

**PLAN SPONSOR FILE LAYOUTS  
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**MMCOMP** - Categories 05, 10, 15, 20, 25, 28, 30, 38 ..... p.3  
This file contains general information on the organization such as address, phone & fax number, internet address, type, total asset size, answers to "time sensitive questions" etc. There is only one record per organization.

**MMCONT** - Categories 05, 10, 15, 20, 25, 28, 30, 38 ..... p.5  
This file contains the names, titles, job codes, e-mail and mail addresses of the people for this organization. There will be at least one person per record.

**MMBIO** - Category 05 ..... p.7  
This file contains the birth year, city and state of birth, colleges and universities attended and the fraternal organizations the individual is a member of.

**MMPLANS** - Categories 05, 10, 15, 20, 25, 28, 30, 38 ..... p.8  
This file contains detailed information on separate plans that the fund sponsor has provided MMD. Included are plan assets, annual contributions, number of participants and # of eligible employees. Some endowment and foundation funds will not include these fields. There will always be at least one of these records for a plan sponsor organization.

**MMINVEST** - Categories 05, 10,15, 20, 25, 28, 30, 38 ..... p.9  
If the organization has a 401(k), 457 or 403(b) plan, this file can indicate an investment option for this type of plan.

**MMMGR** - Categories 05, 10, 15, 20, 25, 28, 30, 38 ..... p.9  
This file contains a breakdown of the manager information for the investments of each plan. This file includes information on managers. There may be none or many of these records, each matched to a specific plan.

**MMPROV** - Categories 05, 10, 15, 20, 25, 28, 30, 38 ..... p.9  
This file contains a breakdown of the service provider information for the investments of each plan. This file includes information on trustees, custodians, consultants, recordkeepers & third party administrators, etc. There may be none or many of these records, each matched to a specific plan.

**MMASSET** - Categories 05, 10, 15, 20, 25, 28, 30, 38 ..... p.10  
This file contains the asset mix information for each specific plan of the organization's tax-exempt funds. This will contain a list of all the asset mix categories that the specific plan is invested in and the percent of the total as well as the dollar amount invested.

**MMTEO** - Categories 20, 25, 28, 38 ..... p.10  
This file contains information found on the organization's Federal 990 or 990 PF tax return or other sources such as their annual report. It includes IRS codes as well as totals for the organization's assets, liabilities and investment pool. There will always be one of these records for a Cat. 28, Cat. 25 and possibly one for a Cat. 20 or 38 organizations.

**MMSPH - Category 05** ..... p.11  
This file contains general header information found in the S&P Register such as # of employees, sales revenue, stock exchange membership, accounting firm, etc. There might be one of these files per company.

**MMSPP - Category 05 (OPTIONAL)** ..... p.12  
This file contains the names and titles of non-investment people for this organization as reported by the Standard & Poor's Register. There might be one or several of these records per company.

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Available File Formats for Plan Sponsor Information

- MS Access
- ASCII SDF Format
- ASCII Comma Delimited Format

Available Media

- CD-ROM
- via FTP

POSITION	SIZE	COL.NAME	MMCOMP
1-7	7	ID	1. Permanent ID Number - This <b>7-Digit number</b> is unique to this organization and references all subsidiary records.
8-9	2	CATEGORY	2. Category Code - Identifies type of organization. See TABLE A for list of possible codes and identification of each.
10-51	42	NAME	3. Company Name1 - Organization's name.
52-93	42	NAME2	4. Company Name2 - Organization's name continued.
94-135	42	ADDRESS1	5. Street Address1 - Text field for physical location of organization.
136-177	42	ADDRESS2	6. Street Address2 - continued
178-219	42	MAILADD	7. Mailing Address - This is text containing a P.O.Box or P.O.Drawer if the organization has given one.
220-249	30	CITY	8. City - Text field for city location.
250-251	2	STATE	9. State - Official Post Office abbreviation for state where organization is located.
252-261	10	ZIP	10. Zip Code - Zip or mailing code of U.S., Canadian or British organizations.
262-296	35	METRO	11. State and City Standard Metropolitan Area
297-316	20	COUNTRY	12. Country or Nation (If not U.S.)
317-346	30	PHONE	13. Telephone Number - For all U.S., Canadian, British organizations.
347-370	24	FAX	14. FAX number for company
371-436	66	SORTNAME	15. Sort Name - Text field with name of organization used for alphabetizing if COMPANY-NAME is inappropriate for this purpose.
437-516	80	AFFILIATE	16. Affiliate, Subsidiary - Text field indicating the organization's relationship to some other organization.
517-525	9	EIN_NO	17. Employer Identification Number (EIN#)
526-526	1	TIAA_CREF	18. TIAA-CREF - Category 20, 25, 28, 30 & 38 (Endowments, Foundations and some hospitals). If endowment participates in the Teachers Insurance and Annuity Association-College Retirement Equity Fund, then there will be a Y in this field.
527-537	11	PEN_ASSETS	19. Total Assets-1 - Total employee benefit assets of sponsoring organization. Assets are in thousands.
538-548	11	EF_ASSETS	20. Total Assets-2 - Total assets of an endowment (Category 20) or foundation (Category 25, 28, 38). There are also some corporations and hospitals (Category 05 & 30) included which have foundation assets. Plan Types 0400 & 0500 assets are included in this total. Assets are in thousands.
549-559	11	OT_ASSETS	21. Total Assets-3 - Total other assets consisting of plan types <b>0444</b> (Nuclear Decommissioning Funds), <b>0800</b> (Other Tax-exempt assets) and <b>0900</b> (Miscellaneous Retirement Funds). These assets are not necessarily Pension or Endowment/Foundation Assets. Assets are in thousands.

