

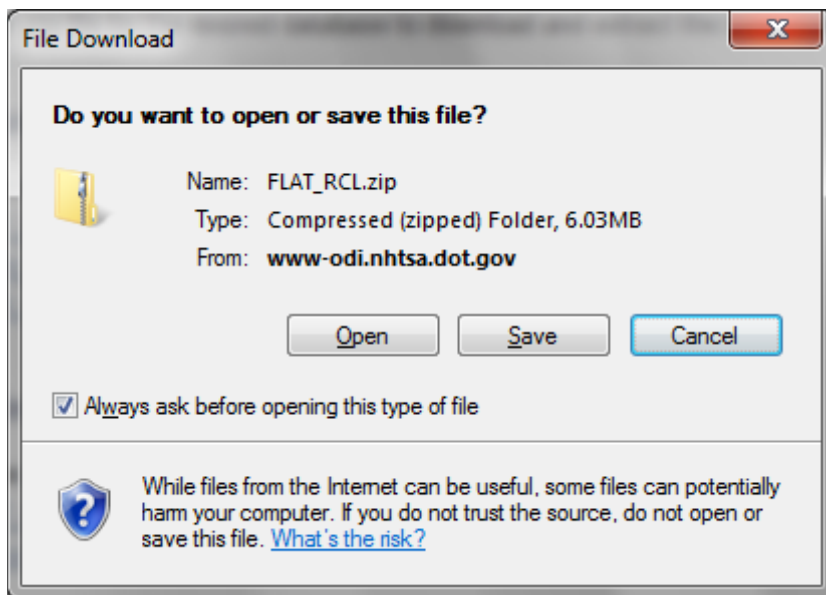
Follow these instructions¹ to download the Office of Defects Investigation (ODI) Recalls data and to import it into Microsoft Access. ODI Recalls data is available in the compressed data (ZIP) format on the ODI website.

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.

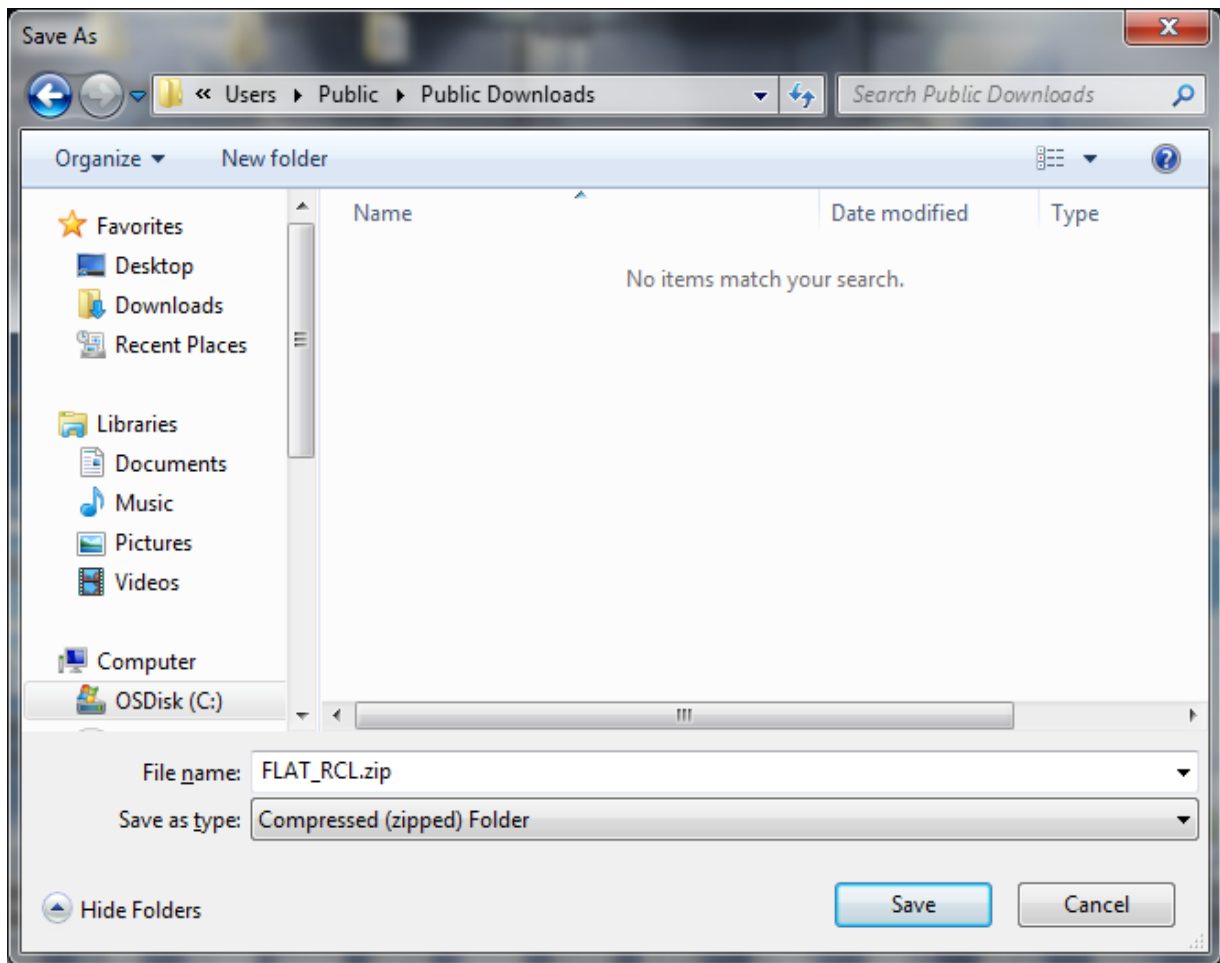
Note: For consistency, the original file name **FLAT_RCL** is used throughout these instructions.

