

ANN BAVENDER*
ANNE GOODWIN CRUMP
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RICHARD J. ESTEVEZ
PAUL J. FELDMAN
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ERIC FISHMAN
RICHARD HILDRETH
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HARRY C. MARTIN
GEORGE PETRUTSAS
LEONARD R. RAISH
JAMES P. RILEY
KATHLEEN VICTORY
HOWARD M. WEISS

* NOT ADMITTED IN VIRGINIA

FLETCHER, HEALD & HILDRETH, P.L.C.

ATTORNEYS AT LAW

11th FLOOR, 1300 NORTH 17th STREET

ARLINGTON, VIRGINIA 22209-3801

(703) 812-0400

TELECOPIER

(703) 812-0486

INTERNET

www.fhh-telcomlaw.com

December 7, 1998

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FRANK U. FLETCHER
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PAUL D. P. SPEARMAN
(1936-1962)
FRANK ROBERSON
(1936-1961)
RUSSELL ROWELL
(1948-1977)

RETIRED
EDWARD F. KENEHAN

CONSULTANT FOR INTERNATIONAL AND
INTERGOVERNMENTAL AFFAIRS
SHELDON J. KRYS
U. S. AMBASSADOR (ret.)

OF COUNSEL
EDWARD A. CAINE*
MITCHELL LAZARUS*
EDWARD S. O'NEILL*
JOHN JOSEPH SMITH

WRITER'S DIRECT

Via Hand Delivery

Magalie R. Salas, Esq.

Secretary

Federal Communications Commission

Washington, D.C. 20554

Re: Response of Roseville Telephone Company to Data Request
in CC Docket No. 97-160

Dear Secretary Salas:

Attached, pursuant to the Commission's August 7, 1998 Order and the Common Carrier Bureau's October 6, 1998 Order (DA 98-2014) in the above captioned docket, and pursuant to Roseville Telephone Company's (Roseville) September 25, 1998 Motion for Extension of Time and Modification of Data Response Requirement, please find data provided by Roseville Telephone Company with certain confidential data expurgated. As specified in its Motion, Roseville is supplying the Commission with all charts requested and modified as noted.

In accordance with the Filing Procedures established in the Order, Roseville is submitting two paper and two computer formatted copies of the expurgated data to Sheryl Todd of the Accounting Policy Division, a single paper and computer formatted copy of the expurgated data to the Commission's copy contractor, ITS, and a complete set of the data, including confidential data, to Bryan Clopton of the Accounting Policy Division.

Any correspondence regarding this filing may be directed to the undersigned.

Respectfully submitted,



Paul J. Feldman

Counsel for Roseville Telephone Company

cc: Katie King, Accounting Policy Division
Bryan Clopton, Accounting Policy Division

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DESIGNATION OF CONFIDENTIAL INFORMATION

I hereby certify that the information designated as confidential in the attached response(s) to the Revenue Benchmark Data Request is protected by Roseville Telephone Company (name of company) as confidential or financial information:

SIGNATURE: 
(Linda Lupton)

TITLE: Manager, Regulatory

ADDRESS: 211 Lincoln Street
Roseville, CA 95678

TELEPHONE: 916-786-1677

FAX: 916-786-1805

On a separate sheet of paper, please list the responses designated confidential, by chart number and column letter, a statement of the reasons for withholding the information from the public record, and the facts on which those reasons are based.

