

Supporting Document B  
Metadata That Must Accompany Census Bureau Data  
Products That Do Not Satisfy the Public Data Release  
Criteria

*Version 1.0*

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*Census Bureau Standard  
Quality Requirements for Releasing Data Products*

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## Document Management & Control\*

Version	Issue Date	Approval	Description
1.0	22 Mar 07	M&S Council and Associate Directors	Initial Release

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\* The most current version of this document is maintained on the Census Bureau Intranet and may be accessed from the website for the Methodology & Standards Council.

## **Additional Metadata That Must Accompany Census Bureau Data Products That Do Not Satisfy the Criteria for Public Data Release**

When data do not satisfy the Public Data Release Criteria because of high sampling error or unacceptable levels of nonsampling error, metadata describing these issues must accompany the data product. These metadata are in addition to the metadata that must be made available for all data releases described in Supporting Document A, *Metadata That Must Accompany All Census Bureau Data Releases*.

- A. The release must include information that describes the specific problem or data quality issue and the impact on the data. This information should explain why the data product does not meet the Public Data Release Criteria.

Providing a link to a description of the problem is not sufficient. However, links may be used to provide users with greater detail on the nature of the problem.

- B. When response rates, coverage ratios, or item response rates fall below the thresholds stated in section 1.A.3 and 1.A.4 of the Census Bureau standard, *Quality Requirements for Releasing Data Products*, the key data items affected must be identified. The release must include details about the potential impact of nonresponse or coverage errors on the data.

The release also must include a table that provides measures of the response rate, the coverage ratios, and the item imputation rates for major characteristics in enough detail so that users can evaluate how the problem may affect their use of the data. Other quantitative measures of the impact of the problem should be included to the extent possible.

- C. If problems have been identified in the data sets used to produce custom tabulations, the additional metadata specified for category 3 data must be included with the custom tabulations. A reference or URL citing the metadata is not sufficient.
- D. If data users request custom tabulations that exclude imputed or missing data, additional metadata that describes the level and the extent of missing data, both weighted and unweighted, must accompany the tabulations. A reference or URL citing the metadata is not sufficient.
- E. The Office of Management and Budget's (OMB's) approval process for surveys requires that data quality standards be met. If the OMB approves a survey, but the survey fails to meet the OMB's data quality standards, the Census Bureau must prepare a report documenting the failures and providing measures of the impact on the quality of the survey data. This report will become part of the survey metadata documentation and will be released to the public.