OLMS Guide to Working with Downloaded LM Filing Data

I.   Introduction

This guide was created to help users understand the file structure and contents of the Download Yearly Data feature of the OLMS Online Public Disclosure Room. Advanced database concepts are presented in this document and it is assumed the reader will already have an understanding of relational database structure and basic SQL.

Less technical users can still find a wealth of information by using our Online Public Disclosure Union Search feature, which allows for advanced search options and the ability to download data in a Comma Separated Values format which is compatible with Microsoft Excel.

II.   Zip File Contents

All data for LM-2, LM-3, and LM-4 reports filed with OLMS for a particular year is stored in one compressed "zip" file that contains 46 related text files discussed in this document. In order to work with the data files, the contents of the zip file should be extracted to your computer's hard drive. To do this, right click on the name of the .zip file (for example, 2009.zip), select "Extract All," and use the "Compressed (zipped) Folders Extraction Wizard."

LM-2, LM-3, and LM-4 filing data is stored in 23 of the 46 text files. Each of the files has the word "data" in the file name. Each data file also has associated with it a similarly named, separate "meta" file, which identifies the field names in the corresponding data file and the data type of each field (integer, variable character (varchar), or char (unsigned 16-bit (2-byte)) numbers ranging in value from 0 through 65535). The data and meta files together equal the 46 files in a zip file. (Note: some zip files contain 48 files because they contain two additional text and data files related to T-1 data).

III.   Text Files Must be Joined to Display Related Data

The LM_data_data_[year].txt file is the file that contains the primary union filer's information including file number (assigned by OLMS), the filer's address, and other identifying information.

Each report filed with OLMS is assigned a unique identification number. Report data is saved in multiple data files. The unique number associated with each report is identified in the **RPT_ID** field which is included in each of the downloaded data files.. In order to know which organization filed the information that appears in a data file, the LM_data_data file and the other file containing the desired data must be imported into Microsoft Access or another relational database program as separate tables. A join must then be created between the two tables using the RPT_ID field from each table.

Below is an example of a simple join in the Microsoft Query design grid between an LM_data_data file and the Ar_disbursements_genrl_data table (which contains data appearing in Schedules 15 through 20 of the LM-2) which filters for all data in the latter table for OLMS filer 000-001.
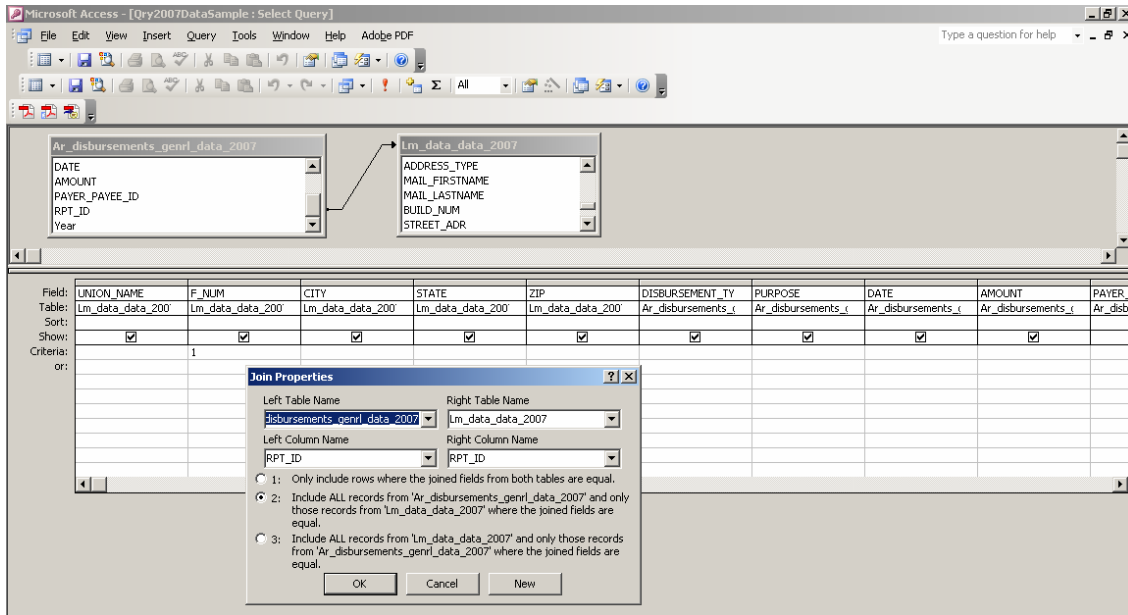
The related SQL statement for the above join is shown below:

```
SELECT Lm_data_data_2007.UNION_NAME, Lm_data_data_2007.F_NUM,
Lm_data_data_2007.CITY, Lm_data_data_2007.STATE, Lm_data_data_2007.ZIP,
Ar_disbursements_genrl_data_2007.DISBURSEMENT_TYPE,
Ar_disbursements_genrl_data_2007.PURPOSE, Ar_disbursements_genrl_data_2007.DATE,
Ar_disbursements_genrl_data_2007.AMOUNT,
Ar_disbursements_genrl_data_2007.PAYER_PAYEE_ID,
Ar_disbursements_genrl_data_2007.RPT_ID, Ar_disbursements_genrl_data_2007.Year

FROM Ar_disbursements_genrl_data_2007 LEFT JOIN Lm_data_data_2007 ON
Ar_disbursements_genrl_data_2007.RPT_ID = Lm_data_data_2007.RPT_ID

WHERE (((Lm_data_data_2007.F_NUM)=1));
```