DESIGNATION OF CONFIDENTIAL INFORMATION

Roseville Telephone Co. wishes to designate the following areas of Charts 1 through 5 as confidential:

Chart 1

Line 1 Columns B, C & D
Line 4 Columns B, C & D
Line 6 Columns B, C & D
Line 9 Columns B, C & D
Line 11 Columns B, C & D
Line 14 Columns B, C & D
Line 16 Columns B, C & D
Line 19 Columns B, C & D

Chart 2

Line 22 Columns B, C & D
Line 23 Columns B, C & D
Line 25 Columns C, D & E
Line 26 & 27 Columns C, D & E

Chart 3

Line 29 Columns B, C & D
Line 30 Columns B, C & D
Line 32 Columns C, D & E
Line 33 & 34 Columns C, D & E

Chart 4

Lines 35 through 42 Columns B through H
Lines 43 through 58 Columns B through G

Chart 5

Lines 59 through 66 Columns B through G
Lines 67 through 82 Columns B through F

Roseville considers any detail of revenues and usage by class of customer to be market sensitive and proprietary. Roseville believes this data could be used by other parties to ultimately identify specific market criteria for developing competitive market plans.

Revenue Benchmark Data Request

Approved by OMB

3060-0842

Expires 02/28/1999

Estimated Average Burden Per Response: 250 Hours

Notice to Individuals: Pursuant to Congress's directive in the Telecommunications Act of 1996 that the Commission establish support mechanisms to ensure the delivery of affordable telecommunication service to all Americans, the Commission determined on May 8, 1997 that universal service support for rural, insular, and high cost areas should be based on forward-looking economic costs. As part of the forward-looking economic cost methodology, the Commission determined that it would select two revenue benchmarks to calculate the amount of federal universal service support that eligible non-rural carriers should receive. The data request solicits information from non-rural local exchange carriers to calculate the revenue benchmarks that will determine the level of universal service support. Your response is mandatory. 47 C.F.R. §§ 0.91 and 0.291.

This data request will be used to assist the Commission in implementing the forward-looking economic cost methodology used to estimate the amount of universal service support that will be provided to eligible non-rural carriers beginning July 1, 1999.

An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid control number. The control number assigned to this collection is 3060-0842.

We have estimated that each response to this collection of information will take, on average, 250 hours. Our estimate includes the time to read the instructions, look through existing records, gather and maintain the required data, and actually complete and review the form or response. If you have any comments on this estimate, or how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PERM, Washington, D.C. 20554, Paperwork Reduction Project (3060-0842). We also will accept your comments via the Internet if you send them to jboley@fcc.gov. Please DO NOT SEND COMPLETED RESPONSES TO THIS ADDRESS.

CERTIFICATION

I certify that I have been designated by the Company to attest to the accuracy of the information contained herein and that I have examined the foregoing and that to the best of my knowledge, information, and belief, all statements of fact contained in this report are an accurate statement of the affairs of the respondent with respect to the data and information set forth herein.

Printed Name: Linda Lupton

Telephone Number: (916) 786-1677

Position: Manager - Regulatory

Holding Company and Code:

Study Area and Code: 542334

Signature:

Date:

Revenue Benchmark Data Request

REVENUE BENCHMARK DATA REQUEST

We seek the following data to assist the Commission in developing residential and business revenue benchmarks for the federal methodology adopted in the *Universal Service Order* of May 8, 1997, that will help determine the level of high cost support non-rural carriers will receive beginning July 1, 1999. Because of the importance of the requested information in developing the revenue benchmarks, we ask that you perform a special study, in certain instances, if such a study is necessary to provide the specified information.

In Charts 1, 4, and 5 below, we ask for information about charges on the bills of your residential, single-line business, and multi-line business subscribers. Chart 1 asks for information for 1996, 1997, and the first quarter of 1998, broken down first by class of customer (residential, single-line business, and multi-line business), and then aggregated for all subscribers. Charts 4 and 5 ask for information only for the month of July 1998. In Charts 2 and 3, we ask for information about your interstate and intrastate switched access revenues for the month of July 1998.

