



VENTURA COUNTY FORM 1275 DOCUMENT SPECIFICATION 1.0

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Introduction

This document contains the design definition for the Ventura County Form 1275. The design definitions herein follow the practices detailed in the California Electronic Filing Format version 2.01 specification document produced by the California Secretary of State.

Requirement Indicators

The layouts in this document use the following requirement indicators:

R - The field is required, but Ventura County accepts the filing if the field is empty.

Rx - The field is required and Ventura County rejects the filing if the field is empty.

C - The field is conditionally required. When conditions dictate that the field requires data, Ventura County accepts the filing if the field is empty.

Cx - The field is conditionally required. When conditions dictate that the field requires data, Ventura County rejects the filing if the field is empty.

O - Optional field.

Note: Requirement indicators appear in the layout tables in the "Req" column. See ["Header Record Layout" on page 3](#) for an example.

Record Layouts

Record layout tables used throughout this document contain the following columns:

Field - Indicates the field number in the record.

Req - Displays the requirement indicator for the field.

Field Name - The name of the field.

Max - The maximum number of characters the field allows.

Description - A short description of the value expected for the field.

Form 1275

Component Records

Form 1275 CAL data files contain the following record types:

<u>Record Type</u>	<u>Component Description</u>
HDR	The Header Record is always required. See "Header Record Layout" on page 3 for a full layout of the Header Record.
CVR	The Cover Record is always required. This record contains filer information. See "Cover Record Layout" on page 4 for a full layout of the Cover Record.
CTB	At least one, but no more than three, Contributor Records are required. Each Contributor Record contains information about one of the top three committee contributors during the election cycle. See "Contributors Record Layout" on page 5 for a full layout of the Signature Record.
IE	At least one Independent Expenditure Record is required. This record contains independent expenditure transaction information. See "Independent Expenditure Record Layout" on page 6 for a full layout of the Independent Expenditure Record.
OFC	At least one Officer Record is required. This record contains information about a committee officer with authority to make expenditures. See "Officer Record Layout" on page 7 for a full layout of the Officer Record.
PDF	Each PDF File Record contains the information for one PDF attachment. Each PDF attachment may be no larger than 2 MB (megabytes). See "PDF File Record Layout" on page 7 for a full layout of the PDF File Record.
CVR3	The Cover 3 Record is always required. This record contains verification information. See "Cover 3 Record Layout" on page 8 for a full layout of the Cover 3 Record.

Record Layouts

Header Record Layout

All Form 1275 CAL data files must contain a Header Record:

<u>Field</u>	<u>Req</u>	<u>Field Name</u>	<u>Max</u>	<u>Description</u>
01	Rx	Record Type	3	Constant value "HDR".
02	Rx	Electronic Filing Type	3	Constant value "CSV".
03	Rx	Agency Code	3	Constant value "VCO". NetFile Agency Code for Ventura County.
04	Rx	Version	4	1.00
05	Rx	Software Name	90	The name of the software producing the 1275 CAL data file.
06	Rx	Software Version	16	The version of the software producing the 1275 CAL data file.
07	O	Header Comment	200	Optional comment (for development and testing).

Cover Record Layout

All Form 1275 CAL data files must contain a Cover Record:

<u>Field</u>	<u>Req</u>	<u>Field Name</u>	<u>Max</u>	<u>Description</u>
01	Rx	Record Type	3	Constant value "CVR".
02	Rx	Form Type	5	Constant value "F1275".
03	Rx	Filer ID	9	FPPC ID issued by the Secretary of State.
04	O	Entity Code	3	CAO - Candidate/Officeholder CTL - Candidate Controlled RCP - Recipient BMC - Ballot Measure MDI - Major Donor
05	Rx	Filer Last Name	200	The last name or committee name of the filer.
06	O	Filer First Name	45	The filer's first name, if any.
07	O	Filer Prefix	10	The filer's prefix, if any: Mr, Mrs, Ms, Hon, etc.
08	O	Filer Suffix	10	The filer's suffix, if any: Jr, Sr, PhD, Esq, etc.
09	Rx	Amendment Number	3	001-999 - Amended Report #1-#999
10	O	Amendment Description	300	The amendment description.
11	Rx	Filing Date	8	The date the report was generated using the CCYYM-MDD date format.
12	Rx	Report ID Number	30	The unique report number.
13	Rx	Filer Address Line 1	55	Address of committee.
14	O	Filer Address Line 2	55	Optional 2nd line of the address.
15	Rx	Filer Address City	30	City
16	Rx	Filer Address State	2	State code
17	Rx	Filer Address Zip Code	10	Zip+4
18	O	Filer Phone	20	The telephone number for the committee.
19	Rx	Treasurer Last Name	200	The treasurer's last name.
20	Rx	Treasurer First Name	45	The treasurer's first name.
21	O	Treasurer Prefix	10	The prefix for the treasurer: Mr, Mrs, Ms, Hon, etc.
22	O	Treasurer Suffix	10	The suffix for the treasurer: Jr, Sr, PhD, Esq, etc.

