U.S. Bureau of Labor Statistics
National Longitudinal Surveys of Youth
Geocode Program Information and Application

Geocode Program Information

Description of Data

Three National Longitudinal Surveys of Youth (NLSY) Geocode data files are available within the Bureau of Labor Statistics (BLS) Virtual Data Enclave (VDE) for authorized researchers to use from their own institutions:

1. **National Longitudinal Survey of Youth 1979 (NLSY79)** is a nationally representative sample of individuals who were born in the years 1957 to 1964 and were initially aged between 14 and 22. This survey was conducted annually from 1979 to 1994 and has been conducted biennially since 1994.

2. **NLSY79 Young Adult** survey includes respondents age 15 and older who are the biological children of female NLSY79 respondents. These NLSY79 Young Adult respondents continue to be interviewed biennially even after they move out of their parents' homes.

3. **National Longitudinal Survey of Youth 1997 (NLSY97)** is a nationally representative sample of individuals who were born in the years 1980 to 1984 and were initially aged between 12 and 17. The survey was conducted annually from 1997 to 2012 and has been conducted biennially since 2012.

Virtual Data Enclave (VDE) Features

Storage for data files, reports, spreadsheets, documents	50 GB is available in the each user's personal H Drive. 200 GB is available in the project folder, shared by all researchers with access to that project.
OS Software	Windows Server 2012 R2 desktop User Interface
Statistical Software	SAS, Stata, R, Rstudio, Stat/Transfer, Python (Spyder, Jupyter Notebook), SPSS
Utility Tools	Microsoft Office 2013 (Excel, Word, PowerPoint), Text Editor (Notepad), Adobe Acrobat and Windows accessories
Imports and Exports to the VDE	BLS will approve all data imports and exports from the VDE (list all datasets to be imported into the VDE in the Project Description Section).

Confidentiality of Survey Respondents
Researchers who are granted access to the NLSY Geocode files must agree to protect the confidentiality of the survey respondents.

The confidentiality of NLSY respondents is protected by the Confidential Information Protection and Statistical Efficiency Act, the Privacy Act, and other applicable Federal laws.

NLSY respondents voluntarily participate in the surveys after being assured that the information they provide will be used only for statistical research purposes. Respondents are informed that results of the survey will be made public only in summary or statistical form so that individuals who participate cannot be identified.

What Do the NLSY Geocode Files Have that the Public-Use Files Don't Have?
The NLSY public-use files are available online at http://www.nlsinfo.org/web-investigator/. To reduce the risk that respondents' identities could be inferred, BLS omits certain variables from the NLSY public-use files. Below is a partial list of the key variables on the Geocode files that are not available on the public-use files:

- U.S. state, county, and metropolitan statistical area of residence for each respondent in each round of the survey.
- Respondent's country of birth or U.S. state and county (county for NLSY79 only) of birth.
- U.S. state of residence at age 14 for NLSY79 respondents or age 12 for NLSY97 respondents.
- U.S. state or country in which respondent's parents and grandparents were born (NLSY79 only).
- U.S. state or region of the world (Mexico, Canada, Central America, Caribbean, South America, Europe, Africa, Middle East, South and Southeast Asia, East Asia, Oceania) in which respondent's parents and grandparents were born (NLSY97 only).
- Name and location of colleges and universities attended.

The NLSY Geocode Application Process
- To request access to NLSY Geocode files, you must complete this application and email it to the BLS National Longitudinal Surveys program at **NLSYGeocode@bls.gov**.

- When the application is approved, BLS will prepare a legal agreement, which must be signed by an authorized BLS official and an official at your institution who has the authority to enter into legal agreements on behalf of the institution. The legal agreement is a contract between BLS and the institution, not with the individual researchers. By signing the legal agreement, your institution and its employees pledge to adhere to the BLS confidentiality policy.

- Each individual who is authorized under the legal agreement to have access to the Geocode data must sign a document called a BLS Agent Agreement. The agent agreement designates each authorized user of the Geocode data as an unpaid "agent" of BLS and requires the agent to take appropriate measures to safeguard the Geocode data and protect the confidentiality of NLSY respondents.

- Once BLS receives the signed legal agreement and BLS Agent Agreements from your institution, you will receive a welcome email from the Data Enclave Manager at the VDE Helpdesk (**BLS-VDEHelp@norc.org**).

- It typically takes about 6-8 weeks from the time an application is submitted until all the necessary legal documents have been signed at BLS.

Some Important Conditions of NLSY Geocode Agreements
- The terms and conditions of the legal agreement and Agent Agreement are not negotiable.

