Follow these instructions[1] to download the Office of Defects Investigation (ODI) Recalls data and to import it into Microsoft Access. ODI Recalls data is available in the compressed data (ZIP) format on the ODI website.

The system characteristics of your computer or device will affect the speed and performance of the processing needed to accomplish the downloading and importing of the Recalls data. At least 120MB of available disk space is required. This space requirement will increase as more data is continually added to the ODI database.

Detailed field descriptions of the data file are given in Appendix A.

*Note: For consistency, the original file name **FLAT_RCL** is used throughout these instructions.*

1. At the URL: **http://www-odi.nhtsa.dot.gov/downloads/**

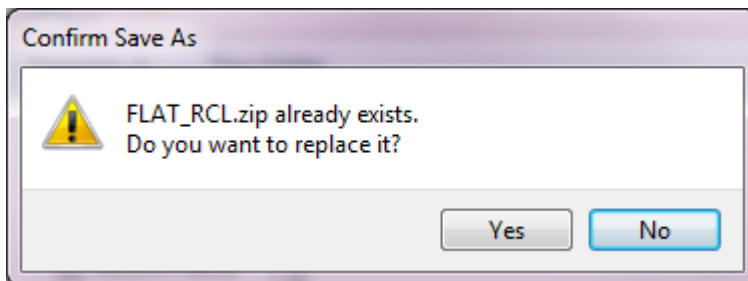2. Select the **FLAT_RCL.zip** file.

3. Select **Save**.

---
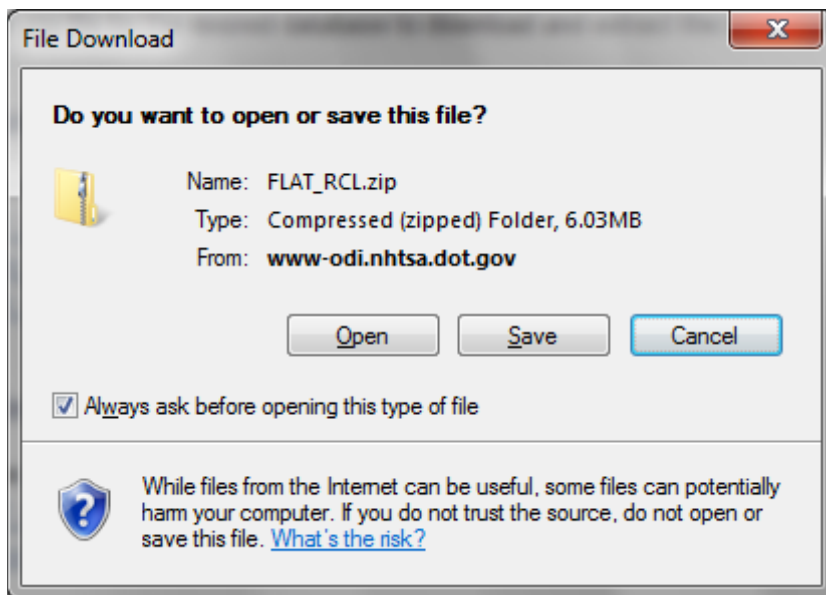
[1] The PDF version of this document is located at:
http://www-odi.nhtsa.dot.gov/downloads/folders/Recalls/Import_Instructions_Recalls.pdf

