiber digital carrier, do not include channel counts for optical carrier that is terminated at end user/customer premises. Instead, count channels from these systems, as instructed, in Row 0484, Fiber Terminated at Customer Premises at DS3 Rate or Higher.

Row 0370 - Total Working Channels - Working Channels are on a 4 kHz bandwidth (single voice channel) basis. Working channels originating from a remote switch are treated the same as if the channels originated in the host central office. This amount equals the sum of Rows 0380, 0390 and 0410. Enter in whole numbers.

Row 0380 - Copper - Enter the number of working channels on copper facilities and systems. Use whole numbers. This amount equals the sum of Rows 0381, 0382 and 0383.

Row 0381 - Baseband - Enter the number of working channels on copper baseband facilities. Use whole numbers. Do not include copper facilities used to provide the carrier systems reported in Row 0382, Analog Carrier, and in Row 0383, Digital Carrier.

Row 0382 – Analog Carrier - Enter the number of working channels on copper analog carrier systems. Use whole numbers.

Row 0383 – Digital Carrier - Enter the number of working channels on copper-fed digital loop carrier systems. Use whole numbers.

Row 0390 - Fiber Digital Carrier – Enter the number of working channels on fiber-fed digital loop carrier systems. Use whole numbers. Do not include DS-1 or higher speed services to the customer premises, even if provided via fiber-fed digital loop carrier systems. Count the DS-1 services in Row 0482, DS1s Terminated at Customer Premises, and the higher speed services in Row 0484, Fiber Terminated at the Customer Premises at DS3 Rate or Higher.

Row 0410 - Other - Enter the number of other working channels. Use whole numbers. **Explain the data entered here in a footnote.**

Row 0420 - Total Equipped Channels - Equipped channels are on a 4 kHz bandwidth (single voice channel) basis. Equipped channels originating from a remote switch are treated the same as if the channels originated in the host central office. This amount equals the sum of Rows 0430, 0440 and 0460. Use whole numbers.

Row 0430 - Copper - Enter the number of equipped channels on copper facilities and systems. Use whole numbers. This amount equals the sum of Rows 0431, 0432 and 0433.

Row 0431 - Baseband - Enter the number of equipped channels on copper baseband facilities. Use whole numbers. Do not include copper facilities used to provide the carrier systems reported in Row 0432, Analog Carrier, and in Row 0433, Digital Carrier.

Row 0432 - Analog Carrier - Enter the number of equipped channels on copper analog carrier systems. Use whole numbers.

Row 0433 - Digital Carrier - Enter the number of equipped channels on copper-fed digital loop carrier systems. Use whole numbers.

Row 0440 - Fiber Digital Carrier - Enter the number of equipped channels on fiber-fed digital loop carrier systems. Use whole numbers. Do not include DS-1 or higher speed services to the customer premises, even if provided via fiber-fed digital loop carrier systems.

Row 0460 - Other - Enter the number of other equipped channels. Use whole numbers. **Explain the data entered here in a footnote.**

Row 0470 - Copper Pairs Terminated at the Main or Other Equivalent Frame (Loop Plant Only) - Enter the number of copper pairs terminated at the main frame or other equivalent frame in whole numbers. Include working and spare copper pairs regardless of their use (baseband facility or carrier system). Note: the quantity reported here in physical units is not equivalent to quantities expressed elsewhere in this report as 4 kHz channels. For example, count as two the number of physical pairs used to support a 24 channel digital loop carrier system provided on two pairs of copper wires in Row 0470, but count as 24 the number of derived channels on those pairs in Row 0383.

Row 0480 - Fiber Strands Terminated in the Central Office (Loop Plant Only) - Enter the number of individual fiber strands terminated in central offices in whole numbers.

Row 0482 - DS1s Terminated at Customer Premises - Enter the number of individual DS1 systems terminated at the customer's premises, other than trials. Enter in whole numbers.

Row 0484 - Fiber Terminated at Customer Premises at DS3 Rate or Higher - Enter the number of individual DS3 systems and, for systems higher than DS3, the number of equivalent DS3 systems provided over fiber strands, other than trials. **Footnote the number of individual systems provided over fiber strands terminated at the customer's premises at a higher than DS3 rate, if any.** Enter in whole numbers.

Row 0485 - Hybrid Fiber/Metallic Loop Interface Locations - Enter the number of locations other than central office locations where an interface between fiber cable and copper pairs or coaxial cable exists. Include fiber to the curb locations, fiber to the pedestal locations, and other similar locations with a fiber/metallic interface capable of providing broadband services.