1. At the URL: <http://www-odi.nhtsa.dot.gov/downloads/>
2. Select the **FLAT_RCL.zip** file.
3. Select **Save**.

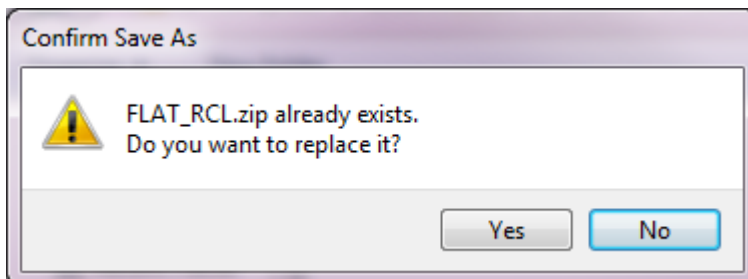


¹ The PDF version of this document is located at:
http://www-odi.nhtsa.dot.gov/downloads/folders/Recalls/Import_Instructions_Recalls.pdf

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.)

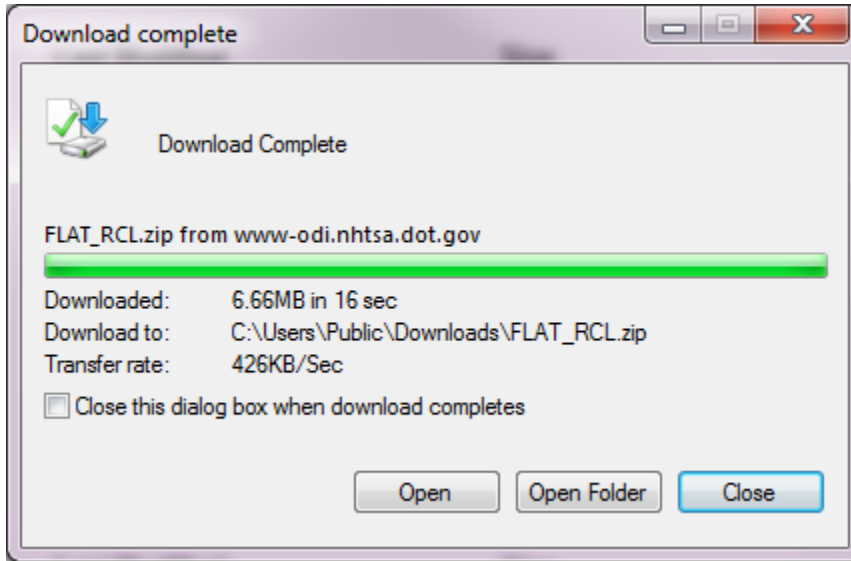


4. If an earlier version of the file exists in the destination folder, the following prompt will appear:



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

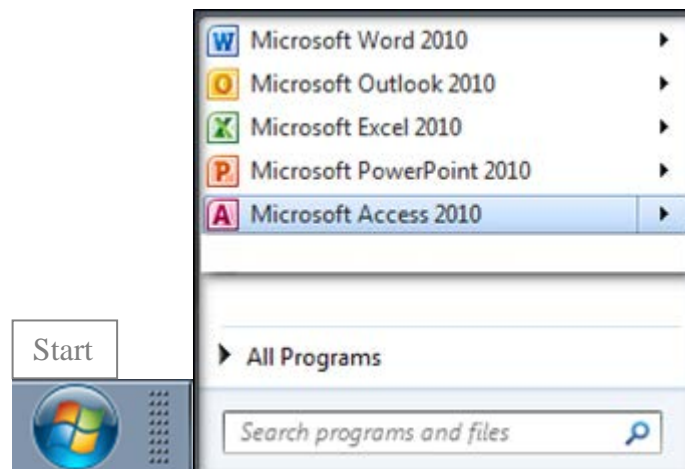
5. Once the download is complete, select **Close**.



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.