Select a destination folder for the file in the **Save As** box and then select **Save**.
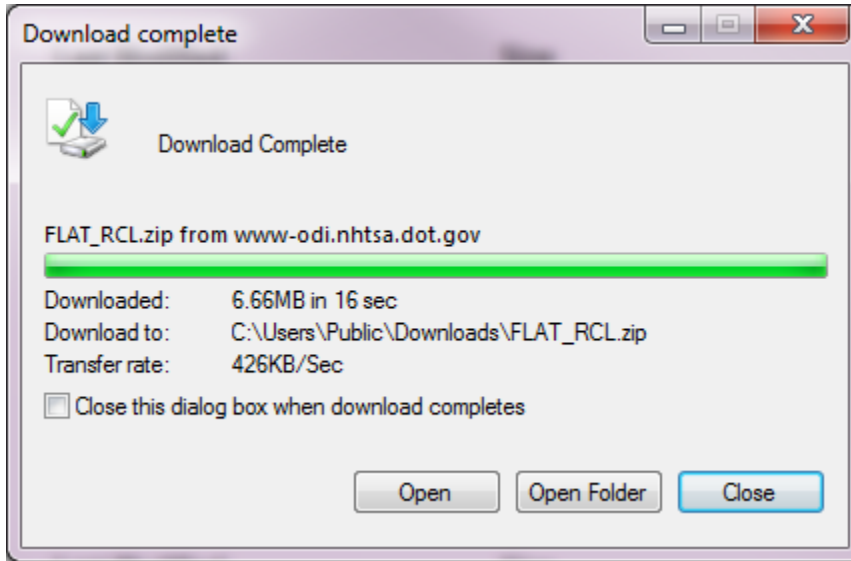(This is a large file and may take a few minutes to download.)
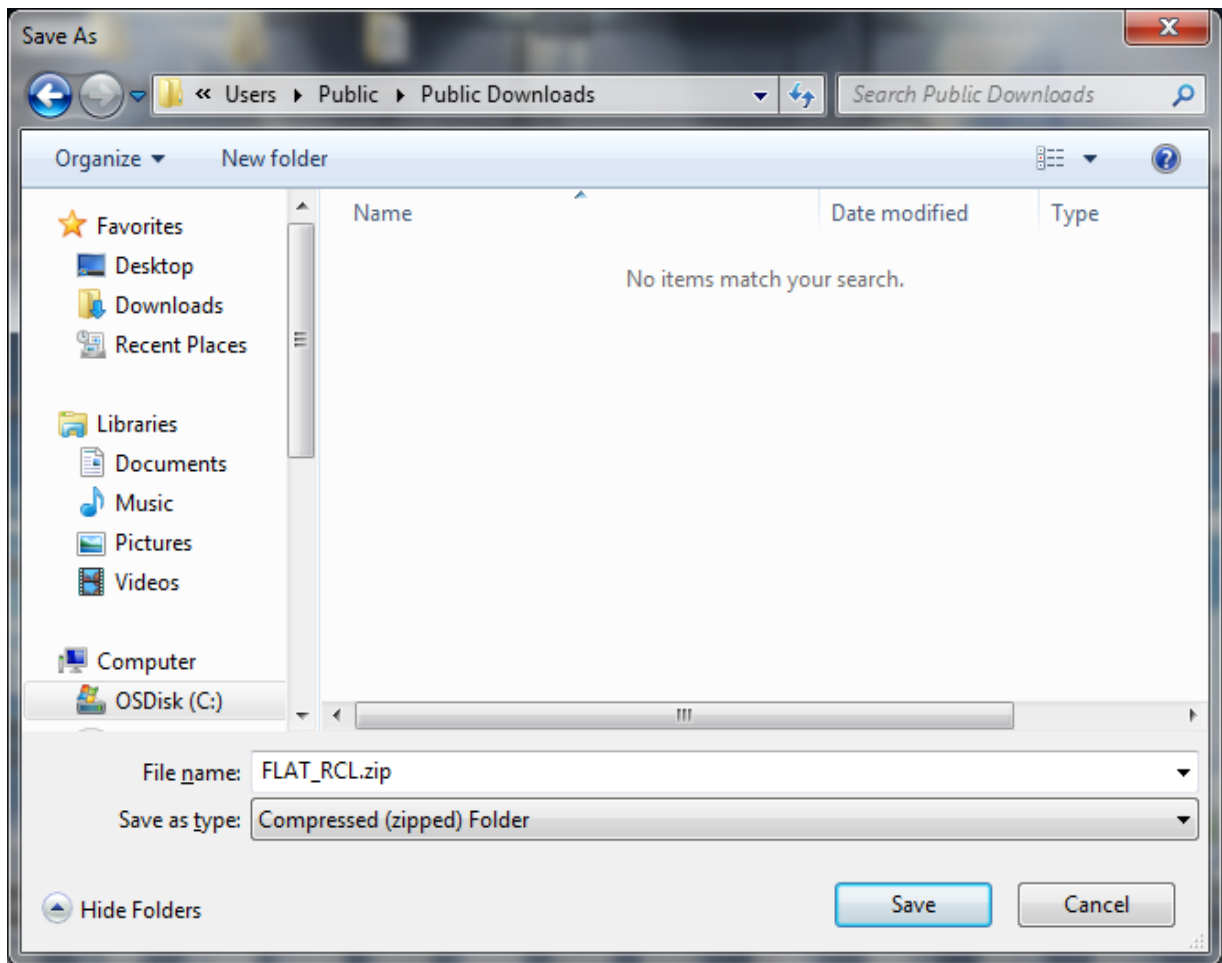
4. If an earlier version of the file exists in the destination folder, the following prompt will appear:

Select **Yes** to replace the existing file or **No** to cancel the save.

5. Once the download is complete, select **Close**.

6. Locate the zip file **FLAT_RCL.zip** in the destination folder chosen in step 4 and then extract the **FLAT_RCL.txt** file to the desired folder.

    The unzipped file of Recalls data is now ready to be imported into a Microsoft Access database.

7. Open Microsoft Access by selecting **Start > All Programs > Microsoft Office > Microsoft Access**.
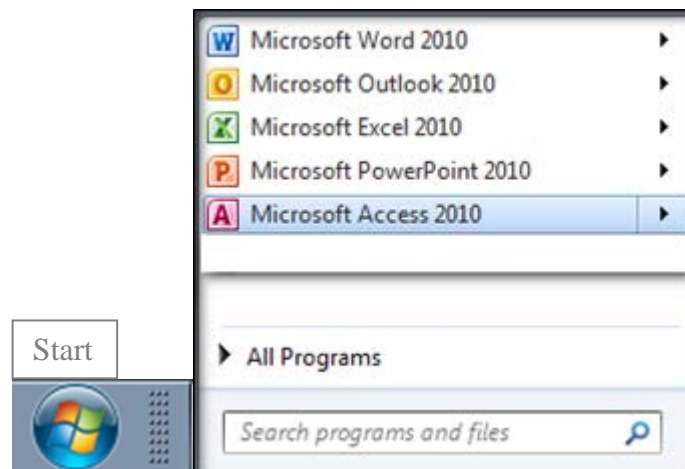