Instructions:

- (1) Please use a different set of charts for each of your study areas.
- (2) Please note that we seek, whenever possible, only the revenues that you have billed, not the revenues that you have collected. Please indicate, in a footnote, if totals reflect booked, rather than billed, revenues.
- (3) Please note that we ask for total revenues from local service bills, including taxes and surcharges. If you do not include taxes in the calculation of total revenues from local service bills, do not include taxes in the total revenues from taxes and surcharges. Please indicate, in a footnote, if taxes are not included in the totals.
- (4) If you use footnotes, please explain the footnotes and identify the appropriate row and column on the page provided at the end of this document.
- (5) Please pay close attention to how we have defined terms, and contact Katie King or Bob Loube at 202-418-7400 if you have questions.
- (6) Please fill in only the shaded cells. Do not move or create cells, rows, or columns.
- (7) Note that some cells may be formatted to accept only responses provided in a certain format. Please comply with these constraints and do not adjust the formatting. **Unless otherwise specified, please enter numbers in thousands.** For example, please indicate five thousand dollars by entering only "5," rather than "5000." Do not include dollar signs, which will be added automatically, or digits after the decimal place, which will not be accepted in the cells. **Some cell headings, such as those for numbers of bills in Charts 4 and 5, will specify that whole numbers with all necessary digits should be entered.**
- (8) Note that we require you to file both paper and electronic copies of the completed spreadsheets. The paper copies must be signed on the previous page by an authorized representative of the company. Please see the filing procedures in the Order, DA-98-xxx, at paragraphs 7-12.
- (9) Responses to this data request are due **October 6, 1998**.

If you believe that your data should be withheld from the public file, please note that you must submit a request for confidential treatment of your data, consistent with section 0.459 of the Commission's rules, that includes your reasons for withholding your data, and facts upon which those reasons are based. 47 C.F.R. §47.0.459. Labeling disks or papers "Confidential" is not sufficient to request that your data be treated as confidential. Please see the filing procedures in the Order, DA 98-1576, at paragraph 8.

Revenue Benchmark Data Request

CHART 1: SUBSCRIBER BILLS -- DATA FOR 1996, 1997, and the 1st Quarter of 1998

Please provide the following data:

For each class of subscribers bills (residential, single-line business, and multi-line business), please provide the total annual revenues for the years 1996 and 1997, and total quarterly revenues for the first quarter of 1998 received from the following sources: **local service bills** (including taxes and surcharges), as defined below; taxes and surcharges (separated out from local service bills); **intraLATA (or equivalent) toll charges for services provided by your company or an affiliate**; the total number of subscriber bills, and the average number of switched lines for which a federal SLC is charged. If taxes are not included in the total revenues from local service bills, do not include taxes in the total revenues from taxes and surcharges, and please indicate in a footnote and a separate document that taxes are not included in the totals. Please indicate, in a footnote, if totals reflect booked, rather than billed, revenues, and include a separate document indicating the revenues for which booked, rather than billed, revenues are provided.

A **local service bill** includes flat or recurring monthly charges, extended area service (EAS) charges, local usage charges (message and minute), local mileage and zone charges, federal and state subscriber line charges (SLCs), 911 charges, state universal service charges, and telecommunications relay services (TRS) charges, other mandatory charges, taxes and surcharges, second line charges, and charges for discretionary services. Please exclude from a local service bill charges carried over from previous months, connection charges, special construction charges, and deposits. Discretionary services include services such as touch-tone, call-waiting, call-forwarding, caller-ID, and other CLASS features, and exclude non-regulated services such as voice-mail, inside wiring, and yellow page ads.

For **Column B**, please calculate the average number of switched lines by taking the average of the following: the number of switched lines served for the class of subscribers on **December 31, 1995, March 31, 1996, June 30, 1996, September 30, 1996, and December 31, 1996**.

For **Column C**, please calculate the average number of switched lines in the same manner.

For **Column D**, please calculate the average number of switched lines by taking the average of the following: the number of switched lines served for the class of subscribers on **December 31, 1997** and the last day of each month in the first quarter of 1998.