- NLSY Geocode agreements last one year for students and three years for most faculty members. For adjunct or visiting faculty, postdoctoral fellows, and other special cases, the duration of the NLSY Geocode agreement will depend on how long the applicant expects to remain at the institution. BLS will extend agreements upon request on a case-by-case basis, but the recipient institution's Project Coordinator must request an extension at least 6 weeks before the original expiration date of the agreement.

- If an agent leaves the institution prior to the expiration of the agreement—for example, because he or she graduated or began working at another institution—BLS will terminate that agent's authorization to have access to the NLSY Geocode data. If no other authorized agents remain at the institution or if the research project ends, BLS will terminate the legal agreement with the institution.

- NLSY Geocode agreements are specific to each research project. If you have been authorized to use NLSY Geocode data for one research project and later wish to use the NLSY Geocode data for an unrelated project, you must submit a new Geocode application for the project.

- Researchers who are approved to have access to NLSY Geocode data do not need to be U.S. citizens, but they must be working or studying at an institution in the U.S. BLS does not enter into NLSY Geocode agreements with institutions outside the U.S. Within the U.S., BLS has legal remedies to prevent misuse of Geocode data and more readily can inspect the facilities of Geocode recipients periodically to ensure that the data are protected adequately from unauthorized access. For researchers outside the U.S., BLS has no way to enforce U.S. privacy laws, and it generally is not feasible to inspect researchers' facilities. The NLSY public-use files are available for researchers to use at institutions outside the U.S.

- All research outputs derived from NLSY Geocode data will be reviewed by BLS to ensure that they comply with requirements to protect respondent confidentiality.

- BLS reserves the right to inspect the facilities where NLSY Geocode data are used to verify compliance with the terms and conditions of the legal agreement.

For more information about the National Longitudinal Surveys program, see the web site at **http://www.bls.gov/nls/**. If you would like to receive a copy of a blank legal agreement, or BLS

Agent Agreement, prior to submitting your NLSY Geocode application, please email the NLS staff at **NLSYGeocode@bls.gov**.

Please email your completed NLSY Geocode application to NLSYGeocode@bls.gov.

Researchers

Each application will list an Applicant and a Project Coordinator (for full-time faculty this will be the same person).

Space is provided in item 3 to list additional researchers. Be sure to list only researchers who will be working with BLS restricted access data.

1. Please provide the following information about the Applicant:

Name:		Email:	
Title:		Business address:	
Business phone:			
Name of institution:			
Academic department (if applying from a university):			
Affiliation with Institution:			
☐ Employee or faculty. If so, please specify: ☐ Full time ☐ Part time			
☐ Student; Expected graduation date:			
☐ Fellowship / Post-Doctoral Appointment. If so, please specify end date and provide a verification letter from the university:			
☐ Adjunct faculty; Expected end date of appointment:			
☐ Other. Please specify:			
Location of VDE access: *(All work must be performed on the institutions' premises exclusive of dorms or other residential facilities)*			
Rm number and bldg. name:			
☐ Office ☐ Cubicle ☐ Computer lab			
Smartphone Device Type (You will be assigned an RSA software token to turn your smartphone device into a two-factor authentication device to log into your Data Enclave account.)		☐ iPhone ☐ Android ☐ Other, please specify:	
☐ SAS ☐ Stata ☐ R ☐ RStudio ☐ Stat/Transfer ☐ SPSS ☐ Python (Spyder, Jupyter Notebook)			

2. Please provide the following information about the Project Coordinator if different from the Applicant:

The Project Coordinator is responsible for ensuring the security of the NLSY Geocode restricted access data. If the primary researcher is full-time faculty or staff, they will also be the Project Coordinator. If the primary researcher is a student, the Project Coordinator should be the student's advisor or another faculty member in the department.

Name:		Email:	
Title:		Business address:	
Business phone:			
Academic department (if applying from a university):			
Affiliation with Institution:			
☐ Employee or faculty. If so, please specify: ☐ Full time ☐ Part time			
☐ Student; Expected graduation date:			
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3. Please provide the following information about all other researchers who will be working with the NLSY Geocode data:

Be sure to list all researchers or staff you wish to have access to NLSY Geocode data. All persons listed must sign a BLS Agent Agreement before they can be authorized to have access to the data. No work may be performed at an individual's private residence (including an on-campus dormitory or apartment) or in any public area in which unauthorized persons could obtain access to the NLSY Geocode data. (If more than three additional researchers will need access NLSY Geocode data, add a page and continue listing.)