Note: The following screenshots are from the Microsoft Office 2010 version of Access. Other versions will have similar views and functionality, but may not look exactly the same. Use the toolbars or help feature if you have difficulty locating a function.
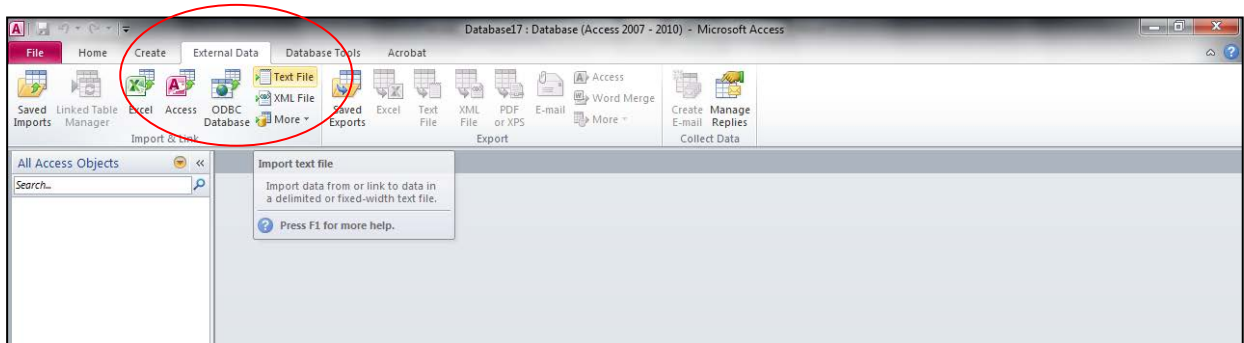
8. Select **Blank database** and accept the default File Name 'Database*N*.accdb' (save to a folder of your choice) and then select **Create**.
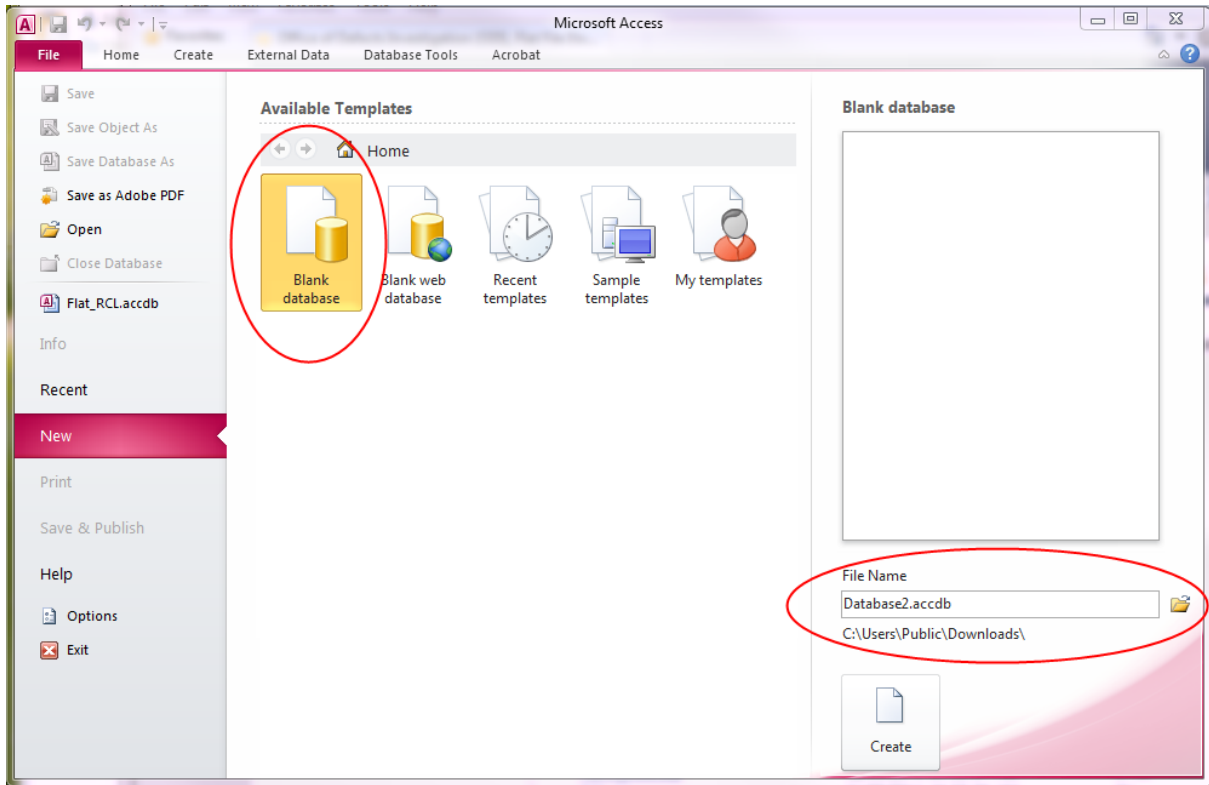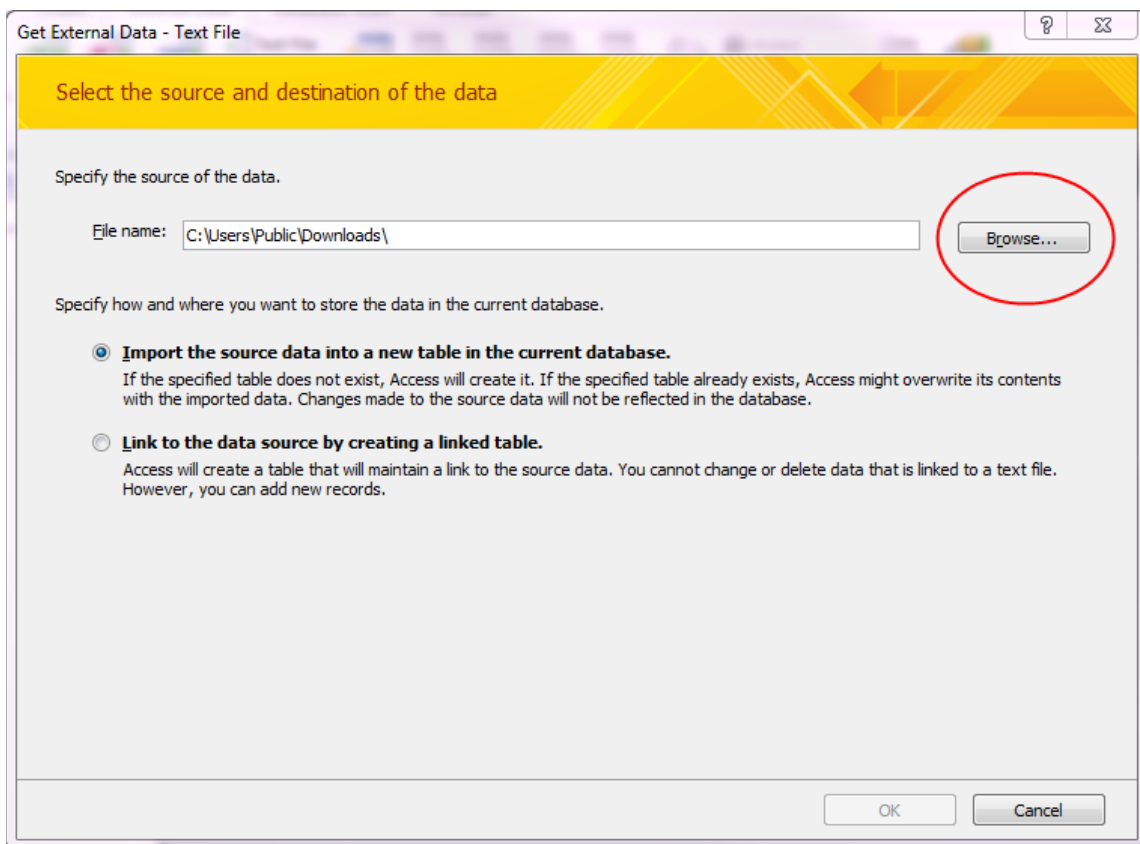

