

MiCDA Enclave Export Rules

Acceptable Content

1. Enclave users of HRS data may export only statistical summary information (frequency tabulations, magnitude tabulations, means, variances, regression coefficients, and correlation coefficients) that does not permit the identification of any individual person, family, household, employer, or benefit provider.
2. Export of microdata files or of analysis output containing information at the respondent level is not allowed.
3. Tabulations may be exported, but are subject to the following rules:
 - Magnitude Data: Ensure that no cells/strata with $N < 3$ are produced.
 - Frequency Data: Apply a marginal threshold of $N \geq 5$ and cell threshold of $N \geq 3$ to all tabulations.
4. Users may not remove any analysis output that can potentially identify respondents, sampling information, or geographic areas below the level of Census Region/Division, either directly or inferentially. Analysis results containing merged area data based on geographic information may only be exported if there is no direct identification of geographic areas or if geographic areas are reported using the same grouping characteristics as public files.
5. Written permission from the HRS Project director is required before geographic information may be used in conjunction with files derived from Social Security Administration administrative data.
6. High visibility variables such as certain Cause of Death and Medical Condition codes must be recoded or collapsed before being exported
7. All analysis output is subject to disclosure review by Enclave staff members who have ultimate authority over whether a given set of analysis results may be exported.

Procedures

1. All analysis results must be reviewed by Enclave staff members before export
2. The review procedure will be completed within 3 business days, if possible.
3. Analysis results should be presented in ASCII text format; total of < 50 pages per submission¹
4. Users should place the file(s) to be reviewed in a folder (labeled with content and date) on their U: drive (or shared folder in the case of multiple user projects)
5. User emails request (including folder location) to the Enclave reviewers.
6. The reviewers vet the export file(s) using the rules outlined in this document. Once the process is complete, the researcher will receive a response via email.
7. (If review results are OK) Output will be copied to the researcher's **sftp** folder by the reviewer.
8. The researcher should now connect to the **sftp** folder and download the reviewed documents.²

Note to Users: The rules and procedures outlined in this document are subject to change without notice.

¹Other document formats are allowed, but this may result in longer review times.

² The **sftp** folder should not be used as a permanent storage area. Files left over 3 days are subject to deletion.