POSITION	SIZE	COL.NAME	MMCOMP
560-572	13	TOTAL_PS	22. Grand Total of Assets 1, 2, 3 above in thousands.
573-581	9	ANN_CONTRIB	23. Total Annual Contributions - Total amount contributed to a plan sponsor organization's tax-exempt funds. Includes employee and employer contributions. Assets are in thousands.
582-584	3	NO_MGRS	24. Number of Managers - Number of invest. mgmt. firms managing this organization's tax-exempt funds. Duplicates (the same manager listed under several plans) have been eliminated.
585-587	3	NO_CONS	25. Number of Consultants - Number of consultant firms consulting on the firm's selection of invest. mgr. firms. Duplicates (the same consultant listed under several plans) have been eliminated.

**Tax-exempt funds participate in:**

588-588	1	SEC_LENDING	26. Securities Lending	Y/N/P	Yes, No, Plan to in future
589-589	1	OPTION_WRT	27. Options Writing	Y/N/P	Blank = No Response
590-590	1	FIN_FUTURES	28. Financial Futures	Y/N/P	
591-591	1	SOC_SCREEN	29. Social Responsible Investing	Y/N/P	
592-592	1	EMERG_MKTS	30. Emerging Markets	Y/N/P	
593-593	1	DERIVATIVES	31. Derivatives	Y/N/P	
594-594	1	EURO_MKTS	32. European Markets	Y/N/P	
595-595	1	PACRIM_MKTS	33. Pacific Rim Markets	Y/N/P	
596-596	1	EAFE_INDEX	34. EAFE (Europe/Australia/Far East)	Y/N/P	
597-597	1	TACT_ASSET	35. Tactical Asset Allocation	Y/N/P	
598-598	1	CURR_FOR_EX	36. Currency/Foreign Exchange	Y/N/P	
599-599	1	HEDGE	37. Hedge Funds	Y/N/P	
600-600	1	LPARTNER	38. Limited Partnerships	Y/N/P	
601-601	1	TIMBER	39. Timberland	Y/N/P	
602-602	1	QUANTINVEST	40. Quantitative Investing Strategies	Y/N/P	
603-603	1	REAL_ESTATE	41. Real Estate	Y/N/P	
604-604	1	FNDOFFNDS	42. Firm invests in Fund of Funds	Y/N	

**During the next year organization plans to:**

605-605	1	CONVERT_PLAN	43. Convert any defined benefit plan to defined contribution plan, Y/N
606-606	1	INIT_401K	44. Initiate a 401(k) plan, Y/N
607-607	1	HIREHFMGR	45. Hire a Hedge Fund Manager, Y/N
608-608	1	HIREWMFIRM	46. Hire a Woman and/or Minority firm to manage retire./endow. assets, Y/N
609-609	1	SIG_CHG_ASST	47. Significantly change asset allocation, Y/N
610-707	98	INVESTYPE1	48. If Yes, to what investment types
708-708	1	CHG_ASST_MGR	49. Change outside asset managers or add new managers, Y/N
709-806	98	INVESTYPE2	50. If Yes, for what investment types
807-904	98	INVESTAREAS	51. Areas of future investment interest (i.e. emerging markets etc.)
905-905	1	STOCK	52. Is your stock publicly held? Y/N
906-906	1	PROX	53. Does your organization vote its own proxy? Y/N
907-911	5	STOCKEXCH	54. The Stock Exchange that the organization's stock is traded on.
912-912	1	CUSTBANK	55. Custodial Bank is firm's lending agent, Y/N
913-962	50	AGENTNAME	56. If NO, Securities Lending Agent Name
963-963	1	COMMISS	57. Firm directs commissions for recapture or to acquire services, Y/N
964-1013	50	COMMISSNAME	58. If YES, name of individual responsible for directed business

**POSITION SIZE COL.NAME MMCOMP**

**Firms utilized for Commission Recapture**

1014-1014	1	AUTRANET	59. Autranet, Y/N
1015-1015	1	BNYESI	60. BNY/ESI, Y/N
1016-1016	1	BOSINSTIT	61. Boston Institutional Services, Y/N
1017-1017	1	CAPINSTIT	62. Capital Institutional Services, Y/N
1018-1018	1	DONALDSN	63. Donaldson & Co., Y/N
1019-1019	1	FIDELITY	64. Fidelity, Y/N
1020-1020	1	LYNCHJONES	65. Lynch, Jones & Ryan, Y/N
1021-1021	1	PLEXUS	66. Plexus Group, Y/N
1022-1022	1	ROCHDALE	67. Rochdale Securities, Y/N
1023-1023	1	SUNTRUST	68. SunTrust Robinson Humphrey, Y/N
1024-1121	98	CROTHER	69. Other Comm. Recapture Firm Description

**Benchmarks used for Equity Investments**

1122-1122	1	SP500	70. S&P 500, Y/N
1123-1123	1	SPMIDCAP	71 S&P MidCap 400, Y/N
1124-1124	1	SPSMCAP	72. S&P SmallCap 600, Y/N
1125-1125	1	RUSSELL	73. Russell 2000, Y/N
1126-1126	1	WILSHIRE	74. Wilshire 5000, Y/N
1127-1127	1	MSCIEAFE	75. MSCI-EAFE, Y/N
1128-1207	80	EIOTHER	76. Other Equity Benchmark Description