9. **Right-click** the **Table 1** tab and click **Close** in the pop-up menu.
10.
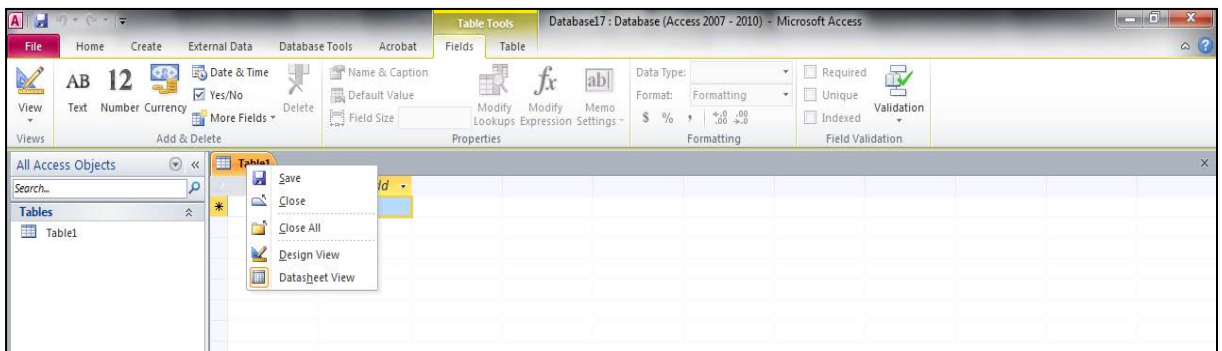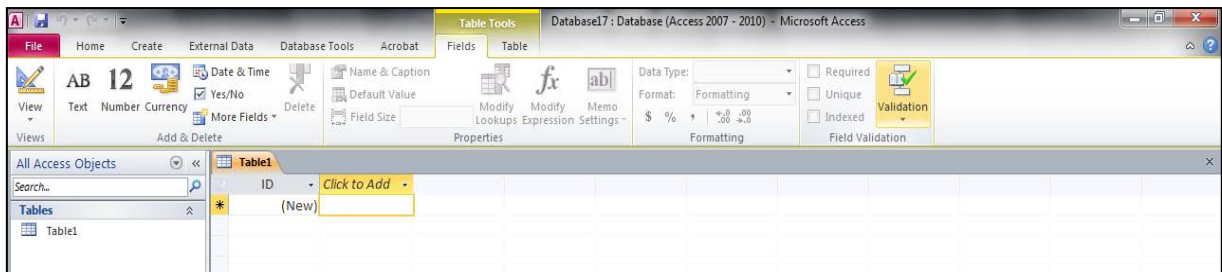
Select the **External Data** tab and click **Text File**.

