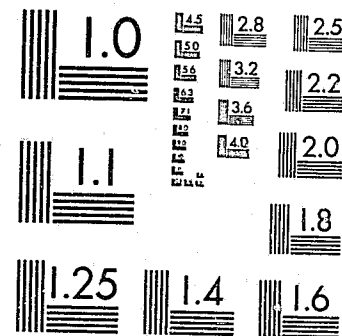


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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

5/1/85

ICPSR

**Inter-university Consortium for
Political and Social Research**

**Commercial Victimization
Surveys, 1973-1977
(United States): National Sample**

**U.S. Dept. of Justice
Bureau of Justice Statistics**

ICPSR 8003

96099

MF-1

96099

Commercial Victimization Surveys, 1973-1977
[United States]: National Sample

(ICPSR 8003)

Principal Investigator

U.S. Dept. of Justice
Bureau of Justice Statistics

U.S. Department of Justice
National Institute of Justice

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First ICPSR Issue
Spring 1983

Inter-university Consortium for
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Acknowledgement of Assistance

All manuscripts utilizing data made available through the Consortium should acknowledge that fact as well as identify the original collector of the data. The ICPSR Council urges all users of the ICPSR data facilities to follow some adaptation of this statement with parenthesis indicating items to be filled in appropriately or deleted by the individual user.

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In order to provide funding agencies with essential information about the use of archival resources and to facilitate the exchange of information about ICPSR participants' research activities, each user of the ICPSR data facilities is expected to send two copies of each completed manuscript or thesis abstract to the Consortium. Please indicate in the cover letter which data were used.

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DATA COLLECTION DESCRIPTION

These Commercial Victimization Surveys were collected as part of the National Crime Surveys. They document burglary and robbery incidents for all types of commercial establishments, as well as political, cultural, and religious organizations. Business characteristics gathered include form of ownership and operation, size and type of business, and security measures. Detailed information regarding the reported incidents provided data on time and place, weapon involvement, offender and entry characteristics, injuries and deaths, and type and value of stolen property.

The sampling procedure consisted of a stratified multistage cluster which, in the first stage, selected 34 primary sampling units. Data was collected by calendar quarter for four quarters in 1973-1976 and for two quarters in 1977 while the actual incidents reported in the files reflect those occurring six months prior to the interview date.

The eighteen files are hierarchical in structure and contain 2080 to 23,033 business and incident records. The 191 variables are documented in a printed codebook. The logical record length of the data is 201. Class IV

INTRODUCTION

1.1 Survey Overview

The National Crime Surveys are conducted for the Law Enforcement Assistance Administration by the U.S. Bureau of the Census in order to obtain current and reliable measures of serious crime in the United States. The program is unique in that it turns to the public for information about crime rather than relying on law enforcement records. The primary impetus for this type of approach was an earlier victim survey which indicated that a considerable number of crimes were not being reported and consequently existing crime measures underestimated true rates of crime.¹ In addition to providing a supplementary source of data for estimating the amount of crime, the survey provides a wide range of descriptive characteristics and offers general purpose data on criminal victimization over time.

There are two major categories of surveys: the surveys of commercial victimization, and surveys of personal and household victimization. Within each of these categories surveys are planned and conducted on a national or city basis. The documentation provided here is for the National Sample Commercial Victimization Survey (CVS).²

The Commercial Victimization Surveys are restricted in coverage to incidents of burglary and robbery. Other crimes affecting business establishments, such as vandalism, shoplifting and white collar crimes, are not within the scope of the survey. The commercial survey also excludes victimizations covered in the household surveys (i.e., household robbery and burglary, assault, rape, motor vehicle theft and larceny). The commercial survey seeks to measure events which are relatively rare phenomena. This means that a large number of establishments must be surveyed to obtain a sufficient number of victimization reports to permit statistically meaningful analysis.³

Virtually all types of commercial establishments are included in the survey, as well as political, cultural and religious organizations. Establishments that are specifically excluded are farms and ranches or other units of agricultural production, and government offices at all levels, except government-run liquor stores and transportation facilities.

¹(LEAA) National Advisory Commission on Criminal Justice Standards and Goals, Report on Criminal Justice Systems (U.S. Government Printing Office, 1973) pp. 202-203.

²Documentation for the other National Crime Survey files is available through Data Use and Access Labs, 1601 North Kent Street, Arlington, VA 22209, (703) 525-1480.

³Surveying Crime, edited by B. K. E. Penick, National Research Council (Washington, D.C., National Academy of Sciences, 1976) p. 9.

The original sample contained approximately 15,000 establishments. Later, in view of criticism received about the large sampling error, this sample was increased to 50,000 establishments. The sample was expanded by selecting 24 additional "non-certainty PSU's" and by incorporating additional segments from the 10 self-representing "certainty PSU's." This augmented sample was introduced in July of 1975. However, due to the lag-time required to conduct "bounding" interviews for the newly added establishments, and other technical considerations, the increased sample size is not reflected in published estimates or the public use tapes until July of 1976.

1.1.2 Conducting the Survey

The Census Bureau began interviewing for the CVS in July, 1972. Interviewers were assigned particular segments to canvas with instructions to include commercial establishments of all types, including those located in government buildings or within military reservations. Farms and ranches, or other agricultural units, were excluded, as well as foreign, federal, state or local governmental offices, (except government-run liquor stores and transportation facilities). Also excluded were home businesses if no sign was displayed or the business was not recognizable. Detailed instructions to the interviewers for inclusion or exclusion of establishments may be found in the Interviewer's Manual.⁵

The interviewer determined if the establishments at sample addresses had changed, become vacant, or had been converted to a non-listable type of activity. In addition, checks were made for mergers or divisions of listed establishments and organizations. New addresses or establishments could be brought into the sample during the course of the survey.

Interviewers made every attempt to conduct an interview with an owner or manager at listed addresses. However, assistant managers, accountants, senior sales clerks or other knowledgeable employees were interviewed if repeated attempts to contact the owner or manager had failed.

Interviews were divided into three parts. In the first part general questions about the business establishment were asked. Part two, consisting of a series of screen questions, elicited information about any incidents of robbery or burglary experienced during the six-month period preceding the month of the interview. In part three, information about the incidents themselves was collected. The parts of the interview process correspond to the three parts of the questionnaire, shown in section 1.3.2. The kinds of data collected in this survey may be previewed by examination of these forms.

⁵Interviewer's Manual, Commercial Victimization Survey, U.S. Department of Commerce, Bureau of the Census. (Form CVS-300 October 1974), pp. 16-28.

During an interview the respondent was asked to recall robbery or burglary victimizations that had occurred during the previous six months. The very first interview at an establishment is referred to as the "bounding" interview. Data collected during the "bounding" interview are not used in the published reports and are not included in the public use tapes. The bounding procedure establishes a correct time frame for subsequent interviews in order to avoid counting the same incident more than once. Incidents reported during later interviews are compared with data from the preceding interview to check for duplication. Because of bounding, estimates based on the extended survey begun in July, 1975, are not possible until July, 1976.

Of course it is not possible to obtain an interview at every sample address. There are two general types of noninterviews. First the owner or a knowledgeable person at an establishment could not be located, or when located refused to be interviewed. Second, the listed establishment had gone out of business or was otherwise impossible to interview. Noninterviews are classified in three categories.

Type A: The owner or a representative was not available for an interview.

Type B: The establishment was not open for business.

Type C: The establishment was unlistable (e.g., torn down or converted to other uses).

Type A noninterviews represent a very small proportion (less than 2%) of establishments in the sample.

1.2 Description of the National Sample Commercial Victimization Survey Files

The National Sample Commercial Victimization Survey data files contain all of the data collected during the surveys, including data for victimized and non-victimized establishments. The files are offered on a Collection Quarter (CQ) basis; a collection quarter referring to all interviews conducted during a particular calendar quarter. For example, data collected during January, February, and March of 1974 are contained in the file for CQ 1 of 1974.

1.2.1 Reference Period

Due to the six-month reference period used in the national sample surveys, incident reports contained in the CQ files reflect incidents occurring during the six months prior to the month of interview. For example, incident records in the Collection Quarter 1, 1974 file represent criminal victimizations occurring between

July, 1973 and February, 1974. Therefore, incident tabulations using the Collection Quarter 1, 1974 file will not provide measures of crime for the first quarter of 1974. The chart on the following page indicates the reference period for reported incidents for each collection quarter. Guidelines for producing estimates of total crime victimization are given in section 1.4.1, Estimation Procedures.