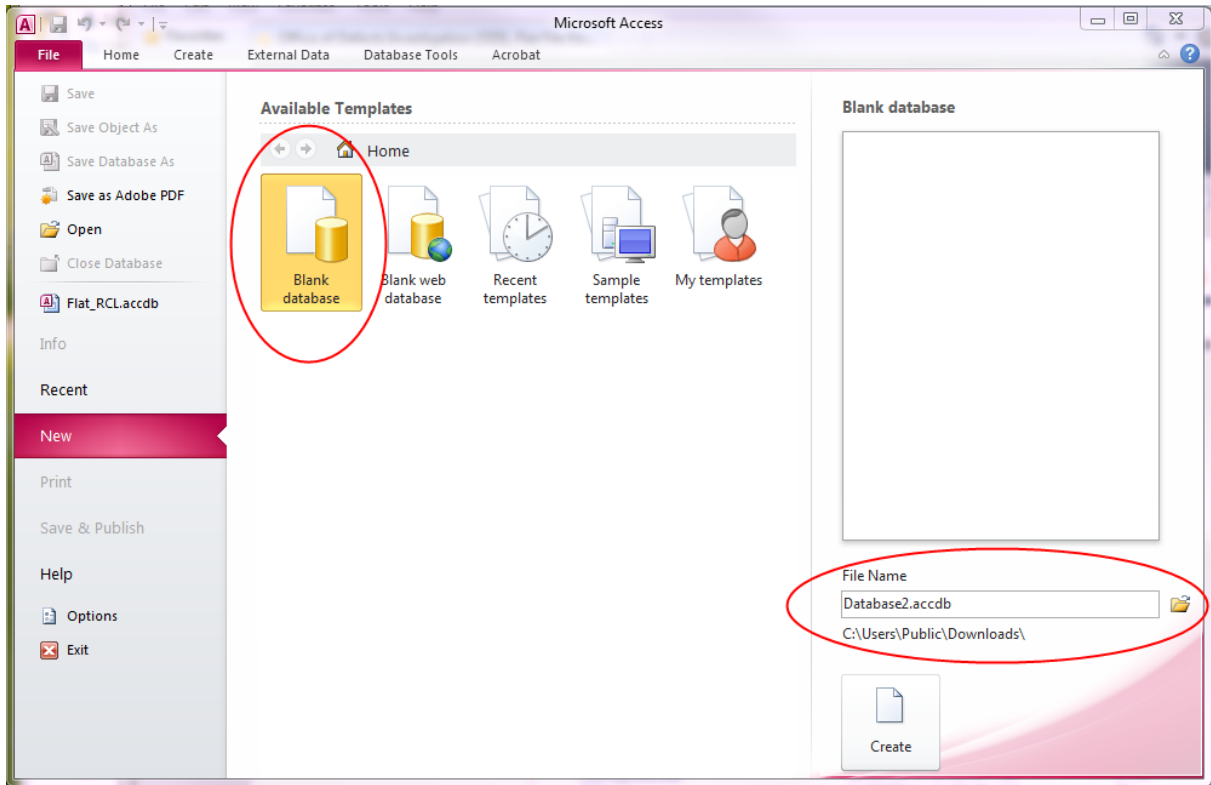
The unzipped file of Recalls data is now ready to be imported into a Microsoft Access database.

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.

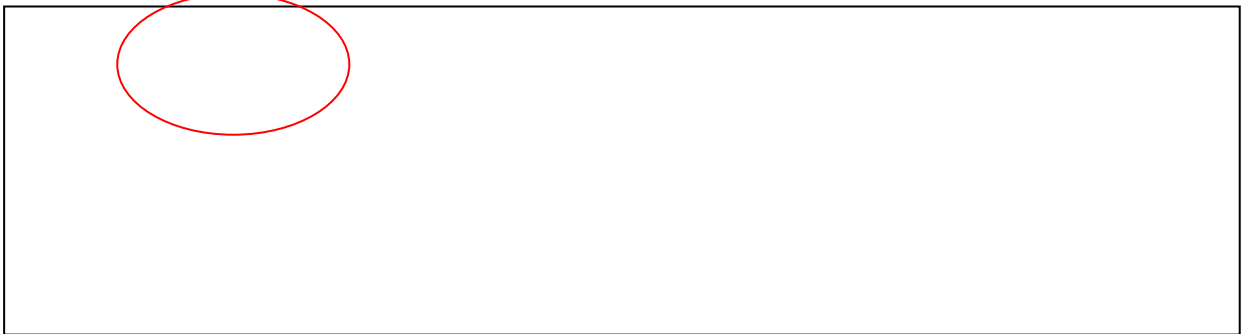
8. Select **Blank database** and accept the default File Name 'DatabaseN.accdb' (save to a folder of your choice) and then select **Create**.