11. Click **Browse…** to search for the **FLAT_RCL.txt** file.

12. When the File Open screen comes up:

    a. Select **Text Files** using the drop-down arrow for **File type** at the bottom, if not already selected.
    b. Browse to the folder containing the extracted **FLAT_RCL.txt** file.
    c. Select the **FLAT_RCL.txt** file and then select **Open**.
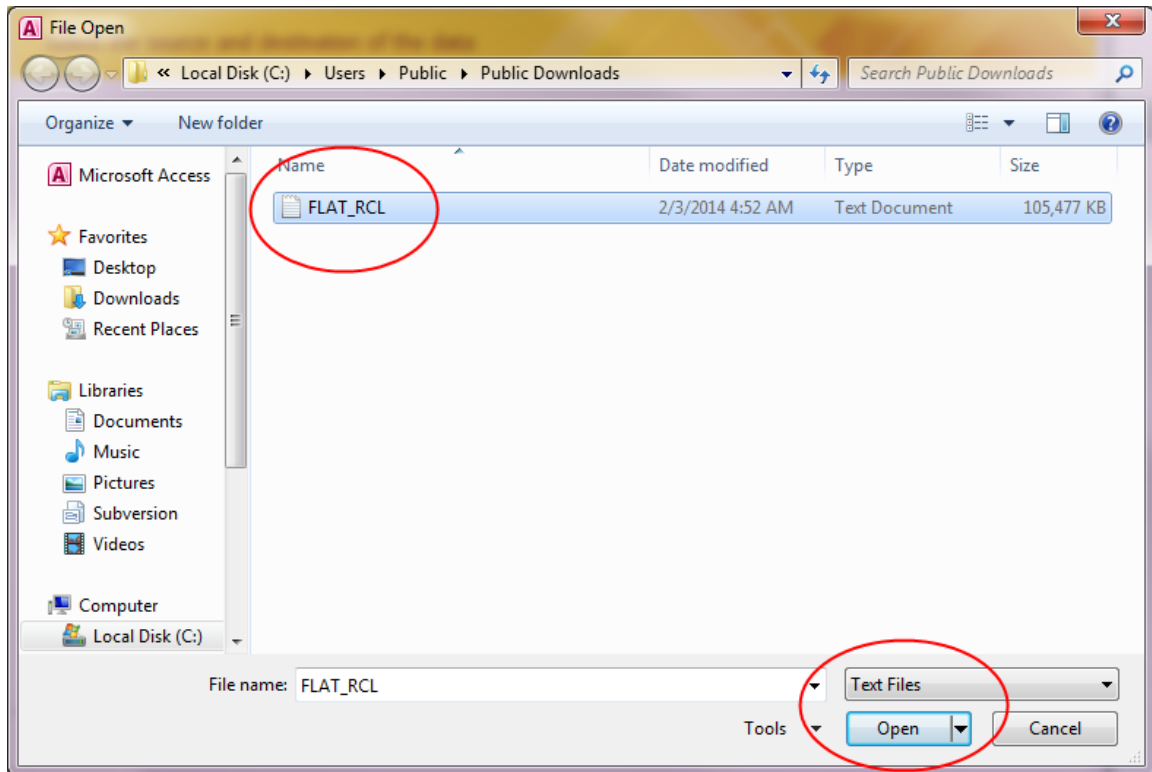
13. Select **Import the source data into a new table in the current Database** and then select **OK**.
