



# B U L L E T I N

January 1, 2014

Bulletin No. 03-2014

To: NISS Member Companies

Re: Requirements for Reporting Data via the NISS Website, CD-Rom, or Cartridge

With this Bulletin, we are enclosing pages describing the technical specifications for reporting NISS Calls via the NISS Website, CD-Rom, or Cartridge.

Please read these instructions carefully. We would appreciate it if you would follow the specifications as they are set forth and label all of your material as we have requested.

Please let us know if you have any questions, and thank you for your cooperation.

Very truly yours,

A handwritten signature in black ink that reads "Theresa A. Szwast".

Theresa A. Szwast  
President & CEO

Attachment

# **NATIONAL INDEPENDENT STATISTICAL SERVICE**

## **REQUIREMENTS FOR REPORTING DATA VIA NISS WEBSITE**

### **Special Website Instructions**

1. You must log in to the NISS Member Company website ([www.niss-stat.org](http://www.niss-stat.org)) and have permission to submit data Calls for your company. You will do this on the website by way of the “Data Submissions & Filings” menu item; select the “Submit Data Calls” option.
2. Supplemental Calls will be filed online. You will do this on the web site by way of the “Data Submissions & Filings” menu item; select the “Submit Supplemental Calls” option.
3. You will be asked to complete an online submission form with pertinent information before your file can be uploaded.
4. There is no maximum size limit for the NISS website. Data files should be compressed to expedite transfers. We are able to accept files which have been compressed using PKZip or WinZip shareware. Other compressed files will need to be self-extracting.
5. Each submission of data should include a Transmittal form or Electronic Transmittal records.
6. The name of each file should clearly indicate the Company Number, the Call Year, and the Call Name of the data being submitted. For example: “999\_2014\_Auto.txt” or “999AQR1QTR2014.zip”.
7. Once you have uploaded your submission to the FTP site, NISS will automatically be alerted that you have submitted data via the website. A summary of files uploaded automatically updates on your screen. This is your confirmation that NISS received your submission.

### **Record Format**

1. Each record must be the exact image of the record(s) described in the individual Call reporting instruction pages.
2. All coding generated must be ASCII fixed record length. If there is a problem with this, please contact NISS for further instructions.

### **File Format**

1. One Call Year and One Quarter per file. One NISS Call (line of insurance) report per file.
2. Records within the file may be in any order.
3. Files may be compressed. We are able to accept files which have been compressed using PKZip or WinZip shareware. Other compressed files will need to be self-extracting.

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## **Internal Tape Format**

1. If the data field is a signed numeric field, the last byte should contain a character to indicate whether the field is positive or negative. This character will be composed as follows:

Unit Position Numeric Value	Symbol	Unit Position Numeric Value	Symbol
0	{ or 0	-0	}
1	A or 1	-1	J
2	B or 2	-2	K
3	C or 3	-3	L
4	D or 4	-4	M
5	E or 5	-5	N
6	F or 6	-6	O
7	G or 7	-7	P
8	H or 8	-8	Q
9	I or 9	-9	R

For example, \$46,268 would be reported as 0004626H or 00046268; \$-46,268 would be reported as 0004626Q.

## **Miscellaneous**

1. No alphanumeric characters except where asked for in a Call.

## **Note**

If your company has any questions concerning reporting via the NISS website, please feel free to contact us.

# **NATIONAL INDEPENDENT STATISTICAL SERVICE**

## **REQUIREMENTS FOR REPORTING DATA ON CD-ROM**

### **Record Format**

1. Each record must be the exact image of the record(s) described in the individual Call reporting instruction pages.
2. All coding generated must be ASCII fixed field length on CD-ROM. If there is a problem with this, please contact NISS for further instructions.

### **File Format**

1. One Call Year and One Quarter per file. One NISS Call (line of insurance) report per file.
2. Records within the file may be in any order.
3. We are able to accept files which have been compressed using PKZip or WinZip shareware. Other compressed files will need to be self-extracting.

### **Internal Tape Format**

1. If the data field is a signed numeric field, the last byte should contain a character to indicate whether the field is positive or negative. This character will be composed as follows:

Unit Position Numeric Value	Symbol	Unit Position Numeric Value	Symbol
0	{ or 0	-0	}
1	A or 1	-1	J
2	B or 2	-2	K
3	C or 3	-3	L
4	D or 4	-4	M
5	E or 5	-5	N
6	F or 6	-6	O
7	G or 7	-7	P
8	H or 8	-8	Q
9	I or 9	-9	R

For example, \$46,268 would be reported as 0004626H or 00046268; \$-46,268 would be reported as 0004626Q.

