

## Collection of Data

Data can be obtained from three important sources, namely : (i) Secondary Source, (ii) Internal Records and (iii) Primary Source. Depending on the source, we can have either secondary data or internal data or primary data.

① Secondary data : When an investigator uses the data which has already been collected by others, such data are called secondary data. Secondary data can be obtained from journals, reports, government publications, publications of research organisations, trade and professional bodies etc. Before using secondary data the investigator should examine the following aspects -

- (a) Whether the data are suitable for the purpose of investigation.
- (b) Whether the data are adequate for the purpose of investigation.
- (c) Whether the data are reliable.

## ② Internal Data :

Internal data refer to the measurements that are the by-product of routine business record keeping like accounting - finance - production - personnel - quality control - sales - R & D etc.

## ③ Primary Data :

Primary data are measurements observed and recorded as part of an original study. When the data required for a particular study can be found neither in the internal records of the enterprise nor in published sources, it may become necessary to collect original data. There are two basic methods of obtaining primary data, namely :

- (1) Questioning and
- (2) Observation.

\* A formal list of questions is called a questionnaire.

## **Difference between Primary and Secondary Data**

Both the primary data and secondary data are the collection of information. The main differences between them are as follows:

Primary data	Secondary data
1. Investigating Agency collects the data.	1. Some other investigating agency collects data from published or unpublished sources for its own use.
2. Needs more funds.	2. Needs comparatively less funds.
3. Requires longer time for collection.	3. Requires less time for collection.
4. More reliable and suitable to the enquiry because the investigator himself collects it.	4. Less reliable and suitable as someone else has done that job of collection which may not serve the purpose.
5. Requires elaborate organization.	5. No need of any organizational set up.
6. No extra precautions are required.	6. Secondary data need more care and attention.



### 3.6 Sources of Secondary Data

Common sources of secondary data include censuses, surveys, organizational records and data are collected through qualitative research. The two major sources of secondary data are (i) published sources, and (ii) unpublished sources.

**a. Published Sources:** The sources of published data are as below:

- i. Official publications of governments' and semi governments' organizations: The Bangladesh Bureau of Statistics (BBS) and National Institute of Population Research and Training (NIPORT) are the major sources of data for secondary analysis.
- ii. Official publication of foreign government or international bodies like the UNO, World Bank, ADB, WTO, UNESCO, ILO, WHO, UNEP etc.
- iii. Reports and publications of Trade union, Chamber of Commerce, Commercial Banks, Co-operatives, Stock Exchange etc
- iv. Report submitted to economists, research scholars, universities and various educational and research institutions like ISRT, BRRI, BIDS, BJRI, BRRC, BRAC etc.
- v. Reports of various committees and commissions appointed by government.
- vi. Newspaper and Periodicals.
- vii. National and World Wide Webs as On-Line Sources as [www.exporthotline.com](http://www.exporthotline.com), GILS (Government Information Location Service) etc.

**b. Unpublished Sources:** The statistical data does not need to be published always. There are various sources of unpublished statistical data such as the records maintained by private firms, business enterprises, scholars, research workers etc. They may not like to release their data to any outside agency.