Row 0486 - Switched Access Lines Served from Interface Locations - Enter the number of switched access lines reported in Row 0120 that are physically routed through the interface locations reported in Row 0485.

Row 0487 - Total xDSL Terminated at Customer Premises - Enter the total number of incumbent LEC-provided working digital subscriber lines terminated at customers' premises locations. Include lines provided over metallic loop facilities and lines provided over a combination of fiber and metallic loop facilities, where such lines terminate in either incumbent LEC-provided or customer-provided termination equipment. The total should include only those lines that are totally provided by the incumbent LECs.

Row 0488 - xDSL Terminated at Customer Premises via Hybrid Fiber/Metallic Interface Locations - Enter the number of customer-premises-terminated working digital subscriber lines that are provided through a hybrid fiber/metallic interface location included in Row 0485.

Row 0490 - Subscriber Lines Capable of ISDN - Enter in whole numbers, the quantity of working subscriber lines (loop plant between customer locations and their serving central offices) that meet all current transmission parameters for basic rate (2B+D) ISDN without additional engineering. (Transmission parameters include resistance, attenuation, absence of loading coils, bridged taps, etc.) This quantity shall include all lines currently providing ISDN, and shall also include lines served by all wire centers in the study area, including those from switches not capable of providing ISDN. The number must reflect the operations as of the end of the reporting year (Dec. 31, XXXX).

Infrastructure Report

Column Descriptions

Table I

Column (a) - Total Study Area - This column represents the total study area. A study area usually consists of a telephone company's service territory in a given state, although telephone companies occasionally have more than one study area in a particular state. Enter the facilities in the total study area in this column. This amount should equal Column (b) plus Column (c).

Column (b) - Within MSA - This column represents all MSAs served within the study area. MSAs, or Metropolitan Statistical Areas, are designated by the Office of Management and Budget in a list following each decennial census. An MSA is a Core-Based Statistical Area associated with at least one urbanized area that has a population of at least 50,000. The Metropolitan Statistical Area comprises the central county or counties containing the core, plus adjacent outlying counties having a high degree of social and economic integration with the central county as measured through commuting. See 65 Fed. Reg. 82228 (2000). Enter the facilities within any MSA in the Study Area in this column.

Column (c) - Non-MSA - This column represents all areas which lie outside of any MSA. Enter the facilities in the Study Area which are located outside of any MSA.

Table II

Column (d) - Total Study Area - See description for Table I, Column (a).

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 and beyond, carriers must file their ARMIS Reports and related documents electronically. Electronic submission of both 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.
- 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 “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 2005 would be LBIL05IS.U01:

LBIL	COSA for Illinois Bell
05	Data for calendar year 2005
IS	Infrastructure Report data file
.	Decimal point
U	Unrestricted version
01	First submission of this year's data

C. Filing Requirement

1. **Proprietary Treatment:** Carriers seeking proprietary treatment for some data must provide two electronic versions of the automated report. The Confidential Version must contain all the required information. Confidential Treatment Data Records **must** be provided to identify confidential data but are not a substitute for applying for confidential treatment with this Commission following established Commission procedures. The Public Version **should neither** include data for which the carrier is seeking proprietary treatment nor Confidential Treatment Data Records.

Carriers not seeking proprietary treatment for any data should provide only one electronic version which should be identified as the Unrestricted Version.

2. **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 are "Irretrievable."
3. **Related Documents** – These documents are required by Commission Order to be filed with specific ARMIS reports. The electronic submission of these documents must be converted to Adobe Acrobat's Portable Document Format (PDF), prior to submitting the documents to the Commission.

Document Conversion Requirements: Convert directly through a word-processing application or through the use of a scanning device. 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 43-07 are described below:

- a. **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. See Section G.2 of the Reporting Procedures for a description of the information to be provided in the transmittal letter.

- b. **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. The certification statement must list **all** COSAs required for a specific ARMIS report. See Section G.3 of the Reporting Procedures for a description of the information to be included in the statement.