IV. Spreadsheet limitations

In Microsoft Excel 97 for Windows, Microsoft Excel 2000, Microsoft Excel 2002, and Microsoft Office Excel 2003, text files that contain more than 65,536 rows cannot be opened in their entirety. You cannot open these files because these versions of Microsoft Excel are limited to 65,536 rows.

Several of the .txt files contain more rows of data than this. If you open a file that contains more data than this, the text file is truncated at the row 65,536, and you receive the following error message: File not loaded completely. However, you can use a macro to open the file and automatically break the text into multiple worksheets. Additional information about creating a macro to do this can be found at: http://support.microsoft.com/kb/120596. Note: Versions of Excel later than Excel 2003 have a limit of 1,048,576 rows, which is sufficient to open any of the text files.

V.   Delimiter

All 25 text files that contain data are in pipe (|) delimited format. Each of the data files can be opened in Microsoft Excel (subject to the limitations noted above) by selecting File, Open, and selecting the desired file. (Note: be sure that on the "Files of Type" line, you have selected .txt.)

When opening a text file, Excel automatically opens a text import wizard. In step 1 of the Wizard, select the Delimited radio button. In step 2, identify the delimiter as the pipe character in the "Other" box.

VI.   Data Structure

    A.   Union Data

File Name	Key information included
lm_data_data<year>.txt	Union name, file number, contact information, form type filed, Totals for: assets, receipts, disbursements, number of members, and answers to yes/no questions

    B.   Assets

File Name	Key information included
ar_assets_total_data_<year>	Beginning and ending balances for all assets (cash, accounts receivable, loans receivable, investments, etc.) listed in Statement A of the LM-2 and LM-3
ar_assets_accts_rcvbl_data_<year>	Accounts receivable aging schedule information reported in Sch. 1 of the LM-2 (including entity or individual names, total account receivable, amount 90-180 days past due, and amounts 180+ days past due)
ar_assets_fixed_data_<year>	Fixed assets reported in Schedule 6 of the LM-2 (including description, cost, depreciation, and book value)
ar_assets_loans_rcvbl_data_<year>	Loan receivable information reported in Schedule 2 of the LM-2 (including name, purpose, security, terms, and balances)

File Name	Key information included
ar_assets_investments_data_<year>	Investment information reported in Schedule 5 of the LM-2 (including cost and book value) *Note: the name, cost, and book value of a particular investment appear on separate rows.*
ar_assets_other_data_<year>	Other assets reported in Schedule 7 of the LM-2 (including description and book value)

C. Liabilities

File Name	Key information included
ar_liabilities_total_data_<year>	Total amounts of liabilities reported in items 30 to 34 of the LM-2 and Items 32 to 36 of the LM-3 (Accounts Payable, Loans Payable, Mortgages Payable, and Other Liabilities)
ar_liabilities_accts_paybl_data_<year>	Accounts payable aging schedule information reported in Schedule 8 of the LM-2 (including names, total account payable, 90-180 days past due, 180+ days past due)
ar_liabilities_loans_paybl_data_<year>	Loans payable information reported in Schedule 9 of the LM-2 (including sources of loans payable, amount of loans owed at the start, loans obtained during the period, and repayment information)
ar_liabilities_other_data_<year>	Other liabilities reported in Schedule 10 of the LM-2 (including description and amount at the end of the period)

