Quarterly Questionnaire for Retirement Statistics Specification Document

Updated 07-26-2021

This specification provides information needed to create files of data for the Investment Company Institute's Quarterly Questionnaire for Retirement Statistics Survey and to electronically deliver such files to ICI for tabulation. The following sections are included in this document:

I. ICI Contact Information
II. Survey Objective
III. When to Report Data
IV. How to Deliver Data
V. File Format
VI. File Naming Convention
VII. Business Rules & Validation Requirements

I.   ICI Contact Information

Should you require additional help in creating the Quarterly Retirement Statistics data file, or if you have questions regarding the process of supplying survey data electronically, you may call or e-mail ICI at any time.

E-mail messages may be sent to the surveymaster@ici.org or you may contact:

Paul Camarata
Director – Electronic Data Collection
(202) 326-5952
email: paul@ici.org

If you have questions about the survey or its contents, please contact the ICI Research Department by email at retirement_data@ici.org or you may contact:

Jillian Pollack
Senior Manager - Statistical Research
(202) 218-3574
email: Jillian.Pollack@ici.org

II.   Survey Objective

The Institute's conducts a quarterly collection of Retirement data. The report generated from this data collection is used by our members, the Federal Reserve, and internally by our legal and legislative staffs to reflect the size and trends within the mutual fund pension and retirement market.

III. When to Report Data

The data are collected for the previous quarter ending date and should be submitted to the Institute prior to the third Monday of the month following the current quarter. For example, if the current survey is for the period ending 06/30/2021, data would be due by 07/19/2021.

Please note that in order for the ICI to process and report on the quarterly retirement data, **it is crucial that the data be supplied at your earliest possible convenience**. If you are unable to provide your complete data set by the due date, you should transmit all completed surveys and contact the ICI Research Department by email at retirement_data@ici.org or by phone to Jillian Pollack at 202-218-3574 with an estimated date of arrival for missing data.

IV. How to Deliver Data

Flat File Creation

Generate a pipe (|) delimited ASCII text file according to the file format found in Section V of this document.

Encryption

Because the data you are transferring can be considered confidential, it is wise to encrypt, or scramble, the data file so it becomes unusable to a non-authorized recipient. The ICI currently makes use of PGP encryption software for electronic data submissions. You may wish to refer to PGP's website located at http://www.pgpi.org for a complete description of their product.

ICI will provide you with the necessary PGP encryption keys. As always, if you have any questions or problems, please contact the ICI for personal assistance.

SFTP Access

The preferred method for uploading (or sending) data to the ICI is via the Internet's Secure File Transfer Protocol (or SFTP). To access the ICI's SFTP server (located at icisftp.ici.org), you must provide your ICI User ID and Password. The ICI SFTP server does not accept anonymous SFTP transmissions. If you don't have an ID and Password, or you are not sure what it is, feel free to contact Paul Camarata in the ICI's Information Systems Department (202-326-5952 or e-mail: paul@ici.org) for assistance.

File Transfer

When transferring your data file to the ICI's SFTP server, you will be automatically logged into your company's own unique directory. This process is based on your SFTP server User ID. The name of your directory will be a 5-digit number that represents your company's ICI Complex Number. This simplifies your process of sending data in that you won't have to worry about changing your remote directory once you are connected to the ICI's SFTP host.

