

Data Management – Documentation

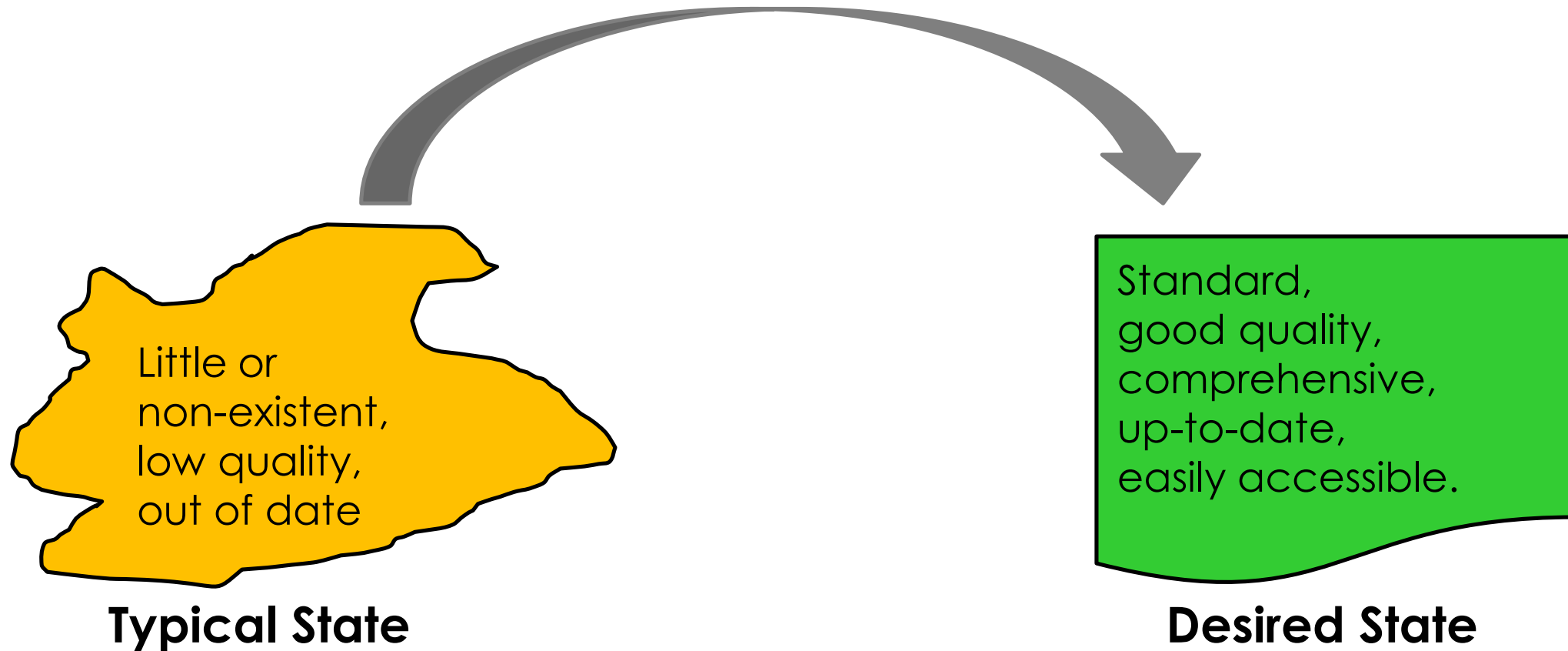
Claire Osgood