D. Receipts

File Name	Key information included
ar_receipts_total_data_<year>	Total amounts of receipts reported in Statement B of the LM-2 (items 36-48)and LM-3 (items 38-44) (including dues, per capita tax, fees, sales of supplies, interest, dividends, rent, etc.)
ar_receipts_inv_fa_sales_data_<year>	Receipts from the sale of investments and fixed assets reported in Schedule 3 of the LM-2 (including description, cost, book value, gross sales price, and amount received)
ar_receipts_other_data_<year>	Other receipts reported in Schedule 14 of the LM-2 (includes the purpose, date, and amount) *Note: the type of each receipt is identified with a numeric code in the RECEIPT_TYPE field which is further identified in the list of codes in Section VI of this document. In addition, the payer of each receipt is identified with a number in the PAYER_PAYEE_ID field which must be linked with a separate join to the PAYER_PAYEE_ID field that appears in the ar_payer_payee_data_<year> table in order to display the name and contact information for each payer.*

E. Disbursements

File Name	Key information included
ar_disbursements_total_data_<year>	Total disbursements figures reported on LM-2 in items 50 to 65, total net disbursements to officers reported in Schedule 11, total net disbursements to employees reported in Schedule 12, total deductions reported in Schedules 11 and 12, and total of all other disbursements reported on line 5 of Schedules 15 through 19 Total disbursements figures reported on LM-3 in items 45 through 54 (including disbursements to officers and employees, and disbursements for per capita taxes, office and administrative expenses, professional fees, benefits, etc.)
ar_disbursements_genrl_data_<year>	Itemized disbursements reported on itemization pages for LM-2 Schedules 15 through 19 *Note: the type of each disbursement is identified with a numeric code in the DISBURSEMENT_TYPE field which is further identified in the list of codes in Section VI of this document. In addition, the payee of each disbursement is identified with a number in the PAYER_PAYEE_ID field which must be linked with a separate join to the PAYER_PAYEE_ID field that appears in the ar_payer_payee_data_<year> table in order to display the name and contact information for each payee and the total amount paid to each payee.*

File Name	Key information included
ar_disbursements_inv_purchases_data_<year>	Disbursements for the purchase of investments and fixed assets reported in Schedule 4 of the LM-2 (including description, cost, book value, and amount paid)
ar_disbursements_emp_off_data_<year>	Disbursements to each officer listed in LM-2 Schedule 11 and LM-3 Item 24 (includes officer full names, gross salary, allowances, disbursements for official business, and other disbursements) *Note: For LM-2 filers, also included are the percentages reported on line I of schedule 11.*
ar_disbursements_benefits_data_<year>	Disbursements for benefits reported in LM-2 Schedule 20 (including description, to whom paid, and amount)

F. Other

File Name	Key information included
ar_payer_payee_data_<year>	Identifies each payer listed in LM-2 Schedule 14 and each payee listed in LM-2 Schedules 15 through 19 (includes street address, type or classification, total of itemized and non-itemized transactions) *Note: the type of each disbursement is identified with a numeric code in the RCPT_DISB_TYPE field which is further identified in the list of codes in Section VI of this*

	document.
ar_rates_dues_fees_data_<year>	Dues and fees information reported in LM-2 item 21 and LM-3 item 23 *Note: dues, initiation fees, transfer fees, and work permits are identified on separate rows by a numeric code in the RATE_TYPE field which are further identified in the list of codes in Section VI of this document.*
ar_membership_data_<year>	Membership status information reported in LM-2 Schedule 13 (including category of membership, number, and voting eligibility) *Note: each type of membership for each filer is identified on a separate row with a numeric code in the MEMBERSHIP_TYPE field. The codes are further identified in the list of codes in Section VI of this document. OID is an incremental key and does not relate to any other fields.*

*Note: additional information reported in LM-2 item 69 and LM-3 item 56 is not available electronically.

VII.   Use of Codes to Identify Information

As previously discussed above, several text files use numeric codes to identify specific types of information. Those numeric codes are identified in the table below with the description of each code (the information that each code represents).

