Disclosure Review Request Memo

***Instructions for placing a disclosure review request:***

* Fill out memo as fully as possible.
* Label a folder in the VDE with the file(s) requested for review using the naming convention DisclosureReview\_MMDDYYYY. This folder should contain only the files you wish us to review, plus this memo.
* Email [irisdatarequests@umich.edu](mailto:irisdatarequests@umich.edu) to place your review request and be sure to let us know the folder name to review.

1. PROJECT NAME
2. PROJECT PRINCIPAL INVESTIGATOR NAME
3. REQUEST SUBMITTED BY
4. GENERAL INFORMATION
   1. What and where are the files requested for export?
   2. How many files are requested for export?
   3. What is the purpose of use (why is the file being requested)?
   4. Please state how the outputs are part of the research project as approved. (You may summarize or copy descriptions from your research proposal).
5. DESCRIPTION OF RESEARCH SAMPLES

How was the file created? For each sample, please describe your selection criteria and how the research sample differs from the samples underlying or other samples you have used. Take as much space as you need for each; add samples as needed.

* 1. SAMPLE 1
  2. SAMPLE 2
  3. SAMPLE 3

1. RELATIONSHIP BETWEEN SAMPLES

Describe how your samples relate to each other and identify any implicit samples.

1. OUTPUT FILES

For each research output file to be removed, please enter the following information:

* 1. File name (including file format, e.g., “output.rtf”)
  2. Description of file (e.g., “tables relating to …”)
  3. Program that produced the file (e.g., “output.sas”)
  4. Research Sample Number that underlies the file
  5. The file name/location that contains supporting statistics
  6. The name of the program that generated the disclosure analysis file (e.g., “output\_disc.sas”)
  7. Comments (any other information you wish to add)

1. VARIABLE DEFINITIONS

Please include all variables in the research output you wish to remove and in supporting disclosure output.

* 1. VARIABLE NAME:
  2. DEFINITION (include type, e.g., continuous, binary (0,1), other discrete):
  3. SOURCE:
  4. COMMENTS:

1. OTHER INFORMATION OR COMMENTS (OPTIONAL)

***Please note that disclosure review requests may take up to 15 business days to review.***