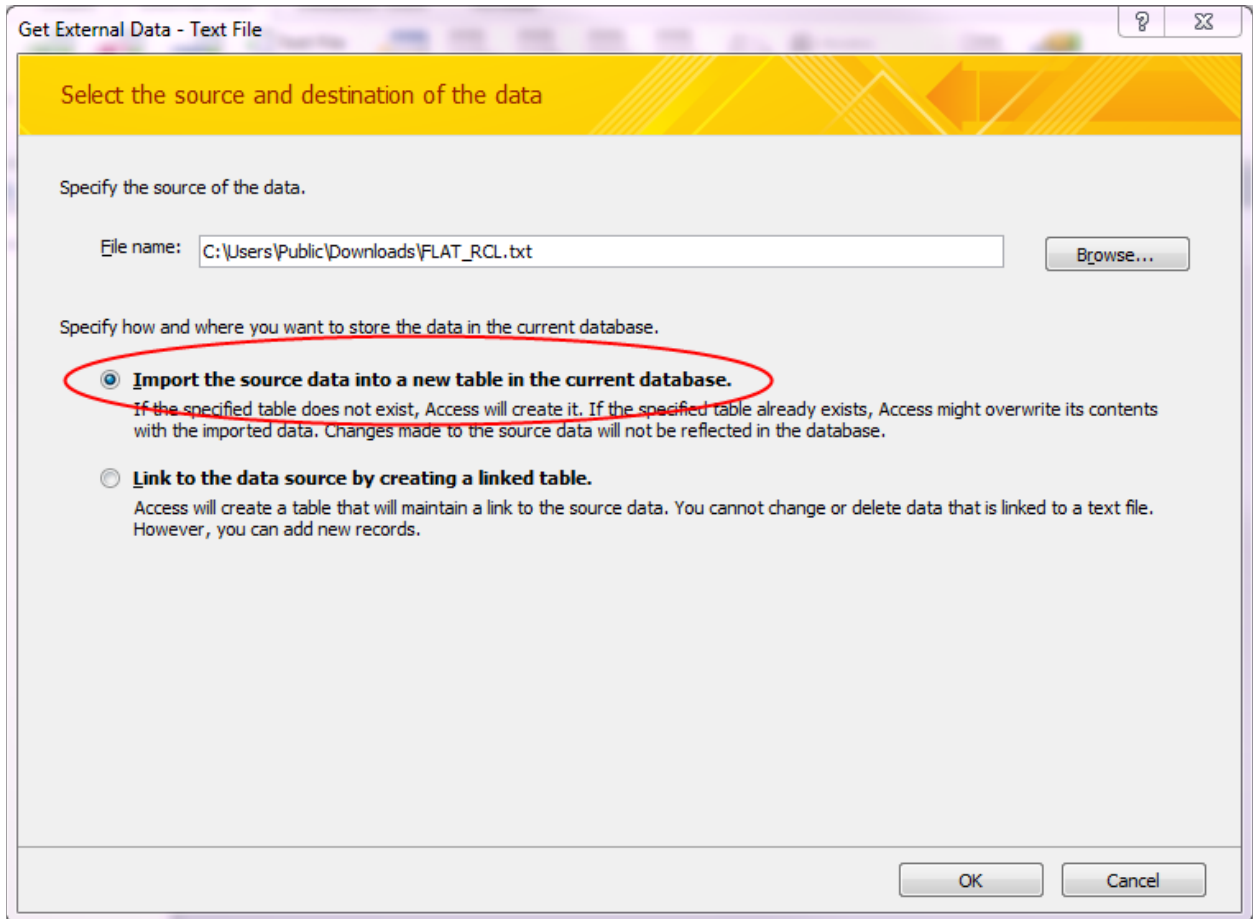
14. Select **Delimited** and then select **Next >**.
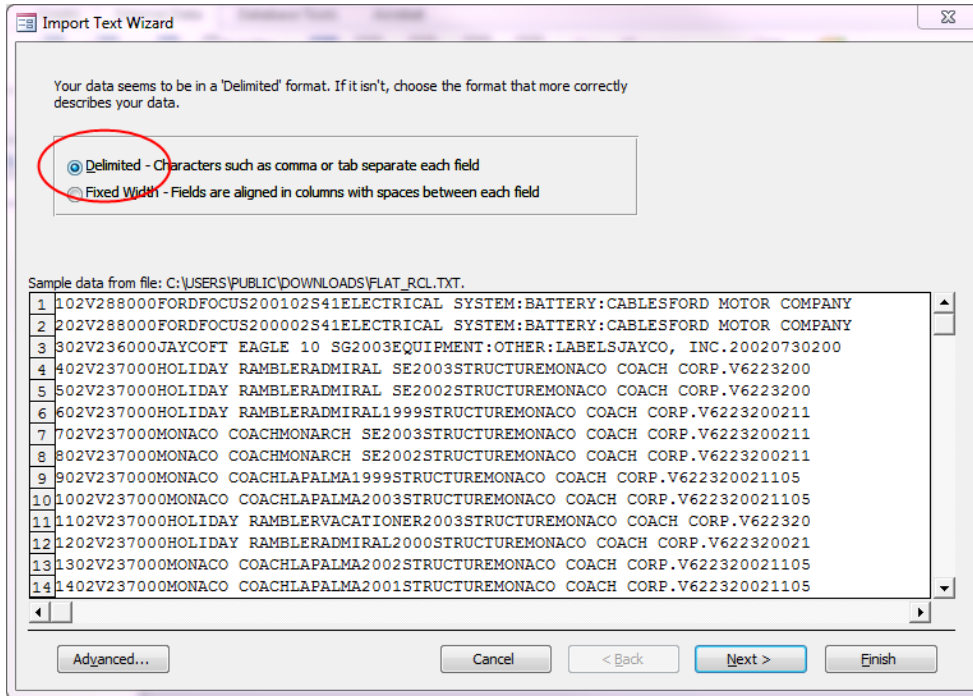
15. Select **Tab** as the delimiter since the data are stored as tab delimited quoted text and then select **Next >**.
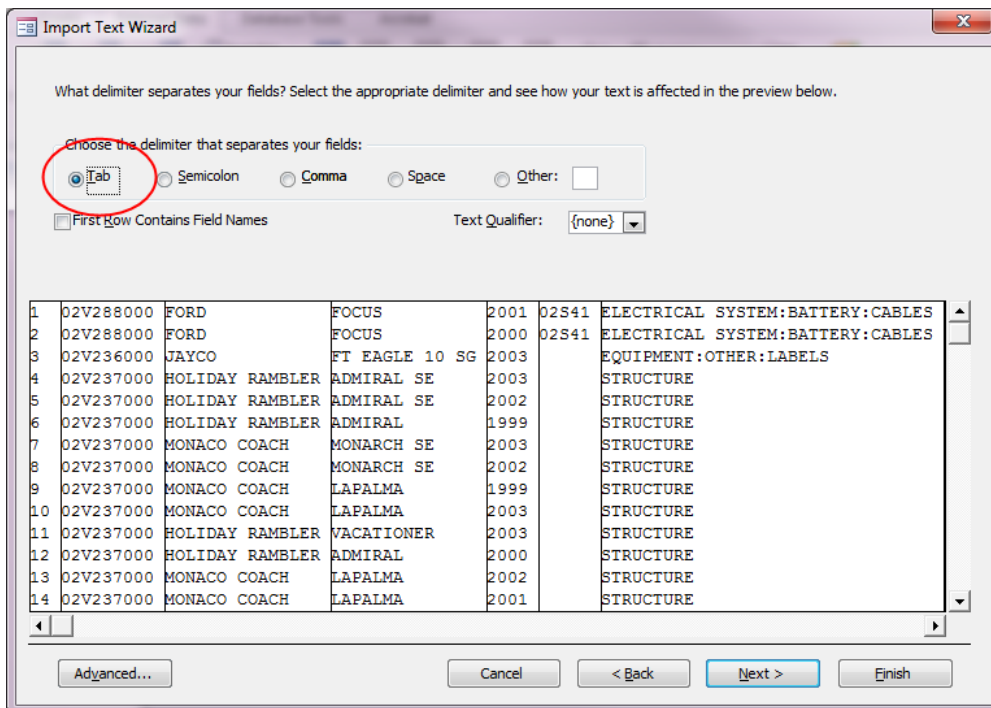
16. Using the horizontal scroll arrow or slider, **scroll right** and select **Field20**. Change the **Data Type** to **Memo** using the drop-down arrow, if it isn't already set to **Memo**.

