

**Standard Operating Procedures 3120.3**  
**LDB Data Preparation and Transmission**  
April 20, 2010

## **I. PURPOSE**

The North American Industry Classification System (NAICS) replaced the Standard Industrial Classification (SIC) as the official standard in 2001. This standard operating procedure (SOP) outlines how a state may use the Longitudinal Data Base (LDB) files to create back-codes for an NAICS-based time series of Quarterly Workforce Indicators (QWI) as far back as 1990.

## **II. OVERVIEW**

The Local Employment Dynamics partnership (LED) migrated to NAICS-based QWI production beginning with the 2006Q4 cycle, and ceased SIC-based QWI production after the 2007Q2 cycle. LED state partners are offered several options on how they can extend the NAICS-based time series as far back as 1990, if so desired.

The Bureau of Labor Statistics (BLS) created LDB files as a crosswalk to link SIC and NAICS codes for establishments. The original LDB files contain one administrative data file (file layout in Attachment A, below) and up to 48 quarterly data files (file layout in Attachment B, below) that cover 1990Q1 to 2001Q4.

A state partner may modify the original LDB files according to its knowledge of the local establishments. The modified files will have the same file layout as given in Attachments A and B, but different field entries and file naming conventions.

## **III. OPTIONS**

Existing or new LED state partners have four options:

1. State forwards to LED the Longitudinal Data Base (LDB) files, as received by the state from BLS, in the format specified in the attachments (one-time shipment).
2. State forwards to LED the LDB files as updated and improved by the state partner, in the format specified in the attachments (one-time shipment).
3. State does not send files; NAICS back-coding is implemented using the LED imputation algorithm (default implementation).
4. State decides not to publish pre-2001 data – neither LDB data files nor the LED imputation algorithm will be used.

## **IV. IMPLEMENTATION TIMELINES**

The LED imputation algorithm (Option 3 above) was applied automatically to a state partner beginning with the 2006Q4 production cycle if LED had not received the required LDB files and

written notification by September 1, 2006. Thereafter, the state partner had two additional chances to switch to the LDB-based algorithm according to the following timelines:

<b>To be implemented in</b>	<b>LDB files and written notification must be received by</b>
2006Q4, ending December 31, 2006	September 1, 2006
2007Q1, ending March 31, 2007	December 1, 2006
2007Q2, ending June 30, 2007	March 1, 2007

Changes may be made for existing state partners after March 1, 2007, but they will depend heavily on very limited time and resources. A lag time of at least 6 months must be anticipated.

New state partners should make their selection before the start of experimental production.

## **V. SENDING IN LDB FILES**

If a state partner selects to use either the original or modified LDB files, it should

1. Follow Attachments A and B for standard file layout and naming conventions.
2. Send an email to [CES.lehd.production.list@census.gov](mailto:CES.lehd.production.list@census.gov) to inform LED about the option it has selected.
3. Encrypt the data files according to SOP3040<sup>1</sup> and send the encrypted LDB files by secured FTP to [ftp2.census.gov](http://ftp2.census.gov); or send the encrypted LDB files by express mail service to the mailing address listed in <http://lehd.did.census.gov/led/about-us/contact.html>.

## **VI. NOTES**

Read “The LEHD Infrastructure Files and the Creation of Quarterly Workforce Indicators” report at <http://lehd.did.census.gov/led/library/techpapers/tp-2006-01.pdf> for more details. Past workshop presentations may be found at <http://lehd.did.census.gov/led/library/workshops.html>.

## **VII. CONTACT**

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<sup>1</sup> Available at <http://lehd.did.census.gov/led/partnersonly/sop.html>, on April 14, 2010.



## Attachment A - LDB Administrative Data File Specifications

Original file name convention: SSLDBadmin\_data.txt where SS is 2-character state postal code (example: ILLDBadmin\_data.txt)

Modified file name convention: SSLDBadmin\_data\_edit.txt (example: ILLDBadmin\_data\_edit.txt)

Field	Data Type	Start	Width
LDB Number	Text	1	9
State Code	Text	10	2
Legal Name	Text	12	35
Trade Name	Text	47	35
Reporting Unit Description	Text	82	35
Telephone Number	Text	117	10
Setup Date (YYYYMMDD)	Text	127	8
Initial Date of Liability (YYYYMMDD)	Text	135	8
End of Liability Date (YYYYMMDD)	Text	143	8
Reactivation Date (YYYYMMDD)	Text	151	8
Date First Positive Emp (YYYYMM)	Text	159	6
Date Last Positive Emp (YYYYMM)	Text	165	6
Predecessor UI Num	Text	171	10
Predecessor Rpt Unit Num	Text	181	5
Successor UI Num	Text	186	10
Successor Rpt Unit Num	Text	196	5
ARS Response Code	Text	201	2
ARS Refiling Year	Text	203	4
CES Indicator	Text	207	1
Physical Address Line 1	Text	208	35
Physical Address Line 2	Text	243	35
Physical Address City	Text	278	30
Physical Address State	Text	308	2
Physical Address Zip Code	Text	310	5
Physical Zip Code Exp	Text	315	4
UI Street Address Line 1	Text	319	35
UI Street Address Line 2	Text	354	35
UI Address City	Text	389	30
UI Address State Abbrev	Text	419	2
UI Address Zip	Text	421	5
UI Address Zip Expansion	Text	426	4
Mailing/Other Line 1	Text	430	35
Mailing/Other Line 2	Text	465	35
Mailing/Other City	Text	500	30
Mailing/Other State Abbr	Text	530	2
Mailing/Other Zip Code	Text	532	5
Mailing/Other Zip Exp	Text	537	4
Mailing/Other Address Type	Text	541	1

## Attachment B – LDB Quarterly Data File Specifications

Original file name convention: SSLDBYYYYQ.txt where SS is 2-character state postal code, YYYY is 4-digit calendar year code, and Q is 1-digit quarter code (example: ILLDB19974.txt)

Modified file name convention: ssLDByyyyq\_edit.txt (example: ILLDB19974\_edit.txt)

Field	Data Type	Start	Width
LDB Number	Text	1	9
State Code	Text	10	2
UI Account Number	Text	12	10
Reporting Unit Number	Text	22	5
Employer ID Number	Text	27	9
Special Indicator	Text	36	1
Reporting Year/Quarter (YYYYQ)	Text	37	5
Predecessor Break Flag	Text	42	2
Successor Break Flag	Text	44	2
Organization Type	Text	46	1
County Code	Text	47	3
Township Code	Text	50	3
MSA Code	Text	53	4
Ownership Code	Text	57	1
SIC Code	Text	58	4
Auxiliary Code	Text	62	1
NAICS	Text	63	6
NSTA Code	Text	69	6
MEEI Code	Text	75	1
Employment Month 1	Text	76	6
Employment Flag Month 1	Text	82	1
Employment Month 2	Text	83	6
Employment Flag Month 2	Text	89	1
Employment Month 3	Text	90	6
Employment Flag Month 3	Text	96	1
Total Quarterly Wages	Text	97	11
Total Quarterly Wages Flag	Text	108	1
Comment Code 1	Text	109	2
Comment Code 2	Text	111	2
Comment Code 3	Text	113	2