CODE_TYPE	CODE	CODE_NAME	CODE_DESCRIPTION
ACCT_CODE	101	ITEMIZED	ITEMIZED
ACCT_CODE	102	OTHER	ALL OTHERS
ADDRESS_CODE	201	UNION	UNION ADDRESS
ADDRESS_CODE	202	TRUST	TRUST ADDRESS
ASSET_CODE	301	LAND	LAND
ASSET_CODE	302	BUILDING	BUILDING
ASSET_CODE	303	AUTOMOBILE	AUTOMOBILE
ASSET_CODE	304	FURNITURE	FURNITURE
ASSET_CODE	305	OTHER	OTHER ASSETS
ATTACHMENT_CODE	401	REPORT	REPORT ATTACHMENT
ATTACHMENT_CODE	402	BYLAWS	CONSTITUTION, BYLAWS AND OTHER ATTACHMENTS
ATTACHMENT_CODE	403	HARDSHIP	HARDSHIP ATTACHMENT
DISBURSEMENT_CODE	501	REPRESENTATIONAL	REPRESENTATIONAL ACTIVITIES
DISBURSEMENT_CODE	502	POLITICAL	POLITICAL ACTIVITIES
DISBURSEMENT_CODE	503	CONTRIBUTIONS	CONTRIBUTIONS, GIFTS AND GRANTS
DISBURSEMENT_CODE	504	OVERHEAD	GENERAL OVERHEAD
DISBURSEMENT_CODE	505	ADMINISTRATION	UNION ADMINISTRATION
DISBURSEMENT_CODE	506	GD	GENERAL DISBURSEMENTS
DISBURSEMENT_CODE	507	NON-ITEMIZED	NON-ITEMIZED
EMP_OFF_CODE	601	OFF	OFFICER
EMP_OFF_CODE	602	EMP	EMPLOYEE
EMP_OFF_CODE	603	EMP_OFF	EMPLOYEE AND OFFICER
EMP_OFF_CODE	604	NON_ITEMIZED_EMP	NON-ITEMIZED EMPLOYEE
FYE_CODE	1	JAN	JANUARY
FYE_CODE	2	FEB	FEBRUARY
FYE_CODE	3	MAR	MARCH
FYE_CODE	4	APR	APRIL
FYE_CODE	5	MAY	MAY
FYE_CODE	6	JUN	JUNE
FYE_CODE	7	JUL	JULY
FYE_CODE	8	AUG	AUGUST
FYE_CODE	9	SEP	SEPTEMBER
FYE_CODE	10	OCT	OCTOBER
FYE_CODE	11	NOV	NOVEMBER
FYE_CODE	12	DEC	DECEMBER
INV_CODE	2201	ITEMIZED_INV	ITEMIZED INVESTMENT
INV_CODE	2202	REINVESTMENTS	REINVESTMENTS
INVESTMENT_CODE	701	MS	MARKETABLE SECURITIES
INVESTMENT_CODE	702	OI	OTHER INVESTMENTS
INVESTMENT_CODE	703	MSTC	MARKETABLE SECURITY TOTAL COST
INVESTMENT_CODE	704	MSTBV	MARKETABLE SECURITY TOTAL