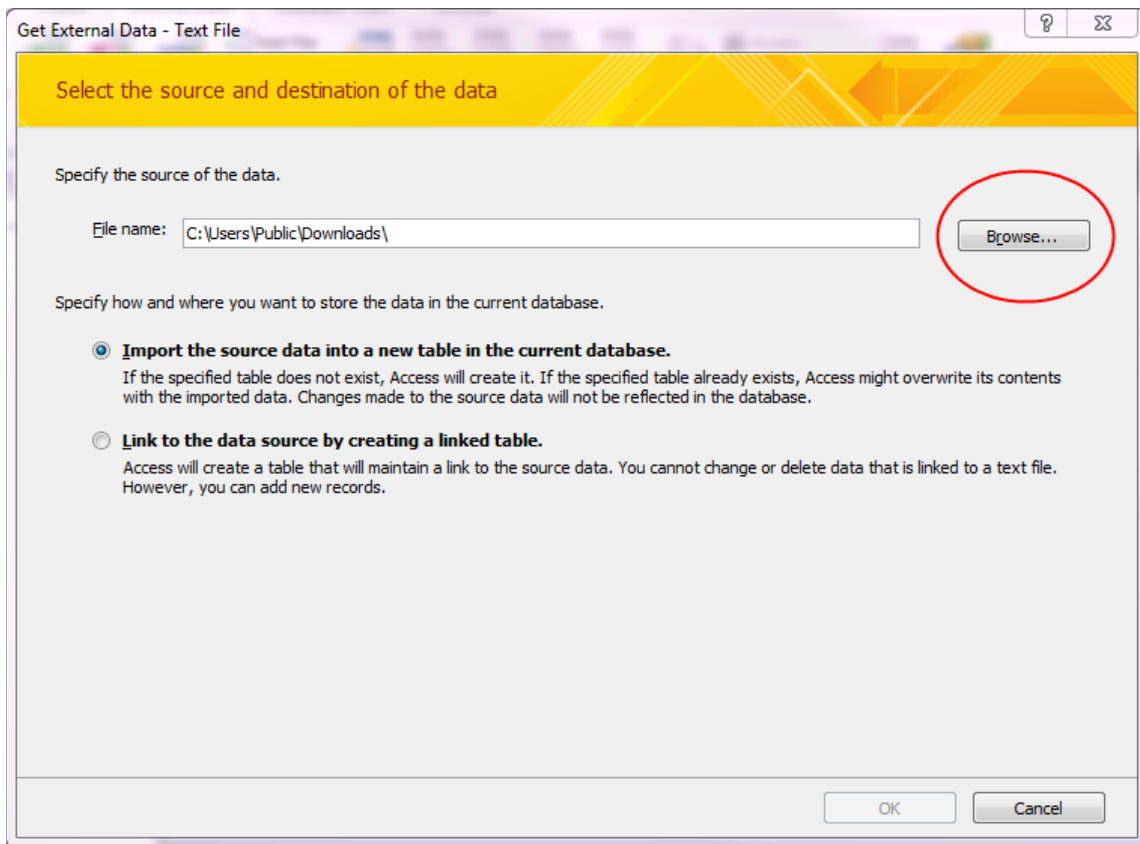
9. **Right-click** the **Table 1** tab and click **Close** in the pop-up menu.
- 10.



Select the **External Data** tab and click **Text File**.

