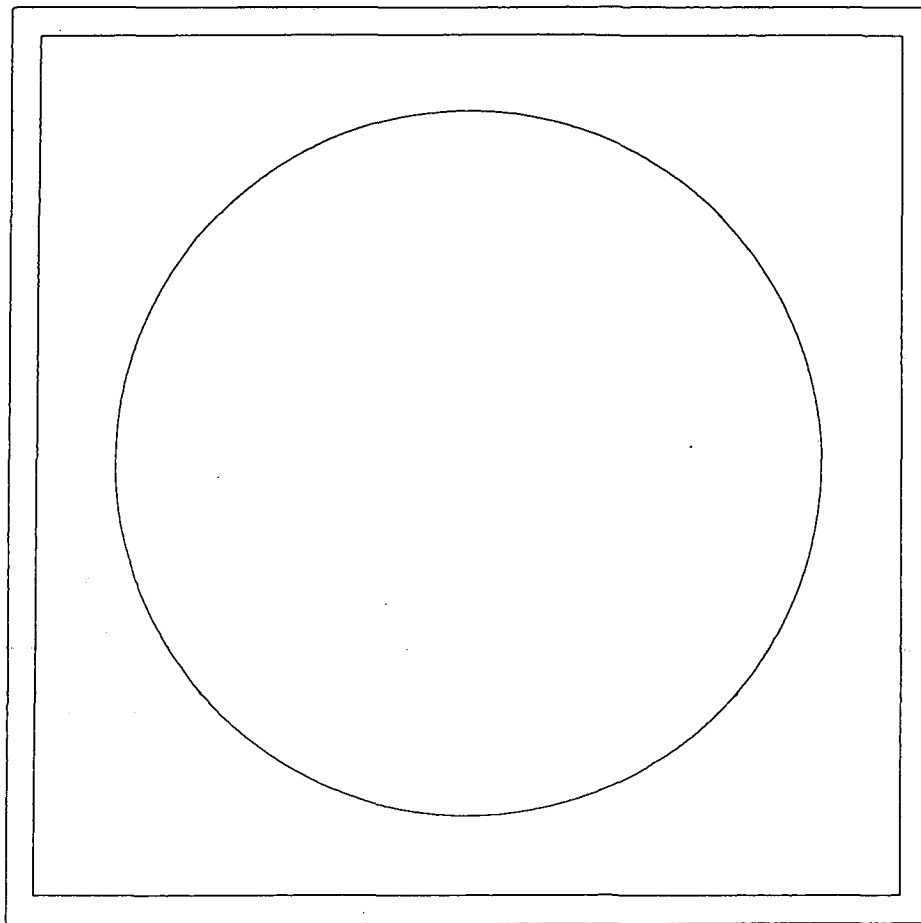
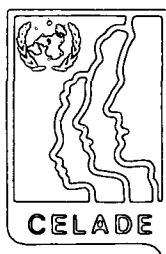


DATA BANK



CENTRO LATINOAMERICANO DE DEMOGRAFIA



THE CELADE DATA BANK

*Data Available and Procedures
to Obtain Tapes and Tabulations*

Agosto, 1978

Data Bank - INFOPAL Program
CELADE - Casilla 91 - Santiago, Chile
Cables: UNDEM Teléfono: 283206

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Additionally, it is noted that regular audits are essential to identify any discrepancies or errors early on. This proactive approach helps in maintaining the integrity of the financial statements and prevents any potential issues from escalating.

The second section focuses on the role of technology in modern accounting. It highlights how software solutions can streamline the process, reduce manual errors, and provide real-time insights into the company's financial health.

However, it also cautions against over-reliance on technology. While tools are helpful, they cannot replace the expertise and judgment of a skilled accountant. A balance between manual oversight and automated processes is key to success.

In conclusion, the document stresses that a strong foundation in accounting principles is crucial for any business. By adhering to best practices and staying updated on industry trends, companies can ensure their financial records are accurate and reliable.

The final part of the document provides a checklist of key tasks for accountants, including reconciling accounts, reviewing tax obligations, and preparing financial reports. This serves as a practical guide for daily operations.

The document also includes a section on ethical considerations. It reminds accountants of their responsibility to act with honesty and integrity, even when faced with pressure to manipulate the numbers. Upholding ethical standards is not only a moral imperative but also a legal requirement.