CODE_TYPE	CODE	CODE_NAME	CODE_DESCRIPTION
			BOOK VALUE
INVESTMENT_CODE	705	OSTC	OTHER SECURITY TOTAL COST
INVESTMENT_CODE	706	OSTBV	OTHER SECURITY TOTAL BOOK VALUE
LOAN_CODE	2001	ITEMIZED	ITEMIZED
LOAN_CODE	2002	NON-ITEMIZED	NON-ITEMIZED
MEMBERSHIP_CODE	2101	MEMBERSHIP	MEMBERSHIP
MEMBERSHIP_CODE	2102	NON-ITEMIZED	NON-ITEMIZED
PAYER_PAYEE_CODE	1001	PAYER	PAYER
PAYER_PAYEE_CODE	1002	PAYEE	PAYEE
RATE_CODE	1101	REGULAR	REGULAR DUES/FEES
RATE_CODE	1102	WORKING	WORKING DUES/FEES
RATE_CODE	1103	INITIATION	INITIATION FEES
RATE_CODE	1104	TRANSFER	TRANSFER FEES
RATE_CODE	1105	PERMITS	WORK PERMITS
RECEIPT_CODE	1201	OR	OTHER RECEIPTS
RECEIPT_CODE	1202	GR	GENERAL RECEIPTS
SCHEDULE_CODE	0	MAIN	MAIN
SCHEDULE_CODE	1	SCH1	SCHEDULE 1
SCHEDULE_CODE	2	SCH2	SCHEDULE 2
SCHEDULE_CODE	3	SCH3	SCHEDULE 3
SCHEDULE_CODE	4	SCH4	SCHEDULE 4
SCHEDULE_CODE	5	SCH5	SCHEDULE 5
SCHEDULE_CODE	6	SCH6	SCHEDULE 6
SCHEDULE_CODE	7	SCH7	SCHEDULE 7
SCHEDULE_CODE	8	SCH8	SCHEDULE 8
SCHEDULE_CODE	9	SCH9	SCHEDULE 9
SCHEDULE_CODE	10	SCH10	SCHEDULE 10
SCHEDULE_CODE	11	SCH11	SCHEDULE 11
SCHEDULE_CODE	12	SCH12	SCHEDULE 12
SCHEDULE_CODE	13	SCH13	SCHEDULE 13
SCHEDULE_CODE	14	SCH14	SCHEDULE 14
SCHEDULE_CODE	15	SCH15	SCHEDULE 15
SCHEDULE_CODE	16	SCH16	SCHEDULE 16
SCHEDULE_CODE	17	SCH17	SCHEDULE 17
SCHEDULE_CODE	18	SCH18	SCHEDULE 18
SCHEDULE_CODE	19	SCH19	SCHEDULE 19
SCHEDULE_CODE	20	SCH20	SCHEDULE 20
STATE_CODE	1	AK	ALASKA
STATE_CODE	2	AL	ALABAMA
STATE_CODE	3	AR	ARKANSAS
STATE_CODE	4	AZ	ARIZONA
STATE_CODE	5	CA	CALIFORNIA
STATE_CODE	6	CO	COLORADO
STATE_CODE	7	CT	CONNECTICUT

CODE_TYPE	CODE	CODE_NAME	CODE_DESCRIPTION
STATE_CODE	8	DC	DISTRICT OF COLUMBIA
STATE_CODE	9	DE	DELAWARE
STATE_CODE	10	FL	FLORIDA
STATE_CODE	11	GA	GEORGIA
STATE_CODE	12	GU	GUAM
STATE_CODE	13	HI	HAWAII
STATE_CODE	14	IA	IOWA
STATE_CODE	15	ID	IDAHO
STATE_CODE	16	IL	ILLINOIS
STATE_CODE	17	IN	INDIANA
STATE_CODE	18	KS	KANSAS
STATE_CODE	19	KY	KENTUCKY
STATE_CODE	20	LA	LOUISIANA
STATE_CODE	21	MA	MASSACHUSETTS
STATE_CODE	22	MD	MARYLAND
STATE_CODE	23	ME	MAINE
STATE_CODE	24	MI	MICHIGAN
STATE_CODE	25	MN	MINNESOTA
STATE_CODE	26	MO	MISSOURI
STATE_CODE	27	MS	MISSISSIPPI
STATE_CODE	28	MT	MONTANA
STATE_CODE	29	NC	NORTH CAROLINA
STATE_CODE	30	ND	NORTH DAKOTA
STATE_CODE	31	NE	NEBRASKA
STATE_CODE	32	NH	NEW HAMPSHIRE
STATE_CODE	33	NJ	NEW JERSEY
STATE_CODE	34	NM	NEW MEXICO
STATE_CODE	35	NV	NEVADA
STATE_CODE	36	NY	NEW YORK
STATE_CODE	37	OH	OHIO
STATE_CODE	38	OK	OKLAHOMA
STATE_CODE	39	OR	OREGON
STATE_CODE	40	PA	PENNSYLVANIA
STATE_CODE	41	PR	PUERTO RICO
STATE_CODE	42	RI	RHODE ISLAND
STATE_CODE	43	SC	SOUTH CAROLINA
STATE_CODE	44	SD	SOUTH DAKOTA
STATE_CODE	45	TN	TENNESSEE
STATE_CODE	46	TX	TEXAS
STATE_CODE	47	UT	UTAH
STATE_CODE	48	VA	VIRGINIA
STATE_CODE	49	VT	VERMONT
STATE_CODE	50	WA	WASHINGTON
STATE_CODE	51	WI	WISCONSIN
STATE_CODE	52	WV	WEST VIRGINIA