<table>
<tr><td rowspan="13">1.</td><td>Name:</td><td></td><td>Email:</td><td></td></tr>
<tr><td>Title:</td><td></td><td>Business phone:</td><td></td></tr>
<tr><td colspan="4">Affiliation with Institution:</td></tr>
<tr><td colspan="4">☐ Employee or faculty. If so, please specify: ☐ Full time ☐ Part time</td></tr>
<tr><td colspan="4">☐ Student; Expected graduation date:</td></tr>
<tr><td colspan="4">☐ Fellowship / Post-Doctoral Appointment. If so, please specify end date and provide a verification letter from the university:</td></tr>
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	Title:	Business phone:
	Affiliation with Institution:	
	☐ Employee or faculty. If so, please specify: ☐ Full time ☐ Part time	
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Project Description

1. Please provide the following information about your project:

    a. Title:

    b. Which Geocode file(s) are you requesting?
        ☐ NLSY79
        ☐ NLSY79 Young Adult
        ☐ NLSY97

    c. Project description:
    Your project description must be clear and concise and should avoid the use of jargon. Describe the project so that a general audience can understand it. Please limit the length of your description to no more than four paragraphs.

    d. Which NLSY Geocode variables do you plan to use in your research project, and how do you plan to use them?
Your project space in the VDE is empty until datasets are imported. Clearly state the Geocode variables that you plan to use. (See pages 1-2 of this application for information about the Geocode variables available.)
If you plan to use these Geocode variables to link NLSY respondents with information from other sources, please describe the information and identify its sources. Please note that you are not permitted to link NLSY Geocode data with individually identifiable records from any other data sets.

    NLSY Geocode variables:

    Public use data sets you plan to import into the VDE to merge with NLSY Geocode variables:
Any data sets that you intend to import into the BLS VDE will need to be listed here.

    Do you plan to import NLS public use data into the VDE?
☐ Yes
☐ No

    Identify the member of the research team who will upload the imports of external datasets:

2. Is this research project funded by a government agency, either through a grant or contract?

    ☐ No
    ☐ Yes – Please provide the name of the agency, the grant or contract number, and the name, phone number, and email address of an appropriate contact person for the agency.

3. Are you conducting this research in collaboration with researchers from other institutions?

  ☐ No

  ☐ Yes – Please provide the names of the other researchers and their institutions and indicate whether these researchers intend to submit their own NLSY Geocode application for this project.

4. What outputs do you plan to produce from this project? Please check all that apply.
All outputs are subject to review.

  ☐ One or more journal articles

  ☐ Doctoral dissertation

  ☐ Undergraduate or Master's thesis

  ☐ Report for a government agency

  ☐ Other – Please specify in the space provided below

Recipient Institution Security

1. **Please describe the computer security measures, in addition to those in the VDE, which will be used to prevent unauthorized access to the NLSY Geocode data.** (These measures may include screensavers or screen locks, password protection to gain access to the desktop or laptop, etc.)

2. **Please describe the physical security measures that are in place to prevent unauthorized access to the location where each researcher will work with NLSY Geocode data.** (These measures may include card key systems, door locks, security guards, security cameras, screen protectors (if working in a location with others who are not authorized to access the data) and so forth.)

Authorizing Official

Who will sign the legal agreement on behalf of your institution?

The legal agreement must be signed by an individual who has the authority to enter into legal agreements on behalf of the institution. Check your institution's policy. Typically the signatory for the institution will be a contract or grant officer from a Sponsored Programs, Sponsored Research, or Technology Transfer office.

When proposing a signatory who is not from a Sponsored Programs, Sponsored Research, or Technology Transfer type of office, briefly describe your institution's policy in the space provided.

Please note that a dean, department chair, or director of a university research center is not acceptable.

Name:
Title:
Office:
Business phone:
Email:
Business address:

Privacy Act Statement. The information you provide will be used by staff at the Bureau of Labor Statistics (BLS) to determine your eligibility for access to confidential BLS data and for other administrative purposes. Providing the information on this form is voluntary; however, the BLS will not be able to grant access to confidential BLS data without this information. The information provided will be used to draft agreements with your institution, which upon full execution are public records. The BLS is authorized to request the information on this form under Title 5, United States Code, Section 301.

Paperwork Reduction Act Statement. This information is being collected to allow access to confidential information on a limited basis to eligible researchers for approved statistical analysis. We estimate that it will take an average of 30 minutes to complete this form. The responses to this collection of information are voluntary. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Bureau of Labor Statistics, Division of Management Systems, Attention: BLS Clearance Coordinator, 2 Massachusetts Ave., NE, Room 4080, Washington, DC 20212.

OMB Control Number: 1220-0180