

## Ascii File Naming Convention and Header Specification

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This document is to be used in conjunction with the appropriate GSCCCA Local Indexing System Guidelines documents. This document does NOT apply to Real Estate/Deeds or other indexes not stated below.

ASCII Index data files transmitted from Clerks of Superior Court to the GSCCCA for the Statewide Indexes mentioned herein shall contain an "eight dot three" file naming convention. The 8.3 character positions of the filenames are to be defined as:

1	2	3	4	5	6	7	8	Dot	1	2	3
Index	Century	Year within Century		Incremental counter				(.)	County Code		
"P" for Plats  "G" for Liens (fka GED)  "C" for Civil and Dom Rel	"D" if file is for a year within 1900-1999, "E" to identify 2000-2099 data etc.	2 numeral to identify year within century. Use leading zeroes.		4 digits, with leading zeroes, to identify sequence of file from the county within year for the particular index system. 0001-9999. (If exceeding 9999, then the pattern shall be 9999, A001...A999, B001...Z999.) Detailed rules to determine specifically when this counter is to be incremented shall be specified by individual Index Application specifications but is expected to follow the <i>Real Estate Guidelines</i> .					Use leading zeros. Represent county code that transmitted file.		

Example: the filename "GE000013.025" represents a LIEN (fka GED) Index data file, for the year 2000, the 13<sup>th</sup> file accepted and merged from county 025 (Chatham).

Example: the filename "PE010063.015" represents a Plat Index data file, for the year 2001, the 63rd file accepted and merged from county 015 (Bryan).

### Proposed Header Information:

The header, or first line of the ascii file, shall contain the following fields: checksum value, character count, application or index name (LIEN, CADR, or PLAT etc), county code, good-through date. An example of an index data file for the LIEN (fka GED) system would be:

```
00041FA,"00000307","LIEN","159","12/22/1999"
"1591999000132","I","12/08/1999","FTL"," 230"," 11","FEDERAL TAX LIEN SUPERIOR COURT"
"1591999000132","D","BURDELLE, GEORGE P"
"1591999000132","D","BURDELLE, MILDRED"
"1591999000132","R","GEORGIA STATE BANK"
"1591999000132","R","GEORGIA STATE BANK NA"
[EOF]
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Local Indexing systems shall create files of index data, herein referred to as ASCII data files. The ASCII data files shall be electronic computer files composed in the American National Standards Institute ANSI X3.4-1986 standard; Information Systems Coded Character Set, 7-Bit American Standard Code for Information Interchange (ASCII).

#### Header Fields Descriptions:

1. Checksum hexadecimal code. This is to be calculated by adding the sum of all the ASCII codes for every character in the file (including all delimiters, carriage returns, linefeeds, character count field described below, etc.) except for the seven hexadecimal digits that will compose the code itself; then inserting this sum as a hexadecimal value into the formula:  $\text{checksum} = (\text{characters ASCII codes sum in hex}) \text{ AND } (\text{FFFFFFFF})$ . The checksum shall contain necessary leading zeroes as to always be 7 hexadecimal digits in length. Any letters in the hexadecimal code will be in capitals. (File samples are currently provided in the GSCCCA 'Real Estate Guidelines' document which uses this same field.)
2. The file character count in decimal (base 10, not hexadecimal nor binary) format for the entire file. This number shall be eight characters in length with leading zeros. If the filesize requires greater than eight characters, subtract multiples of 100,000,000 until the number can fit within eight characters (is less than or equal to 99999999). The character count is to include all ASCII codes in the files, including line feeds and carriage returns.
3. Application. Either "PLAT" or "LIEN" etc as appropriate.
4. The appropriate 3 numeric digit County Code. This value shall occupy three character spaces, contain leading zeros, and correlate with the filename.
5. The date to which the county's 'good-through date' should be advanced upon successful merger of the records in the file into the System. The date may be the same as that of a previous file if all index data necessary for advancement is not included in the file. This value shall occupy ten character spaces and be coded in the format mm/dd/yyyy where mm = zero padded month, dd = zero padded day, yyyy = four character year. This date is not to be thought of as the date the file is transmitted; it is instead is a date of legal significance in which no future instruments can be expected to be indexed or transmitted that have an *Instruments.Filed\_date* value equal to or before this good-through date.

The items 2 - 5 above, shall each be preceded and followed by (and only by) double quotes ( ", ASCII code 34) and separated by commas ( , ASCII code 44). The checksum will appear as the first seven characters of the first line and shall not be surrounded by quotes, but followed by a comma.

Immediately following this header shall be a carriage return (ASCII code 13) and linefeed (ASCII code 10). Files that do not have instrument index data to transmit, but are being transmitted just to satisfy any daily transmission requirement shall only contain the header and the end-of-file (EOF) indicator (described in future paragraph) without any other data.