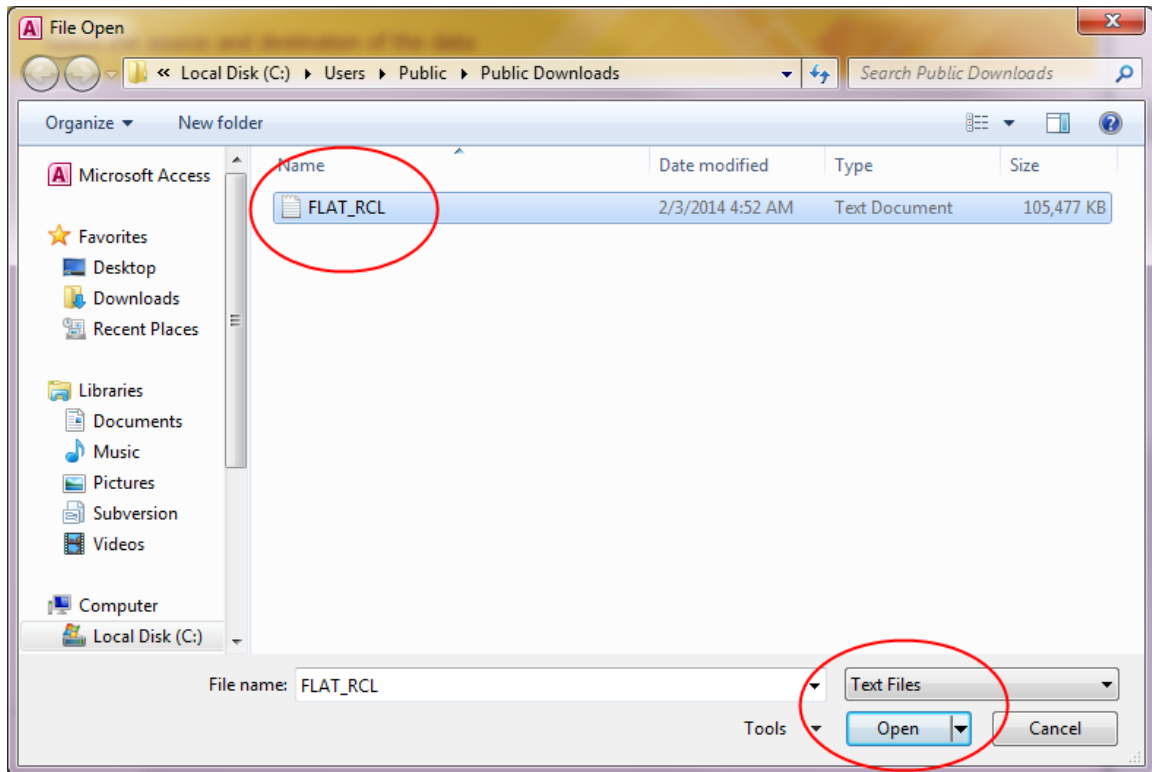


11. Click **Browse...** to search for the **FLAT_RCL.txt** file.

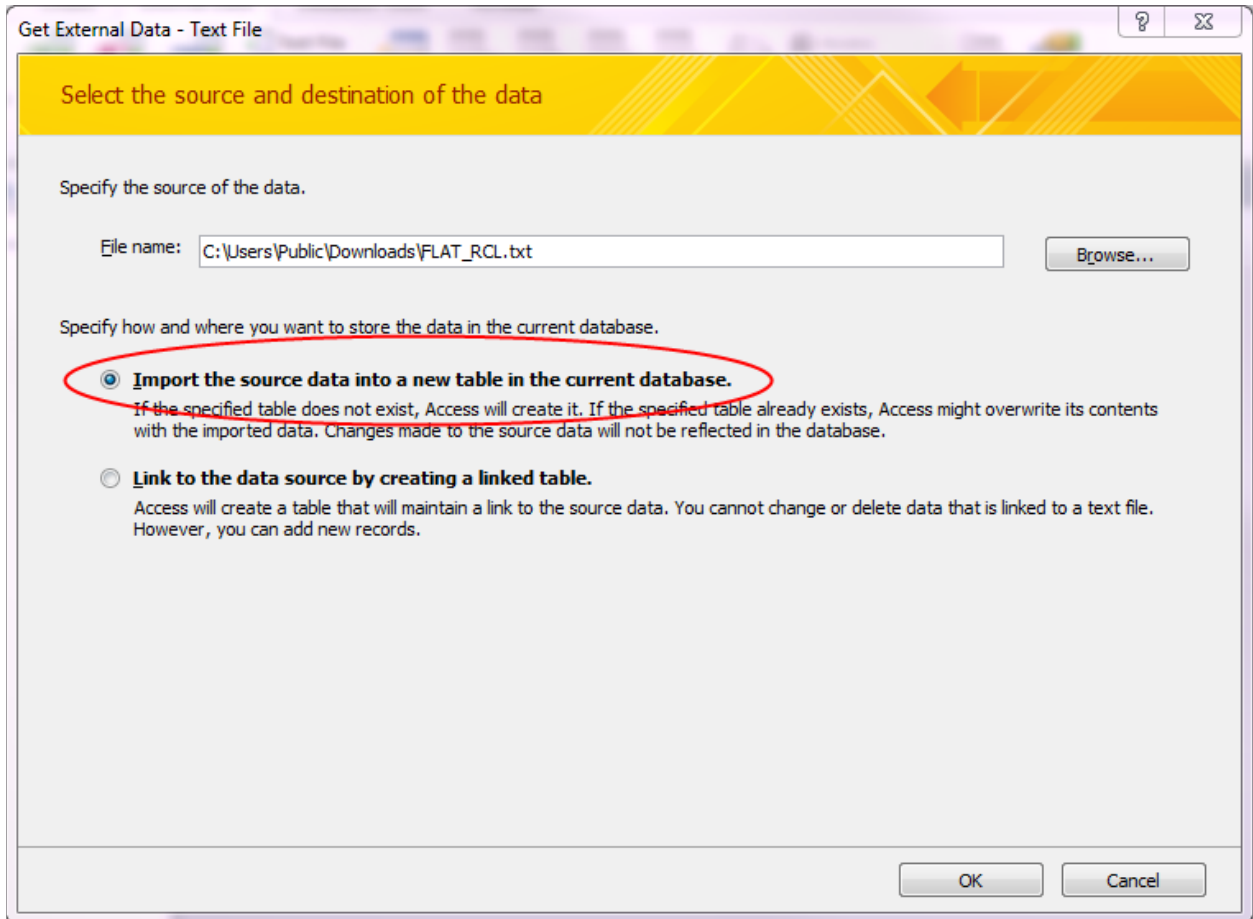


12. When the File Open screen comes up:

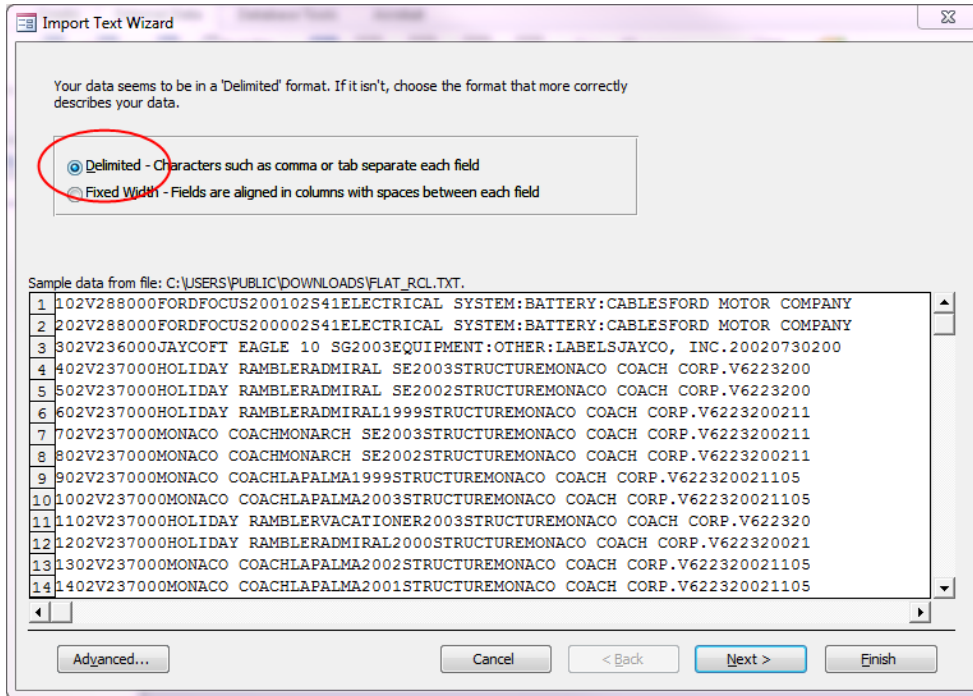
- a. Select **Text Files** using the drop-down arrow for **File type** at the bottom, if not already selected.
- b. Browse to the folder containing the extracted **FLAT_RCL.txt** file.
- c. Select the **FLAT_RCL.txt** file and then select **Open**.