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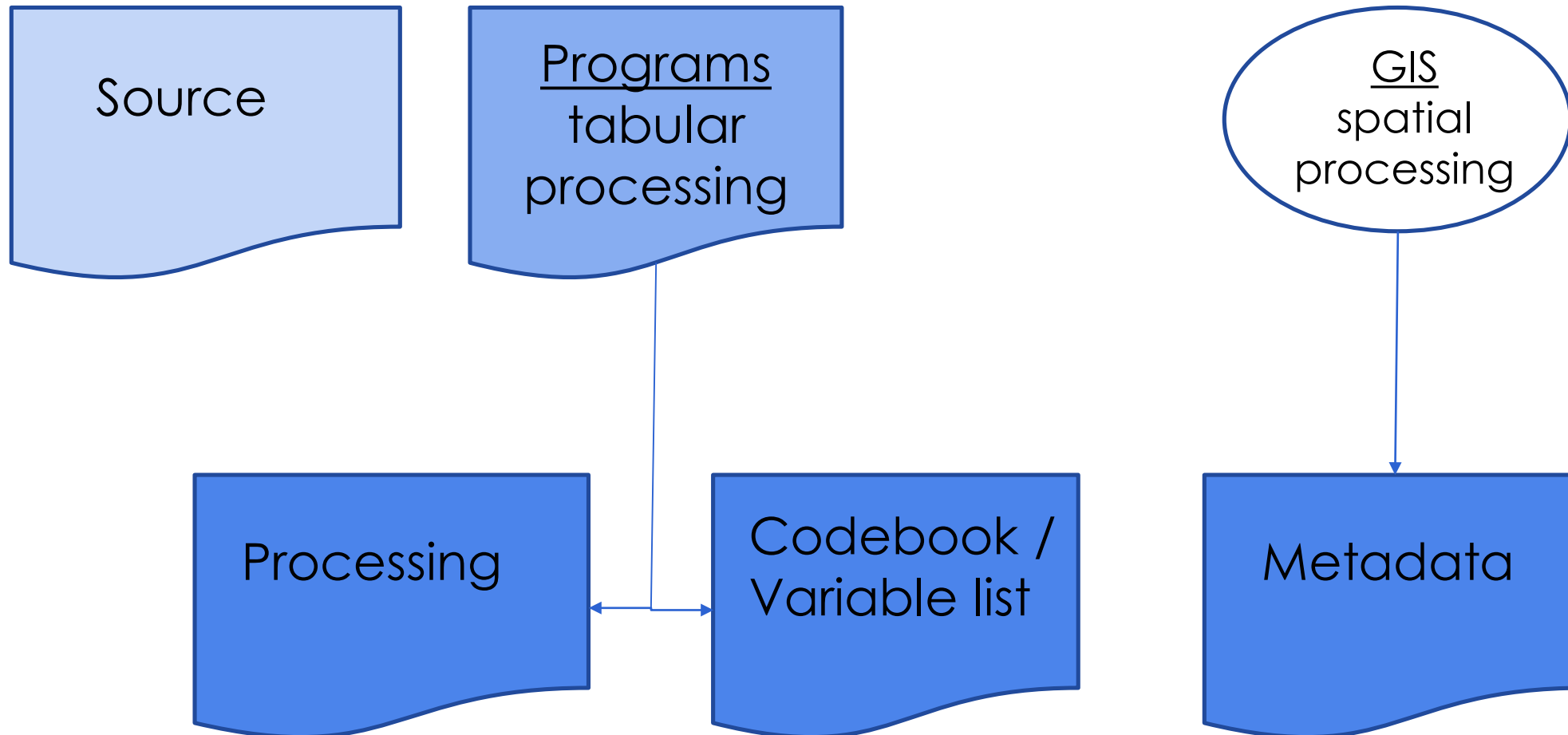
Documentation



