

## Statistical and Structure Reporting – National Business Continuity Information

- **Disruptions to Federal Reserve Statistical and Structure Reporting**  
Statistical and Structure Reporting collects information that is needed by the Federal Reserve to carry out its monetary policy, supervision and regulation, and fiscal agency responsibilities. Reports may be submitted electronically through the Internet, or via fax or mail.

- **During a Federal Reserve Business Disruption**

What to expect:

For most emergency situations at the Federal Reserve Bank, our back-up and recovery process will allow us to continue operations with minimal interruption. During an automation outage, you may be asked to resubmit your reports or submit your reports in another manner. During a local building outage, Federal Reserve staff may be required to relocate; in this case, please use the alternate contact numbers listed below.

What you should do during the event:

Institutions must continue to submit all statistical and structure reports to the Federal Reserve in compliance with normal deadlines, unless notified by Statistics or Structure staff. Please contact us at the numbers listed below if you cannot submit your reports to us on your regular schedule. Depending upon the specific circumstances of the emergency, you may be asked to re-submit reports to the Federal Reserve.

- Electronic Submission: Institutions that submit reports electronically should continue to send reports in this manner, unless notified otherwise by Federal Reserve staff. If you have difficulty submitting your reports, please contact us at the numbers listed below, and be prepared to submit your reports by FAX, mail, or telephone.
- FAX Submission: Institutions that submit reports via FAX should continue to send reports in this manner, unless notified otherwise by Federal Reserve staff. If you have difficulty faxing your reports, please contact us at the numbers listed below.
- US Mail Submission: Institutions that submit reports via US Mail may continue to send reports in this manner to the regular address.

What you should do after the event:

When we return to normal operations, please use your regular contact information when contacting the Federal Reserve. You will be notified if any special report submission procedures are necessary.

- **Preparing for Statistical and Structure Reporting Business Disruptions**  
It is important to identify and prepare key personnel in your organization who will be relied upon to supply statistical and structure report data to the Federal Reserve Bank during an emergency. The primary contact information that we have for each institution is taken from the report forms sent to us throughout the year, and it is updated on an ongoing basis. Should you wish a specific person to be your contingency contact person, please inform us of the person's name, telephone number, and email address. Either provide this information to your regular contact or [click here](#) to send now via email.

Alternate Contact Numbers In Case of a Federal Reserve Office  
Relocation

Federal Reserve Bank	Statistical Reporting	Reserves
Boston	617/928-6650	800/526-0338
New York	201/931-4734	201/931-4734
Philadelphia	610/386-1049 or 610/386-1050	
Cleveland	800/543-3486 216/579-2205 (fax) or 216/579-2295 (fax)	800/543-3486 216/579-2205 (fax) or 216/579-2295
Richmond	800/446-7045	800/446-7045
Atlanta	205/972-1569 or 205/972-1570 205/972-1878 (fax)	888/500-7390 option 3
Chicago	708/924-8455 or 708/924-8454	708/924-8473 or 708/924-8469
St. Louis	314/444-8444 or 800/333-0810 or <a href="http://www.stlouisfed.org">http://www.stlouisfed.org</a>	314/444-8444 or 800/333-0810 or <a href="http://www.stlouisfed.org">http://www.stlouisfed.org</a>
Minneapolis	612/204-6445	612/204-5858
Kansas City	800/333-1010	800/333-1010
Dallas	800/333-4460 or 214/906-7182	800/333-4460
San Francisco	213/683-2701	213/683-2701