V. File Format

Field Label	Length Not to Exceed	Type of Variable	Delimiter Used (pipe symbol)
Version Number (equal to 1)	1	Numeric	|
CUSIP	9	String	|
ICI Fund ID	5	Numeric	|
ICI Fund Number	5	Numeric	|
ICI Class ID Number	2	Numeric	|
Quarter	2	Numeric	|
Year	4	Numeric (i.e. , 2017)	|
ICI Fund Name	40	String	|
Dir_Held_TNA	9	Numeric (In thousands)	|
Held_Away_Full_Trans_TNA	9	Numeric (In thousands)	|
Held_Away_Part_Trans_TNA	9	Numeric (In thousands)	|
Held_Away_No_Trans_TNA	9	Numeric (In thousands)	|
Dir_Held_Trad_IRA	9	Numeric (In thousands)	|
Held_Away_Full_Trans_Trad_IRA	9	Numeric (In thousands)	|
Dir_Held_SEP_IRA	9	Numeric (In thousands)	|
Held_Away_Full_Trans_SEP_IRA	9	Numeric (In thousands)	|
Dir_Held_SIMPLE_IRA	9	Numeric (In thousands)	|
Held_Away_Full_Trans_SIMPLE_IRA	9	Numeric (In thousands)	|
Dir_Held_Roth_IRA	9	Numeric (In thousands)	|
Held_Away_Full_Trans_Roth_IRA	9	Numeric (In thousands)	|
Dir_Held_Educ_IRA	9	Numeric (In thousands)	|
Held_Away_Full_Trans_Educ_IRA	9	Numeric (In thousands)	|
Held_Away_Part_Trans_Oth_Unaff_IRA	9	Numeric (In thousands)	|
Dir_Held_Tot_IRA	9	Numeric (In thousands)	|
Held_Away_Full_Trans_Tot_IRA	9	Numeric (In thousands)	|
Held_Away_Part_Trans_Tot_IRA	9	Numeric (In thousands)	|
Dir_Held_401k	9	Numeric (In thousands)	|
Held_Away_Full_Trans_401k	9	Numeric (In thousands)	|
Dir_Held_Roth_401k	9	Numeric (In thousands)	|
Held_Away_Full_Trans_Roth_401k	9	Numeric (In thousands)	|
Dir_Held_403b	9	Numeric (In thousands)	|
Held_Away_Full_Trans_403b	9	Numeric (In thousands)	|
Dir_Held_Roth_403b	9	Numeric (In thousands)	|
Held_Away_Full_Trans_Roth_403b	9	Numeric (In thousands)	|
Dir_Held_457	9	Numeric (In thousands)	|
Held_Away_Full_Trans_457	9	Numeric (In thousands)	|
Dir_Held_Oth_Priv_Sector_DC	9	Numeric (In thousands)	|
Held_Away_Full_Trans_Oth_Priv_Sector_DC	9	Numeric (In thousands)	|
Held_Away_Part_Trans_Oth_Unaff_DC	9	Numeric (In thousands)	|
Dir_Held_Tot_DC	9	Numeric (In thousands)	|
Held_Away_Full_Trans_Tot_DC	9	Numeric (In thousands)	|
Held_Away_Part_Trans_Total_DC	9	Numeric (In thousands)	|
Dir_Held_Tot_DB	9	Numeric (In thousands)	|
Held_Away_Full_Trans_Tot_DB	9	Numeric (In thousands)	|

Held_Away_Part_Trans_Tot_DB	9	Numeric (In thousands)		|
Held_Away_Part_Trans_Unclass_Ret	9	Numeric (In thousands)		|
Dir_Held_Tot	9	Numeric (In thousands)		|
Held_Away_Full_Trans_Tot	9	Numeric (In thousands)		|
Held_Away_Part_Trans_Tot	9	Numeric (In thousands)		|
Dir_Held_IRA_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_IRA_NNCF	9	Numeric (In thousands)		|
Held_Away_Part_Trans_IRA_NNCF	9	Numeric (In thousands)		|
Dir_Held_DC_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_DC_NNCF	9	Numeric (In thousands)		|
Held_Away_Part_Trans_DC_NNCF	9	Numeric (In thousands)		|
Dir_Held_DB_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_DB_NNCF	9	Numeric (In thousands)		|
Held_Away_Part_Trans_DB_NNCF	9	Numeric (In thousands)		|
Held_Away_Part_Trans_Unclass_Ret_NNCF	9	Numeric (In thousands)		|
Dir_Held_Tot_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_Tot_NNCF	9	Numeric (In thousands)		|
Held_Away_Part_Trans_Tot_NNCF	9	Numeric (In thousands)		|
Dir_Held_Trad_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_Trad_NNCF	9	Numeric (In thousands)		|
Dir_Held_SEP_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_SEP_NNCF	9	Numeric (In thousands)		|
Dir_Held_SIMPLE_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_SIMPLE_NNCF	9	Numeric (In thousands)		|
Dir_Held_Roth_IRA_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_Roth_IRA_NNCF	9	Numeric (In thousands)		|
Dir_Held_Educ_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_Educ_NNCF	9	Numeric (In thousands)		|
Dir_Held_401k_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_401k_NNCF	9	Numeric (In thousands)		|
Dir_Held_Roth_401k_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_Roth_401k_NNCF	9	Numeric (In thousands)		|
Dir_Held_403b_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_403b_NNCF	9	Numeric (In thousands)		|
Dir_Held_Roth_403b_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_Roth_403b_NNCF	9	Numeric (In thousands)		|
Dir_Held_457_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_457_NNCF	9	Numeric (In thousands)		|
Dir_Held_Oth_DC_NNCF	9	Numeric (In thousands)		|
Held_Away_Full_Trans_Oth_DC_NNCF	9	Numeric (In thousands)		|
Respondent_Name	20	String		|
Phone_Number	12	String i.e. 202-326-5952		|

