**Work Instruction – Requesting Outputs from the Secure Research Service**

1. Transfer the output(s) that you are submitting for clearance in to the ‘Ready for Checking’ folder within your project area.
2. Copy the ‘Secure Research Service: Data Output Information’ form (found on the next page) into a new Word document and place it into the Ready for Checking folder, alongside your output(s). **YOUR OUTPUTS WILL NOT BE CLEARED WITHOUT THIS COMPLETED DOCUMENT.**
3. Email Research Support ([**SRS.Customer.Support@ons.gov.uk**](mailto:SRS.Customer.Support@ons.gov.uk)) to request the clearance of your output.

**SECURE RESEARCH SERVICE DATA OUTPUT INFORMATION**

Researcher Name: Ammar Ljubijankic

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Contact Number: 077 3240 2856

All outputs must contain unweighted counts as well as weighted counts, if weights have been used. Output must contain relevant titles and labels to aid Statistical Support Officers checking your output is safe.

Please confirm the following using the check boxes ( confirms,  unconfirmed) before submitting output:

Output contains relevant titles and labels

If weights have been applied, unweighted counts are also included

Output is for pre-publication clearance

Output is for publication clearance

IF output is for publication clearance, I agree to send a copy/link to the final published outputs once published to srs.customer.support@ons.gov.uk, as per the agreement set out in my project application.

All outputs taken out of the SRS must be within the agreed scope of your project. Please confirm that these outputs:

* Are needed to answer the research questions specified in your project application or to inform work related to this research project
* Do not change the purpose of your research
* Will only be used as part of your research project

**Please list the datasets used in generating the output file(s):**

-Business Register and Employment Survey

**Please provide a description of your work, including statistical measures used and variables used:**

Employee jobs by standard industrial classification groups in London for 2018 (revised).

For clarity, two folders are included.

The ‘*Preparing for clearance (not for export)*’ folder is provided to show the process used for producing the final output, **but are not meant to be exported outside the SRS**. This includes:

* Raw data;
* Stata code which:
  + Checks data for low counts and dominance and imposes primary suppression;
  + Checks data for reasons to perform secondary suppression within levels;
  + Produces output Excel file with two sheets.

The Excel file in ‘*Final output (for export)*’ contain data in the two sheets “output\_wide” and “output\_long”. **Only the file within this folder are intended to be exported outside the SRS.**