

## FSRDC Clearance Request Memo

**Researcher's Name:**

**Researcher's Email Address:**

**Project Number:**

### I. DISCLOSURE REQUEST CHECKLIST

If you have suitably prepared your disclosure package, you will be able to answer Yes (or N/A, when appropriate) to each of these questions in the checklist below. Do not indicate N/A when the cell is grayed out. The corresponding question applies to every output request. If you cannot do so, then the disclosure request is not ready for your RDCA to review. Continue to prepare for disclosure and let your RDCA know when it is ready.

If you have any questions regarding anything on this checklist, **see the FSRDC Disclosure Avoidance Methods Handbook for more information.** For further guidance, ask your RDCA for assistance.

This document does not exhaustively cover what the RDCA, the Disclosure Avoidance Officer (DAO), or Disclosure Review Board (DRB) may ask you to do. Some requests may need additional information. However, these are the basic requirements for preparing a clearance request.

Clearance Request Checklist			
General		Yes	N/A
G1	Do you acknowledge that a properly prepared request usually needs at least three weeks to go through disclosure review?		
G2	Do you acknowledge that even properly prepared requests may take a couple of extra weeks if they require Disclosure Review Board approval?		
G3	Do you acknowledge that if this request needs to go to the DRB, you will also need to prepare the DRB checklist within the RDC?		
G4	Do all files in the disclosure directory have read and write permissions set so that the reviewers and officers have access?		
G5	Did you completely and accurately fill out all sections of the Clearance Request Memo?		
G6	Is the requested Output consistent with the project's approved Predominant Purpose Statement and project description?		
Output Files		Yes	N/A
O1	Does the memo list each requested table, graph, and figure and describe its content?		
O2	Are all output files clearly labeled and organized?		
O3	Are all columns/variables clearly labeled in the files and all variables clearly defined in the memo, including source and type (i.e., continuous, categorical, binary)?		
O4	Did you round all counts and estimates according to the prescribed rules and have you run the python program that checks that all estimates are rounded correctly? (Note: mere formatting does NOT suffice.)		
O5	If any counts or estimates did not meet disclosure criteria upon review, have you removed or suppressed them?		

O7	If releasing graphs and maps, are they in a format from the list of allowable output formats (e.g., .jpeg, .jpeg2000, .png, .tiff)?		
O8	If releasing spreadsheets, are they in a format readable by Windows (e.g., .xls, .xlsx, .ods)?		
O9	If releasing kernel density plots, did you follow the guidelines?		
<b>Support Files</b>		<b>Yes</b>	<b>N/A</b>
S1	Does the memo list the name and location of the support file(s) associated with each output file?		
S2	Are all support files in a spreadsheet or text format and organized in a clear way so that the reviewer can easily compare the output files with the support files		
S3	Do the support files contain counts at the appropriate level (e.g., firms, individuals) for each explicit sample?		
S4	If your output creates any implicit samples, do the support files identify each implicit sample and include sample and cell counts, as required?		
S5	If releasing any categorical or dummy variables, have you provided cell counts for them, for both explicit and implicit samples, as required?		
S6	If the analysis includes a sample defined by a geographic area with a small population (GASP), have you done a population analysis?		
S7	If releasing any interactions of categorical variables, have you provided cross-tabulations for them, for explicit and implicit samples, as required?		
S8	If releasing any models with a categorical dependent (LHS) variable, have you provided a cross-tabulation for it by each categorical independent (RHS) variable requested for release, for explicit and implicit samples, as required?		
S9	If using economic data, have you provided firm-level concentration ratios for each key variable, for explicit and implicit samples, as required? (Note: check to ensure you use		

S10	<p>and label the appropriate key variable(s) for the dataset you've used.)</p> <p>If using economic data, have you provided firm-level concentration ratios by category for each categorical variable being released, for explicit and implicit samples, as required?</p>		
S11	<p>If releasing graphs or kernel density plots, did you provide the required statistics?</p>		
S12	<p>If using LEHD data, have you shown that each sample contains observations from at least three states?</p>		
S13	<p>If using UMETRICS, have you shown that each sample contains observations from at least three universities?</p>		

## II. GENERAL INFORMATION

- 1) What is the name of the directory for this clearance request? Within this directory please follow the structure described in section III of the FSRDC Disclosure Avoidance Procedures Handbook.