### **External Labels**

CD-ROMs must be labeled externally showing:

1. Company Number and Company Name (include all relevant company numbers).
2. NISS Call (line of insurance).
3. Call Year of experience.
4. Name of file on CD-ROM.

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5. Number of logical records per file. In the case of multiple CD-ROMs, only the total file count is necessary.
6. Quarter, if necessary, to identify information particular to a specific Call.
7. CD-ROMs must be sequentially numbered for control purposes. Example: CD-ROM 1 of 1; CD-ROM 1 of 2, 2 of 2. This will insure that every CD-ROM has been received and is processed in proper sequence.
8. Zip Format – None (uncompressed files), PKZip, etc.
9. Record Length

## Example

<b>Company No.:</b> 999	<b>Company Name:</b> Acme Insurance Company
<b>Call:</b> Automobile	<b>Quarter:</b> N/A
<b>Call Year:</b> 2014	<b>Zip Format:</b> PKZip
<b>File Name:</b> Auto2014.zip	<b>Record Length:</b> 080 (or 180)
<b>Record Count:</b> 9,999	<b>Diskette:</b> 1 of 3

## Miscellaneous

1. No alphanumeric characters except where asked for in a Call.
2. The CD-ROM must be created on a personal computer that is IBM compatible.

## Note

If your company has any questions concerning reporting on CD-ROM, please feel free to contact us.

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## **REQUIREMENTS FOR REPORTING DATA ON MAGNETIC TAPE OR CARTRIDGE**

### **Record Format**

1. Each record must be the exact image of the record(s) described in the individual Call reporting instruction pages.
2. All coding generated on cartridge must be in the form of EBCDIC on either 18 track cartridge (3480) or 36 track cartridge (3490). If there is a problem with this, please contact NISS for further instructions.

### **File Format**

1. One Call Year and One Quarter per file. One NISS Call (line of insurance) report per file.
2. Records within the file may be in any order.
3. The physical block requirements are as follows:

<b><u>Record Length</u></b>	<b><u>Acceptable Physical Blocks</u></b>	<b><u>Physical Block Length not to Exceed</u></b>
080	Multiples of 080 bytes	32,720 bytes
180	Multiples of 180 bytes	32,760 bytes

### **Internal Cartridge Format**

1. One file per cartridge.
2. Standard labeled files are preferred and must conform to VSE or MVS IBM standards.
3. We *strongly advise* you *not* to use unlabeled files. If unlabeled files are used, they must have IBM readable tape marks preceding the data.
4. We are able to accept "IDRC" cartridge compressions in addition to the non-compressed format.
5. We currently do not accept data created from an AS400 system unless it has been converted to EBCDIC format and complies with the above specifications.

### **External Labels**

All cartridge volumes must be labeled externally showing:

1. Company Number and Company Name (include all relevant company numbers).
2. NISS Call (line of insurance).
3. Call Year of experience.
4. Number of logical records per file. In the case of multiple reel files, only the total file count is necessary.
5. Quarter, if necessary, to identify information particular to a specific Call.

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6. Cartridges must be sequentially numbered for control purposes. Example: Cartridge 1 of 1; Cartridge 1 of 2, 2 of 2. This will insure that every cartridge has been received and is processed in proper sequence.
7. Cartridge Format – 3480, 3480-IDRC, 3490, 3490-IDRC, etc.
8. Record Length
9. Block Size
10. Format – EBCDIC/Labeled, EBCDIC/Unlabeled, etc.

## Example

<b>Company No.:</b> 999	<b>Company Name:</b> Acme Insurance Company
<b>Call:</b> Automobile	<b>Tape Format:</b> 3490
<b>Call Year:</b> 2014	<b>Record Length:</b> 080 (or 180)
<b>Record Count:</b> 9,999	<b>Block Size:</b> 32,400
<b>Quarter:</b> N/A	<b>Format:</b> EBCDIC/Labeled
<b>Reel:</b> 1 of 3	

## Miscellaneous

1. No alphanumeric characters except where asked for in a Call.
2. Data Amount Fields must have Low Order Zones.
3. Padding characters at EOF, if used for filling a physical block, must contain numeric 9's in all 080 positions of the record.

## Note

If your company has any questions concerning reporting on Magnetic Tape or Cartridge, please feel free to contact us.