Documentation – The Documentation Gap



Documentation – Types of Documentation



Documentation – Programs – Program Header (SAS)

```

*****;
** PROGRAM NAME:
*****;
** PROJECT:
**
** PURPOSE:
**
**-----;
** DATA:
**
** RESTRICTIONS:
**
**-----;
** OUTLINE OF PROGRAM/ANALYSIS:
**
**-----;
** PROGRAMMER:          DATE ORIGINALLY WRITTEN:
**
** REVISIONS (BY/DATE) :
**
**-----;
** INPUT FILES:
**          FNAME          FTYPE          CREATED BY
**
**-----;
** OUTPUT FILES:
**          FNAME          FTYPE          NOTES
**
*****;

```

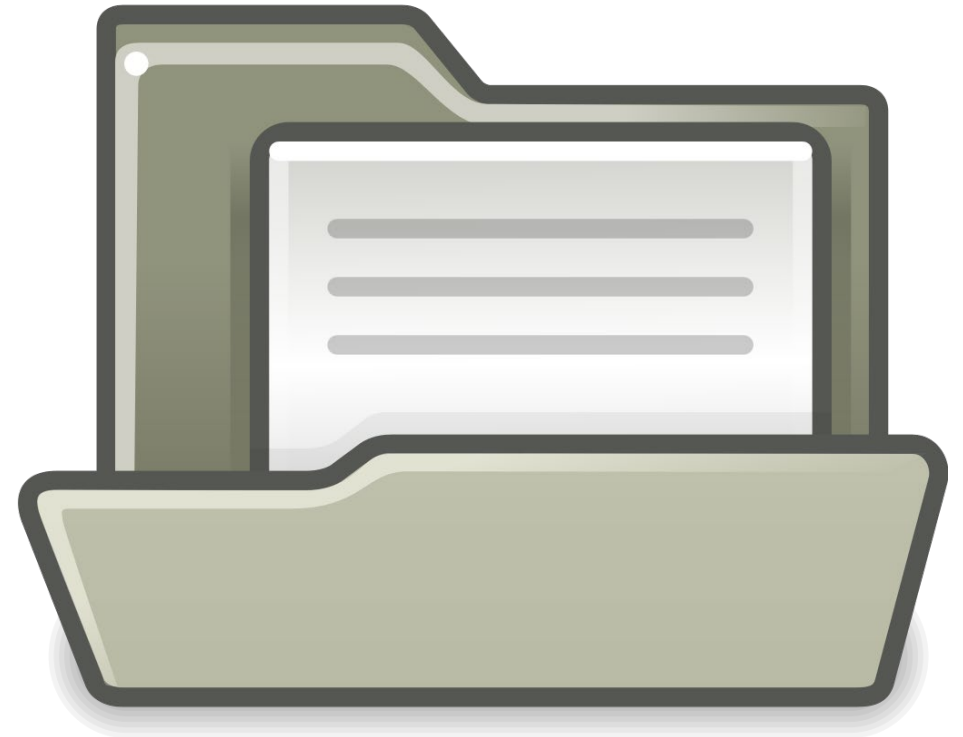
Documentation – Programs – Program Header (R)

```
#####  
# Script name:  
#####  
# Project name:  
#  
# Program description:  
#  
#####  
# Data:  
#  
# Restrictions:  
#  
#####  
# Outline of program/analysis:  
#  
#####  
# Author: Date:  
#  
# Revisions (by/date):  
#  
#####  
# Input files: Fname Ftype Created by  
#  
#####  
# Output files: Fname Ftype Notes  
#  
#####
```

Documentation – Programs – Comments

What to document:

- For complicated/long programs, include an outline.
 - In the program header, or at top of program
 - Show section comments within the program for each part of the outline.
- Any time data fixes/changes are made, cite the source on which you base the change. For example, fixing code based on a telephone conversation or an e-mail.
- Explain tricky code in plain English.



Documentation – Programs – Comments

```
**-----;  
** OUTLINE OF PROGRAM/ANALYSIS:  
**     1. Read in raw data, and standardize variable names and formats.  
**     2. Create coded variables.  
**     3. Construct indicator variables: xx, yy, and zz.  
**     4. Add geocode information  
**     5. Save final file(s)  
**-----;  
  
**-----;  
** (1)  Read in raw data, and standardize variable names and formats.  
**-----;  
[Code for this section]  
  
**-----;  
** (2) Create coded variables.  
**     A. Create Race Code from ...  
**     B. Create ...  
**     C. Create... etc.  
**-----;  
[Code for creating coded vars...]  
  
**-----;  
** (3) Construct indicator variables: xx, yy, and zz.  
**     More comments about these...  
**-----;  
[Code for constructing indicator variables...]
```


Documentation – Processing, Codebook/Variable List

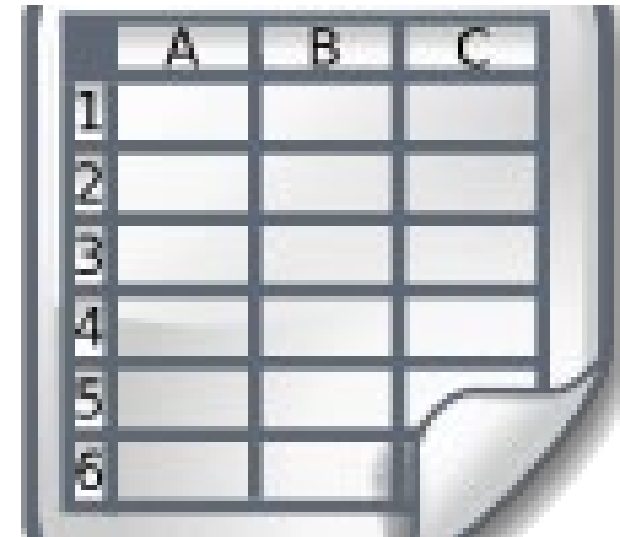
Every published dataset should be accompanied by a...

...Processing document, and...

...a Codebook or Variable List



[Example Processing Document.docx](#)



[Example Codebook1.xlsx](#)
[Example Codebook2.xlsx](#)

