

THE ROPER CENTER FOR PUBLIC OPINION RESEARCH

PRESERVING ACCESS TO THE WORLD'S VOICES SINCE 1947

DATA DEPOSIT FORM:

COLLECTION SUBMISSION FROM _____ (SUBMITTER)

Thank you for choosing to preserve your probability sample, public opinion data for future generations of social science researchers. The Roper Center, founded in the 1940s, has become the largest archive of public opinion data in existence. The Center is committed to the best practices in data preservation and the development of access tools to permit intelligent use of the data entrusted to its care.

This Data Deposit Form grants permission for the Roper Center to archive, preserve, and distribute the data collection identified below. By signing, you, acting on behalf of the Submitter, give assurance of the following:

1. Submitter gives permission to the Roper Center for Public Opinion Research to make the Data Collection publicly available under the Roper Center for Public Opinion Research's standard terms of use.
2. Submitter gives permission to the Roper Center for Public Opinion Research:
 - To disseminate copies of the Data Collection in a variety of distribution formats according the standard terms of use of the Roper Center for Public Opinion Research
 - To promote and advertise the Data Collection in any publicity (in any form)
 - To describe, catalog, validate and document the Data Collection
 - To store, translate, edit, copy or re-format the Data Collection in any way to ensure its future preservation, accessibility, and usability
 - To incorporate metadata (cataloging information) or documentation in the Data Collection into public access catalogues
3. Submitter gives permission to the Roper Center to enhance, transform and/or rearrange the Data Collection, including the data, metadata, and all associated documentation, for any of the following purposes:
 - protect respondent confidentiality, as required by applicable laws, regulations or best practices.
 - improve usability
4. In preparing this data collection for public archiving and distribution, Submitter has removed all information directly identifying the research subjects in these data, and has used due diligence in preventing information in the collection from being used to disclose the identity of research subjects.
5. Submitter further agrees to release and hold harmless the Roper Center from any and all liability from claims arising out of any legal action concerning identification of research subjects, breaches of confidentiality, or invasions of privacy by or on behalf of said subjects.

Name of Data Collection: _____

I give permission for this data collection to be disseminated by the Roper Center for Public Opinion Research under its standard terms of use. We will apply due diligence in assuring information that may be used to disclose the identity of respondents will be removed.

Signature: _____

Date: _____

Title: _____

Telephone: _____

Organization: _____

E-mail: _____

Address: _____

City: _____

State: _____

Requirements for Submission: Citation, Data and Documentation

Please complete this form to provide the archives with information about the substantive and technical characteristics of your survey data collection. Completing the form ensures that the survey collection will be accurately and thoroughly described for use by future researchers. It is important that the information provided on the form be accurate. Information on the following form allows Roper Center staff to prepare descriptive materials for various searchable databases that the Center maintains. This information also permits the creation of citations for use by researchers. Providing proper citation to the original data producers is vital to maintaining the integrity of Center archives.

Each Survey should include the following for citation purposes:

- | | |
|--|--|
| <input type="checkbox"/> Survey Sponsor(s) | <input type="checkbox"/> Method of sample selection |
| <input type="checkbox"/> Organization(s) responsible for Data Collection | <input type="checkbox"/> Title of the Survey |
| <input type="checkbox"/> Sample type (include geographic coverage) | <input type="checkbox"/> Location of the WEIGHTS in the study and a description of the weighting factors |
| <input type="checkbox"/> Sample Description | <input type="checkbox"/> Any restrictions or embargoes placed on the availability of the data |
| <input type="checkbox"/> Size of Sample | <input type="checkbox"/> Measurements of sampling error |
| <input type="checkbox"/> Selection Procedure | |
| <input type="checkbox"/> Interview Dates | |
| <input type="checkbox"/> Interview Method and Mode | |

Dataset Requirements. In practical terms, each study should include:

- | | |
|--|--|
| <input type="checkbox"/> Data file(s) | <input type="checkbox"/> Reports or press releases that have been derived from the data. |
| <input type="checkbox"/> Preferred formats include ASCII, SPSS, SAS, or STATA* | <input type="checkbox"/> Response rate information, including the number of completed interviews, the number of eligible reporting units in the sample, and the number of incomplete interviews. |
| <input type="checkbox"/> Questionnaire(s) or codebook(s) | |
| <input type="checkbox"/> Other supporting documentation (e.g.: column guides, open-ended codes, technical reports, weighting information, etc.). | |

Please contact the Center if there are any questions about what should be included. In preparing data for public archiving and distribution, information directly identifying survey respondents should be removed.

Please provide the preferred citation that should be used to identify this collection: **

* If your data are in a format outside of this list of preferred formats, [please contact us](#) to discuss options for archiving.

**Sponsors of individual polls will be added to the collection citation when appropriate.