**Benchmarks used for Fixed Income Investments**

1208-1208	1	LEHBOND	77. Lehman Brothers Govt/Corp Bond Index, Y/N
1209-1209	1	LEHAGGRE	78. Lehman Brothers Aggregate Bond Index, Y/N
1210-1210	1	SALOMONSB	79. Salomon Smith Barney, Y/N
1211-1211	1	MLYNCH	80. Merrill Lynch, Y/N
1212-1291	80	FIOTHER	81. Other Fixed Income Benchmark Description
1292-1302	11	INHSETOT	82. Assets managed in-house total (in thousands)
1303-1313	11	DB_TOTAL	83. Defined Benefit Assets total (in thousands) - Plan Types 0300, 0322, 0360, 0361, 0501. <b>See TABLED</b>
1314-1324	11	DC_TOTAL	84. Defined Contribution Assets total (in thousands) - Plan Types 0362, 0364, 0367, 0375, 0376, 0377, 0378, 0379, 0401, 0403, 0457, 1165 <b>See TABLED</b>
1325-1404	80	INTERNET	85. World Wide Web Address
1405-1484	80	EMAIL	86. Firm's general email address
1485-1492	8	MMDUPDATE	87. Organization's record last updated on: (in <b>MMDDYYYY</b> format)

**POSITION SIZE COL.NAME MMCONT**

1-7	7	ID	1. Permanent ID Number for Firm
8-15	8	CONTID	2. Permanent ID Number for person
16-21	6	PERSONTITLE	3. Social Title - Person's "social title" such as Dr., Rev., etc.
22-43	22	FNAME	4. First Name - Person's first name.
44-55	12	MNAME	5. Middle Name - Person's middle name or initial(s).
56-77	22	LNAME	6. Last Name - Person's last name.
78-90	13	SUFFIX	7. Suffix - Person's suffix name (i.e. CIC, CFA, III).
91-91	1	SEX	8. Sex - An "M" or an "F" will appear here, depending on the person's sex.
92-151	60	JOB_TITLE	9. Title - Person's job title, such as Vice President.

**POSITION SIZE COL.NAME MMCONT, continued**

**Job Description Code** - Code or codes identifying what the person does. (Necessary because a person might have several job functions within the same company). See TABLE B.

152-153	2	JOB_CODE1	10. Job Code 1
154-155	2	JOB_CODE2	11. Job Code 2
156-157	2	JOB_CODE3	12. Job Code 3
158-159	2	JOB_CODE4	13. Job Code 4
160-161	2	JOB_CODE5	14. Job Code 5
162-163	2	JOB_CODE6	15. Job Code 6
164-165	2	JOB_CODE7	16. Job Code 7
166-167	2	JOB_CODE8	17. Job Code 8
168-209	42	COMPANY	18. Alternate Company - This is an alternate company name for this person, if different from main organization name.
210-251	42	ADDRESS1	19. Alternate Address1 - This is an alternate address for this person, if different from main organization address.
252-293	42	ADDRESS2	20. Alternate Address2
294-323	30	CITY	21. Alternate City, if different
324-325	2	STATE	22. Alternate State, if different
326-335	10	ZIP	23. Alternate Zip Code, if different
336-355	20	COUNTRY	24. Alternate Country, if different
356-385	30	PHONE	25. Alternate or Direct Telephone Number
386-465	80	EMAIL	26. Personal E-Mail Address

POSITION	SIZE	COLNAME	MMBIO
1-7	7	ID	1. Permanent ID Number for Firm
8-15	8	CONTID	2. Permanent ID Number for person
16-21	6	PERSONTITLE	3. Social Title - Person's "social title" such as Dr., Mrs., etc.
22-43	22	FNAME	4. First Name - Person's first name.
44-55	12	MNAME	5. Middle Name - Person's middle name or initial(s).
56-77	22	LNAME	6. Last Name - Person's last name.
78-90	13	SUFFIX	7. Suffix - Person's suffix name (i.e. CIC, CFA, JR, III).
91-94	4	BYEAR	8. Birth year
95-124	30	BCITY	9. Birth city
125-154	30	BSTATE	10. Birth state or country
155-204	50	COLLEGE	11. College or university
205-208	4	COLLEGEYR	12. Year graduated from college or university
209-258	50	POSTGRAD	13. Post graduate institution
259-262	4	POSTGRADYR	14. Year graduated from post graduate institution
263-297	35	FRAT1	15. Fraternal organization 1
298-332	35	FRAT2	16. Fraternal organization 2
333-367	35	FRAT3	17. Fraternal organization 3
368-402	35	FRAT4	18. Fraternal organization 4
403-437	35	FRAT5	19. Fraternal organization 5
438-502	65	AFFCOMP1	20. Affiliated Company #1
503-552	50	POSITION1	21. Position at Affiliated Company #1
553-617	65	AFFCOMP2	22. Affiliated Company #2
618-667	50	POSITION2	23. Position at Affiliated Company #2
668-732	65	AFFCOMP3	24. Affiliated Company #3
733-782	50	POSITION3	25. Position at Affiliated Company #3
783-847	65	AFFCOMP4	26. Affiliated Company #4
848-897	50	POSITION4	27. Position at Affiliated Company #4
898-962	65	AFFCOMP5	28. Affiliated Company #5
963-1012	50	POSITION5	29. Position at Affiliated Company #5
1013-1077	65	AFFCOMP6	30. Affiliated Company #6
1078-1127	50	POSITION6	31. Position at Affiliated Company #6
1128-1192	65	AFFCOMP7	32. Affiliated Company #7
1193-1242	50	POSITION7	33. Position at Affiliated Company #7
1243-1307	65	AFFCOMP8	34. Affiliated Company #8
1308-1357	50	POSITION8	35. Position at Affiliated Company #8
1358-1422	65	AFFCOMP9	36. Affiliated Company #9
1423-1472	50	POSITION9	37. Position at Affiliated Company #9
1473-1537	65	AFFCOMP10	38. Affiliated Company #10
1538-1587	50	POSITION10	39. Position at Affiliated Company #10