CODE_TYPE	CODE	CODE_NAME	CODE_DESCRIPTION
STATE_CODE	53	WY	WYOMING
STATE_CODE	54	0	INTERNATIONAL
TAX_CODE	1301	501(C)(1)	501(C)(1) CORPORATIONS ORGANIZED UNDER ACT OF CONGRESS
TAX_CODE	1302	501(C)(2)	501(C)(2) TITLE HOLDING CORPORATIONS
TAX_CODE	1303	501(C)(3)	501(C)(3) CHARITABLE, EDUCATIONAL ORGANIZATIONS, ETC.
TAX_CODE	1304	501(C)(4)	501(C)(4) CIVIC LEAGUES AND SOCIAL WELFARE ORGANIZATIONS
TAX_CODE	1305	501(C)(5)	501(C)(5) LABOR, AGRICULTURAL AND HORTICULTURAL ORGANIZATIONS
TAX_CODE	1306	501(C)(6)	501(C)(6) BUSINESS LEAGUES
TAX_CODE	1307	501(C)(7)	501(C)(7) SOCIAL AND RECREATIONAL CLUBS
TAX_CODE	1308	501(C)(8)	501(C)(8) FRATERNAL BENEFICIARY AND DOMESTIC ASSOCIATIONS
TAX_CODE	1309	501(C)(9)	501(C)(9) VOLUNTARY EMPLOYEES BENEFITS ASSOCIATIONS
TAX_CODE	1310	501(C)(10)	501(C)(10) FRATERNAL SOCIATIES AND ASSOCIATIONS
TAX_CODE	1311	501(C)(13)	501(C)(13) CEMETERY COMPANIES
TAX_CODE	1312	501(C)(14)	501(C)(14) STATE CHARTERED CREDIT UNIONS, MUTUAL RESERVE FUNDS
TAX_CODE	1313	501(C)(16)	501(C)(16) COOPERATIVE ORGANIZATIONS TO FINANCE CROP OPERATIONS
TAX_CODE	1314	501(C)(17)	501(C)(17) SUPPLEMENTAL UNEMPLOYMENT BENEFIT TRUSTS
TAX_CODE	1315	501(C)(22)	501(C)(22) WITHDRAWAL LIABILITY PAYMENT FUNDS
TAX_CODE	1316	501(C)(25)	501(C)(25) TITLE HOLDING CORPORATIONS OR TRUSTS
TAX_CODE	1317	501(E)	501(E) COOPERATIVE HOSPITAL ASSOCIATIONS
TAX_CODE	1318	501(F)	501(F) COOPERATIVE SERVICE ORGANIZATIONS OF OPERATING EDUCATIONAL ASSOCIATIONS

CODE_TYPE	CODE	CODE_NAME	CODE_DESCRIPTION
TAX_CODE	1319	501(K)	501(K) CHILD CARE ORGANIZATIONS
TAX_CODE	1320	501(N)	501(N) CHARITABLE RISK POOLS
TAX_CODE	1321	4947(A)	4947(A) CHARITABLE NONEXEMPT TRUST TREATED AS A FOUNDATION
TAX_CODE	1322	1120	1120 CORPORTATION
TAX_CODE	1323	1120 REIT	1120 REIT REAL ESTATE INVESTMENT TRUST
TAX_CODE	1324	1120 RIC	1120 RIC REGULATED INVESTMENT COMPANIES
TAX_CODE	1325	1066 REMIC	1066 REMIC REAL ESTATE MORTGAGE INVESTMENT CONDUIT
TAX_CODE	1326	OTHER	OTHER
ATTACHMENT_CODE	499	NOT_TO_BE_DISPLAYED	NOT TO BE DISPLAYED
ATTACHMENT_CODE	404	ADDITIONAL INFO	ADDITIONAL INFORMATION - ITEM 69
ATTACHMENT_CODE	405	SCHEDULE 5	LM-2 SCHEDULE 5 DATA ATTACHED
STATE_CODE	55	SA	AMERICAN SAMOA
STATE_CODE	56	VI	VIRGIN ISLANDS
STATE_CODE	57	WK	WAKE ISLAND