    Perform the same action (change **Data Type** to **Memo** where needed) for **Field21, Field22,** and **Field23**.

    Change the **Data Type** to **Text** for **Field24** and then select **Next >**.
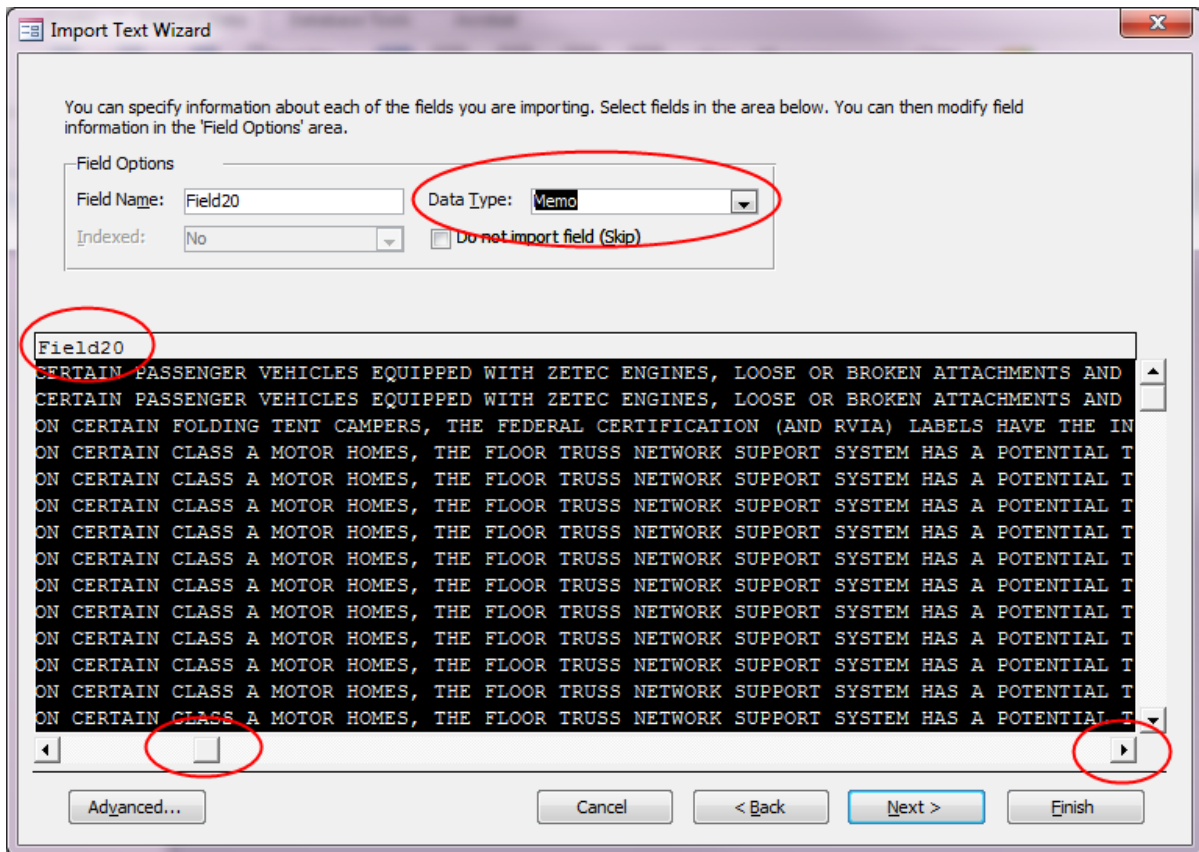
17. Select **Let Access add primary key** and then select **Next >**.
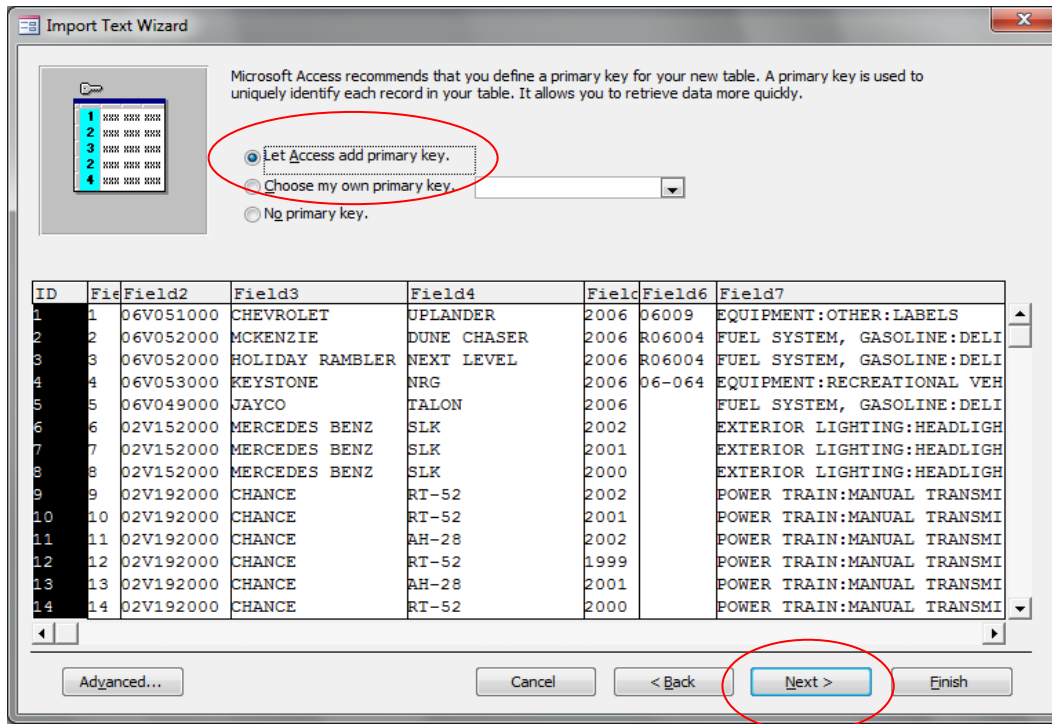
18. Select **Finish**. It may take 5 minutes or longer, depending on your system characteristics.