Notes on the file format shown above and on the previous page:

(a) All fields should be formatted without commas, single or double quotes, or dollar signs; and be presented in thousands of dollars.

(b) Currently, the version number should be set a numeric value of "1".

(c) For a complete mapping of your company's funds with ICI Fund Numbers and Class ID Numbers, please contact the ICI by email at retirement_data@ici.org or Jillian Pollack at 202-218-3574.

(d) To report data for a new fund, or a fund that ICI does not yet know about, include the new fund at the bottom of the file with a cusip as the fund identifier. In addition, please contact the ICI by email at retirement_data@ici.org to request a fundid.

The following example illustrates how a line from a Quarterly Retirement data file may appear. Please note that in the example the line wraps and appears as three lines. In your data file, it will be one continuous line.

```
Sample line:

1|12345K678|52256|52254|2|1|2017|Fund A Class I|5000|1000|1000|1000|10|10|0|0|1|1|
0|0|0|0|25|11|11|25|50|25|10|10|0|0|0|0|10|15|20|20|50|90|70|50|10|25|0|100|111|
106|175|-2|-3|-2|-50|-20|-10|2|2|2|-10|-50|-21|-20|-2|-3|0|0|0|0|0|0|0|0|-25|-10|-1|
-1|0|0|0|0|-2|-2|-22|-7|John Smith|555-555-5555
```

VI. File Naming Convention

The data file that is sent to ICI should have the following naming convention:

RQxxxxx.qyy

Where:

"R" is a fixed character indicating the data represents Retirement Survey data.
"Q" is a fixed character indicating quarterly data.
"xxxxx" is your 5-digit complex number, zero filled if necessary *(provided by ICI)*.
"q" is the corresponding 1-digit quarter.
"yy" is the corresponding 2-digit year.

For example:

A file named **RQ12345.117** contains first-quarter 2017 data from a fund family with an ICI Complex Number of "12345".

VII. Business Rules and Validation Requirements

The following validation rules were put in place to help ensure that the data submitted is consistent and meaningful. Records that fail these checks are flagged at ICI and you may receive a call about the data reported.

(1) Data entered must be less than or equal to 999,999,999. ***Assets and flows must be rounded to the nearest thousand (000's).***

(2) The Total IRA Assets fields should equal the sum of line items A.1 – A.6 *(refer to the questionnaire)* for the "Directly Held" fields; as well as for assets in the "Held Away/Omnibus/DCIO with Full Transparency" fields and the "Held Away/Omnibus/DCIO with Partial Transparency" fields.

(3) The Total Defined Contribution (DC) Assets fields should equal the sum of line items B.1 – B7. *(refer to the questionnaire)* for the "Directly Held" fields; as well as for assets in the "Held Away/Omnibus/DCIO with Full Transparency" fields and the "Held Away/Omnibus/DCIO with Partial Transparency" fields.

(4) The "Total Retirement Assets" fields should equal the sum of section 2 totals *(refer to the questionnaire and footnote 8)* and must be less than or equal to the Total Assets in Section 1.A.

(5) The Total Net New Cash Flow (NNCF) fields may be positive or negative and should equal the sum of the line items in section 3 *(refer to the questionnaire)* for the "Directly Held" fields; as well as for flows in the "Held Away/Omnibus/DCIO with Full Transparency" fields and the "Held Away/Omnibus/DCIO with Partial Transparency" fields.