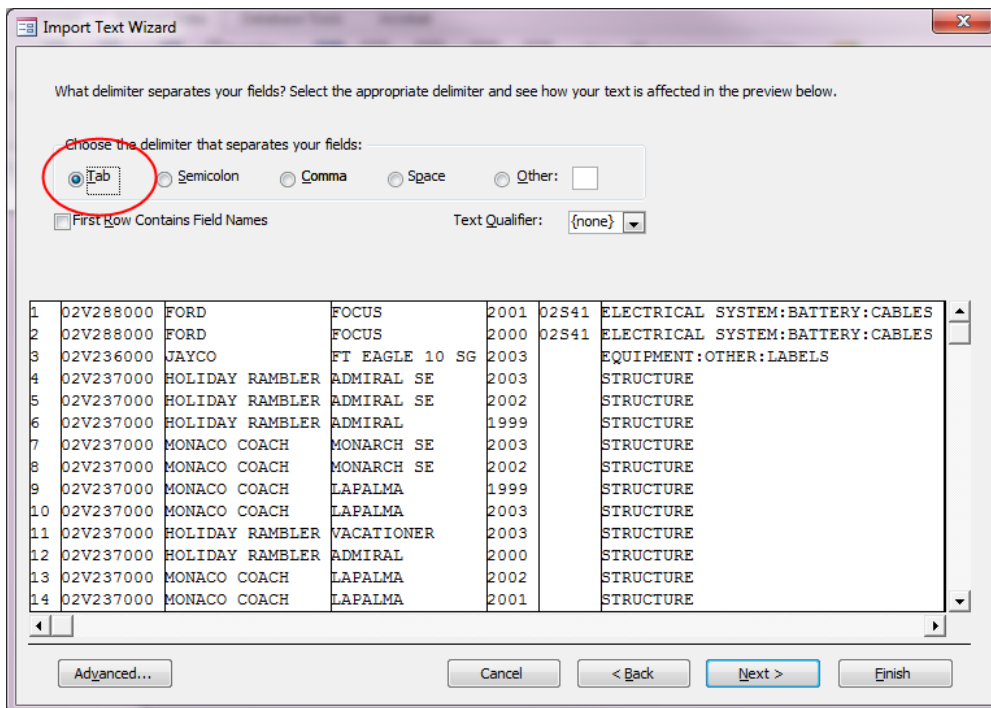
13. Select **Import the source data into a new table in the current Database** and then select **OK**.



14. Select **Delimited** and then select **Next >**.



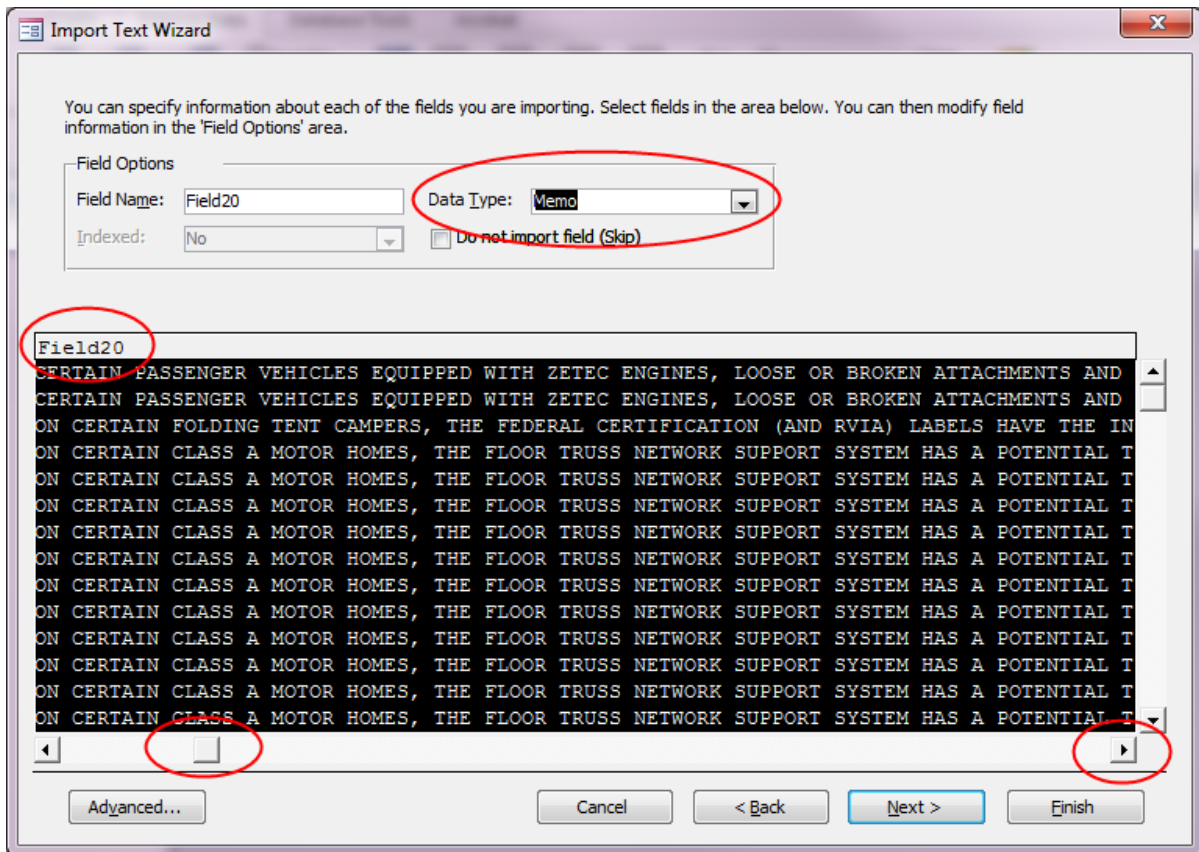
15. Select **Tab** as the delimiter since the data are stored as tab delimited quoted text and then select **Next >**.