POSITION	SIZE	FIELDNAME	MMPLANS
1-7	7	ID	1. Permanent ID Number for firm
8-10	3	SEQ_NUMBER	2. Sequence Number - There are often several pension plan records associated with one company record. This 3-digit number separately identifies each one. Order begins with 01,02,03, etc.
11-110*	100	PLAN_NAME	3. Plan or Fund Name - Text field with name of this employee pension plan or endowment/foundation fund. For Tax-Exempt and Health Service organizations that might or might not have pension funds (Cats 20,25, 28, 30) there is a record that reads INVESTMENT POOL.
111-114	4	PLAN_TYPE	4. Type of Plan - This is a single 4-digit code indicating the type of plan or fund this record contains. See TABLE D.
115-125	11	ASSETS	5. Plan or Fund Assets - Amount of assets for the given employee pension plan, or endowment/foundation fund. INVESTMENT POOL primarily includes fixed and variable investable securities and savings/temporary cash assets from the MMTEO record. Assets are in thousands.
126-132	7	PARTICIPANTS	6. Participants - Number of participants in an employee pension plan.
133-139	7	ANN_CONTRIB	7. Annual Contributions - Contributions to this plan from employers and employees. Assets are in thousands.
140-145	6	NAICS	8. NAICS Code - N. American Industry Classification System code assigned by the government (6 digits).
146-153	8	VALDATE	9. Asset Valuation Date in MM_YYYY format
154-154	1	PDIRECT	10. Are the plan investments Participant Directed? Y/N
155-155	1	SELFDIRECT	11. Organization offers self-directed brokerage options, Y/N
156-162	7	ELIGIBLE	12. Number of Eligible Employees for pension plan.
163-167	5	INTRATE	13. Assumed Interest Rate for defined benefit plan. i.e. 5.25 = 5.25%
<b>Consultant Services provided to the plan:</b>			
168-168	1	MGRSCON	14. Manager Search, Y/N?
169-169	1	PERFECON	15. Performance Evaluation, Y/N?
170-170	1	ASSETACON	16. Asset Allocation Study, Y/N?
171-181	11	TFIXDOM	17. Total Domestic Fixed Return Assets, if given. (in thousands)
182-192	11	TFIXINTL	18. Total International Fixed Return Assets, if given (in thousands)
193-203	11	TVARDOM	19. Total Domestic Variable Return Assets, if given. (in thousands)
204-214	11	TVARINTL	20. Total International Variable Return Assets, if given. (in thousands)
215-225	11	TOTHER	21. Total Other Assets, if given. (in thousands)
226-237	12	PLANID	22. Plan EIN# + 3 digit plan # on DOL 5500 form

\* = New Size for 2009

POSITION	SIZE	COL.NAME	MMINVEST
1-7	7	ID	1. Permanent ID Number for firm
8-10	3	PSEQ_NO	2. Plan Sequence Number - Ties this record to a particular plan.
11-13	3	IOSEQ_NO	3. Investment Option Sequence number
14-93	80	IONAME	4. If 401(k), 457, 403(b) Plan, Investment Option Name
94-94	1	FREQDAILY	5. If 401(k), 457, 403(b) Plan, acct. valuation frequency - Daily, Y/N
95-95	1	FREQWEEK	6. If 401(k), 457, 403(b) Plan, account valuation - Weekly, Y/N
96-96	1	FREQMON	7. If 401(k), 457, 403(b) Plan, account valuation - Monthly, Y/N
97-97	1	FREQQTR	8. If 401(k), 457, 403(b) Plan, account valuation - Quarterly, Y/N

POSITION	SIZE	COL.NAME	MMMGR
1-7	7	ID	1. Permanent ID Number for firm
8-10	3	SEQ_NUMBER	2. Sequence Number of the plan to which this record is attached.
11-17	7	MANAGER_NO	3. ID Number for the <b>Manager</b> attached to this plan. <b>9004780</b> is the number for in-house management.
18-97	80	MGRNAME	4. The Management Firm Name and city.
98-101	4	YEAR_HIRED	5. Year Hired - Year this manager was hired.
102-107	6	PER_MANAGED	6. Percent Managed - The percent of this plan's assets that this Manager is responsible for.
108-118	11	DOLLARS	7. Dollars Managed - The dollar amount in thousands that this manager is responsible for.

**Asset Types Managed** - These are 2-digit codes (up to 10) indicating the asset types managed by the manager for this plan. See TABLE C.

119-120	2	SVC1	8. Asset Type 1
121-122	2	SVC2	9. Asset Type 2
123-124	2	SVC3	10. Asset Type 3
125-126	2	SVC4	11. Asset Type 4
127-128	2	SVC5	12. Asset Type 5
129-130	2	SVC6	13. Asset Type 6
131-132	2	SVC7	14. Asset Type 7
133-134	2	SVC8	15. Asset Type 8
135-136	2	SVC9	16. Asset Type 9
137-138	2	SVC10	17. Asset Type 10

POSITION	SIZE	COL.NAME	MMPROV
1-7	7	ID	1. Permanent ID Number
8-10	3	SEQ_NUMBER	2. Sequence Number of the plan to which this record is attached.
11-17	7	PROV_NO	3. ID Number for the <b>Provider</b> attached to this plan. <b>9004781</b> is for in-house recordkeeping.
18-97	80	PROVNAME	4. Service Provider Company Name and city.
98-100	3	SERVICE_CODE	5. Service Code for the specific service provided. See TABLE E.
101-104	4	YEAR_HIRED	6. Year Hired - Year this service provider was hired.

