

## Texas Ethics Commission

### Acknowledged Form 1295 Certificates Downloadable CSV File Record Layout Format

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#### Overview

This document describes the record layout of the Form 1295 Acknowledged Certificates downloadable comma separated values (CSV) file.

#### **FILE LAYOUT FOR FORM 1295 ACKNOWLEDGED CERTIFICATES DOWNLOADABLE CSV FILE**

- All records are comma-separated value (CSV) format records.
- All fields are surrounded with double quotes as fields may contain commas and spaces.
- There is a single BOX123 record for each acknowledged certificate.
- There are zero or more PARTY records for each acknowledged certificate.

## **BOX123 Data Record**

Field #	Field Name	Value Type	Max Len	Description
01	recordType	String	6	Record Type (identifies this record) Value: BOX123
02	certificateNumber	String	20	Certificate number
03	reportNumber	String	9	Unique report number
04	acknowledgeDate	String	10	Date the government entity or state agency acknowledged this certificate. Value: YYYY-MM-DD
05	governmentName	String	100	Name of governmental entity or state agency that is a party to the contract for which this certificate has been filed. This field is surrounded by double quotes.
06	governmentTypeCd	String	11	GOVT_ENTITY, AGENCY
07	businessName	String	100	Name of business entity that filed this certificate. This field is surrounded by double quotes.
08	businessCityName	String	30	Business location city of business entity that filed this certificate. This field is surrounded by double quotes.
09	businessStateCode	String	2	Business location state of business entity that filed this certificate
10	businessCountryCode	String	3	Business location country of business entity that filed this certificate
11	govtContractNumber	String	30	Identification number used by the governmental entity or state agency for identification of the contract for which this certificate has been filed. This field is surrounded by double quotes.
12	goodsServicesDescr	String	200	Description of the goods or services to be provided under the contract associated with this certificate, This field is surrounded by double quotes.

There is a single BOX123 record for each acknowledged certificate.

## **Interested Party Data Record**

Field #	Field Name	Value Type	Max Len	Description
01	recordType	String	6	Record Type (identifies this record) Value: PARTY
02	certificateNumber	String	20	Certificate number
03	reportNumber	String	9	Unique report number
04	partyTypeCode	String	10	ENTITY, INDIVIDUAL
05	partyOrgName	String	100	Organization name of entity interested party. This field is surrounded by double quotes.
06	partyLastName	String	100	Last name of individual interested party. This field is surrounded by double quotes.
07	partyFirstName	String	45	First name of individual interested party. This field is surrounded by double quotes.
08	partyCity	String	30	Business location city of interested party. This field is surrounded by double quotes.
09	partyStateCode	String	2	Business location state of interested party
10	partyCountryCode	String	3	Business location country of interested party
11	controllingInterest	String	1	Value: Y or N
12	intermediaryInterest	String	1	Value: Y or N

There are zero or more interested party records for each acknowledged certificate.