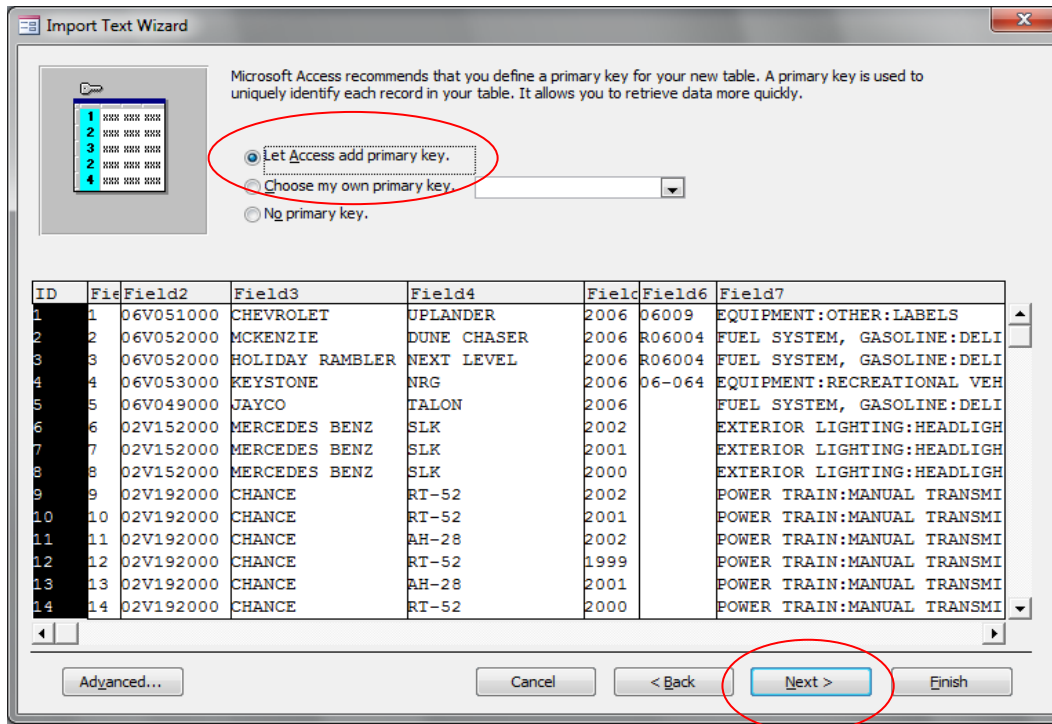
16. Using the horizontal scroll arrow or slider, **scroll right** and select **Field20**. Change the **Data Type** to **Memo** using the drop-down arrow, if it isn't already set to **Memo**.

