A. Introduction

This document contains the detailed automated data processing (ADP) specifications for the automated report to be filed as FCC Report 43-08, the ARMIS Operating Data 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 "OD"
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 Operating Data Report data file to be submitted by Illinois Bell to cover the calendar year 2010 would be LBIL10OD.U01:

LBIL	COSA for Illinois Bell
10	Data for calendar year 2010
OD	Operating Data 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 43-08 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 245 characters (including spaces). If comment length will exceed 245 characters, include in the comments a reference to the associated transmittal letter by its date, for additional information.

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. Use the assigned row numbers and associated state codes, not the state name, as shown on the State Row Numbers and Codes Reference Table of the Report Definition for this report. State Codes are to be enclosed in quotation marks, left justified and space filed.

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. Report the number of access lines 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 Definitions 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 <u>global</u> and <u>referring</u> footnotes.

<u>Global Footnotes</u>

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;

<u>Referring (non-Global) Footnotes</u>

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. If errata are filed for reporting year 2007 or earlier, carriers should refer to the Reporting Procedures for the reporting year being corrected.

5. **Errata 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 eleven data record types are described below. See pages 9 through 28 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 A2 - (Table III) Access Lines In Service By Customer Data Record
   One Type A2 record for each row with data to be reported. Include one A2 record for total company data, even if there is only one state row, as shown on page 5 of the Report Definition. Each record represents a state, district, or territory in which the reporting company has access lines. See pages 11 & 12 for record layout.

4. Record Type C3 – Confidential Treatment Record (Confidential Version only)
   One or more Type C3 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.

5. Record Type F3 - Footnote Record
   Optional. Zero 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 43-08. See pages 15 & 16 for record layout.

6. Record Type E4 - Erratum Record
   Zero Type E4 records in the first submission of a year's data. One or more Type E4 records per file in revisions filed to correct that year's submission. Each time an erratum occurs, a carrier must use a new submission number. Contains information to identify the data which was corrected in the submission. See pages 17 & 18 for record layout.

7. Record Type T1 - Trailer Record
   One Type T1 record per file. The last record of each file. Contains contact person, etc. See page 19 for record layout.

RECORD TYPE H1 - HEADER RECORD

Field	Item	Example	Position	Description
1	Record Number	1001	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"H1"	13 – 16	Always contains the letter H capitalized and the number 1 with no space between them. Format: Include quotation marks.
4	File Name	"LBIL10OD.U01"	18 – 31	The name of the ASCII file. Format: See page 1, paragraph B.2. Include quotation marks.
5	Year	2010	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	20110315	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
123456789012345678901234567890123456789012345678901234567890123456789
Sample record:
1001,"LBIL","H1","LBIL10OD.U01",2010,0,20110315,"U",01,"XQ"
```

RECORD TYPE L2 - LABEL RECORD

Field	Item	Example	Position	Description
1	Record Number	1002	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"L2"	13 – 16	Always contains the letter L capitalized and the number 2 with no space between them. Format: Include quotation marks.
4	Report Number	"FCC REPORT 43-08"	18 – 35	Always contains “FCC REPORT 43-08” 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 " (spaces until pos. 94)	73 - 95	Name of the study area. Format: Left justified and space filled. Include quotation marks.
8	Period Covered	"Jan 2010 to Dec 2010"	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
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345
Sample record:
1002,"LBIL","L2","FCC REPORT 43-05","A","Illinois Bell                 ","Illinois            "

    1         1         1
    0         1         2
678901234567890123456789012 3
Continuation of sample record:
,"Jan 2010 to Dec 2010","XQ"
```

RECORD TYPE A2 (Table III) - ACCESS LINES IN SERVICE BY CUSTOMER DATA RECORD

Field	Item	Example	Position	Description
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	"A2"	13 – 16	Always contains the letter A capitalized and the number 2 with no space between them. Format: Include quotation marks.
4	Row Number	0240.0	18 – 23	Row numbers as identified on the Report Definition. Valid range: 0110.0 to 0910.0 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 (fb) data	"IL"	25 – 28	This field contains the data corresponding to column (fb) as shown on the Form Section of the Report Definition. See the State Row Numbers and Codes Reference Table for a list of state codes. Format: Left justified and space filled. Include quotation marks.
6	Column (fc) data	135894	30 – 39	This field contains the data corresponding to column (fc) as shown on the Form Section of the Report Definition. DO NOT override designated N/As. Format: Right justified and space filled. See Sections D and E for data entry and rounding conventions. All fields must be populated. If there are no data applicable to an open field, enter zero.
7	Column (fd) data	5432	41 – 50	Column (fd) data Format: See Field 6 above.
8	Column (fe) data	4074	52 – 61	Column (fe) data Format: See Field 6 above.