1.2.2 File Structure

The files are hierarchical in structure. The data for each establishment (case) are contained on two record types: a business record and an incident record. The data are sorted so that a business record is immediately followed by any incident records pertaining to that business. The incident records themselves appear in chronological order of occurrence. The number of incident records following a business record depends on the number of victimizations reported for that establishment. Many establishments will not have been victimized during the reference period, and therefore no incident record will be present. The file structure for the National Sample Commercial Victimization Survey is illustrated in Figure 1 below.

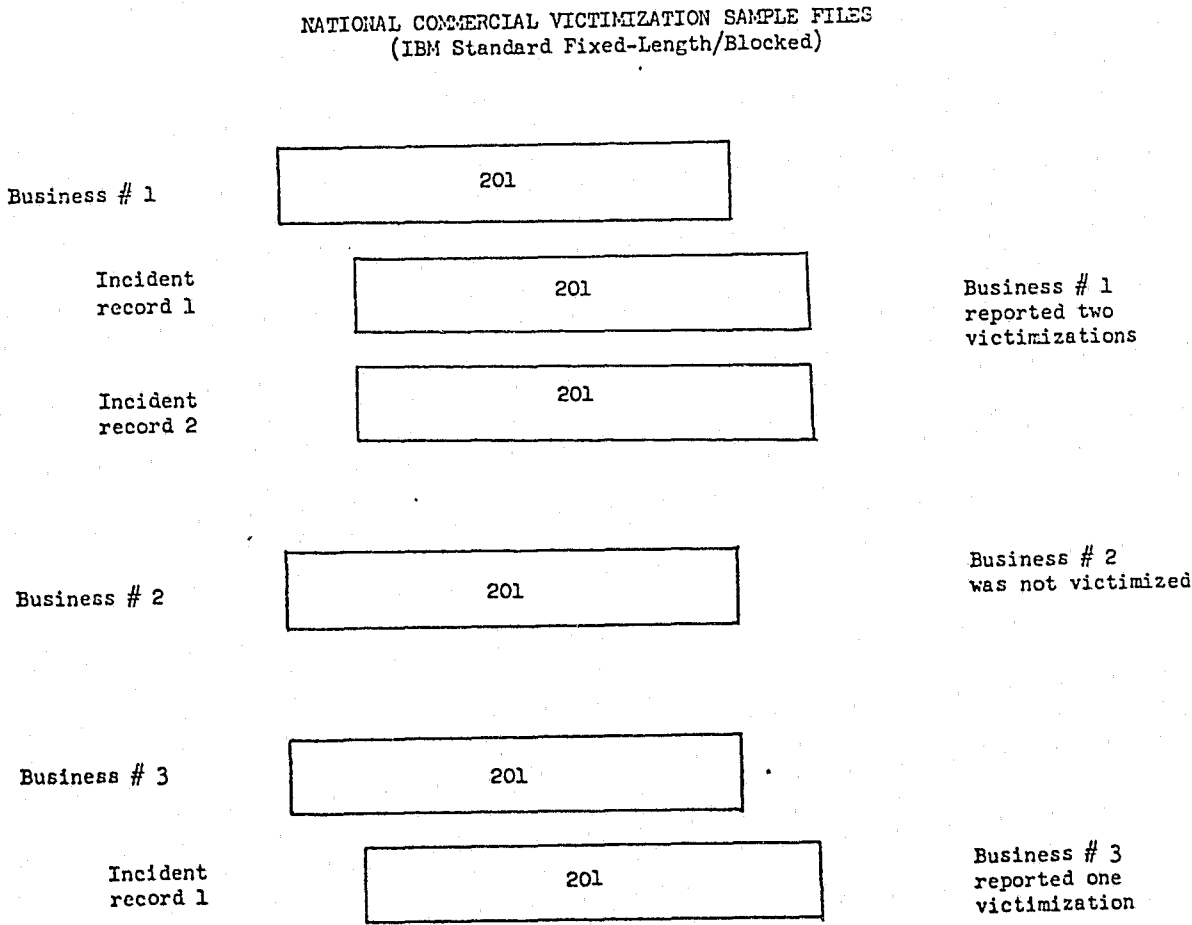


Figure 1

		Reported Month of Victimization Occurrence																											
		Interview Month	1972				1973				1974				1975				1976										
			January February March	April May June	July August September	October November December	January February March	April May June	July August September	October November December	January February March	April May June	July August September	October November December	January February March	April May June	July August September	October November December	January February March	April May June	July August September	October November December							
1973	CO 1	January February March			X X X	X X X	X X X																						
	CO 2	April May June				X X X	X X X	X X X																					
	CO 3	July August September					X X X	X X X	X X X																				
	CO 4	October November December						X X X	X X X	X X X																			
1974	CO 1	January February March						X X X	X X X	X X X																			
	CO 2	April May June							X X X	X X X	X X X																		
	CO 3	July August September								X X X	X X X	X X X																	
	CO 4	October November December									X X X	X X X	X X X																
1975	CO 1	January February March										X X X	X X X	X X X															
	CO 2	April May June											X X X	X X X	X X X														
	CO 3	July August September												X X X	X X X	X X X													
	CO 4	October November December													X X X	X X X	X X X												
1976	CO 1	January February March															X X X	X X X	X X X										
	CO 2	April May June																X X X	X X X	X X X									
	CO 3	July August September																	X X X	X X X	X X X								
	CO 4	October November																		X X X	X X X	X X X							

Record types are identified by the first character position of each record. A '1' in this position indicates a business record and a '2' indicates an incident record. In addition, the business record contains information on the number of incident records which follow it. This information is found in character positions 16-17.

1.2.3 Sequence of Records

There are several elements by which records are grouped within a data file. First is panel number, corresponding to month of interview. Thus in a CQ 1 file all records from establishments interviewed in January (panel 11) precede those from February (panel 12), which precede those from March (panel 13). The data are clustered within a panel according to a geographic identification code, so that all data from a particular region are grouped together. The geographic region code identifies ten broad areas of the country. Because of non-numeric conversions performed in processing the data files, region 10 data (Alaska and Hawaii) appear first within a panel, followed by the other regions in ascending order from 01-09. Within a geographic region all data for a particular PSU are grouped together. The PSU's, however, are not organized in numerical order within region.

The business records from a given PSU are not organized in any particular order. However, incident records follow the business record to which they refer in chronological order. That is, the first incident record for a business will be for the incident reported nearest the beginning of the reference period, while the last incident record would be for the most recent incident.

For convenience a unique 5-digit case identification number has been assigned to all data records in a file pertaining to one business. The case ID's were assigned based on the original order of the files as received from the Census Bureau and described above.

1.2.4 Record Control Counts

COMMERCIAL VICTIMIZATION SURVEY - NATIONAL SAMPLE FILES

COUNTS	1973				1974				1975			
	CQ 1*	CQ 2	CQ 3*	CQ 4	CQ 1	CQ 2	CQ 3	CQ 4	CQ 1	CQ 2	CQ 3	CQ 4
Total Business Records	1,865	6,229	1,959	6,551	6,875	6,586	6,957	6,823	7,086	6,842	7,083	7,032
Total Incident Records	215	177	216	780	898	921	862	861	970	939	883	913
Maximum Incident Per Business	12	9	7	10	13	7	0	6	7	12	10	13
Total Records	2,080	7,006	2,175	7,331	7,773	7,507	7,819	7,684	8,056	7,781	7,966	7,945

COUNTS	1976				1977	
	CQ 1	CQ 2	CQ 3	CQ 4	CQ 1	CQ 2
Total Business Records	6,959	7,293	20,181	20,301	20,350	20,393
Total Incident Records	821	849	2,285	2,903	2,173	2,640
Maximum Incident Per Business	12	20	30	99	12	99
Total Records	7,780	8,142	22,466	23,204	22,523	23,033

*Data for interview months January, February, July and August of 1973 have been lost by the Census Bureau.
See section 1.4.1 for further information on estimates for 1973.