Revenue Benchmark Data Request

A		B	C	D
Residential subscriber bills		1996	1997	1st Q 1998
1	Total revenues from local service bills			
2	Total revenues from taxes and surcharges	N/A	N/A	N/A
3	Total revenues from intraLATA toll charges	N/A	N/A	N/A
4	Total number of local service bills			
5	Average number of switched lines for which a federal SLC is charged	74	82	84
A		B	C	D
Single-line business subscriber bills		1996	1997	1st Q 1998
6	Total revenues from local service bills			
7	Total revenues from taxes and surcharges	N/A	N/A	N/A
8	Total revenues from intraLATA toll charges	N/A	N/A	N/A
9	Total number of local service bills			
10	Average number of switched lines for which a federal SLC is charged	3	2	2
A		B	C	D
Multi-line business subscriber bills		1996	1997	1st Q 1998
11	Total revenues from local service bills			
12	Total revenues from taxes and surcharges	N/A	N/A	N/A
13	Total revenues from intraLATA toll charges	N/A	N/A	N/A
14	Total number of local service bills			
15	Average number of switched lines for which a federal SLC is charged	23	26	27
A		B	C	D
All subscriber bills		1996	1997	1st Q 1998
16	Total revenues from local service bills			
17	Total revenues from taxes and surcharges	N/A	N/A	N/A
18	Total revenues from intraLATA toll charges	N/A	N/A	N/A
19	Total number of local service bills			
20	Average number of switched lines for which a federal SLC is charged	100	110	113

Revenue Benchmark Data Request

CHART 2: INTERSTATE SWITCHED ACCESS REVENUES FOR JULY 1998

For each class of customer (residential, single-line business, and multi-line business), please provide total interstate switched access revenues for July 1998 received through: flat-rated charges to interexchange carriers based on the number of presubscribed lines, i.e., presubscribed interexchange carrier charges (PICCs); per-minute charges, including common line, switching and transport charges that are recovered on the basis of a per-minute charge; and per-call charges. In addition, please provide the total interstate access revenues for July 1998 received through flat-rated carrier-to-carrier charges.

For July 1998, please undertake a special study, if necessary, to determine the total number of interstate switched originating and terminating access minutes. In addition to total interstate switched access minutes, determine the number of such minutes originated and terminated by each class of customer (residential, single-line business, and multi-line business). Also, please include the average number of residential, single-line business and multi-line business switched lines in service during the study period, where the average is calculated by taking the simple average of the number of lines in service at the beginning of the study period and the number of lines in service at the end of the period.

	A	B	C	D	E	F
		Residential revenues	Single-line business revenues	Multi-line business revenues	Total revenues	Total calls or minutes
21	Flat-rated charges to IXCs based on number of presubscribed lines	N/A	N/A	N/A	N/A	
22	Per-minute charges				\$842	21,428
23	Per-call charges				\$19	1,634
24	Other IXC carrier-to-carrier flat-rated charges (excluding special access and IXC flat-rated charges based on number of presubscribed lines)				\$3	
		Residential minutes or lines	Single-line business minutes or lines	Multi-line business minutes or lines	Total minutes	
25	Originating Minutes					12,889
26	Terminating Minutes					8,539
27	Average Lines In Service					

Revenue Benchmark Data Request

CHART 3: INTRASTATE SWITCHED ACCESS REVENUES FOR JULY 1998

For each class of customer (residential, single-line business, and multi-line business), please provide total **intrastate** switched access revenues for **July 1998** received through: flat-rated charges to interexchange carriers based on the number of presubscribed lines, such as, presubscribed interexchange carrier charges (PICCs); per-minute charges, including common line, switching and transport charges that are recovered on the basis of a per-minute charge; and per-call charges. In addition, please provide the total intrastate access revenues for July 1998 received through flat-rated carrier-to-carrier charges.