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- 2) Generally describe the outputs contained in this clearance request.

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- 3) Please state how these outputs are part of the approved research project. You may summarize and/or copy descriptions from your proposal with page references.

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## III. DESCRIPTIONS OF RESEARCH SAMPLES

### A. RESEARCH SAMPLES

Describe the sample(s) of data used in the output(s) you are requesting to release. For each sample, list the source dataset(s) and years for the sample. Describe your selection criteria and describe how the sample differs from the source data and from other samples you have used. Take as much space as you need for each and add samples as needed.

#### SAMPLE 1

SOURCE DATASETS AND YEARS:

DESCRIPTION:

#### SAMPLE 2

SOURCE DATASETS AND YEARS:

DESCRIPTION:

#### SAMPLE 3

SOURCE DATASETS AND YEARS:

DESCRIPTION:

## B. RELATIONSHIP BETWEEN SAMPLES

Describe how your samples relate to each other, if applicable. If the research samples in this request are the same or related to research samples used in previous disclosure, include those samples in this section. Include request number and/or disclosure folder for previous requests. Furthermore, for example, if one is a subset of another, there is an implicit third sample, the difference between the two. Be sure to describe this implicit sample. Also, be sure to describe how the sample(s) for this disclosure request relate to sample(s) of previous disclosure request(s) for this project – including implicit samples.

NARRATIVE:

IMPLICIT SAMPLE 1:

IMPLICIT SAMPLE 2:

## IV. OUTPUT FILES

For each file that you request for clearance, provide the following information.

- Output file name
- Name of program that produced the file (e.g., output.sas or model.do, a copy of which you have placed in /support)
- Research sample number that underlies the file (from section B.)
- Unit of analysis (e.g. firm, establishment, individual, household, county, etc.) on which the analysis is conducted. For example, you might have aggregated individual characteristics to the county level and the unit of analysis is counties.
- Disclosure statistics file name (the file in /support that contains the supporting statistics)
- Name of the program that generated the disclosure statistics file Description of file (e.g., table of regression results with ——— as the independent variable)
- File Description – briefly describe what the output file contains. Also, provide any comments that will help the reviewer in interpreting the output, underlying samples, or disclosure risk.

FILE NUMBER: 1

FILE NAME:

UNIT OF ANALYSIS:

RESEARCH SAMPLE NUMBER:

DISCLOSURE ANALYSIS FILE NAME:

RESEARCH OUTPUT PROGRAM:

DISCLOSURE ANALYSIS PROGRAM:

FILE DESCRIPTION:

FILE NUMBER: 2

FILE NAME:

UNIT OF ANALYSIS:

RESEARCH SAMPLE NUMBER:

DISCLOSURE ANALYSIS FILE NAME:  
RESEARCH OUTPUT PROGRAM:  
DISCLOSURE ANALYSIS PROGRAM:  
FILE DESCRIPTION:

FILE NUMBER: 3  
FILE NAME:  
UNIT OF ANALYSIS:  
RESEARCH SAMPLE NUMBER:  
DISCLOSURE ANALYSIS FILE NAME:  
RESEARCH OUTPUT PROGRAM:  
DISCLOSURE ANALYSIS PROGRAM:  
FILE DESCRIPTION:

## V. VARIABLE DEFINITIONS

Please itemize and define all variables that appear in the files in /output and /support.

VARIABLE NAME:  
DEFINITION (include type, e.g., continuous, binary, etc.):  
DATASET:

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DEFINITION (include type, e.g., continuous, binary, etc.):  
DATASET:

VARIABLE NAME:  
DEFINITION (include type, e.g., continuous, binary, etc.):  
DATASET:

VARIABLE NAME:  
DEFINITION (include type, e.g., continuous, binary, etc.):  
DATASET:

VARIABLE NAME:  
DEFINITION (include type, e.g., continuous, binary, etc.):  
DATASET:

## VI. OTHER RELEVANT INFORMATION OR COMMENTS

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