19. Select **Close** to complete the import process.

You can now view all the data in Access.

APPENDIX A - Recall File Characteristics

The RECALL file contains all NHTSA safety-related defect and compliance campaigns since 1967.

File characteristics:

- All the records are TAB delimited
- All dates are in YYYYMMDD format

- Maximum Record length: 8759

Change log:
1.Field# 23 added as of Sept. 14, 2007
2.Changed flat file extension from .lst to .txt as of Sept. 14, 2007
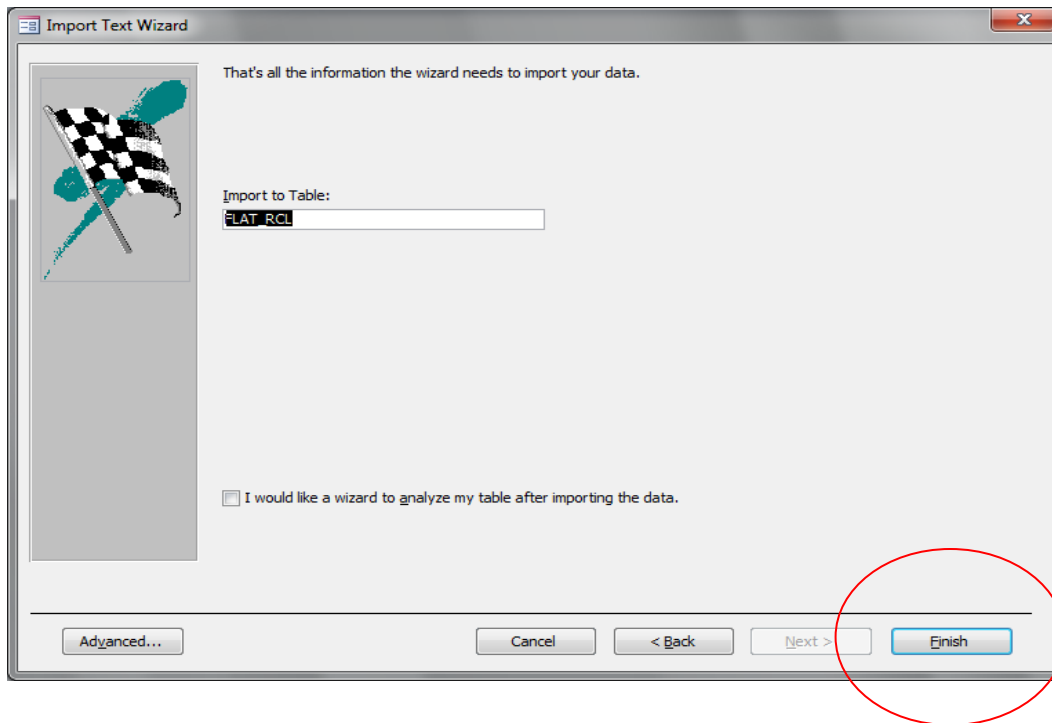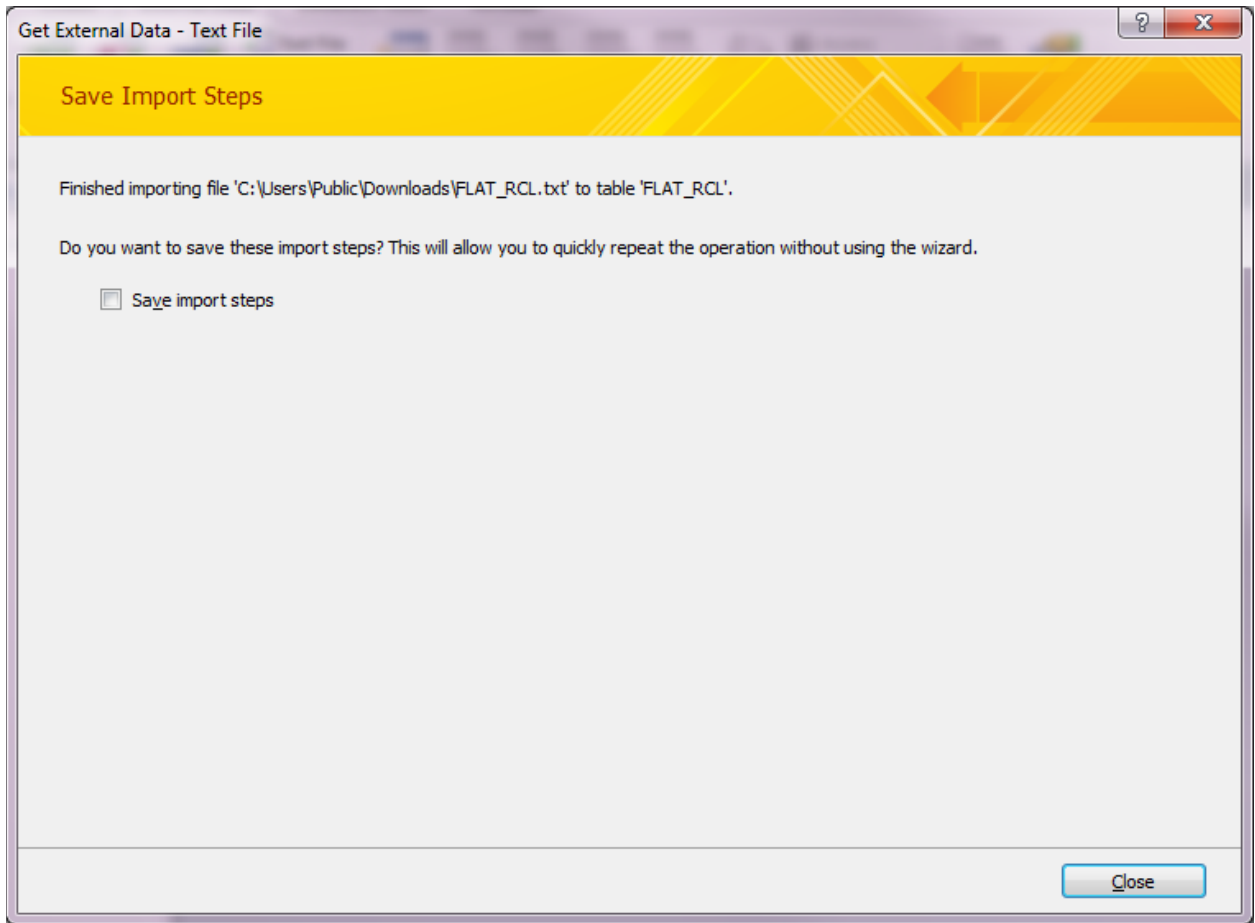3.Field# 24 added as of March 14, 2008

Last Updated March 14, 2008

```
FIELDS:
=======

Field#    Name             Type/Size   Description
------    ---------        ---------   -----------------------------------
1         RECORD_ID        NUMBER(9)   RUNNING SEQUENCE NUMBER, WHICH
                                       UNIQUELY IDENTIFIES THE RECORD.
2         CAMPNO           CHAR(12)    NHTSA CAMPAIGN NUMBER
3         MAKETXT          CHAR(25)    VEHICLE/EQUIPMENT MAKE
4         MODELTXT         CHAR(256)   VEHICLE/EQUIPMENT MODEL
5         YEARTXT          CHAR(4)     MODEL YEAR, 9999 IF UNKNOWN or N/A
6         MFGCAMPNO        CHAR(20)    MFR CAMPAIGN NUMBER
7         COMPNAME         CHAR(256)   COMPONENT DESCRIPTION
8         MFGNAME          CHAR(40)    MANUFACTURER THAT FILED
                                       DEFECT/NONCOMPLIANCE REPORT
9         BGMAN            CHAR(8)     BEGIN DATE OF MANUFACTURING
10        ENDMAN           CHAR(8)     END DATE OF MANUFACTURING
11        RCLTYPECD        CHAR(4)     VEHICLE, EQUIPMENT OR TIRE REPORT
12        POTAFF           NUMBER(9)   POTENTIAL NUMBER OF UNITS AFFECTED
13        ODATE            CHAR(8)     DATE OWNER NOTIFIED BY MFR
14        INFLUENCED_BY    CHAR(4)     RECALL INITIATOR (MFR/OVSC/ODI)
15        MFGTXT           CHAR(40)    MANUFACTURERS OF RECALLED
                                       VEHICLES/PRODUCTS
16        RCDATE           CHAR(8)     REPORT RECEIVED DATE
17        DATEA            CHAR(8)     RECORD CREATION DATE
18        RPNO             CHAR(3)     REGULATION PART NUMBER
19        FMVSS            CHAR(10)    FEDERAL MOTOR VEHICLE SAFETY
                                       STANDARD NUMBER
20        DESC_DEFECT      CHAR(2000)  DEFECT SUMMARY
21        CONEQUENCE_DEFECT CHAR(2000) CONSEQUENCE SUMMARY
22        CORRECTIVE_ACTION CHAR(2000) CORRECTIVE SUMMARY
23        NOTES            CHAR(2000)  RECALL NOTES
24        RCL_CMPT_ID      CHAR(27)    NUMBER THAT UNIQUELY IDENTIFIES A
                                       RECALLED COMPONENT.
```