1.2.5 Record Type Descriptions

The Business Record is 201 characters in length and contains the following key field components:

<u>Character Positions</u>	<u>Description</u>
1	Record Type Identification
2-5	Control Section - uniquely identifies the establishment in the sample
16-17	Number of following incident records
18-41	Business Characteristics
42-59	Summary of Victimizations
60-75	Characteristics of Insurance
76-115	Security Measures Present
122-123	Random Group Numbers assigned by Census Bureau for Variance Computation
124-127	Geography Codes
130-201	Establishment Weights (see section 1.4.1 for estimation procedures)

The Incident Record is 201 characters in length and contains the following key field components:

<u>Character Position</u>	<u>Description</u>
1	Record type identification
2-15	Control Section - uniquely identifies the establishment to which the incident belongs
16-21	Time and place of occurrence of incident
22-36	Characteristics of the offenders
37-73	Extent of injuries or fatalities
74-83	Method of illegal entry
84-131	Characteristics of property lost or damaged
132-137	Work days lost as a result of the incident
138-150	Security measures taken after the incident
151-164	Characteristics of police notification of the incident
165	Incident Classification
166-171	Incident weight - corresponds to the establishment weight for the month of occurrence
172-201	Padding

1.2.6 National Commercial Victimization Survey Tape File Coding Characteristics

Coding Conventions

Data fields in the NCS tape files vary in size from one to six characters. Every possible effort has been made to convert alpha-numerics to numerics. The character set is limited to the ten digits in all documented fields. Values and codes are represented as integers. Some fields have implied decimal places. These fields are noted in the detailed file documentation.

Padding

All padding which occurs in the files is described in the codebook documentation.

1.2.7 Magnetic Tape Recording

Technical Characteristics of Magnetic Tape Recording Available from DUALabs (straight copy format).

Characteristics	Type of IBM-Compatible Tape		
	7-Track	9-Track	9-Track
1) Computer on which user's tape copy was created	IBM 360/65 or IBM 370/155	IBM 360/65 or IBM 370/155	IBM 370/155
2) Density	556 or 800 bpi	800 or 1600 bpi	6250 bpi
3) Logical record size for fixed block configuration	Business 201 Incident 201	Business 201 Incident 201	Business 201 Incident 201
4) Physical Record Size (Blocksize)	27,939	27,939	27,939
5) Tape width, reel size, and tape length	.5 inch; 10.5 inch diameter; maximum 2400 foot length	Same	Same
6) Character code	Binary Coded Decimal (BCD)	Extended Binary Coded Decimal Interchange Code (EBCDIC)	Extended Binary Coded Decimal Interchange Code (EBCDIC)
7) Recorded tape representation	One 6-bit character per tape frame plus 1 parity bit. NRZI (non-return to zero inverse)	One 8-bit character per tape frame plus 1 parity bit. NRZI for 800 bpi; PE (Phase Encoding) for 1600 bpi	One 8-bit character per tape frame plus 1 parity bit. Group Encoding
9) Parity	Even	Odd	Odd
10) Interblock spacing	.75 inch	.6 inch	.35 inches
11) Labels	Standard IBM OS labels or unlabeled	Standard IBM OS labels or unlabeled	Standard IBM OS labels or unlabeled

1.3 Description of Contents

1.3.1 Geographic Identification

The National Sample Commercial Victimization Survey data identify the region of the country where the establishment is located. In addition, for sample units within an SMSA it can be determined whether the business or organization is located inside or outside the central city of the SMSA, and the size of that city is given.

The Geographic Division code is broken down into 11 categories as follows.

Code

00	No entry provided
01	New England: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont
02	Middle Atlantic: New Jersey, New York and Pennsylvania
03	East North Central: Illinois, Indiana, Michigan, Ohio and Wisconsin
04	West North Central: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota
05	South Atlantic: Delaware, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia
06	East South Central: Alabama, Kentucky, Mississippi, Tennessee
07	West South Central: Arkansas, Louisiana, Oklahoma, Texas
08	Mountain: Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, Wyoming
09	Pacific: California, Oregon, Washington
10	Alaska, Hawaii

The SMSA central city place size is broken down into 6 categories:

0	Out of universe
1	50,000 - 249,999
2	250,000 - 499,999
3	500,000 - 999,999
4	1,000,000 or more
5	No Entry Provided

1.3.2 Subject Content

The questionnaire forms best illustrate the kind of data contained in the tape files and are included in this section. Another important reason for reviewing the questionnaire is to become familiar with the complex skip patterns used in interviewing. The skip patterns affect the number of cases available for analysis for any given variable.

Form Approved O.M.B. No. 41-R7667

NOTICE - Your report to the Census Bureau is confidential by law (Public Law 93-231). All identifiable information will be used only by persons engaged in and for the purposes of the survey, and may not be disclosed or released to others for any purpose.

1. IDENTIFICATION CODES

a. PSU b. Segment c. Line No. d. Part e. Panel

f. RO g. Interviewer code h. Total number of incidents

U.S. DEPARTMENT OF COMMERCE
SOCIAL AND ECONOMIC STATISTICS ADMINISTRATION
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
U.S. DEPARTMENT OF JUSTICE

COMMERCIAL CRIME VICTIMIZATION SURVEY
NATIONAL SAMPLE

INTRODUCTION

Good morning (afternoon). I'm Mr(s.) _____ (your name) from the U.S. Bureau of the Census. We are conducting a survey in this area to measure the extent to which businesses are victims of burglaries and/or robberies. The Government needs to know how much crime there is and where it is to plan and administer programs which will have an impact on the crime problem. You can help by answering some questions for me.

Part I - BUSINESS CHARACTERISTICS

2a. Did you (the owner) operate this establishment at this location during the entire 6-month period ending _____?

1 ☐ Yes - SKIP to 3a
2 ☐ No - How many months during the designated period? _____ Months

b. What were these months?

1 ☐ Jan. 4 ☐ Apr. 7 ☐ July A ☐ Oct.
2 ☐ Feb. 5 ☐ May 8 ☐ Aug. B ☐ Nov.
3 ☐ Mar. 6 ☐ June 9 ☐ Sept. C ☐ Dec.

c. The last time we were here (Mr(s.) _____ gave information for) this establishment (was vacant). Did anyone else own this establishment during the 6-month period ending _____?

1 ☐ Yes - Enter name _____
2 ☐ No
3 ☐ Don't know - Inquire at neighboring establishment.

INTERVIEWER - Complete additional questionnaire(s) by contacting the former owner(s) or for vacant establishments by contacting neighboring establishments. Complete separate questionnaires to account for all months of reference period.

3a. Is this establishment owned or operated as an incorporated business?

1 ☐ Yes - SKIP to 4 2 ☐ No

b. How is this business owned or operated?

1 ☐ Individual proprietorship
2 ☐ Partnership
3 ☐ Government - Continue interview ONLY if liquor store or any type of transportation
4 ☐ Other - Specify _____

4. Do you (the owner) operate more than one establishment?

1 ☐ Yes 2 ☐ No

5. Excluding you (the owner) (the partner) how many paid employees did this establishment average during the 6-month period ending _____?

1 ☐ None 4 ☐ 8 to 19
2 ☐ 1 to 3 5 ☐ 20 or more
3 ☐ 4 to 7

6a. What do you consider your kind of business to be at this location?

OFFICE USE ONLY

b. Mark (X) one box

RETAIL

1 ☐ Food
2 ☐ Eating and drinking
3 ☐ General merchandise
4 ☐ Apparel
5 ☐ Furniture and appliance
6 ☐ Lumber, hardware, motor home dealers
7 ☐ Automotive
8 ☐ Drug and proprietary
9 ☐ Liquor
A ☐ Gasoline service stations
B ☐ Other retail

WHOLESALE

C ☐ Durable
D ☐ Nondurable

MANUFACTURING

E ☐ Durable
F ☐ Nondurable

REAL ESTATE

G ☐ Apartment rental office
H ☐ Other real estate

I ☐ SERVICE
J ☐ BANKS
K ☐ TRANSPORTATION
L ☐ ALL OTHERS - Specify _____

7. Did anyone else operate any departments or concessions or some other business activity in this establishment during the 6-month period ending _____?

1 ☐ Yes - List each department, concession, or other business activity on a separate line of Section V of the segment folder. If not already listed, complete a separate questionnaire for each one that falls on a sample line.
2 ☐ No

DO NOT ASK ITEM 8 UNTIL PART II AND ANY INCIDENT REPORTS HAVE BEEN COMPLETED

8. What were your approximate gross sales of merchandise and/or receipts from services at this establishment for the previous 12 months ending _____? (Estimate annual sales and/or receipts if not in business for entire 12 months.)