For **July 1998**, please undertake a special study, if necessary, to determine total number of **intrastate** switched originating and terminating access minutes. In addition to total intrastate switched access minutes, determine the number of such minutes originated and terminated by each class of customer (residential, single-line business, and multi-line business). Also, please include the average number of residential, single-line business and multi-line business switched lines in service during the study period, where the average is calculated by taking the simple average of the number of lines in service at the beginning of the study period and the number of lines in service at the end of the period.

	A	B	C	D	E	F
		Residential revenues	Single-line business revenues	Multi-line business revenues	Total revenues	Total calls or minutes
28	Flat-rated charges to IXC based on number of presubscribed lines	N/A	N/A	N/A	N/A	
29	Per-minute charges				\$1,148	36,733
30	Per-call charges				\$16	3,526
31	Other IXC carrier-to-carrier flat-rated charges (excluding special access and IXC flat-rated charges based on number of presubscribed lines)				\$5	
			Residential minutes or lines	Single-line business minutes or lines	Multi-line business minutes or lines	Total minutes
32	Originating Minutes					18,673
33	Terminating Minutes					18,060
34	Average Lines In Service					

Revenue Benchmark Data Request

CHART 4: SUBSCRIBER BILLS -- LOCAL SERVICE REVENUES FOR JULY 1998

For July 1998, please determine the category into which each **residential, single-line business, and multi-line business subscriber bill** falls based on the total local service charges on that subscriber bill. The **categories** specified in **Column A** correspond to the dollar amount for one local service bill. Please note that the dollar amount categories in Column A for multi-line business service bills are increased by a factor of ten.

A **local service bill** includes flat or recurring monthly charges, extended area service (EAS) charges, local usage charges (message and minute), local mileage and zone charges, federal and state subscriber line charges (SLCs), 911 charges, state universal service charges, and telecommunications relay services (TRS) charges, other mandatory charges, taxes and surcharges, second line charges, and charges for discretionary services. Please exclude from a local service bill charges carried over from previous months, connection charges, special construction charges, and deposits. **Discretionary services** include services such as touch-tone, call-waiting, call-forwarding, caller-ID, and other CLASS features, and exclude non-regulated services such as voice-mail, inside wiring, and yellow page ads.

In **Column B**, please specify the total number of residential subscriber bills in each category.

In **Column C**, please specify the total revenue received from all residential subscriber bills in each category from flat monthly charges, extended area service charges, local usage charges, local mileage and zone charges, Federal and State SLCs, and second line charges.

In **Column D**, please specify the total revenue received from all residential subscriber bills in each category from discretionary charges such as touch-tone, call-waiting, call-forwarding, caller-ID, and other CLASS features. Please exclude charges for non-regulated services such as voice-mail, inside wiring, and yellow page ads.

In **Column E**, please specify the total revenue received from all residential subscriber bills in each category from taxes, surcharges, and other mandatory charges such as 911 charges, state universal service charges, and TRS charges. If taxes are not included in column F, do not include taxes in Column E, please indicate in a footnote and in a separate document that taxes are not included in the totals.

In **Column F**, please specify the total revenue received from all residential subscriber bills in each category from local service charges (i.e., sum of columns C, D and E).

In **Column G**, please specify the total number of switched lines for which a federal SLC is collected for all residential subscriber bills in each category.

In **Column H**, please specify the total number of switched party lines for all residential subscriber bills in each category.