POSITION SIZE	COL.NAME	MMPROV, continued	
105-110	6	PERCENT	7. Percent Managed - The percent of this plan's assets that the <b>Custodian</b> is responsible for.
111-121	11	DOLLARS	8. Dollars Managed - The dollar amount in thousands that the <b>Custodian</b> is responsible for.
122-122	1	BUNDLED	9. If Service Code = REC, then does this Recordkeeper offer bundled services? Y/N

POSITION SIZE	COL.NAME	MMASSET	
1-7	7	ID	1. Permanent ID Number for firm
8-10	3	SEQ_NUMBER	2. Sequence Number - the plan sequence # to which this record is attached.
11-12	2	ASSET_TYPE	3. Asset Type - 2 digit code for this type of asset. See TABLE C.
13-62	50	OTHERA	4. "Other" Asset Type description. See TABLE C.
63-68	6	APERCENT	5. Percent - Percent of plan represented by asset type in ##.## format
69-79	11	DOLLARS	6. Dollars - Dollar amount represented by specific asset type. (in thousands)

POSITION SIZE	COL.NAME	MMTEO	
1-7	7	ID	1. Permanent ID Number for firm

**IRS Form 990 Tax Return Information**

8-9	2	IRSCODE	2. IRS Category Code (See Table F)
10-11	2	IRSSUBCODE	3. IRS Category Subcode (See Table F)
12-22	11	TOTALASSETS	4. Total Assets in thousands of dollars
23-33	11	TOTALLIAB	5. Total Liabilities in thousands of dollars
Please note that the last character for the above asset and liability figures is either a "+" or "-" .			
34-44	11	CAPPOOL	6. Total Investment Pool in thousands of dollars
45-52	8	VALDATE	7. Valuation Date in <b>MMDDYYYY</b> format

**Funds included in Investment Pool, if detail is available**

53-102	50	FUNDNAME1	8. Sub-Fund Name1
103-115	13	FUNDASSET1	9. Sub-Fund1 Assets (in thousands)
116-165	50	FUNDNAME2	10. Sub-Fund Name2
166-178	13	FUNDASSET2	11. Sub-Fund2 Assets (in thousands)
179-228	50	FUNDNAME3	12. Sub-Fund Name3
229-241	13	FUNDASSET3	13. Sub-Fund3 Assets (in thousands)
242-291	50	FUNDNAME4	14. Sub-Fund Name4
292-304	13	FUNDASSET4	15. Sub-Fund4 Assets (in thousands)
305-354	50	FUNDNAME5	16. Sub-Fund Name5
355-367	13	FUNDASSET5	17. Sub-Fund5 Assets (in thousands)
368-417	50	FUNDNAME6	18. Sub-Fund Name6
418-430	13	FUNDASSET6	19. Sub-Fund6 Assets (in thousands)
431-431	1	403B	20. Firm has initiated or plans to initiate 403(b) plan, Y/N/P (P = Plans to)

POSITION	SIZE	COL.NAME	MMSPH
1-7	7	ID	1. Permanent ID Number for firm
8-14	7	REGISTERID	2. Standard & Poor's Register ID Number
15-20	6	EMPLOYCOUNT	3. Number of Employees in the organization
21-26	6	SALES	4. Sales in the units described in the next field.
27-29	3	SALES_UNITS	5. Sales units: Mil = Millions, Bil = Billions, etc.
30-43	14	See TABLE G	6.-19. Positional field indicating membership in 14 stock exchanges. "Y" indicates membership; "N" does not. See TABLE G.
44-49	6	CUSIP_NO	20. S&P Register CUSIP Number
50-55	6	PRIM_NAIC	21. Primary N. American Industry Classification Number (NAICS)
56-61	6	NAIC1	22. Secondary NAICS Number (1)
62-67	6	NAIC2	23. Secondary NAICS Number (2)
68-73	6	NAIC3	24. Secondary NAICS Number (3)
74-79	6	NAIC4	25. Secondary NAICS Number (4)
80-85	6	NAIC5	26. Secondary NAICS Number (5)
86-91	6	NAIC6	27. Secondary NAICS Number (6)
92-97	6	NAIC7	28. Secondary NAICS Number (7)
98-103	6	NAIC8	29. Secondary NAICS Number (8)
104-109	6	NAIC9	30. Secondary NAICS Number (9)
110-113	4	FORT1K	31. Fortune 1000 Rank
114-188	75	SUB_DESC	32. Subsidiary or Division Text Description
189-368	180	PROD_DESC	33. Product or Business Text Description
369-410	42	ACCOUNTFIRM	34. Company's Accounting Firm Name
411-430	20	ACCOUNTCITY	35. Accounting Firm's City
431-432	2	ACCOUNTSTATE	36. Accounting Firm's State
433-474	42	BANKNAME	37. Company's Bank Name
475-494	20	BANKCITY	38. Bank's City
495-496	2	BANKSTATE	39. Bank's State
497-538	42	LAWFIRMNAME	40. Company's Law Firm Name
539-539	1	SMALLCAP	41. S&P Small Cap 600 - Y/N
540-540	1	MIDCAP	42. S&P Mid Cap 400 - (I)ndustrial, (F)inancial, (T)ransportation, (U)tility
541-541	1	SP500	43. S&P 500 - (I)ndustrial, (F)inancial, (T)ransportation, (U)tility