1 ☐ None
2 ☐ Under \$10,000
3 ☐ \$10,000 to \$24,999
4 ☐ \$25,000 to \$49,999
5 ☐ \$50,000 to \$99,999
6 ☐ \$100,000 to \$499,999
7 ☐ \$500,000 to \$999,999
8 ☐ \$1,000,000 and over
9 ☐ Other - Specify _____

INTERVIEWER USE ONLY

9a. Record of interview

(1) Date _____
(2) Name of respondent _____
(3) Title of respondent _____
(4) Telephone _____ Area code _____ Number _____ Extension _____

b. Reason for non-interview

TYPE A

1 ☐ Occupant in business during survey period but unable to contact
2 ☐ Refusal and in business during survey period
3 ☐ Other Type A - Specify _____

TYPE B

4 ☐ Present occupant not in business during survey period
5 ☐ Vacant or closed
6 ☐ Other Type B (Seasonal, etc.) - Specify _____

TYPE C

7 ☐ Occupied by non-listable activity
8 ☐ Permitted
9 ☐ Other Type C - Specify _____

Part II - SCREENING QUESTIONS

a. The last time this establishment was interviewed, _____ burglary(ies) were reported in _____ (month) and _____ robbery(ies) were reported in _____ (month).

b. How I'd like to ask some questions about particular kinds of theft or attempted theft. These questions refer only to this establishment for the 6-month period ending _____.

10. During this period did anyone break into or somehow illegally get into this place of business?

1 ☐ Yes - How many times? _____ Number
(Fill an Incident Report for each)
2 ☐ No

11. (Other than the incident(s) just mentioned,) during this period did anyone find a door jammed, a lock forced, or any other signs of an ATTEMPTED break-in?

1 ☐ Yes - How many times? _____ Number
(Fill an Incident Report for each)
2 ☐ No

12. During this period were you, the owner, or any employee held up by anyone using a weapon, force or threat of force on these premises?

1 ☐ Yes - How many times? _____ Number
(Fill an Incident Report for each)
2 ☐ No

13. (Other than the incident(s) already mentioned,) did anyone ATTEMPT to hold up you, the owner, or any employee by using force or threatening to harm you while on these premises?

1 ☐ Yes - How many times? _____ Number
(Fill an Incident Report for each)
2 ☐ No

14. (Other than the incident(s) just mentioned,) during this period were you, the owner, or any employee held up while delivering merchandise or carrying business money outside the business?

1 ☐ Yes - How many times? _____ Number
(Fill an Incident Report for each)
2 ☐ No

15. (Other than the incident(s) just mentioned,) did anyone ATTEMPT to hold up you, the owner, or any employee while delivering merchandise or carrying business money outside the business?

1 ☐ Yes - How many times? _____ Number
(Fill an Incident Report for each)
2 ☐ No

16a. Is this establishment insured against burglary and/or robbery by means other than self-insurance?

1 ☐ Yes
2 ☐ No
3 ☐ Don't know } SKIP to 17a

b. Does the insurance also cover other types of crime losses, such as vandalism or shoplifting and employee theft?

1 ☐ Yes
2 ☐ No
3 ☐ Don't know } SKIP to 19a

17a. Has this establishment ever been insured against burglary and/or robbery by means other than self-insurance?

1 ☐ Yes
2 ☐ No - SKIP to 18
3 ☐ Don't know - SKIP to 19a

b. Did the insurance also cover other types of crime losses, such as vandalism or shoplifting and employee theft?

1 ☐ Yes
2 ☐ No

c. Did you drop the insurance or did the company cancel your policy?

1 ☐ Businessman dropped it } SKIP to 19a
2 ☐ Insurance company cancelled policy

18. Why hasn't this establishment ever been insured against burglary and/or robbery?

1 ☐ Couldn't afford it
2 ☐ Couldn't get anyone to insure you
3 ☐ Didn't need it
4 ☐ Self-insured
5 ☐ Premium too expensive
6 ☐ Other - Specify _____

19a. What security measures, if any, are present at this location now, to protect it against burglary and/or robbery?

a. Mark (X) all that apply

1 ☐ Alarm system - outside ringing, building alarm
2 ☐ Burglar alarm - inside ringing
3 ☐ Central alarm - rings at police department or security agency
4 ☐ Reinforcing devices, such as bars on windows, grates, gates, etc.
5 ☐ Guard, watchman
6 ☐ Watch dog
7 ☐ Firearms
8 ☐ Cameras
9 ☐ Mirrors
A ☐ Locks
B ☐ Comply with National Banking Act (for banks only)
C ☐ Lights - outside or additional inside
D ☐ Other - Specify _____
E ☐ None

b. When were these security measures first installed or otherwise undertaken?

Enter the appropriate code from the list given below.

b. Codes

Codes for use in item 19b

LESS THAN 1 YEAR AGO		MORE THAN 1 YEAR
1 - January	7 - July	D - 1-2 years ago
2 - February	8 - August	E - 2-5 years ago
3 - March	9 - September	F - More than 5 years ago
4 - April	A - October	
5 - May	B - November	
6 - June	C - December	

20. INTERVIEWER CHECK ITEM

Were there any incidents reported in 10-15?

☐ No - Dutach Incident Reports, enter "0" in item 1b on page 1, and continue with item 6.

☐ Yes - Enter number of incidents in item 1b on page 1, and continue with first Incident Report.

NOTES

Form Approved O.I.D. No. 41-R7662

U.S. DEPARTMENT OF COMMERCE
SOCIAL AND ECONOMIC STATISTICS ADMIN.
ACTING AS CHIEF OF BUREAU AND AS A
LAW ENFORCEMENT ASSISTANT ADMIN.
U.S. DEPARTMENT OF JUSTICE

Form CVS-100
10-21-74

INCIDENT REPORT
COMMERCIAL CRIME VICTIMIZATION SURVEY - NATIONAL SAMPLE

IDENTIFICATION CODE
a. PSU b. Segment c. Line No. d. Part e. Panel f. RO

INCIDENT NUMBER
Record which incident (1, 2, etc.) is covered by this page

1. In what month did this (did the first) incident happen?
1 ☐ Jan. 4 ☐ April 7 ☐ July A ☐ Oct.
2 ☐ Feb. 5 ☐ May 8 ☐ Aug. B ☐ Nov.
3 ☐ Mar. 6 ☐ June 9 ☐ Sept. C ☐ Dec.

2. About what time did it happen?
1 ☐ During the day (6 a.m. - 6 p.m.)
At night (6 p.m. - 6 a.m.)
2 ☐ 6 p.m. - Midnight
3 ☐ Midnight - 6 a.m.
4 ☐ Don't know what time at night
5 ☐ Don't know

3. Where did this incident take place?
1 ☐ At this place of business
2 ☐ On delivery
3 ☐ Enroute to bank
4 ☐ Other - Specify _____

4. Were you, the owner, or any employee present while this incident was occurring?
1 ☐ Yes
2 ☐ No - SKIP to 10
3 ☐ Don't know

5a. Did the person holding you up have a weapon or something that was used as a weapon, such as a bottle or wrench?
1 ☐ Yes
2 ☐ No
3 ☐ Don't know } SKIP to 6a

b. What was the weapon? (Mark (X) all that apply)
1 ☐ Gun
2 ☐ Knife
3 ☐ Other - Specify _____

6a. How many persons were involved in committing the crime?
1 ☐ One - Continue with 6b below
2 ☐ Two
3 ☐ Three } SKIP to 6c
4 ☐ Four or more
5 ☐ Don't know - SKIP to 7a

b. How old would you say the person was?
1 ☐ Under 12 4 ☐ 18-20
2 ☐ 12-14 5 ☐ 21 or over - SKIP to 6g
3 ☐ 15-17 6 ☐ Don't know

c. Was the person male or female?
1 ☐ Male
2 ☐ Female
3 ☐ Don't know

d. Was he (she) -
1 ☐ White?
2 ☐ Black?
3 ☐ Other? - Specify _____ } SKIP to 7a
4 ☐ Don't know

e. How old would you say the youngest person was?
1 ☐ Under 12 4 ☐ 18-20
2 ☐ 12-14 5 ☐ 21 or over - SKIP to 6g
3 ☐ 15-17 6 ☐ Don't know

f. How old would you say the oldest person was?
1 ☐ Under 12 4 ☐ 18-20
2 ☐ 12-14 5 ☐ 21 or over
3 ☐ 15-17 6 ☐ Don't know

g. Were they male or female?
1 ☐ All male 3 ☐ Male and female
2 ☐ All female 4 ☐ Don't know

h. Were they -
1 ☐ Only white?
2 ☐ Only black?
3 ☐ Only other? - Specify _____
4 ☐ Some combination? - Specify _____
5 ☐ Don't know

7a. Here you, the owner, or any employee injured in this incident, seriously enough to require medical attention?
1 ☐ Yes - How many? _____ Number
2 ☐ No - SKIP to 9a

b. How many of them stayed in a hospital overnight or longer? _____ Number

8. Of those receiving treatment in or out of a hospital, did this business pay for any of the medical expenses not covered by a regular health benefits program?
1 ☐ Yes - How much was paid? \$ _____ .00
2 ☐ No
3 ☐ Don't know

9a. Did any deaths occur as a result of this incident?
1 ☐ Yes
2 ☐ No - SKIP to 15a

b. Who was killed? (Mark (X) all that apply)
1 ☐ Owner(s) _____
2 ☐ Employees _____
3 ☐ Customers _____
4 ☐ Innocent bystander(s) _____
5 ☐ Offender(s) _____
6 ☐ Police _____
7 ☐ Other - Specify _____

c. How many? 7 _____

10. Did the offender enter, attempt to enter, or remain in this establishment illegally?
1 ☐ Yes
2 ☐ No }
Discontinue use of Incident Report. Enter at the top of this sheet "Out of Scope - Larceny," enter incident number, change the answers to screening questions 10-15, change number of incidents in Item 1b, L, p. 1, and go on to the next reported incident. If no other incidents are reported, return to page 1 and complete items 8 and 9 and end the interview.