4. **Data Validation Programs**

- a. Each reporting carrier must validate its data by using the most recent edit check program(s), 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.
 - b. The edit check program creates the electronic upload file to be used as the carrier's official filing. It will normally contain the following:
 1. The ASCII file(s)
 2. Text files that will be stored in the database
 3. The edit check results ("the Discrepancy Report")
 4. The comparison utility results for roll-up comparisons ("the Detailed Error Report")
 5. Related documents – one each per upload file, when applicable – in PDF
5. **Upload Comment Field:** Enter the reason for the filing, which must include a brief description of ALL data (including footnotes) that have been added, removed, or modified since the previous submission. This description must agree with what is being filed. The comments should not contain references to IATD letters. Maximum comment length is 500 characters (including spaces).

D. **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. In any text data field designated by N/A, enter “N/A”. Enter -77777 in any numeric data and “I/R” in any text 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 and “W/H” in any text data field for which data are “Withheld” to indicate that confidential treatment has been requested. 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 and text fields are enclosed in double quotation marks.
6. Do not override designated N/As. However, if a reporting carrier wishes to apply data to a field containing a 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.

E. Rounding Conventions

1. As specified in the Report Definition, all kilometers must be entered in whole numbers.
3. All access lines must be entered in whole numbers.
4. All switches, tandems, hosts, remotes, interfaces, circuit lines, carrier links, terminations, channels, copper pairs, and fiber strands must be entered in whole numbers.

F. Footnotes

1. **General:**

- a. For initial (annual) filings, 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. For resubmission filings, footnotes must be provided for all changed data, which includes changed footnotes. When a summary row value changes because of changes to one or more of its detail rows, the summary row must also be footnoted.
- b. Footnotes should be filed for the entities to which they apply: a footnote might apply to a holding company COSA only, to a study area COSA only, or to both entities. (However, footnotes should not be submitted at the holding company level if they apply only to a company’s study areas.)
- c. If the reporting carrier does not follow the procedures described in the row and column instructions of the applicable 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.

- d. 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.
 - e. 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.

3. **Footnote Structure:**

Observe the footnote specifications to the letter and strive for an efficient footnote structure. Reduce the size and number of footnotes by using global and referring footnotes.

Global Footnotes

- a. If a footnote applies to an entire table, its row number is 9999.0, and its column letter is ZZ;
- b. If a footnote applies to all columns within a single row, its column letter is ZZ;
- c. If a footnote applies to a single column within all rows, its row number is 9999.0;
- d. If a footnote applies to a majority of (but not all) columns within a single row, its column letter is ZZ, and its text should include the identity of the columns to which the footnote applies;
- e. If a footnote applies to a single column within a majority of (but not all) rows, its row number is 9999.0, and its text should include the identity of the rows to which the footnote applies;

Referring (non-Global) Footnotes

- f. If a footnote applies to more than one, but less than a majority of rows or columns, use individual referring footnotes for the rows or columns to refer to a single explanatory footnote. The referring footnote must include the explanatory footnote's number, row, and column;
- g. Referring footnotes and the footnotes to which they refer should be in the same table.

Footnote Removal

- h. For resubmissions, remove footnotes if they no longer apply, and renumber the remaining footnotes.
- i. When removing one or more footnotes from a table that were erroneously included in a previous filing, provide a single explanatory footnote that includes a list of the affected rows and columns. This footnote's record number for the footnoted data is 9999 (field 4), its table number is ZZZZ, its row number is 9999.0, and its column letters are ZZ.

G. Errata

1. Carriers are under a legal obligation to correct any erroneous data, which includes footnotes, reported in ARMIS Reports. Thus, whenever there are changes in table data, footnotes are added, footnotes are removed because they were erroneously-filed, or the text of an existing footnote is changed, an erratum (and resubmission) is required. 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).
4. **Errata Structure:**

Observe the errata record specifications to the letter, and strive for proper structure.

- a. An errata record should reference more than one column, if multiple—but not all—columns are affected for the same row. (Where all columns are affected use “ZZ” as the column reference.)

- b. When a footnote column field contains “ZZ” to indicate multiple—but not all—columns, the errata record column field should not use “ZZ.” Instead, list the columns affected in this field.
- c. The errata record should reference the footnote number to which it applies.
- d. For Submission Number 3 or higher, be careful to clear the errata table of entries from previous filings, prior to adding new errata entries for the new submission.
- e. When removing one or more footnotes from a table that were erroneously included in a previous filing, the erratum record should refer to a single footnote explaining the removed footnote(s). In the erratum record, use 9999 for the record number of the corrected data (field 4), ZZZZ for the table number, 9999.0 for the row number, and ZZ for the column letters.

