

Format of Electronic Records:

1. To the extent that the documents may exist on electronic media, we are requesting that these documents be provided in the original manner in which the documents were stored. Each computer data tape will be labeled with the following information for each file contained on the tape:

- a. File name(s).
- b. Format (i.e., Extended Binary Coded Decimal Interchange Code and American Standard Code of Information Interchange).
- c. Record length in bytes.
- d. File blocking factor.
- e. Indicate fixed length records.
- f. Total file size in bytes.
- g. Check total (“hash total”), field name and figure.

2. The documents to be provided are the original computer data in the manner in which it was originally stored, however, in lieu of the original computer data media, the information may be provided on CD-ROM. If CD-ROM is chosen in lieu of the original computer media, it will conform to the following parameters:

- a. Adhere to International Standards Organization 9660, as information will be reviewed on an MS-DOS based computer system.
- b. American Standard Code of Information Interchange format.
- c. Fixed length record files (referred to as "flat files"), with each record to have the same length in a file. Each data field will have the same starting position, field length and format between records.
- d. Non-labeled files will be identified as such.
- e. Each CD-ROM will be accompanied by an index containing the following information:
 1. File name(s).
 2. Format (i.e., Extended Binary Coded Decimal Interchange Code and American Standard Code of Information Interchange).
 3. Record length in bytes.
 4. File blocking factor.
 5. Indicate fixed length records.
 6. Total file size in bytes.
 7. Check total (“hash total”), field name and figure.

UNIQUE IDENTIFICATION NUMBER:

- f. Convert fields to simple alphanumeric or numeric format as appropriate. Unpack fields, e.g., change packed decimal fields to unpacked numeric fields.
- g. Multiple files may be put on one CD-ROM, however; only files pertaining to the same year should be placed on one disk.
- h. Any and all correspondence or documentation to support the accurate conversion and analysis of the electronic data processing data, including, but not limited to, internal operating instructions, computer software manuals, memoranda, notes, desk logs, computer files and computer hardware operating manuals that would contain the following:
 - 1. Record Layout with file descriptions (if files were created in a Common Business Oriented Language program).
 - 2. Minimum Systems Documentation (includes any system flowcharts and narrative system descriptions).
 - 3. Data Dictionary or similar document that defines the data elements in the record and defines the values and codes that can be contained in data elements.
 - 4. Data set name of the file(s).
 - 5. Record length.
 - 6. Format of numeric fields.
 - 7. Type of file, e.g., flat and/or sequential file, database file, Information Management System, Database Management System.
 - 8. Tape density in bits per inch.
 - 9. Block size.
 - 10. Make, model and configuration of the computer system(s) that were used to make or compile the electronic data files.
 - 11. Operating system, version(s) and platform used when electronic data processing data was generated.
 - 12. All versions of software used to transfer files onto computer tape and the effective dates when and/or if software versions were changed.