11. Did the offender(s) actually get in or just try to get in?
1 ☐ Actually got in
2 ☐ Just tried to get in

12. Was there a broken window, broken lock, alarm, or any other evidence that the offender(s) forced (tried to force) his (their) way in?
1 ☐ Yes
2 ☐ No - SKIP to 14

13. What was the evidence? (Mark all that apply)
1 ☐ Broken lock or window
2 ☐ Forced door
3 ☐ Alarm
4 ☐ Other - Specify _____ } SKIP to 15a

14. How did the offender(s) get in (try to get in)?
1 ☐ Through unlocked door or window
2 ☐ Had a key
3 ☐ Other - Specify _____
4 ☐ Don't know

INCIDENT REPORT - Continued

15a. Has anything damaged in this incident? For example, a lock or window broken, damaged merchandise, etc.
1 ☐ Yes
2 ☐ No - SKIP to 16a

b. Was (were) the damaged item(s) repaired or replaced?
1 ☐ Yes - SKIP to 15d
2 ☐ No

c. How much would it cost to repair or replace the damages? (Estimate)
\$ _____ .00 } SKIP to 15b
x ☐ Don't know

d. How much did it cost to repair or replace the damages?
\$ _____ .00
v ☐ No cost - SKIP to 16a
x ☐ Don't know

e. Who paid or will pay for the repairs or replacement? (Mark (X) all that apply)
1 ☐ This business
2 ☐ Insurance
3 ☐ Owner of building (landlord)
4 ☐ Other - Specify _____
5 ☐ Don't know

16a. Did the offender(s) take any money, merchandise, equipment, or supplies?
1 ☐ Yes
2 ☐ No - SKIP to 18a

b. How much money was taken? \$ _____ .00

c. What was the total value of merchandise, equipment, or supplies taken?
\$ _____ .00
v ☐ None
x ☐ Don't know } SKIP to 17a

d. How was the value (merchandise, equipment, or supplies taken) determined?
1 ☐ Original cost
2 ☐ Replacement cost
3 ☐ Other - Specify _____

17a. How much, if any, of the stolen money and or property was recovered by insurance?
\$ _____ .00
v ☐ None - Why not? 7
1 ☐ Didn't report it
2 ☐ Does not have insurance
3 ☐ Not settled yet
4 ☐ Policy has a deductible
5 ☐ Money and or merchandise was recovered
x ☐ Don't know

b. How much, if any, of the stolen money and or property was recovered by means other than insurance?
\$ _____ .00
v ☐ None
x ☐ Don't know } SKIP to 18a

c. By what means was the stolen money and or property recovered?
1 ☐ Police
2 ☐ Other - Specify _____

18a. Did you, the owner, or any employee here lose any time from work because of this incident?
1 ☐ Yes - How many people? _____ Number
2 ☐ No - SKIP to 19a

b. How many work days were lost altogether?
1 ☐ Less than 1 day
2 ☐ 1-5 days
3 ☐ 6-10 days
4 ☐ Over 10 days - How many? _____ Days
5 ☐ Don't know

19a. Were any security measures taken after this incident to protect the establishment from future incidents?
1 ☐ Yes
2 ☐ No - SKIP to 20a

b. What measures were taken? (Mark (X) all that apply)
1 ☐ Alarm system - outside ringing
2 ☐ Burglar alarm - inside ringing
3 ☐ Central alarm
4 ☐ Reinforcing devices, grates, gates, bars on window, etc.
5 ☐ Guard, watchman
6 ☐ Watch dog
7 ☐ Firearms
8 ☐ Cameras
9 ☐ Mirrors
A ☐ Locks
B ☐ Lights - outside or additional inside
C ☐ Other - Specify 7

20a. Were the police informed of this incident in any way?
1 ☐ No
2 ☐ Don't know - SKIP to 21
Yes - Who told them? 7
3 ☐ Owner(s)
4 ☐ Employee
5 ☐ Someone else
6 ☐ Police on scene } SKIP to 21

b. What was the reason this incident was not reported to the police? (Mark (X) all that apply)
1 ☐ Nothing could be done - lack of proof
2 ☐ Did not think it important enough
3 ☐ Police wouldn't want to be bothered
4 ☐ Did not want to take the time - too inconvenient
5 ☐ Private or personal matter, did not want to report it
6 ☐ Did not want to get involved
7 ☐ Afraid of reprisal
8 ☐ Reported to someone else
9 ☐ Other - Specify 7

21. INTERVIEWER CHECK ITEM Are there more incidents to record?
☐ No - Return to page 1, complete items 8 and 9, and end interview.
☐ Yes - Fill the next Incident Report.

NOTES

1.4 Guidelines for Using the Tape Files

1.4.1 Estimation Procedures

Each data record contains one or more weight fields which must be cumulated to produce universe estimates. The business record contains a weight field for each month of the year, for a total of 12 weight fields. There is a different weight for each recall month in order to account for monthly variability in the universe of businesses in operation.

Monthly variability in the number of businesses in operation is due partially to the seasonal nature of many businesses. In addition, businesses may initially open or go out of business completely during the reference period covered by the survey. By having separate weight fields for each month it is possible to produce accurate estimates of the number of businesses that were operational for any particular month. This also means, however, that more complicated weighted averages must be obtained to provide accurate estimates for a longer time period, such as a calendar quarter.

Each incident record contains only one weight. It is the same as the weight from the business record for the month in which the incident occurred. For any given business record at least six of the twelve weight fields will contain zeros. The six weight fields that will automatically be zeroed are for the six months that do not fall in the reference period, based on the month of interview. For example, for businesses interviewed in March, 1974 the reference period encompasses September through December, 1973 and January and February, 1974. Thus the weight fields for March through August must contain zeros.

In addition, weight fields for months falling within the reference period may contain zeros if the business was not operational for that entire period. Thus an establishment which had started business in December, 1973 and was then interviewed in March, 1974 would have zero weights for September, October and November in addition to the months outside the reference period (March through August). The assigned weights are the product of a basic weight and adjustments for non-response, the number of useable questionnaires received, and the number of operational businesses by month. The adjustment factor was determined by dividing the total number of expected reports for a kind-of-business class by the actual number of useable reports received.

The basic weight represents the inverse of the probability that an establishment will be included in a survey panel. Since there are six panels in the full sample an establishment's probability of being selected for the sample is six times greater than its probability of selection in a panel. Thus the weights assigned in

the data are six times larger than they should be to produce accurate estimates employing the full sample from all six months of interviewing. This necessitates dividing the weights by six, or a multiple of six, depending on the time period for which a business estimate is desired, i.e., one month, a quarter, or a full year.

The basic weight reflected in the data files for the period prior to July, 1976 is 3,000 for the majority of establishments; for a few it is 6,000 or 9,000. After the augmented sample was introduced the basic weight reflected in the tapes is 750 for certainty segments and 1500 for non-certainty segments. Since these weights are six times too large it can be seen that the overall weight of a business in the full sample is on the order of 500 for data files prior to July, 1976 and from 125 to 250 thereafter.

To produce properly weighted estimates the reference period concept and interviewing scheme must be kept in mind. A single panel is interviewed each month so that six months of interview data must be employed to obtain estimates based on the full sample. Since the reference period consists of the six months prior to the interview month it is often necessary to process three collection quarter files to access all possible data pertaining to a specific month. Table 1 designates recall months by month of interview and panel number. Note the first column of X's which indicates that January is a reference month for interviews conducted in February through July. To obtain an estimate for January, therefore, the files for CQ 1, CQ 2 and CQ 3 of the appropriate year would have to be used.