<b>POSITION</b>	<b>SIZE</b>	<b>COL.NAME</b>	<b>MMSPP [OPTIONAL]</b>
1-7	7	ID	1. Permanent ID Number for firm
8-15	8	CONTID	2. Permanent ID Number for Person
16-21	6	PERSONTITLE	3. Prefix Title (i.e., Mr., Ms., etc)
22-43	22	FNAME	4. First Name & Middle Initial
44-65	22	LNAME	5. Last Name
66-78	13	SUFFIX	6. Suffix Name (i.e. Jr., Retired, etc.)
79-79	1	DIRECTORCODE	7. Directors Code (Y/N)
80-139	60	JOB_TITLE	8. Job Title
140-141	2	RANK_CODE1	9. Rank Code (1). See TABLE H.
142-143	2	RANK_CODE2	10. Rank Code (2). See TABLE H.
144-145	2	RANK_CODE3	11. Rank Code (3). See TABLE H.
146-147	2	RANK_CODE4	12. Rank Code (4). See TABLE H.
148-149	2	RANK_CODE5	13. Rank Code (5). See TABLE H.
150-151	2	FUNC_CODE1	14. Function Code (1). See TABLE I.
152-153	2	FUNC_CODE2	15. Function Code (2). See TABLE I.
154-155	2	FUNC_CODE3	16. Function Code (3). See TABLE I.
156-157	2	FUNC_CODE4	17. Function Code (4). See TABLE I.
158-159	2	FUNC_CODE5	18. Function Code (5). See TABLE I.
160-239	80	SPEMAIL	19. Personal Email Address

## REFERENCE TABLES

### CATEGORIES: TABLE A

#### Plan or Fund Sponsors

05	Corporations
10	Unions
15	Governments
20	Endowments
25	Private Foundations
28	All other Tax Exempt Organizations (not Cat. 25)
30	Health Service Organizations - for profit
38	Health Service Organizations - nonprofit

### JOB CODES: TABLE B

<u>Code</u>	<u>Description</u>
12	Chief Operating Officer - (Cats 25, 28, 30, 38)
13	Trustee or Member of Board of Directors - (Cats 10,15, 20 (invest./finance committee member), 25, 28, 30, 38)
14	Senior Development Officer - (Cats 20, 25, 28, 30, 38)
17	Real Estate Investment Officer - (Cats 5, 10, 15, 20, 30, 38)
20	Individual with responsibility for evaluating Investment Managers
23	Individual with responsibility for handling inquiries from investment managers
25	Individual who receives responses to requests for proposals (RFPs)
26	Individual with responsibility for alternative investments
41	Corporate Cash Manager - (Cats 05, 30, 38)
44	Secondary Investment Officers for Invest. Pool or <b>Endowment/Foundation</b> assets - (Cats 5, 20, 25, 28, 30, 38)
45	Secondary Investment Officers for <b>Defined Benefit</b> Plans
46	Secondary Investment Officers for <b>Defined Contribution</b> Plans
47	In-House Investment Manager - Person responsible for those pension fund assets managed in-house.
48	Person responsible for voting proxy
49	Person responsible for directed commission business - (Cats 05, 10, 15, 20, 30, 38)
61	Person with primary responsibility for investment risk management (Cat 05)
63	Senior Human Resources Officer - (Cat 05, 15, 28, 30, 38)
65	Investor Relations Officer - None or one per company - (Cats 05, 30)
66	Employee Benefits Administrator - None or one per company
67	General Counsel - (Cats 5, 10, 30)
70	Senior Investment Officer for <b>Defined Benefit</b> Plans
71	Senior Investment Officer for <b>Defined Contribution</b> Plans
74	Senior Investment Officer for Investment Pool or <b>Endowment/Foundation</b> assets - (Cats 5, 20, 25, 28, 30, 38)
83	Individual at <b>Consulting Firm</b> responsible for fund
91	Chrm of the Brd of Trustees, Pension Board or Invest./Finance Committee (Cats 10, 15, 20, 25, 28, 30, 38)

**Note: All other job codes (i.e. 03, 09, etc.) are for internal MMD purposes only.**

Each sponsoring organization will at the very least have a person with a job code **70, 71** and/or **74** depending on whether they list defined benefit, defined contribution plans and/or endowment/foundation assets. Job codes **70, 71** and **74** may be given to one, two or three separate individuals as indicated by their plan responsibilities. Sponsors who only list endowment/foundation funds or investment pools will have a person with a job code of **74**.

