6.12 Transfer Agent Restricted Contact (TAREST) Information File via CCF and CCF-II: Function User's Guide

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1. Objectives of This Chapter

The objectives of this chapter are to:

•   Give an overview of the Transfer Agent Restricted Contact (TAREST)
     Information File.
•   Provide information on required file formats.

2. Overview

The DTC TAREST function gives Participants the ability to request a file containing
Transfer Agent Restricted Contact name and address records from DTC. Each record
contains a DTC agent number, agent name and address, including city, state, and zip
code, and a contact name at the agent with department name and phone number.

DTC provides this function via CCF and CCF-II. This guide provides information that
describes the TAREST Function for both CCF and CCF-II.

Users that communicate with DTC via CCFUSER software should read the *CCF
User Guide* before reading this document. Users that communicate with DTC via
CCF-II (RJE, SNA/RJE, or NDM) should read the appropriate CCF-II System User
Guide.

2.1   The TAREST Function

The TAREST function enables Participants to download a daily file of DTC Transfer
Agent Restricted Issue Contact data from the DTC agent master database. This
information is available in machine-readable format via CCF/CCF-II.

2.2   TAREST Transmission Modes

TAREST files are available via CCF and CCF-II. Users requesting TAREST via CCF
receive a file consisting of a CCF Header Record followed by TAREST Detail
Records. Users requesting TAREST via CCF-II receive a file consisting of CCF-II
Header and Trailer Records separated by the Detail Records. The formats for the
CCF Header Record, CCF-II Header and Trailer Records, and the TAREST records
are described in the following sections.

2.3   TAREST Availability and Holiday Processing

The TAREST function is normally available from approximately 9:30 p.m. through 3:00 p.m. (Eastern Time) the following day.

Files are generated the night before a holiday at 9:30 p.m., so that they are available on the day of the holiday and on the next business day. A new file is not generated on the day of the holiday.

3.   Record Formats

3.1   CCF Header Record

The first record on the TAREST function file is a Header Record, when HEADER=YES is specified as a CCFDTFDB parameter, which contains information regarding the creation of the file.

Note. NDM Users executing NDMDTF01, or RJE 3770 Users executing RJESDTF2, receive the CCF Header Record below:

CCF Header Record–Format

Position	Length	Format	Field Name	Field Description
1	6	Character	Data Type Requested	TAREST **Note:** In special instances, when data must be reloaded, the entry here must correspond to the SPECx name.
7	6	Character	Data Type Created	TAREST.
13	8	Character	Creation Date	*mm/dd/yy.*
21	8	Character	Spool Date	*mm/dd/yy.*
29	8	Character	Load Time	*hh:mm:ss.*
37	2	Numeric	Record Size	Size of each data record.
39	4	Numeric	Block Count	Number of data blocks input to CCFDTFDB.
43	4	Numeric	Record Count	Number of data records.
47	???	Character	Filler	DTC use only; do not use.

3.2 CCF-II Header and Trailer Records

The format of each CCF-II Header and Trailer Record is described below. Please note that the Header and Trailer Records are identical except for the first and last field of each record.

Note. NDM Users executing NDMDTF01, and RJE 3770 Users executing RJESDTF2, receive the CCF Header Record shown on page 3.

CCF-II Header and Trailer Record–Format

Position	Length	Format	Field Name	Field Description
1	3	Character	Record Identifier	HDR or TLR.
4	4	Character	Signon ID	Signon ID.
8	6	Character	Data Type Requested	TAREST **Note:** In special instances, when data must be reloaded, the entry here must correspond to the SPECx name.
14	6	Character	Data Type Created	TAREST.
20	8	Character	Creation Date	*mm/dd/yy.*
28	8	Character	Spool Date	*mm/dd/yy.*
36	8	Character	Load Time	*hh:mm:ss.*
44	4	Numeric	Record Length	Record length of data requested.
48	8	Numeric	Record Count	Number of data records in file.
56	4	Numeric	80-byte record count	Number of 80-byte records per data type requested.
60	15	Character	Filler	DTC use only; do not use.

CCF-II Header and Trailer Record–Format

Position	Length	Format	Field Name	Field Description
75	6	Numeric	Sequence Number	Used as a data integrity check HDR 000000 TLR 999999.

3.3 TAREST Detail Record

TAREST Detail Record–Format (Page 1 of 2)

Position	Length	Format	Field Name	Field Description
1	1	Character	Type Indicator	* (asterisk) in output file only.
2	1	Character	Production/Test Indicator	This file is only available as Production P (default).
3	6	Character	Record Type	TAREST Transfer Agent Restricted File.
9	2	Character	Record Suffix	Indicator of the record number on single and multiple data records within a transaction 01 default.
11	2	Character	Version Number	Indicator of which version the data is in (for example, latest or previous) 01 default.
13	6	Character	User Reference Number	Spaces Default; not available on this output file.
19	8	Character	Addressee ID	Spaces Default; not available on generic files.
27	8	Character	Agent Number	8-character DTC Transfer Agent number.
35	20	Character	Agent Name (Short)	20-character short DTC name of the Transfer Agent.

TAREST Detail Record–Format (Page 2 of 2)

Position	Length	Format	Field Name	Field Description
55	48	Character	Agent Name (Long)	Long DTC name of the Transfer Agent; up to 48 characters.
103	48	Character	Address Line 1	The first line of the Contact address at the Agent for Restricted Issues.
151	48	Character	Address Line 2	The second line of the address.
199	22	Character	City	City where the address is located.
221	2	Character	State	*aa* 2-character standard postal abbreviation of state where the address is located.
223	9	Character	Zip Code	9-digit zip code associated with the address; zeroes in last four positions, if not known.
232	48	Character	Contact Name	(Free-form entry) name of the contact at the Transfer Agent for restricted issues.
280	20	Character	Contact Department	Name of the contact person's department at the Transfer Agent.
300	10	Character	Contact Phone Number	Phone number of the contact person at the Transfer Agent.

4.   CCF and CCF-II Tape Backup Procedure

When data is critical, Participants that are not able to retrieve data via CCF/CCF-II, because of modem or telephone line equipment failure at their site, should call DTC Customer Support Center to specify the data type desired, and make arrangements to have a magnetic tape picked up via messenger.

When the magnetic tape is created by DTC, it has the following format:

For CCF Users
1. Non-labeled
2. 1600/6250 bpi
3. RECFM = VB
4. LRECL = 1504
5. BLKSIZE = 1508.

The tape contains the data in exactly the same format as it would have been received at the User's computer site. It is important to note that CCF Users must use CCFDTFDB to deblock the tape.

For CCF-II Users
1. Non-Labeled
2. 1600/6250 bpi
3. RECFM = FB
4. LRECL = Refer to specific User's Guide
5. BLKSIZE = Efficient block size.

The tape contains the data in exactly the same format as it would have been received at the User's computer site.

If Users, for example, regional Participants, are unable to pick up a magnetic tape at DTC, the alternative at the present time is to wait until their equipment problems are resolved or fall back to another method of communication, such as PTS. If communications problems are resolved within the same day, and the function is available, Users can receive the function normally.

If the problems are not quickly resolved, DTC can use a backup procedure for delivering non-current data to make the User's data available at any time within the next five business days. Such data is spooled out to the data base using a special data-type name ("SPECx" where "x" is a one-character numeric). Users must request the

data by the data-type name.