Similarly it can be seen from Table 1 that eight months of interview data are required for a quarterly estimate. For example, data collected from May to December would be necessary to produce an estimate for the second quarter of the year. And data from 17 interview months are necessary to produce an annual estimate. To correspond to a calendar year these months would be February of that year through June of the following year.

The specific steps to be followed in producing an estimate depend on the time period for which the estimate is desired. A detailed explanation of the procedures for various time periods is given below, beginning with monthly estimates which are the most straight forward. The chart on page 26 provides an overall summary of the estimation procedures described.

Special Limitations for 1973 Estimates

As noted in the record control counts, data for four interview months in 1973 (January, February, July, and August) were lost by the Census Bureau. As a result users should be aware that annual estimates for 1973, quarterly estimates for quarters 1, 2, and 3 and estimates for the months of January through July developed as

Table 1

Month of Interview and Panel Number by Month of Recall
(X's denote months in the 6-month recall period)

Month of Interview	Panel Number	Period of reference (or recall)											
		First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
January	11												
February	12	X											
March	13	X	X										
April	14	X	X	X									
May	15	X	X	X	X								
June	16	X	X	X	X	X							
July	11	X	X	X	X	X	X						
August	12		X	X	X	X	X	X					
September	13			X	X	X	X	X	X				
October	14				X	X	X	X	X	X			
November	15					X	X	X	X	X	X		
December	16						X	X	X	X	X	X	
January	11							X	X	X	X	X	X
February	12								X	X	X	X	X
March	13									X	X	X	X
April	14										X	X	X
May	15											X	X
June	16												X

described below will be invalid. Weight adjustments would be required to produce estimates for these time periods from the remaining data. However, even if such adjustments are made the estimates will be considerably less reliable than estimates based on complete data. Monthly estimates for August through December, 1973 and estimates for the fourth quarter are not affected by the missing data.

Preparing Monthly Estimates

The first step in generating a monthly estimate using the CVS files, is to identify all interview months having the month in question as part of the reference period. The files containing data for these interview months are then processed. To produce a monthly victimization estimate the incident records are selected for incidents reported to have occurred during that month. The incident record weight for these incidents should be divided by six and then applied to produce the victimization estimate, i.e., the number of victimizations that occurred.

To estimate the number of businesses the weight field for the relevant month from each business record is used. This weight is divided by six and the results cumulated to produce the estimate. Note that no pre-selection of records is necessary because the weight will be zero if the business was not operating during the month or the month falls outside the six-month recall period. In this manner zero weights nullify inapplicable business records and the correct universe estimate is obtained.

The victimization rate may be obtained by first dividing the universe estimate of businesses operating in a month by 1,000. This figure is then divided into the estimated number of victimizations for the same month to give the rate per 1,000 businesses.

Preparing Quarterly Estimates

Quarterly estimates are based on data from eight interview months, which requires that three collection quarter files be processed. Victimization estimates are obtained by selecting from these files all incidents occurring in any of the three months of the quarter. The incident record weight is divided by six and applied, and the cumulated result is the victimization estimate.

A quarterly estimate of businesses requires employing an average business weight based on the three applicable recall months. An average weight is necessary since the number of establishments operating in a quarter is obviously not the cumulative total of the number for each month. It is conceivable to use the number of businesses operating during a single month of the quarter as an approximation for the entire period. But this procedure is not as accurate as a weighted average if there is considerable month to month variability in the number of businesses operating.

The average weight to be applied is created by adding the business record weights for the three months of the quarter and dividing by 18. To illustrate this procedure, assume that an estimate for quarter 1 of 1975 is desired. To obtain this estimate the files for collection quarters one, two, and three of 1975 must be processed. For each business record the weights for January, February and March are added, and the sum is divided by 18. The result is the average weight to be applied to produce the desired estimate.

A hypothetical example of the business record weight fields for interview months that would contribute to a first quarter estimate (i.e., February - September) is shown in Table 2. The example uses basic unadjusted weights and assumes that businesses were operational for the entire reference period.

Note that some of the weight fields for January, February and March contain zeros. This occurs when one or more of these months is not in the reference period for the panel. Thus, the February and March weight fields contain zeros for February interviews; the March weight field contains zeros for March interviews, and so forth.

In establishing the weight to be applied for quarterly business estimates the zero weight fields are included in the average, along with non-zero weights. At first glance this may seem inaccurate, but it is in fact appropriate since some panels will contribute to the recall period twice. Since there is no rotation of panels the same businesses are likely to be interviewed twice. For a first quarter estimate these will be businesses in panels 12 and 13. The establishments in panel 12 will be interviewed in February and again in August; those in panel 13 will be interviewed in March and again in September.

In an estimate of businesses the same establishment cannot be counted twice. The problem of double counting an establishment for quarterly estimates is automatically avoided by including all weight fields for the recall period in the weight averaging and dividing by 18. For February interviews the average weight following this procedure will be one-third the overall expected weight, and for August interviews it will be two-thirds the overall expected weight. Thus when both average weights are cumulated in producing the total estimate each business is effectively represented only once.

The quarterly victimization rate is found by dividing the universe estimate of businesses operating during the quarter by 1,000. This figure is then divided into the estimate of total victimizations occurring in all three months of the quarter to obtain the rate per 1,000 businesses.

Table 2

Hypothetical Business Record Weights for Interview Months Contributing
to a First Quarter Estimate

Month of Interview	Weight Fields by Recall Month											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
February	3000	0000	0000	0000	0000	0000	0000	3000	3000	3000	3000	3000
March	3000	3000	0000	0000	0000	0000	0000	0000	3000	3000	3000	3000
April	3000	3000	3000	0000	0000	0000	0000	0000	0000	3000	3000	3000
May	3000	3000	3000	3000	0000	0000	0000	0000	0000	0000	3000	3000
June	3000	3000	3000	3000	3000	0000	0000	0000	0000	0000	0000	3000
July	3000	3000	3000	3000	3000	3000	0000	0000	0000	0000	0000	0000
August	0000	3000	3000	3000	3000	3000	3000	0000	0000	0000	0000	0000
September	0000	0000	3000	3000	3000	3000	3000	3000	0000	0000	0000	0000

Preparing Annual Estimates

To produce annual estimates six collection quarter files must be processed. For a calendar year the required files are CQ 1 through CQ 4 of that year, plus CQ 1 and CQ 2 of the following year. The procedures to be followed for annual estimates are somewhat involved and require attention to detail because the files which must be processed also contain data referring to the calendar years preceding and subsequent to the one for which estimates are desired. Readers may find it helpful to refer to the chart on page 6 which shows the reference period covered by each collection quarter file.

Annual victimization estimates are obtained by selecting from the six CQ files all incidents which occurred during the year of interest. The incident record weight is divided by six and applied to produce the estimate.

Unfortunately the year of occurrence is not coded on the incident record. This means that users must first determine for each collection quarter file which reference months fall in the calendar year of interest, and then select incident records based on the month of occurrence variable. This selection process can be simplified by keeping in mind that all incidents appearing in the CQ 3 and CQ 4 files of year 'X', say 1975, must have occurred during the same year. For CQ 1 and CQ 2 of year 'X' (e.g., 1975) only incidents reported for the months of January through June could have occurred in that year. In the files for CQ 1 and CQ 2 of the subsequent year (e.g., 1976), only incidents reported for the months of July - December could have occurred during the previous year, 1975.

To produce an annual estimate of businesses an average weight must be created, similar to the procedure followed in generating a quarterly estimate. Since twelve months are involved in the estimate the cumulated weights for the relevant months from the business record are divided by 72 and then applied. As noted in describing the selection of incident records, all months in the recall periods for the six collection quarter files that must be processed do not refer to the calendar year of interest. Therefore, all twelve weight fields are not cumulated for every business record. Instead only the weight fields referring to months within the desired calendar year should be incorporated into the average weight.

Since all recall months falling outside the calendar year of interest occur in files for CQ's 1 and 2 it is necessary to pre-select weight fields before summing only when working with these files, as follows. When processing the CQ 1 and 2 files of the same year for which the estimate is desired, sum weight fields for January through June only and divide by 72. When processing the CQ 1 and 2 files for the following year, sum only weight fields for July through December and divide by 72. For the CQ 3 and 4 files all twelve weight fields may be summed and divided by 72.

