

# DIME Analytics

## Peer Code Review - Cleaning Checklist

### v1.0

Reviewer:

Coder:

**NOTE:** Make sure that fill out this checklist **ONLY IF** your partner's submission includes **cleaning** tasks.

### Data cleaning tasks

This checklist lists important factors to consider while reviewing your code review partner's **cleaning** scripts/code. Please fill this checklist, and submit it as an attachment when you submit [this detailed form](#).

Are new variables being created in the cleaning do-files?

Are any changes being made to observations values in the cleaning do-files?

#### Check duplicates:

Does the code check for duplicates in ID variables and other important variables?

If so, are the duplicates fixed?

In cases where duplicates are not resolved, is there a comment explaining next steps?

#### Check merges:

Are any observations dropped?

If so, is there a clear justification for that?

If any observations didn't match, is that explained in the comments?

#### Check labels:

Are all variables correctly labelled?

If so, are the labels consistent?

#### Check missing values:

Are missing values coded consistently?

Are extended missing values used? (e.g. .d for **Do not know**, .r for **Refuse to answer**, etc.