

EDA Revolving Loan Fund August 2012 RLF Reporting CD-R (Compact Disc) Labeling Format and File Naming Syntax Instructions

1. Use ONLY CD-R (1x-52x Speed / 700MB, 80 min Size) compact discs (CD-R/Ws and DVDs may be incompatible).
2. CD-R Label Fields include: **1)** RLF Program Name; **2)** Reporting Period; **3)** RLF Operator Name; and, **4)** CD Number (*1of2 & 2of2*); and, **5)** RLF Reporting Unit Number(s).
3. Provide a CD-R set (i.e., a set consists of two CD-Rs - one original (1 of 2) and one duplicate (2 of 2), per Reporting Period. Most RLF Operators will send only an original and duplicate CD-R each containing only one ED-209; as most Operators do not routinely send ED-209Is. However, a CD-R set may contain multiple Reporting Unit Numbers (RUN) belonging to the same RLF Operator. For example, an Operator with four RUNs will send a CD-R set containing a minimum of four ED-209s - and possibly up to four addition ED-209I report files.
4. Reporting Periods are annotated as (Month/Year) using either March 20XX or September 20XX.
5. The CD-R set (both CD-Rs) should be mailed to the appropriate EDA Regional Office c/o the RLF Administrator and received on or before due date requirements.
6. File Naming Syntax: Files burned to the CD-R set should follow the File Naming syntax:
[Report Period Month (Use Only March or September)].[Report Period Year].[Report Form Type (Use Only ED-209 or ED-209I)].[Reporting Unit Number].[State Name two letter initials].pdf

For example: March.2012.ED209.57110NRM.MD.pdf

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