Finally, the document offers some advice on staying motivated and managing stress in a demanding profession. It suggests taking regular breaks, seeking professional development opportunities, and maintaining a healthy work-life balance.

I. THE LATIN AMERICAN POPULATION INFORMATION PROGRAM OF CELADE AND THE DATA BANK

The Latin American Population Information Program (INFOPAL) of CELADE assists the Latin American countries and CELADE staff and students to locate, obtain and process micro-data, tabulations and documents concerning population. Particular emphasis is given to information required by the Governments for the formation, implementation and evaluation of development policies incorporating population parameters. The CELADE Data Bank is the component of the Program^{1/} concerned with acquiring and making available for computer processing micro-data such as the 1960 and 1970 census samples from the Latin American countries, comparative surveys of migration and fertility, and many other studies. It is also possible to obtain various standardized basic tabulations produced from the censuses in the Data Bank or to have new tabulations made from the data.

The present document provides a list of the datasets available on magnetic tape from the Data Bank and explains the procedures for obtaining the data as well as for obtaining the existing standardized tabulations.

^{1/} There are two other components of the INFOPAL Program. One component is the Latin American Population Documentation System (DOCPAL) which attempts to obtain all articles, books, reports and other documents, published or unpublished, written since 1970 about population in Latin America. An abstract is written for each document and this and other information is placed in a computerized database for searching via on-line computer terminals in CELADE. The information is made available to a wide audience through the CELADE journal Latin American Population Abstracts and documents can be provided, when permitted, through a clearing-house service. The other component of INFOPAL is Computer Services and Systems which provides technical assistance and training to the countries in data processing, manages the Data Bank and processes micro-data from it, operates the DOCPAL computer systems and develops software required by the countries for efficient processing of their population data.

II. MICRO-DATA AVAILABLE FROM THE DATA BANK

Tables 1A and 1B outline the census samples available from the 1960 and 1970 census rounds, respectively. For a small number of countries the entire census is also available. However, only for the census samples has the data been cleaned and put into the uniform format known as OMUECE.^{2/}

Table 1C lists the variables included in the standard "OMUECE" format tape of each country. The uniform formats and codes (which vary somewhat from country to country and from census to census because of non-compatible differences in the original coding) are given in Bulletin N° 6 of the Data Bank. This publication will be made available on request. This Bulletin also provides complete information on each of the "OMUECE" tabulations produced by CELADE from the cleaned uniform format tapes.

Tables 2 to 5 list other holdings in the Data Bank. These cover the following topics:

Latin American International Migration (IMILA project)-Information on internal migrants from the 1960 and 1970 censuses (Table 2)

Experimental Censuses and Demographic Surveys (Table 3)

Fertility and Abortion Surveys (Table 4)

Internal Migration, Labor Force, Household and Income Surveys (Table 5)

No attempt is made by CELADE to obtain all survey datasets. Rather the holdings are from studies in which CELADE participated or which CELADE required to carry out its research, training or technical assistance activities. It should be noted that CELADE is endeavouring to obtain a complete set of World Fertility tapes from the Latin American countries since it is providing data processing technical assistance to them.

^{2/} OMUECE-Organización de Muestras de Censos (Census Sample Organization).

III. PROCEDURES TO OBTAIN DATA TAPES CENSUSES AND CENSUS-SAMPLES

CELADE will provide data tapes and associated documentation to interested persons or organizations only after receiving a written communication from the Director of the institution in charge of the census (or the person designated by him) formally releasing the data. This procedure follows the agreements that CELADE has with the various Latin American countries. CELADE will indicate to whom such a request should be made, but under no circumstances will CELADE take part in any negotiations between the person making the request and the national institution. The latter may specify the conditions under which the data can be used. Citizens wishing to obtain data of their own country must follow the same procedure.

On receipt of the release, CELADE will provide a copy of the data tape in accordance with the requester's needs and the conditions placed by the country.

Requests for tapes, tabulations or further information should be sent to Data Bank, INFOPAL Program, CELADE, Casilla 91, Santiago, Chile.