Revenue Benchmark Data Request

CHART 4a. RESIDENTIAL SUBSCRIBER BILLS								
	A	B	C	D	E	F	G	H
	Local service bill	Number of local service bills (in whole numbers)	Total revenues from flat-rate, SLCs 2nd lines, EAS, etc.	Total revenues from discretionary charges	Total revenues from taxes, surcharges, etc.	Total revenues	Number of lines for which federal SLC is charged	Number of party lines (in whole numbers)
35	Less than \$ 10.00							
36	Greater than or equal to \$ 10.00 but less than \$ 20.00							
37	Greater than or equal to \$ 20.00 but less than \$ 30.00							
38	Greater than or equal to \$ 30.00 but less than \$ 40.00							
39	Greater than or equal to \$ 40.00 but less than \$ 50.00							
40	Greater than or equal to \$ 50.00 and less than \$ 100.00							
41	Greater than or equal to \$100.00							
42	Total							
CHART 4b. SINGLE-LINE BUSINESS SUBSCRIBER BILLS								
	A	B	C	D	E	F	G	
	Local service bill	Number of local service bills (in whole numbers)	Total revenues from flat-rate, SLCs 2nd lines, EAS, etc.	Total revenues from discretionary charges	Total revenues from taxes, surcharges, etc.	Total revenues	Number of lines for which federal SLC is charged	
43	Less than \$ 10.00							
44	Greater than or equal to \$ 10.00 but less than \$ 20.00							
45	Greater than or equal to \$ 20.00 but less than \$ 30.00							
46	Greater than or equal to \$ 30.00 but less than \$ 40.00							
47	Greater than or equal to \$ 40.00 but less than \$ 50.00							
48	Greater than or equal to \$ 50.00 and less than \$ 100.00							
49	Greater than or equal to \$100.00							
50	Total							

Revenue Benchmark Data Request

CHART 4c. MULTI-LINE BUSINESS SUBSCRIBER BILLS							
	A	B	C	D	E	F	G
	Local service bill	Number of local service bills (in whole numbers)	Total revenues from flat-rate, SLCs, 2nd lines, EAS, etc.	Total revenues from discretionary charges	Total revenues from taxes, surcharges, etc.	Total revenues	Number of lines for which federal SLC is charged
51	Less than \$ 100.00						
52	Greater than or equal to \$ 100.00 but less than \$ 200.00						
53	Greater than or equal to \$ 200.00 but less than \$ 300.00						
54	Greater than or equal to \$ 300.00 but less than \$ 400.00						
55	Greater than or equal to \$ 400.00 but less than \$ 500.00						
56	Greater than or equal to \$ 500.00 and less than \$ 1000.00						
57	Greater than or equal to \$1000.00						
58	Total						

CHART 5: SUBSCRIBER BILLS -- LOCAL SERVICE AND INTRALATA TOLL REVENUES FOR JULY 1998

For July 1998, please determine the category into which each residential, single-line business, and multi-line business subscriber bill with intraLATA (or equivalent) toll charges falls based on the total local service and intraLATA toll charges on that subscriber bill. The categories specified in Column A correspond to the dollar amount for one local service bill with intraLATA (or equivalent) toll charges. Please note that the dollar amount categories in Column A for multi-line business data are increased by a factor of ten. For the purposes of this data request, a total bill includes a local service bill, as defined above, and amounts charged for services provided by your company, or an affiliate, for intraLATA (or equivalent) toll services. (Do not include amounts collected on behalf of other telephone companies).

In Column B, please specify the total number of residential subscriber bills in each category.

In Column C, please specify the total revenue received from all residential subscriber bills in each category from local service bills.

In Column D, please specify the total revenue received from all residential subscriber bills in each category from intraLATA (or equivalent) toll services.

In Column E, please specify the total revenue received from all residential subscriber bills in each category from total bills for local service and intraLATA (or equivalent) toll services (i.e., sum of column C and column D).

In Column F, please specify the total number of switched lines for which a federal SLC is collected for all residential subscriber bills in each category.

In Column G, please specify the total number of switched party lines for all residential subscriber bills in each category.

