

# **Telecom Interface File to University Directory**

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**Information Resources and Communications  
Office of the President  
University of California**

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## Overview

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### Population

The telecom interface file contains telecommunications information on University of California (UC) personnel or UC-affiliated personnel as identified by the person's corresponding location. It generally does not include students, unless the person is also a student employee. The data on each submitted interface should represent the "full volume" of data for the location, i.e., data on all applicable personnel for that location should be passed on each submitted interface.

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### Record Types

#### Header Record (Record Type Code = H)

The first record on the telecom interface file must be a Header Record. There should be one, and only one, Header Record on each telecom interface file.

#### Trailer Record (Record Type Code = T)

The last record on the telecom interface file must be a Trailer Record. There should be one, and only one, Trailer Record on each telecom interface file.

*note:* the individual, detail-level interface records do not contain a record type, given that each transmission represents a "full volume" interface; column 1 for these non-header and non-trailer records should contain a non-alpha value representing the first digit of the two-digit numeric location code, e.g., a zero for most locations.

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## Schedule

Campuses should supply this "full volume" file on a daily (Monday - Friday) basis, unless the UCOP Tape/File Librarian has been apprised of an alternative schedule. Files should be submitted between the hours of 4PM - Midnight and will be scheduled for processing into the University Directory by the following day.

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## Physical Characteristics

This file is to be transmitted electronically via FTP (per the Guidelines for Submitting Campus Input Files to UCOP via TCP/IP Utilizing FTP).

File Name: FTPUSRn.PUT.UDIRTELE.DAILY

Where n = indicates location (OP=U, BK=1, SF=2, DV=3, LA=4, RV=5, SD=6, SC=7, SB=8, IR=9)

Record Format: Fixed Blocked

Record Length: 524

Sequence: Header record as first record on file; trailer record as last record on file; remaining non-header/non-trailer records, in ascending sequence sorted by Employee ID

*note:* Files will be submitted electronically to UCOP on a daily basis (normally 5 days a week) and should represent “full volume” interface files. Each transmission does not require an accompanying Email note with transmittal information, given the information provided in the Header and Trailer records. However, campuses should coordinate with the UCOP Tape/File Librarian to provide telecom interface file contact name and phone number information.