Survey and Other Non-census Data

General Distribution

If the natural institution involved has released for general distribution by CELADE, the person or institution requesting the data must make a written request to CELADE for the specific dataset stating that:

a) The data will not be given to other institutions without prior permission from CELADE;

b) Copies of all papers, articles, books, etc. (including those by students) will be sent free of charge to the Latin American Population Documentation System (DOCPAL), located in CELADE, and to the institutions which

carried out the study (CELADE will provide the addresses);

c) The name of the institution which carried out the study will be cited in the acknowledgement of any paper written.

Restricted Distribution

If a dataset has not been released for general distribution by a national institution, a request must follow the rules above for census and census-sample data.

Other Conditions

Data tapes obtained by CELADE through special agreements with institutions will be subject to the conditions of that agreement. Such conditions may be more or less restrictive than those indicated above.

Costs of Data Tapes

The requester must cover all costs (tape, computer costs, programming, documentations, postage, etc.). An estimated budget will be provided before any work is carried out; this must be accepted in writing by the requester before any work is done. A bill will be sent after the final cost are known (they may vary slightly from the estimated budget because of changes in the rate of exchange and costs for the computer that CELADE rents). The bill must be paid in convertible currency (normally US dollars) on receipt of the tape.

Characteristics of the Tapes Provided by CELADE

CELADE will provide a tape recorded on 9 channels at 800 or 1600 BPI, with or without "Standard Labels", in accordance with the specifications of the requester.

IV. PROCEDURES TO OBTAIN TABULATIONS

Request for New Tabulations

While CELADE prefers institutions to make their own tabulations using the data obtained as described above, if an institution is unable to do so, CELADE may agree to make the tabulations for other statistical operations like regressions, etc. Permission to obtain such tabulations follows the rules for obtaining the data given in the premois section. If tabulations are made, the requester must specify very clearly what is wanted and must agree to cover all costs including programming. An estimated budget will be provided for approval.

If should also be noted that unless the request is part of technical assistance being provided to an institution of the region, the request normally will not receive special priority within the heavy work schedule of CELADE's programming staff.

In special cases, if the proposed study will contribute to the Work Program of CELADE, the investigator may be invited as a visiting investigator to work on his project at CELADE. In this case permission to use the data is not required, because the work is then considered part of the regular CELADE Work Program. Naturally, any publication will be issued under the name of the investigator. It should be noted that the cost of the investigation normally will have to be borne by the investigator; CELADE will provide only its physical facilities, library, etc.

Request for Existing Standard Tabulations

Existing standard tabulations, such as the "OMUECE" tabulations that CELADE makes for all Data Bank censuses and census sample holding will be provided without prior permission. The requester must agree to cover all

CELADE cost of photocopying, (or listing from a computer tape) postage, etc. An estimated budget will be provided and must be approved in writing before work is done if the costs will be above US\$ 50.

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A P P E N D I X

Table 1A
 CENSUS AND CENSUS SAMPLE HOLDINGS FROM THE 1960 ROUND.^{a/}

Country	Census Date	Original ^{b/} Census Population	Complete Census	Data Tapes Available from CELADE ^{c/}			Notes
				Census Sample			
				Original No of persons	Cleaned OMUECE version	OMUECE Tabulations	
Argentina	IX-60	20,013,793	-	499,264	x	x	
Bahamas	XI-63	130,721	-	-	-	-	
Barbados	IV-60	232,327	-	-	-	-	
Bolivia	-	-	-	-	-	-	
Brazil	IX-60	70,992,343	-	913,598	x	x	
British Honduras (Belize)	IV-60	90,121	-	-	-	-	
Chile	XI-60	7,374,712	-	87,933	x	x	
Colombia	VII-64	17,485,000	-	349,563	x	x	
Costa Rica	IV-63	1,336,000	-	80,723	x	x	
Cuba	-	-	-	-	-	-	
Dominican Republic	VIII-60	3,047,070	-	201,556	x	x	
Ecuador	XI-62	4,476,000	-	135,999	x	x	
El Salvador	V-61	2,510,984	-	25,814	x	x	
Grenada	IV-60	88,677	-	-	-	-	
Guatemala	IV-64	4,284,473	-	209,556	x	x	
Guyana	IV-60	560,330	-	-	-	-	
Haiti	-	-	-	-	-	-	
Honduras	IV-61	2,003,000	-	18,818	x	x	
Jamaica	IV-60	1,513,803	-	-	-	-	
Mexico	VI-60	34,923,129	-	500,000	x	x	
Netherland Antilles	XII-60	100,914	-	-	-	-	
Nicaragua	IV-63	1,524,027	-	-	-	-	
Panama	XII-60	1,075,541	-	53,398	x	x	
Paraguay	X-62	1,819,103	-	89,360	x	x	
Peru	VII-61	10,420,357	-	-	-	-	
Puerto Rico	IV-60	2,350,000	-	240,000	x	-	
Surinam	-	-	-	-	-	-	
Trinidad-Tobago	IV-60	827,957	-	-	-	-	
United States of America	IV-60	179,323,175	-	179,562	x	-	
Uruguay	X-63	2,596,000	-	127,925	x	x	
Venezuela	II-61	7,523,000	-	132,224	-	-	
West Indies	IV-60	348,975	-	-	-	-	
Associated States							

