

APPENDIX G. FILE DESCRIPTION

Please submit full documentation with CD, DVD or disk and submit a copy of pages G.2 - G.4 and Appendix H (pages 1-10).

To avoid any damage to the data you are submitting by mail, please send your data and documentation package by FEDEX to:

U.S. Census Bureau
4600 Silver Hill Road
Demographic Surveys Division
Mail Stop 8400, Rm. 7H126E
Suitland, MD 20746
ATTN: National Prisoners Statistics Staff

FILE DESCRIPTION

STATE: _____

DATA YEAR: _____

AGENCY CONTACT

Who is the person to be contacted if we have questions regarding the data?

NAME: _____

TITLE: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL: _____

Who is the person to be contacted if we have questions regarding the data file format?

Same as above

NAME: _____

TITLE: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL: _____

*******NEW DATA TRANSMISSION OPTION
AVAILABLE*******

Please indicate whether you have the capability of sending future NCRP data submissions by Internet (FTP website) if you currently submit your data by CD, DVD, or diskette(s):

- YES
- NO

*******NEW DATA MEDIUM OPTION AVAILABLE*******

Please indicate whether you have the capability of sending future NCRP data submissions on CD/DVD if you currently submit your data by diskette(s):

- YES
- NO
- Not Applicable, already submit data by shipping CD/DVD or using Internet site

*******SAS DATASETS*******

The Census Bureau has the ability to read and process SAS datasets. Please indicate whether your facility is capable of sending your data as SAS datasets.

- YES Please contact us on 1-800-221-1829 to discuss modes in which you can transport your data or any other questions regarding SAS.
- NO
- Don't Know

FILE DESCRIPTION

Complete as applicable for CD, DVD or disk.

FILE	FILE NAME	RECORD FORMAT	RECORD LENGTH	NUMBER OF RECORDS	DESCRIPTION OF FILE (INCLUDE YEAR)
1					
2					
3					
4					
5					
6					

FILE DESCRIPTORS DEFINED

- FILE NAME :** For CD, DVD, or floppy disks, enter the file name.
- RECORD FORMAT:** This should always be ASCII, Excel, or SAS unless you have made special arrangements.
- RECORD LENGTH:** Specify here the length of records included in the file(s).
- NUMBER OF RECORDS:** Provide here the actual number of records (cases) in each file. Please indicate if this is an estimate.
- DESCRIPTION:** Please indicate the type or records in the data file(s): Prison Admissions, Prison Releases, Parole Exits, or Year-End Custody records (if applicable). Please include the reference year of the data records submitted.