

## **UK DATA ARCHIVE: IMPORTANT STUDY INFORMATION**

### **Study Number 7557 - Quarterly Labour Force Survey, April - June, 2014**

#### **NEW EDITION INFORMATION**

For the fourth edition (August 2016), an updated version of the data file was deposited with previous Caseno errors rectified.

#### **DATA PROCESSING NOTES**

##### **Data Archive Processing Standards**

The data were processed to the UK Data Archive's A\* standard. This is the Archive's highest standard, and means that an extremely rigorous and comprehensive series of checks was carried out to ensure the quality of the data and documentation. Firstly, checks were made that the number of cases and variables matched the depositor's records. Secondly, checks were made that all variables had comprehensible variable labels and all nominal (categorical) variables had comprehensible value labels. Where possible, either with reference to the documentation and/or in communication with the depositor, labels were accordingly edited or created. Thirdly, logical checks were performed to ensure that nominal (categorical) variables had values within the range defined (either by value labels or in the depositor's documentation). Lastly, any data or documentation that breached confidentiality rules were altered or suppressed to preserve anonymity.

All notable and/or outstanding problems discovered are detailed under the 'Data and documentation problems' heading below.

##### **Data and documentation problems**

Users should note that:

- variable USUWRKM1 contains 636 out-of-range codes of 4
- variable ILLDAYS1 contains a few out-of-range codes of 8
- variables CRYO7 and NATO7 contain a few out-of-range codes of 729
- variables ICDM and RDICD07 have no variable or value labels and are not covered in the documentation
- variable TSUB4COD - for labels, see documentation.

##### **Data conversion information**

From January 2003 onwards, almost all data conversions have been performed using software developed by the UK Data Archive. This enables standardisation of the conversion methods and ensures optimal data quality. In addition to its own data processing/conversion code, this software uses the SPSS and StatTransfer command processors to perform certain format translations. Although data conversion is

automated, all data files are also subject to visual inspection by a member of the Archive's Data Services team.

With some format conversions, data, and more especially internal metadata (i.e. variable labels, value labels, missing value definitions, data type information), will inevitably be lost or truncated owing to the differential limits of the proprietary formats. A UK Data Archive Data Dictionary file (generally in Rich Text Format (RTF)) is usually provided for each data file, enabling viewing and searching of the internal metadata as it existed in the originating format. These files are called: [data file name]\_UKDA\_Data\_Dictionary.rtf

### **Important information about the data format supplied**

The links below provide important information about the Archive's data supply formats. Some of this information is specific to the *ingest format* of the data, i.e. the format in which the Archive received the data from the depositor. The ingest format for this study was SPSS

Please follow the appropriate link below to see information on your chosen supply (download) format.

[SPSS \(\\*.sav\)](#)

[STATA \(\\*.dta\)](#)

[Tab-delimited text \(\\*.tab\)](#)

[MS Excel \(\\*.xls/\\*.xlsx\)](#)

[SAS \(\\*.sas7bdat and \\*.sas\)](#)

[MS Access \(\\*.mdb/\\*.mdbx\)](#)

### **Conversion of documentation formats**

The documentation supplied with Archive studies is usually converted to Adobe Portable Document Format (PDF), with documents bookmarked to aid navigation. The vast majority of PDF files are generated from MS Word, RTF, Excel or plain text (.txt) source files, though PDF documentation for older studies in the collection may have been created from scanned paper documents. Occasionally, some documentation cannot be usefully converted to PDF (e.g. MS Excel files with wide worksheets) and this is usually supplied in the original or a more appropriate format.