x = Available from the Data Bank.

- = Not Available from the Data Bank.

a/ See the list of variables in the uniform OMUECE Format in table 1C.

b/ From: Instituto Interamericano de Estadística. América Latina en Cifras. Situación Demográfica: Estado y Movimiento de la Población. Secretaría General de la O.E.A., Washington D.C., U.S.A., 1972. Demographic Yearbook 1964, Sixteenth Issue. Statistical Office of the United Nations, Department of Economic and Social Affairs, United Nations.

c/ "Restricted Distribution".

CENSUS AND CENSUS SAMPLE HOLDINGS FROM THE 1970 ROUND.^{a/}

Country	Census Date	Original ^{b/} Census Population	Data Tapes Available from CELADE ^{c/}			Notes	
			Complete Census	Census Samples			
				Original No of Persons	Cleaned ONUECE Version		ONUECE Tabulations
Argentina	IX-70	23,390,000	-	467,801	x	x	
Bahamas	IV-70	175,192	-	-	-	-	
Barbados	IV-70	235,229	x	-	-	-	
Bolivia	X-76	4,647,816	-	193,597	x	x	
Brazil	IX-70	93,139,037	-	-	-	-	
British Honduras (Belize)	IV-70	119,934	-	-	-	-	
Chile	IV-70	8,835,000	-	442,657	x	x	
Colombia	X-73	22,490,600	-	926,051	x	x	
Costa Rica	V-73	2,003,000	-	200,305	x	x	
Cuba	IX-70	8,553,395	-	-	-	-	
Dominican Republic	I-70	4,006,405	x	390,151	x	x	
Ecuador	VI-74	6,177,127	-	1,108,137	x	x	
El Salvador	VI-71	3,541,000	-	165,729	x	x	
Grenada	IV-70	94,500	-	-	-	-	
Guatemala	III-73	5,212,000	-	289,699	x	x	
Guyana	IV-70	714,000	-	-	-	-	
Haiti	VIII-71	4,314,628	x	-	x ^{a/}	x ^{a/}	a/ Complete Census; 100% Pto.Principe and 10% rural
Honduras	III-73	2,595,600	-	278,472	x	x	
Jamaica	IV-70	1,865,400	-	-	-	-	
Mexico	I-70	48,344,000	-	483,361	x	x	
Netherlands Antilles	XII-71	264,879	x	-	-	-	
Nicaragua	V-71	1,774,675	x	189,469	x	x	
Panama	V-70	1,428,082	x	286,186	x	x	
Paraguay	VII-72	2,328,790	-	233,672	x	x	
Peru	VI-72	13,567,939	-	-	-	x ^{a/}	a/ Processed in Peru
Puerto Rico	IV-70	2,712,033	-	-	-	-	
Surinam	XII-71	384,903	-	-	-	-	
Trinidad Tobago	IV-70	945,000	-	69,936	-	-	
United States of America	IV-70	203,235,298	-	-	-	-	
Uruguay	V-75	2,782,000	-	-	-	-	a/ Cleaning and First Tabulations finished
Venezuela	XI-71	10,721,522	-	439,815	x	x	
West Indies	IV-70	400,218	-	-	-	-	
Associated States							

x = Available from the Data Bank

- = Not Available from the Data Bank

^{a/} See the List of variables in the uniform ONUECE. Format^{b/} From: Instituto Interamericano de Estadística, Secretaría General O.E.A., América Latina en Cifras. Situación Demográfica; Estado y Movimiento de la Población, Washington D.C., U.S.A. 1972.