H. Data Record Descriptions

The eight data record types are described below. See pages 9 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 9 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 10 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 page 11 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 page 12 for record layout.
5. Record Type C7 – Confidential Treatment Record (Confidential Version only)
One or more Type C7 records per file. Contains information to identify the data for which the carrier is seeking confidential treatment. Do not include this record type in the Public or Unrestricted Versions of a report. 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	"LBIL05IS.U01"	18 – 31	The name of the ASCII file. Format: See page 1, paragraph B.2. Include quotation marks.
5	Year	2005	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	20060315	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","LBIL05IS.U01",2005,0,20060315,"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 2005 to Dec 2005"	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 2005 to Dec 2005","XQ"

RECORD TYPE V1 (Table I) - 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. See Sections D and E for data entry and rounding conventions. 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.
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.

Notes: All fields are separated by commas.

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". In addition, footnotes are required for any row/column data entry which contains UNE data. The footnotes must identify the types of UNE's (e.g., "UNE-P") included in the data.

	1	2	3	4	5
<u>123456789012345678901234567890123456789012345678</u>					
Sample record:					
	1004,	"LBIL",	"V1",	0111.0,	152,
					132,
					20,"XQ"
	1005,	"LBIL",	"V1",	0112.0,	175,
					-99999,
					-99999,"XQ"

RECORD TYPE Y2 (Table II) - 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	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. See Sections D and E for data entry and rounding conventions. All other fields must be populated.
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.

Notes: All fields are separated by commas.

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. In addition, footnotes are required for any row/column data entry which contains UNE data. The footnotes must identify the types of UNE’s (e.g., “UNE-P”) included in the data.

```

1          2          3
12345678901234567890123456789012345678
Sample record:
1022,"LBIL","Y2",0320.0, 103852,"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
1234567890123456789012345678901234567890123456789012345678901234567890123456
Sample records:
1050,"LBIL","C7",1003,"I  ",0110.0,"A "," "," "," "," "," "," "," "," "," "," "," "," ",

```

```

      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. See Section F for Footnote structure guidelines. 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. See Section F for Footnote structure guidelines. 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. See Section F for Footnote structure guidelines. 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. See Section F for Footnote structure guidelines. 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 F3 – FOOTNOTE TEXT RECORD (continued)

<u>Field</u>	<u>Item</u>	<u>Example</u>	<u>Position</u>	<u>Description</u>
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.

Notes: All fields are separated by commas.

Certain items require accompanying mandatory footnotes and must be entered in the Footnote Text record(s). Such items are listed below and specified in the appropriate section of the instructions for filing this report:

Record Type Y2 – field 4 (Table II, Rows 0410, 0460 and 0484)
All data fields designated as -77777 (Irretrievable).
Any row/column data entry which contains UNE data.

See Section F for detailed footnote content and structure guidelines.

1	2	3	4	5	6	7	8	9	10	11
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890										
Sample records:										
1051,"LBIL","F3",1008,"I	","0120.0,"A "	1, 1,"Footnote 1 pertains to col A of Table I	row 0120.0	","XQ"						
1052,"LBIL","F3",1008,"I	","0120.0,"B "	2, 1,"Footnote 2 pertains to col B of Table I	row 0120.0	","XQ"						
1053,"LBIL","F3",1033,"II	","0410.0,"D "	3, 1,"Footnote text for footnote 3	","XQ"							
1054,"LBIL","F3",1033,"II	","0410.0,"D "	3, 2,"continuation text for footnote 3	","XQ"							
1055,"LBIL","F3",1033,"II	","0410.0,"D "	3, 3,"last line of footnote 3.	","XQ"							
1056,"LBIL","F3",9999,"II	","9999.0,"ZZ",	4, 1,"Footnote 4 pertains to all rows and all col of Table II",	","XQ"							

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. See Section G for Errata structure guidelines. 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. See Section G for Errata structure guidelines. 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. See Section G for Errata structure guidelines. 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. See Section G for Errata structure guidelines. 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 and are used when the correction is in the same row and more than one column.
9	Third Column Label	" "	47 – 50	
26	Twentieth Col. Label	" "	132 – 135	
27	Footnote Number	1	137 – 139	Otherwise, enter “ ”. 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.

Notes: 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.

See Section G for detailed Errata content and structure guidelines.

```

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
1234567890123456789012345678901234567890123456789012345678901234567
Sample record:
1058,"LBIL","T1","John Doe                ", "(202) 555-1212 x123 ", "XQ"
    
```