Many weight fields to be summed as described above will contain zero weights. These are for months outside the reference period for a panel. Each panel is interviewed three times over the course of the six collection quarters, and over the three interviews all months of the year will eventually be covered by the recall periods for each panel. For example, the first time establishments in panel 11 are interviewed in a year (January), the recall months refer only to the preceding year. In July panel 11 establishments are interviewed for a second time; the recall months are January through June. And the third time panel 11 establishments are interviewed in January of the following year the recall months are July through December. When the total estimate is obtained by cumulating results from all six collection quarter files the full calendar year is covered by the three occurrences of the panel.

Since there is no rotation of panels, it is likely that the same establishments may appear three times. The estimation procedure described for annual estimates avoids the problem of counting the same establishment more than once because the average weight generated for each business in a given collection quarter file will be a fraction of the overall expected weight. As an example, assume an estimate is desired for 1974. The contribution to the estimate of establishments in panel 11 appearing in the CQ 1, 1974 file is zero since the recall months for this interview month are all in 1973. When business records for panel 11 are processed from the CQ 3, 1974 file their contribution will be $1/2$ the overall expected weight. And this will also be the case when panel 11 business records from the CQ 1 file for 1975 are processed. Similarly the contribution of establishments in panel 12 from the CQ 1, 1974 file will be $1/12$ the overall expected weight; from the CQ 3, 1974 file their contribution will be $1/2$ the overall expected weight; and from the CQ 1, 1975 file the contribution will be $5/12$ the overall expected weight. The net result is that each business is effectively represented once.

To obtain the annual victimization rate per 1,000 businesses, divide the estimate of businesses by 1,000. Then divide this result into the total estimate of victimizations for the year.

SUMMARY OF ESTIMATION PROCEDURES

Time Period To Be Estimated	# of Months of Interview Data Required	# of CQ Files To Be Processed	Estimates of Businesses	Estimates of Victimizations
MONTHLY ESTIMATES	6	2 or 3	Select the business record weight field for month to be estimated; apply that weight, divided by 6.	Select only incidents reported for desired month. Apply the incident weight, divided by 6.
QUARTERLY ESTIMATES	8	3	For each business record, sum the weights for the 3 months of the quarter to be estimated. Divide the sum by 18 to obtain the average weight to be applied.	Select incidents occurring during any of the 3 months of the quarter. Apply the incident weight, divided by 6.
ANNUAL ESTIMATES- Calendar Year	17	6	For each business record select weight fields only for months in reference year to be estimated. Sum the appropriate weights. Divide the sum by 72 to obtain the average weight to be applied.	Select incidents occurring during all months of year to be estimated. Apply the incident weight, divided by 6.

1.4.2 Reliability of the Estimates

Estimates derived from the CVS data files are based on a sample and may differ from results that would be obtained from a complete enumeration. "Coefficients of variation" have been calculated to give an indication of the sampling variability inherent in the survey estimates. These coefficients are given for specific variables that will be estimated frequently, such as the number of businesses, number of burglary and robbery incidents and victimization rates. The coefficients provided in Table 3 apply to annual estimates and those in Table 4 apply to quarterly estimates. Coefficients are available for 1973 through 1976.

The coefficients of variation given were calculated by dividing the standard error of the estimate for a variable by the estimate and expressing the result as a percent (i.e., multiplying by 100).⁶ The coefficients can be used in conjunction with the survey results to obtain the standard error of an estimate. The survey estimate and its associated standard error may be used to construct a confidence interval, that is, an interval having a prescribed probability that it would include the average result of all possible samples. The chances are about 68 out of 100 that the survey estimate would differ from the average result of all possible samples by less than one standard error. Similarly the chances are about 95 out of 100 that the difference would be less than twice the standard error.

Confidence intervals for specific estimates may be calculated using the coefficients of variation as follows. Each coefficient shown in Tables 3 and 4 is the percentage that one standard error is of the estimate. To obtain the standard error itself the coefficient should be divided by 100 (i.e., the decimal point moved two places to the left) and the weighted estimate multiplied by this figure. The result is one standard error. For example the estimate for the total number of businesses during the first quarter of 1975 is 6,598,809. The coefficient given in Table 4 for estimates of total businesses in Q 1, 1975 is 4.9. Multiplying .049 by 6,598,809 the resulting standard error is 323,342.

⁶The coefficients of variation were computed using a technique known as the random group method. In this technique the variances required to calculate the coefficients were computed separately for random groups within certainty and non-certainty PSU's following different algorithms. Users interested in further information on these procedures should consult the survey documentation, U.S. Bureau of the Census, National Crime Survey (National Sample) Survey Documentation (U.S. Government Printing Office, 1976) pp (II) 3-1 -(II) 3-2. It is not possible to calculate variances for particular variables by the random group method using the survey data files since the PSU numbers have been scrambled on the release tapes, and some random group codes have been removed.

The confidence interval for one standard error is thus defined as 6,598,809 \pm 323,342, or the interval from 6,275,467 to 6,922,151. This means that it can be stated with confidence that 68% of the time the results from a complete count would fall within this range. Similarly the confidence interval defined by \pm 2 standard error is between 5,952,125 and 7,245,493; and the results from a complete count would fall within this range 95% of the time.

In addition to sampling error, estimates from the Commercial Victimization Survey data are subject to nonsampling errors. One of the principal sources of such error is the problem of recalling victimizations that occurred during the six months prior to interview. Because of a number of factors, however, it is likely that non-sampling errors were less prevalent in the commercial surveys than they were in the household crime surveys. These factors include the greater likelihood of businesses keeping records and reporting incidents to police, as well as the concentration of the survey on two of the more serious crimes, burglary and robbery. To control for the problem of erroneously reporting incidents outside the reference period, a bounding procedure was used whereby respondents were reminded at the beginning of each interview of any incidents that were reported during the previous interview.

A reinterview program also has been instituted in the commercial survey, involving about 3 percent of the establishments interviewed each month. Results to date indicate that differences between the reinterview and the original interview are minimal, well within the margin of sampling error. Another quality control, designed to obtain measures of coverage, involves a recheck of approximately 10 percent of each month's interviewer listing of qualifying establishments.

Other nonsampling errors may have arisen from deficient interviewing and from data processing mistakes. However, quality control measures similar to those used in the household survey were adopted to minimize such errors.

Table 3

Coefficients of Variation for Annual Estimates

-1973-	Total Businesses	Number of Incidents			Victimization Rate		
		Total	Burglary	Robbery	Total	Burglary	Robbery
Total	4.5	6.6	7.1	6.5	6.4	5.9	16.2
Retail	5.2	5.6	6.4	6.8	5.8	5.4	15.1
Wholesale	7.2	12.7	12.3	31.2	16.4	14.4	55.1
Real Estate	19.4	36.8	37.9	29.8	23.2	24.0	50.8
Service	4.1	8.2	9.0	7.6	8.6	9.0	22.1
Manufacturing	7.8	17.2	17.1	34.3	17.9	17.5	64.0
Durable Goods	8.4	23.4	23.2	34.3	23.1	22.7	64.3
Non-Durable Goods	7.9	21.7	21.7	.0	24.3	24.3	.0
Banks	10.8	24.4	3.8	39.9	41.6	93.9	48.8
Transportation	14.2	31.7	30.3	23.2	35.3	36.8	43.2
All Other	7.3	8.9	9.5	19.4	13.1	14.1	28.7
-1974							
Total	5.0	7.3	8.2	10.2	6.9	7.3	11.8
Retail	5.8	6.8	7.6	11.0	6.1	6.5	11.9
Wholesale	8.2	13.1	13.9	42.4	12.6	13.0	44.3
Real Estate	17.5	39.9	48.1	36.1	25.9	33.2	44.2
Service	5.6	7.7	8.3	14.8	7.9	8.8	13.3
Manufacturing	10.7	20.6	21.4	37.5	16.0	16.6	40.0
Durable Goods	11.3	21.4	22.2	42.8	15.4	16.0	45.8
Non-Durable Goods	13.0	32.1	31.1	72.5	29.5	28.6	69.8
Banks	10.3	36.9	70.2	38.3	33.9	68.0	35.8
Transportation	12.5	22.8	23.9	59.2	20.1	21.0	59.2
All Other	6.2	9.0	9.3	28.2	9.6	9.2	31.0

Table 3 (Cont'd)