Demographic Yearbook, 1974, 26th. Issue, Statistical Office of the United Nations, Department of Economic and Social Affairs. United Nations Nueva York, 1975.

^{c/} "Restricted Distribution".

Table 10

VARIABLES INCLUDED IN THE UNIFORM OMUECE FORMAT OF THE 1960 AND 1970 CENSUS SAMPLES, BY COUNTRY

Variables	Arg. 60-70	Bra 60-70	Col 60-70	CRica 60-70	Cuba 60-70	Chile 60-70	Ecu 60-70	El S. 60-70	Guat 60-70	Haiti 60-70	Hon 60-70	Mex 60-70	ilic 60-70	Pan 60-70	Parag 60-70	Peru 60-70	PRico 60-70	RDom 60-70	TrinI 60-70	Urug 60-70	Ven 60-70		
	b/		a/ b/		a/		a/		a/		b/		b/ b/		b/		b/		b/		b/		
Location	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Usual Residence	x	x	-	-	-	x	-	-	-	-	-	-	-	-	x	-	x	-	x	x	x	x	-
Zone (Urban-Rural)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Place of Birth	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Previous Residence	-	x	-	x	-	x	-	x	-	x	-	x	-	x	-	x	-	x	-	x	-	x	x
Period of Residence	x	-	x	x	x	x	-	x	x	-	x	x	-	x	x	-	x	x	-	x	x	-	x
Relation to Head	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Sex	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Age	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Marital Status	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Literacy	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
School Attendance	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Level of Education	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Number of Years approved	-	x	-	x	-	x	-	x	-	x	-	x	-	x	-	x	-	x	-	x	-	x	x
Title or Highest Level	-	x	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Type of Economic Activity	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Occupation	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Occupational Category	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Activity Branch	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Monthly Income	-	-	x	x	-	-	x	x	-	-	-	-	-	-	-	x	x	-	-	x	x	-	x
Number of Children Born	x	x	x	x	-	x	-	x	-	x	x	x	-	-	x	x	x	x	-	x	-	x	x
Number of Living Children	-	x	-	x	-	x	-	x	-	x	-	x	-	-	x	-	-	-	-	x	-	-	-
Children Ever Born Last Year	-	-	-	x	-	x	-	-	-	x	-	x	-	-	-	x	-	-	-	x	-	x	-
Birth Date last Child	-	-	-	-	-	x	-	-	-	x	-	-	-	-	-	x	-	-	-	-	-	-	-
Survival of the Last Child	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	x	-	-	-	-	-	-	-
Mother's Orphanhood	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	x	-	-	-	-	-	-	-
Identif.Nº of Household	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Identif.Nº of Admin. Div.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

x = Variable Included.

- = Variable not Included.

a/ Population Census was not Taken.

b/ Population Census Taken, But Data is not Available in the Data Bank.

Table 2
 INTERNATIONAL MIGRATION IN LATIN AMERICA (IMILA): HOLDINGS AVAILABLE^{a/}

Country	Census Year	Foreign Population
Argentina	1960	2 540 226
Chile	1970	90 441
Costa Rica	1963	28 218
	1973	46 340
Guatemala	1973	37 454
Nicaragua	1971	17 009
Panama	1970	57 275
Paraguay	1972	81 100
Dominican Republic	1970	10 280
Venezuela	1971	582 560

a/ "Restricted distribution".

