Invoicing and payment instructions for census microdata, documentation & dissemination licenses

All materials entrusted to the project are governed by the IPUMS-International letter of understanding:
http://www.hist.umn.edu/~rmccaa/IPUMSI/understanding_ipums-international.pdf

Upon presentation of invoice, the project pays a fee to the corresponding national statistical authority of US$5,000 per complete census microdataset entrusted to the project. This fee is intended to cover marginal costs of the dissemination license, preparing copies of the microdata and documentation as well as incidentals for providing a modest amount of consulting or translation assistance regarding unusual terms or concepts.

Payment is made upon provision of microdata, documentation, and receipt of official invoice. To reduce administrative costs as well as bank transaction charges, please bill for all censuses on a single invoice, unless a long delay is expected in providing one or more datasets (such as the most recent census or a historical microdataset requiring recovery). The invoice should provide the following information:

- Name of Statistical Agency
- Address
- Telephone, fax, name and email of contact person
- Amount to be paid (US$ 5,000 per census supplied)
- Datasets (e.g., “Microdata and documentation for the 1980, 1990 and 2000 censuses of [X]”)
- Signature and date

Payment will be made by check drawn to the Statistical Agency or other official bank account. Request for payment to individuals cannot be honored. If payment by wire is preferred, please provide the following:

- bank name
- branch name and street address
- bank swift code and routing number
- account number and name (Statistical Agency or related official account)

Please send the signed invoice (and banking information for direct deposit) along with documentation and the microdata on CD or tape by courier mail (FEDEX account #: 2221-6454-0 or DHL #967271835) to:
Robert McCaa, Minnesota Population Center
225 19th Ave. S.  50 Willey Hall
Minneapolis, MN  55455 USA
Tel. 1+612-624-5818
Reference:  IPUMS:  [Country]
Please confirm shipment, indicating contents, date shipped, name of courier service, and package tracking number, by email to:  rmccaa@umn.edu

The following is requested for each census for which complete or partial microdata exist. Please send on CD, where available. Paper copies entrusted to project will be scanned and copies returned.

1. Census microdata (both edited and unedited versions, where available)
2. Census questionnaires (enumeration forms)
3. Census enumerator instructions
4. For each census, data definition files or “codebooks” (definitions of record structures, column location of variables and labels for codes, such as the U.S. Census Bureau “IMPS” data dictionary files), including nomenclatures for administrative geography, occupation, industry, education, etc.
5. Copies of technical reports on census operations, data editing, sampling methods, comparability, data quality, post enumeration surveys, phrasing of questionnaires, etc.—any extant documentation that would be of assistance in promoting the highest standards of integration and use.

Thank you!

Robert McCaa, Professor of Population History and IPUMS-International Project Coordinator