RECORD TYPE A2 (Table III) - ACCESS LINES IN SERVICE BY CUSTOMER DATA RECORD (continued)

9	Column (fi) data	145400	63 – 72	Column (fi) data Format: See Field 6 above.
10	End of Record Code	"XQ"	74 – 77	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 A2 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         6         7
1234567890123456789012345678901234567890123456789012345678901234567890123456 7
1003,"LBIL","A2",0240.0,"IL",    135894,      5432,      4074,   145400, "XQ"
1004,"LBIL","A2",0910.0,"TO",    135894,      5432,      4074,   145400, "XQ"
```

RECORD TYPE C3 - CONFIDENTIAL TREATMENT RECORD

Field	Item	Example	Position	Description
1	Record Number (for this record)	1005	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	"C3"	13 – 16	Always contains the letter C capitalized and the number 3 with no space between them. Format: Include quotation marks.
4	Record Number (for the confidential data)	1005	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	"III "	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	0240.0	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	"FC "	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 C3 - CONFIDENTIAL TREATMENT RECORD (continued)

8	Second Column Label	"FI "	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. Otherwise, enter “ ”.
.				
.				
.				
.				
.				
26	Twentieth Column Label	" "	132 – 135	
27	End of Record Code	"XQ"	137 – 140	Always contains the letters XQ capitalized with no space between them to indicate the end of the record. Format: Include quotation marks.

Note: All fields are separated by commas.

```
         1         2         3         4         5         6         7         8         9
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456
Sample records:
1005,"LBIL","C3",1003,"III ",0240.0,"FC”,"FI","  ","  ","  ","  ","  ","  ","  ","  ","  ","  ",
Or
1005,"LBIL","C3",9999,"III ",9999.0,"FI","  ","  ","  ","  ","  ","  ","  ","  ","  ","  ","  ",
Or
1005,"LBIL","C3",9999,"ZZZZ",9999.0,"ZZ","  ","  ","  ","  ","  ","  ","  ","  ","  ","  ",
```

```
   1         1         1         1         1
   0         1         2         3         4
789012345678901234567890123456789012345678901234567890
Continuation of sample records:
"  ","  ","  ","  ","  ","  ","  ","  ","XQ"
Or
"  ","  ","  ","  ","  ","  ","  ","  ","XQ"
Or
"  ","  ","  ","  ","  ","  ","  ","  ","XQ"
```

RECORD TYPE F3 - FOOTNOTE TEXT RECORD

Field	Item	Example	Position	Description
1	Record Number (for this record)	1006	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"F3"	13 – 16	Always contains the letter F capitalized and the number 3 with no space between them. Format: Include quotation marks.
4	Record Number (for the footnoted data)	1006	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	"III "	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	0240.0	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	"FC "	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	1	42 – 44	The number of this particular footnote. Valid range: 1 to 999. Format: Right justified and space filled.

RECORD TYPE F3 - FOOTNOTE TEXT RECORD (continued)

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

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 A2 require footnotes for any row/column data entry which contains UNE data

See Section F for detailed footnote content and structure guidelines.

```
                                                                                                                  1         1
         1         2         3         4         5         6         7         8         9         0         1
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890
Sample records:
1006,"LBIL","F3",1003,"III ",0240.0,"FC",  1, 1,"Footnote text for footnote 1                          ","XQ"
1007,"LBIL","F3",1003,"III ",0240.0,"FC",  1, 2,"continuation text for footnote 1                      ","XQ"
1008,"LBIL","F3",1003,"III ",0240.0,"FC",  1, 3,"last line of footnote 1.                              ","XQ"
1009,"LBIL","F3",1003,"III ",0240.0,"ZZ",  2, 1,"Footnote 2 pertains to all cols. of Table III row 240.0","XQ"
1010,"LBIL","F3",9999,"III ",9999.0,"FI",  3, 1,"Footnote 3 pertains to all rows of Table III column FI ","XQ"
```

RECORD TYPE E4 - ERRATUM RECORD

Field	Item	Example	Position	Description
1	Record Number (for this record)	1011	1 – 4	The sequential number of this record within this data file plus 1000. Format: Right justified and space filled.
2	COSA	"LBIL"	6 – 11	The COSA code for the filing entity. Format: Include quotation marks.
3	Record Type	"E4"	13 – 16	Always contains the letter E capitalized and the number 4 with no space between them. Format: Include quotation marks.
4	Record Number (for the corrected data)	1003	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	"III"	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	0240.0	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	"FC"	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 E4 - ERRATUM RECORD (continued)

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

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
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456
Sample records:
1011,"LBIL","E4",1003,"III ",0240.0,"FC","FD","  ","  ","  ","  ","  ","  ","  ","  ","  ","  ",
1012,"LBIL","E4",1003,"III ",0240.0,"ZZ","  ","  ","  ","  ","  ","  ","  ","  ","  ","  ","  ",
1013,"LBIL","E4",9999,"III ",9999.0,"FI","  ","  ","  ","  ","  ","  ","  ","  ","  ","  ","  ",

   1         1         1         1         1
   0         1         2         3         4
789012345678901234567890123456789012345678901234
Continuation of sample records:
"  ","  ","  ","  ","  ","  ","  ","  ",  1,"XQ"
"  ","  ","  ","  ","  ","  ","  ","  ",  2,"XQ"
"  ","  ","  ","  ","  ","  ","  ","  ",  3,"XQ"
```

RECORD TYPE T1 - TRAILER RECORD

Field	Item	Example	Position	Description
1	Record Number	1014	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
12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567
Sample record:
1014,"LBIL","T1","John Doe                                ","(202) 555-1212 x123 ","XQ"
```