Table 3

EXPERIMENTAL CENSUSES AND DEMOGRAPHIC SURVEYS: HOLDINGS AVAILABLE^{a/}

Country	Experimental Censuses						Demographic Surveys		
	Date	Realized in	N ^o of persons	Date	Realized in	N ^o of persons	Survey date	Realized in	N ^o of persons
Argentina	1969	Belert	5.960	-	-	-	1976 1977	Posadas Misiones	10.151 11.531
Bolivia	-	-	-	-	-	-	1975	-	52.293
Costa Rica	1972	Esparta	9.733	1972	Esparta	2.124	-	-	-
	1976	Atenas	1.036	-	-	-	-	-	-
Ecuador	1973	Quito	8.773	1973	Quito	1.717	-	-	-
Guatemala	1970	Municipios Zupango Petapa	18.936	1970	-	3.600	-	-	-
Honduras	-	-	-	-	-	-	1970-72	Huestra Nacio. al	51.855
Nicaragua	1969	Municipios Masatepe Nandasmo	9.439	1970	-	3.828	-	-	-
Panama	-	-	-	-	-	-	1973 ^{b/} 1975-76	-	2.822 64.352 ^{c/} 62.220 ^{d/}
Paraguay	1970	Ipacaraf	10.480	-	-	-	1977	-	55 935

^{a/} "Restricted distribution".

^{b/} Pilot. Actually is carried out at national level.

^{c/} Prospective.

^{d/} Retrospective.

Table 4
 FERTILITY AND ABORTION SURVEYS; HOLDINGS AVAILABLE^{a/}
 (Surveys^{b/} Names indicated in Parentheses, E.g.:(FESAL))

Country	Fertility Surveys								Abortion		
	PECFAL-Urbano			PECFAL-Rural ^{b/}			Others		PEAL ^{b/}		
	Date	Realized in	Nº of women	Date	Realized in	Nº of women	Date	Nº of women	Date	Realized in	Nº of women
Argentina	1964- 1965	Bs.As.	1.601	-	-	-	-	-	1968	Bs.As	1.364
Brazil	1964- 1965	R.Jan.	1.758	-	-	-	-	-	-	-	-
Colombia	1964- 1965	Bogota	1.758	1969- 1970	-	2.736	-	-	1968	Bogota	1.719
Costa Rica	1964- 1965	San Jose	1.342	1969- 1970	-	2.080	1976	3.935 (W.F.S.)	-	-	-
Chile	-	-	-	-	-	-	-	-	-	-	-
Ecuador	1964- 1965	Quito Guayaquil	741 863	-	-	-	-	-	-	-	-
El Salvador	-	-	-	-	-	-	1973	3.350 (FESAL)	-	-	-
Guatemala	1964- 1965	C.Guatem.	1.350	-	-	-	-	-	-	-	-
Mexico	1964- 1965	C.Mexico	1.615	1969- 1970	-	3.000	-	-	-	-	-
Panama	1964- 1965	C.Panama	1.506	-	-	-	1975	3.701 (W.F.S.)	1.968	Panama	1.473
Paraguay	-	-	-	-	-	-	1971	2.200 (FEPA)	-	-	-
Peru	-	-	-	1969- 1970	-	2.606	-	-	1.970	Lima	1.330
Rep.Dominic.	-	-	-	-	-	-	1975	3.115 (W.F.S.)	-	-	-
Venezuela	1964- 1965	Caracas	1.383	-	-	-	-	-	-	-	-

Note: CELADE is requesting permission to maintain and make available the World Fertility Survey data (W.F.S.) of the following countries Colombia, Costa Rica, Chile, Guayana, Haiti, Jamaica, Mexico Peru, Trinidad-Tobago, Venezuela.

^{a/} "Restricted Distribution".

^{b/} General Distribution

Table 5
INTERNAL MIGRATION, LABOUR, HOUSEHOLD AND INCOME SURVEYS: HOLDINGS AVAILABLE^{a/} b/

Country	Internal Migration Surveys			Households Surveys		Labour Surveys		Income Surveys	
	Date	Realized in	Nº of Persons	Date	Nº of Persons	Date	Nº of Persons	Date	Nº of persons
Chile	-	-	-	-	-	1971	10,764	-	-
Costa Rica	-	-	-	1966	10,774	-	-	-	-
Ecuador	-	-	-	1969	3,000	-	-	-	-
Panama	-	-	-	-	-	-	-	1970	5,000
Perú	1967	Lima	4,290	-	-	-	-	-	-
Venezuela	1967	Caracas	6,643	1971	10,000	-	-	-	-

a/ "Restricted Distribution"

b/ For Others Labour Income and Households Surveys, write to the Statistical Division, CEPAL.

CENTRO LATINOAMERICANO DE DEMOGRAFIA

CELADE

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