## ASSET MIX TYPES: TABLE C

### ASSETS

Cash & Short Term	01		
		<b>FIXED RETURN</b>	<b>VARIABLE RETURN</b>
Asian/Pacific Rim Bonds	57	130/30s	76
Bonds (unspecified)	03	Absolute Return	52
Canadian Bonds*	70	All Cap Equities	32
Corporate Bonds	41	Asian/Pacific Rim Equities	71
Convertibles	27	Canadian Equities*	66
Core Fixed Income	42	Commodities	04
Core PLUS Fixed Income	44	Company Stock	37
Distressed Debt	07	Core Diversified Equities	55
Emerging Markets Bonds	67	Distressed Equity	64
European Bonds	23	EAFE	19
Fixed Private Placements	33	Emerging Markets Equities	75
General Insurance Account	20	Enhanced Indexed Equities	13
GIC/BICs	05	Equities (unspecified)	10
Global Bonds	61	ETFs	78
High Yield Bonds	47	European Equities	69
Indexed Bonds	31	Global Equities	65
International Bonds (unspecified)	25	Growth Equities	51
Japanese Bonds	79	Hedge Funds	15
Latin American Bonds	59	Hedge Fund of Funds	56
Mortgages	06	Indexed Equities	12
Mortgage Securities	08	International Equities (unspecified)	18
Municipal Bonds	45	Japanese Equities	30
Synthetic GICs	60	Large Cap Equities	77
U.S. Government Bonds	43	Large Cap Growth	74
		Large Cap Value	40
		Latin American Equities	73
		Leveraged Buyouts	39
		Limited Partnerships	09
		Managed Futures	17
		Market Neutral	11
		Micro Cap Equities	50
		Mid Cap Equities	63
		Mid Cap Growth	68
		Mid Cap Value	38
		Mid-Large Cap Equities	22
		Mutual Funds	29
		Natural Resources	36
		Oil & Gas Investments	21
		Private Equity	35
		Real Assets	46
		Real Estate Equity	14
		Real Estate Investment Trusts (REITs)	58
		Self-Directed Brokerage Accounts	48
		Small Cap Equities	49
		Small Cap Growth	24
		Small Cap Value	80
		SMID Cap Equities	62
		Timberland	72
		Value Equities	53
		Venture Capital	16
<b>OTHER</b>			
Alternative Investment	54		
Balanced Funds	28		
Participant Loans	02		
Tactical Asset Allocation	26		
Other1 Allocation (see description)	81		
Other2 Allocation (see description)	82		
Other3 Allocation (see description)	83		
Other4 Allocation (see description)	84		

\* = New for 2009

## PENSION PLAN TYPE: TABLE D

0300*	Hybrid DB/DC Plan
0322	Cash Balance Plan
0360	Defined Benefit Plan
0361*	Closed or Frozen Defined Benefit Plan
0362	Target Benefit
0364	Defined Contribution Plan
0367	Money Purchase Plan
0375	Thrift & Savings Plan
0376	401(k) Plan
0377	Stock Plan
0378	Tax Deferred Annuity
0379	Keogh Plan
0400	Foundation Fund
0401*	Government 401(a) Plan
0403	403(b) Plan
0444	Nuclear Decommissioning Fund
0457	457 Deferred Compensation Plan
0501*	VEBA Health & Welfare Plan
0502*	University/College Life Income & Annuity Funds
0529*	529 College Savings Plan
0500	Endowment Fund
0800	Other Tax-exempt Fund
0801*	Tobacco Settlement Trust
0802*	Workers Compensation Fund
0900	Other Retirement Fund
1165*	1165E Savings Plan for Puerto Rico Employees

## SERVICE PROVIDER CODES: TABLE E

<u>Code</u>	<u>Description</u>
ACT	Actuary
CON	Consultant
CU	Custodian
GCU	Global Custodian
MCU	Master Custodian
MTR	Master Trustee
REC	Recordkeeper
TPA	Third Party Administrator

## IRS FOUNDATION CODES: TABLE F

<u>Category</u>	<u>IRS</u>		
<u>Code</u>	<u>Section</u>	<u>Subcode</u>	<u>Description</u>
3	501(c)3	10	Church
3	501(c)3	11	School
3	501(c)3	12	Hospital or Medical Research
3	501(c)3	13	Government Owned, to benefit university
3	501(c)3	15	more than 1/3 Government supported
3	501(c)3	16	less than 1/3 investments, more than 1/3 contributions/fees
3	501(c)3	17	Organizations related to above code organizations
4	501(c)4		Social Welfare Organizations
5	501(c)5		Labor & Agricultural Organizations
6	501(c)6		Business Leagues
8	501(c)8		Fraternal Associations w. benefits
9	501(c)9		Employee Beneficiary Associations
10	501(c)10		Fraternal Associations w.o. benefits
11	501(c)11		Teacher Retirement Associations
18	501(c)18		Employee Pension Trust
19	501(c)19		Armed Forces Organization
23	501(c)23		Armed Forces Assn. founded before 1880
30	501(e)		Cooperative Hospital Service Organization
40	4947(a)(2)		Non-exempt Charitable Trust

\* = New for 2009

**STOCK EXCHANGES IN ORDER: TABLE G (Y = Member, N = Not a Member)**

Position 1	NYSE	New York
Position 2	ASE	American
Position 3	BST	Boston
Position 4	PXE	Pacific
Position 5	CHI	Chicago (formerly the Midwest Stock Exchange)
Position 6	TOR	Toronto
Position 7	MON	Montreal
Position 8	CIN	National Stock Exchange (formerly Cincinnati)
Position 9	LON	London
Position 10	PSE	Philadelphia
Position 11	CNDX	Canadian
Position 12	NSC	NASDAQ Small Cap Exchg.
Position 13	NNM	NASDAQ National Mkt.
Position 14	OTC	Over the Counter