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

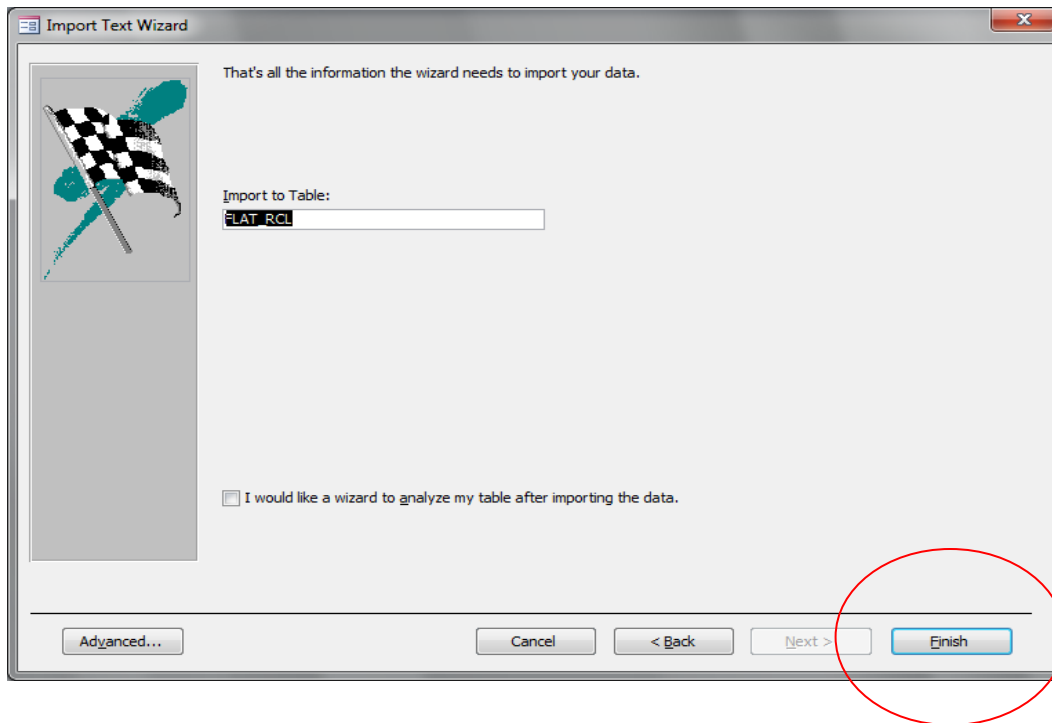
Change the **Data Type** to **Text** for **Field24** and then select **Next >**.



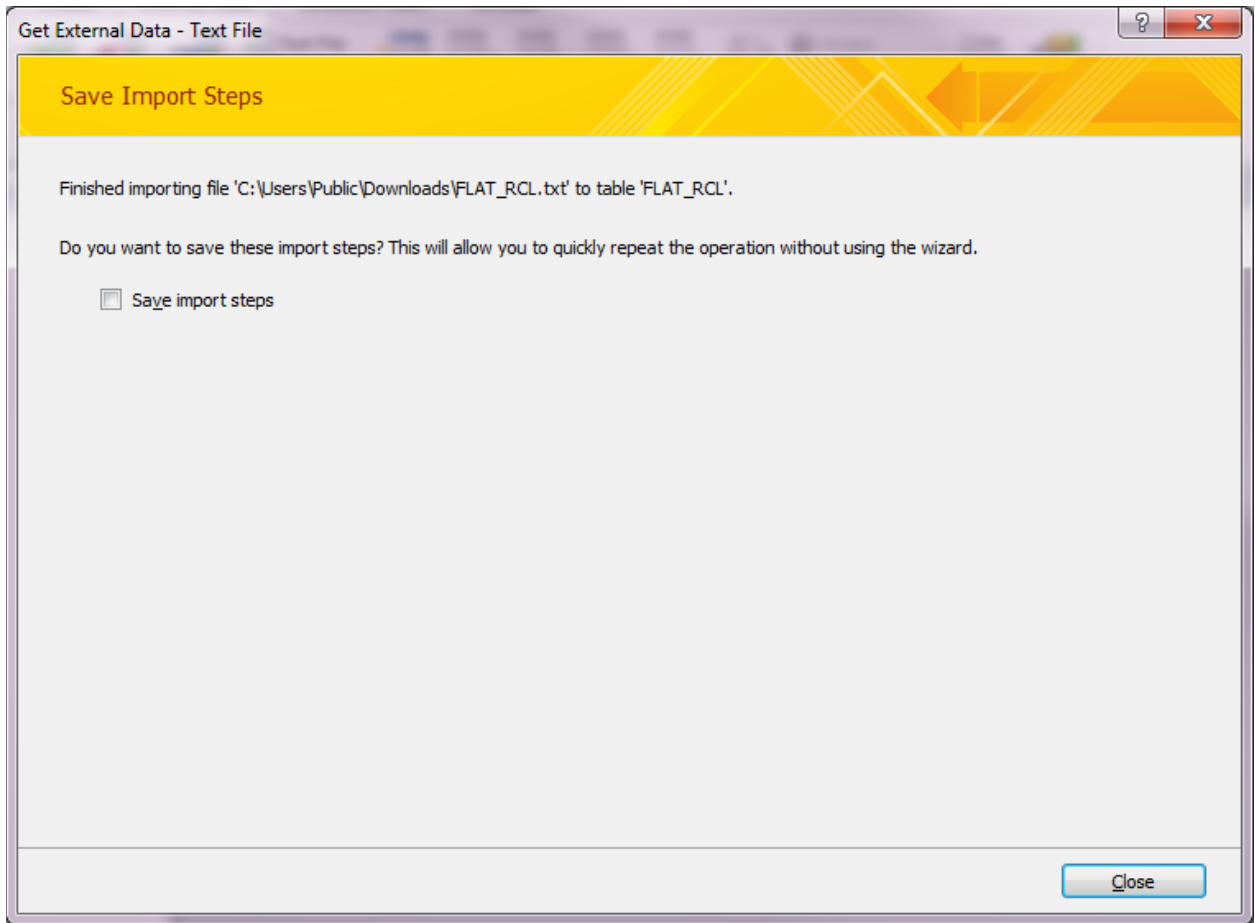
17. Select **Let Access add primary key** and then select **Next >**.



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:

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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	CONSEQUENCE_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.