

### Field Tape Recording Instructions:

The tape-recording will be used for behavior coding and further evaluation of the questions in the questionnaires. Additionally, the recordings might assist you in recalling the interview.

Tape record, with respondent permission, each interview you observe. That includes taping English interviews and interviews conducted in a language other than English, taping proxy and nonproxy interviews.

Prepare the tape before you get to the door. That means you must put the tape into the recorder, and do a test of the tape to make sure it recorded your voice at the correct speed. Once you have verified that it taped your voice, do NOT rewind since there is always a lag in the recording of the tape.

To get respondent permission, you should follow the following script.

#### Script to introduce the observer and the tape recording

Step 1: After the interviewer introduces him or herself, he or she should introduce you, saying, "This is *observer name* from the Census Bureau's headquarters (For contractors: This is *Name* who is participating in some Census Bureau research). She is going to observe our interview today. She is going to listen and take some notes. She does need your permission to tape the interview so that we can continue to improve our questions."

Step 2: Observer shows badge. Observer says, "I'd like to tape-record this case for research purposes so that we can improve the questionnaire. Is that ok?"

If necessary, she explains that everything said is confidential and protected under federal law.

Step 3: After respondent says yes, the observer starts the tape by pushing the record button and says, "I have to have your agreement on the tape, so would you mind repeating that I have your permission." If necessary, "If it is OK to tape, please say 'yes.'"

Step 4: Observer thanks the respondent.

Step 5: Continue taping the interview any respondent debriefing you might conduct.

Step 6: After the interview is finished, immediately label each tape with the date, the CASEID, the FR code, your code, site, proxy or nonproxy, and the language in which the interview was conducted.

#### Rules:

- You MUST have respondent permission on the tape for the tape to be usable. Tapes without permission on them must be destroyed and cannot be used for research purposes.
- If you are observing an interview in a language other than English, you need to ask the interviewer to ask the respondent for permission to tape in the respondent's language. The interviewer must also confirm with the respondent ON TAPE that you have permission to tape.
- Do not tape any interview where the respondent has refused the taping.

- Stay off to the side while the interview is ongoing, but be sure you are close enough to hear the interview clearly.
- Do not make any comments during the interview except for asking permission to tape-record the interview and answer any questions the respondent has about the tape recording.