**S&P JOB RANK CODES: TABLE H (OPTIONAL)**

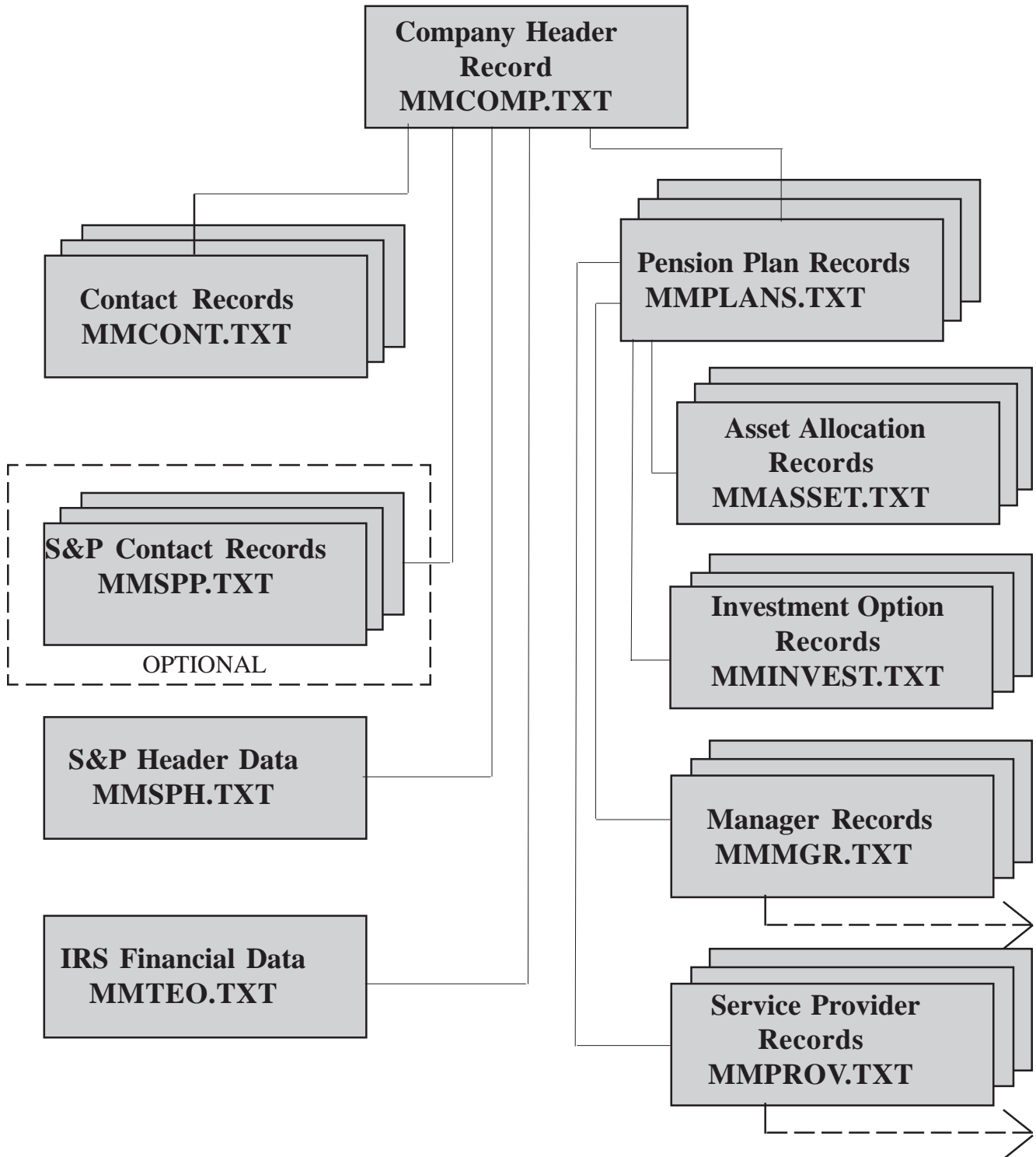
<u>Code</u>	<u>Description</u>
01	Chairman
02	Chief Executive Officer
03	President
04	Chief Financial Officer
05	Chief Operating Officer
06	Chairman of the Executive Committee
13	Treasurer
15	Partner/Owner
18	Comptroller
20	Trust Officer
21	Investment Officer
22	General Counsel / Attorney
23	Auditor
31	Assistant Treasurer
35	Inside Director
37	Management Consultant
40	Outside Director

**S&P JOB FUNCTION CODES: TABLE I (OPTIONAL)**

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
01	Sales	15	Production
02	Marketing	16	Operations
03	Advertising	17	Manufacturing
04	Public Relations	18	Export
05	Industrial Relations	19	Import
06	Purchasing	20	Legal
07	Personnel	21	Staff Management
08	Finance	22	International Operations
09	Research & Development	23	Planning and Development
10	Engineering	24	Education
11	Data Processing	25	Credit
12	Quality Control	26	Real Estate
13	Traffic		
14	Administration		

# Plan Sponsor File Relationships

Category 05,10,15,20,25,28,30,38 Companies



MMPROV & MMMGR ties back to the Consultant & Investment Mgr. Databases through the 3rd field, the Consult. or Inv. Mgrs PID#.

One to many relationship between MMCOMP and MMCONT, MMSPP, MMPLANS - Key field: PID#

One to many relationship between MMPLANS and MMPROV, MMASSET & MMINVEST - Key fields: PID# + Sequence #

Money Market Directories 2009 Pensionscope Databases

# PENSIONSSCOPE

## Plan Sponsors 2009 File Layout

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# DATASYSTEMS

# Plan Sponsors Changes for 2009

MMPLANS	Expand plan_name field to 100 chars.	Pg.8
<u>Reference Tables</u>		
	Remove job code 90 (president)	Pg13
	New Asset Mix Types: Canadian Bonds (70), Canadian Equities (66)	Pg14
	New Plan Types (9)	Pg15