Revenue Benchmark Data Request

Chart 5a. Residential Subscriber Bills								
	A		B	C	D	E	F	G
	Total bill (for local service and intraLATA toll)		Number of bills (in whole numbers)	Total revenues from local service bills	Total revenues from intraLATA toll	Total revenues	Number of lines for which federal SLC is charged	Number of party lines (in whole numbers)
59	Less than \$ 10.00							
60	Greater than or equal to \$ 10.00 but less than \$ 20.00							
61	Greater than or equal to \$ 20.00 but less than \$ 30.00							
62	Greater than or equal to \$ 30.00 but less than \$ 40.00							
63	Greater than or equal to \$ 40.00 but less than \$ 50.00							
64	Greater than or equal to \$ 50.00 and less than \$ 100.00							
65	Greater than or equal to \$100.00							
66	Total							
Chart 5b. Single-Line Business Subscriber Bills								
	A		B	C	D	E	F	
	Total bill (for local service and intraLATA toll)		Number of bills (in whole numbers)	Total revenues from local service bills	Total revenues from intraLATA toll	Total revenues	Number of lines for which federal SLC is charged	
67	Less than \$ 10.00							
68	Greater than or equal to \$ 10.00 but less than \$ 20.00							
69	Greater than or equal to \$ 20.00 but less than \$ 30.00							
70	Greater than or equal to \$ 30.00 but less than \$ 40.00							
71	Greater than or equal to \$ 40.00 but less than \$ 50.00							
72	Greater than or equal to \$ 50.00 and less than \$ 100.00							
73	Greater than or equal to \$100.00							
74	Total							

Revenue Benchmark Data Request

Chart 5c. Multi-Line Business Subscriber Bills								
	A			B	C	D	E	F
	Total bill (for local service and intraLATA toll)			Number of bills (in whole numbers)	Total revenues from local service bills	Total revenues from intraLATA toll	Total revenues	Number of lines for which federal SLC is charged
75	Less than \$ 100.00							
76	Greater than or equal to \$ 10.00 but less than \$ 20.00							
77	Greater than or equal to \$ 200.00 but less than \$ 300.00							
78	Greater than or equal to \$ 300.00 but less than \$ 400.00							
79	Greater than or equal to \$ 400.00 but less than \$ 500.00							
80	Greater than or equal to \$ 500.00 and less than \$ 1000.00							
81	Greater than or equal to \$1000.00							
82	Total							

Revenue Benchmark Data Request

Footnotes

No.	Text	Rows	Columns
1	All revenues in Chart I represent booked revenue.	1,6,11,16	B,C,D
2	Historical business revenues are not available separated by single line and multi line. The amount on Row 6 represents total business for both single and multi-line. Revised see Note 6.	6	B,C,D
3	Taxes and surcharges not included in total revenue.	2,7,12,17	B,C,D
4	Intralata toll is not provided by Roseville Telephone Company or any of it's affiliates.	3,8,13,18	B,C,D
5	Local service bill quantities not available separated by residential, single-line business and multi-line business. The amount on Row 19 represents the total. Revised see Note 11. were	4,9,14,19	B,C,D
6	Historical revenues on Row 6 will be factored between single-line and multi-line (Row 11) based on current period after completion of Chart 4 (December 7, 1998).	6,11	B,C,D
7	Roseville is not a price cap company and therefore, not required to charge IXCs the flat rated charges based on number of pre-subscribed lines.	21,28	B,C,D,E
8	Charts 2 & 3 have been updated to reflect revenue separately for residential, single-line business and multi-line business.	22,23,29 30	B,C,D
9	Charts 2 & 3 have been updated to reflect minutes separately for residential, single-line business and multi-line business.	25,26,32 33	B,C,D
10	All data for Charts 4 and 5 will be provided by December 7, 1998. Revised see Note 12.	35 thru 82	B thru H

DOCUMENT OFF-LINE

This page has been substituted for one of the following:

o An oversize page or document (such as a map) which was too large to be scanned into the RIPS system.

o Microfilm, microform, certain photographs or videotape.

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The actual document, page(s) or materials may be reviewed by contacting an Information Technician. Please note the applicable docket or rulemaking number, document type and any other relevant information about the document in order to ensure speedy retrieval by the Information Technician.

One diskette.