Contributors Record Layout

All Form 1275 CAL data files must contain three (3) Contributor Records. If less than three contributors are reported, a validation warning is given. If more than three Contributor Records are present, a validation error will cause the document to be rejected. Each Contributors Record defines one of three top committee contributors during the election cycle.

<u>Field</u>	<u>Req</u>	<u>Field Name</u>	<u>Max</u>	<u>Description</u>
01	Rx	Record Type	3	Constant value "CTB".
02	Rx	Form Type	5	Constant value "F1275".
03	Rx	Transaction Id	20	Transaction ID - permanent value unique to this item.
04	O	Entity Code	3	The entity code. See...
05	Rx	Last/Organization Name	200	The contributor's last name or organization name.
06	O	First Name	45	Contributor's first name.
07	O	Prefix	10	Contributor's prefix.
08	O	Suffix	10	Contributor's suffix.
09	Rx	Contributor Address Line 1	55	Address of contributor.
10	O	Contributor Address Line 2	55	Optional 2nd line of the address.
11	Rx	Contributor City	30	City
12	Rx	Contributor State	2	State code
13	Rx	Contributor Zip Code	10	Zip+4
14	Rx	Contributor Employer	300	The name of the contributor's employer.
15	Rx	Contributor Occupation	60	The contributor's occupation.

Independent Expenditure Record Layout

All Form 1275 CAL data files must contain at least one Independent Expenditure Record. Include one Independent Expenditure Record for each independent expenditure being reported:

<u>Field</u>	<u>Req</u>	<u>Field Name</u>	<u>Max</u>	<u>Description</u>
01	Rx	Record Type	2	Constant value "IE".
02	Rx	Form Type	5	Constant value "F1275".
03	Rx	Transaction ID	20	Transaction ID - permanent value unique to this item.
04	Rx	Date	8	The date of the transaction in CCYYMMDD format.
05	Rx	Amount	12	The amount of the Independent Expenditure.
06	Rx	Cumulative Amount	12	The Cumulative Cycle to Date amount.
07	O	Election Cycle	1	Per Election to Date Code: P - Primary G - General S - Special R - Runoff
08	O	Description	90	Description of Independent Expenditure.
09	Rx	Support or Oppose	1	S = Support; O = Oppose.
10	Rx	Candidate Last Name	200	Candidate's last name.
11	Rx	Candidate First Name	45	Candidate's first name.
12	O	Candidate Prefix	10	Candidate's prefix.
13	O	Candidate Suffix	10	Candidate's suffix.
14	O	Memo	1	Optional check box.

Officer Record Layout

All Form 1275 CAL data files must contain at least one Officer Record. Include one Officer Record for each committee officer with authority to make expenditures being reported:

<u>Field</u>	<u>Req</u>	<u>Field Name</u>	<u>Max</u>	<u>Description</u>
01	Rx	Record Type	3	Constant value "OFC".
02	Rx	Form Type	5	Constant value "F1275".
03	Rx	Transaction ID	20	Transaction ID - permanent value unique to this item.
04	Rx	Officer Last Name	200	The officer's last name.
05	Rx	Officer First Name	45	The officer's first name.
06	O	Officer Prefix	10	The officer's prefix: Mr, Mrs, Ms, Hon, etc.
07	O	Officer Suffix	10	The officer's suffix: Jr, Sr, PhD, Esq, etc.

PDF File Record Layout

All Form 1275 CAL data files may contain one or more PDF records:

<u>Field</u>	<u>Req</u>	<u>Field Name</u>	<u>Max</u>	<u>Description</u>
01	Rx	Record Type	3	Constant value "PDF".
02	Rx	Form Type	5	Constant value "F1275".
03	Rx	Transaction Id	20	Transaction ID - permanent value unique to this item.
04	Rx	PDF Content	2 MM	PDF attachments are limited to a Base-64 encoded length of 2 million characters.

Cover 3 Record Layout

All Form 1275 CAL data files must contain at least one, but no more than three Cover 3 Records:

<u>Field</u>	<u>Req</u>	<u>Field Name</u>	<u>Max</u>	<u>Description</u>
01	Rx	Record Type	3	Constance value "CVR3".
02	Rx	Form Type	5	Constant value "F1275".
03	Rx	Transaction ID	20	Transaction ID - permanent value unique to this item.
04	Rx	Entity Code	3	Entity Codes: TRE - Treasurer ATR - Assistant Treasurer CAO - Candidate/Office-holder OFF - Officer (Responsible) PRO - Proponent SPO - Sponsor
05	R	Signature Date	8	Date signed in CCYYMMDD format.
06	O	Signer Location	45	City and State where signed.
07	Rx	Signer Last Name	200	Signer's "as signed" Last name.
08	R	Signer First Name	45	Signer's "as signed" First name.
09	O	Signer Prefix	10	Signer's "as signed" Prefix or Title.
10	O	Signer Suffix	10	Signer's "as signed" Suffix.