Coefficients of Variation for Annual Estimates

	Total Businesses	Total	Number of Incidents		Total	Victimization Rate	
-1975-			Burglary	Robbery		Burglary	Robbery
Total	4.9	6.3	6.2	11.4	6.6	6.2	12.3
Retail	6.1	6.1	5.8	12.8	5.2	4.4	13.2
Wholesale	9.4	14.0	12.9	51.9	14.7	13.0	52.2
Real Estate	14.4	49.4	51.5	57.9	37.9	40.1	54.6
Service	5.2	7.9	8.0	14.3	10.2	10.3	15.6
Manufacturing	11.7	20.6	21.6	34.9	16.2	17.0	36.4
Durable Goods	13.9	22.6	23.7	38.9	16.6	17.4	61.2
Non-Durable Goods	12.4	28.4	30.3	45.9	27.0	28.1	48.2
Banks	9.9	39.8	73.2	48.4	41.3	77.6	47.7
Transportation	11.1	24.5	27.1	55.8	23.5	26.6	53.4
All Other	7.1	11.0	11.2	28.9	12.0	11.9	30.0
-1976-							
Total	3.9	6.3	7.3	6.2	5.5	6.2	5.8
Retail	4.5	4.6	4.6	6.9	3.5	3.3	6.4
Wholesale	7.0	37.9	40.1	12.7	38.1	40.4	11.8
Real Estate	7.7	25.7	28.5	19.7	21.1	23.8	21.6
Service	3.8	5.1	5.3	9.1	4.3	4.6	8.3
Manufacturing	7.8	10.1	10.7	26.3	9.6	9.9	27.5
Durable Goods	9.0	12.0	12.7	32.8	10.2	10.5	34.4
Non-Durable Goods	9.1	18.1	17.5	42.6	19.9	19.5	42.5
Banks	6.6	17.2	28.5	20.5	16.4	26.8	20.6
Transportation	9.4	16.1	17.3	33.4	14.4	15.9	32.0
All Other	5.9	13.6	13.9	22.6	12.9	13.4	21.4

Table 4

Coefficients of Variation for Quarterly Estimates

-31-

-1973-	Total Businesses	Total	Number of Incidents		Total	Victimization Rate	
			Burglary	Robbery		Burglary	Robbery
Q-1							
Total	7.2	13.8	13.8	19.2	11.4	11.8	16.3
Retail	8.0	16.3	17.1	23.7	13.9	15.5	19.7
Wholesale	23.1	42.6	42.6	.0	32.1	32.1	.0
Real Estate	19.4	54.9	54.9	.0	44.4	44.4	.0
Service	7.4	17.4	17.8	30.7	16.8	17.5	29.1
Manufacturing	17.3	32.1	31.8	100.0	24.6	27.0	91.1
Durable Goods	-	-	-	-	-	-	-
Non Durable Goods	-	-	-	-	-	-	-
Banks	20.1	100.1	.0	100.0	97.3	.0	97.3
Transportation	25.3	100.0	100.0	.0	97.1	97.1	.0
All Other	12.9	36.4	36.4	.0	34.8	34.8	.0
Q-2							
Total	6.5	9.6	10.2	13.6	6.7	7.4	12.6
Retail	7.0	8.3	8.9	16.6	5.8	7.0	14.6
Wholesale	7.8	25.7	25.6	100.0	22.9	22.4	101.0
Real Estate	22.6	44.1	43.4	70.8	30.2	30.5	58.0
Service	6.0	12.8	13.9	19.9	11.0	11.9	20.1
Manufacturing	12.9	31.6	31.6	.0	26.1	26.1	.0
Durable Goods	-	-	-	-	-	-	-
Non Durable Goods	-	-	-	-	-	-	-
Banks	11.9	57.7	100.0	70.7	55.9	100.3	68.3
Transportation	15.4	40.8	50.9	55.6	39.7	50.8	34.0
All Other	8.7	20.3	22.0	31.9	17.1	19.3	28.4

Table 4 (Cont'd)

Coefficients of Variation for Quarterly Estimates

-32-

-1973-	Total Businesses	Total	Number of Incidents		Victimization Rate		
			Burglary	Robbery	Total	Burglary	Robbery
Q-3							
Total	4.9	8.3	8.1	17.7	7.6	6.5	23.2
Retail	5.6	7.6	7.5	17.6	7.8	5.8	23.6
Wholesale	9.7	24.4	20.5	62.3	26.5	21.4	69.1
Real Estate	18.2	43.8	42.8	68.8	33.6	32.8	61.4
Service	5.4	11.0	11.8	22.4	10.7	11.4	28.1
Manufacturing	10.6	28.8	27.8	98.1	33.5	32.7	99.6
Durable Goods	11.8	45.8	43.6	98.1	46.2	44.0	98.7
Non Durable Goods	10.9	39.5	39.5	.0	44.8	44.8	.0
Banks	11.6	68.8	.0	68.0	69.2	.0	69.2
Transportation	15.9	48.5	55.9	100.1	55.8	57.1	143.3
All Other	7.6	17.1	18.2	55.6	19.2	20.4	55.9
Q-4							
Total	4.4	6.8	7.9	8.2	6.0	6.8	15.6
Retail	5.3	7.0	8.4	7.9	8.3	8.8	15.3
Wholesale	9.7	17.3	19.8	51.3	21.3	23.5	79.7
Real Estate	18.4	31.8	38.6	3.8	26.2	28.4	107.6
Service	3.9	11.8	13.2	17.9	13.6	15.4	29.7
Manufacturing	7.4	17.3	17.9	3.8	21.4	22.1	118.1
Durable Goods	9.1	22.0	23.3	3.8	28.1	29.0	118.8
Non Durable Goods	10.3	17.0	17.0	.0	32.8	32.8	.0
Banks	10.7	3.8	3.8	3.8	76.6	123.4	98.9
Transportation	13.8	40.1	55.3	21.7	40.3	53.6	40.7
All Other	7.6	17.1	20.3	20.1	19.5	19.8	58.2

Table 4 (Cont'd)

Coefficients of Variation for Quarterly Estimates

-33-

	Total Businesses	Number of Incidents			Victimization Rate		
-1974-		Total	Burglary	Robbery	Total	Burglary	Robbery
Q-1							
Total	4.4	9.8	11.0	9.3	10.1	10.8	13.8
Retail	5.5	8.5	9.6	9.8	8.6	9.5	14.5
Wholesale	5.7	18.8	19.7	32.1	20.2	20.2	66.3
Real Estate	18.3	34.6	46.4	28.2	25.4	33.7	85.2
Service	4.1	10.5	11.3	19.4	13.9	14.2	33.4
Manufacturing	7.9	25.6	26.7	72.5	26.8	28.0	74.0
Durable Goods	10.3	29.5	29.5	.0	27.7	27.7	.0
Non-Durable Goods	10.0	49.4	62.0	72.5	52.5	67.5	71.0
Banks	10.2	45.9	.0	45.9	63.3	.0	63.3
Transportation	13.5	32.0	32.0	.0	45.4	45.4	.0
All Other	7.0	21.8	20.9	98.1	23.0	22.1	99.4
Q-2							
Total	5.0	9.1	10.1	14.5	8.8	9.2	15.9
Retail	6.2	8.7	10.9	15.2	9.0	11.0	15.8
Wholesale	6.9	21.2	22.9	64.6	19.7	21.1	65.3
Real Estate	17.3	42.2	46.0	100.1	38.5	42.0	102.1
Service	5.6	12.1	11.9	54.9	12.7	12.7	53.8
Manufacturing	10.6	27.2	27.5	69.8	24.9	24.9	70.1
Durable Goods	11.1	30.2	30.7	69.8	26.7	27.0	69.7
Non-Durable Goods	14.0	39.9	39.9	.0	37.5	37.5	.0
Banks	10.6	.0	.0	.0	.0	.0	.0
Transportation	11.9	34.7	39.5	66.8	32.7	37.5	66.8
All Other	6.6	19.5	19.8	66.8	21.1	21.2	66.9

Table 4 (Cont'd)
Coefficients of Variation for Quarterly Estimates

-1974-	Total Businesses	Number of Incidents			Victimization Rate		
		Total	Burglary	Robbery	Total	Burglary	Robbery
Q-3							
Total	5.1	6.9	7.0	16.1	5.6	5.2	16.3
Retail	5.9	8.1	8.6	14.5	5.8	6.1	13.8
Wholesale	9.8	18.1	16.9	69.8	21.2	20.2	70.8
Real Estate	17.1	43.8	50.8	58.6	30.1	36.3	61.5
Service	6.0	6.9	7.3	26.7	5.4	6.1	26.0
Manufacturing	10.6	23.2	23.9	100.1	18.3	18.9	100.8
Durable Goods	10.7	27.0	28.2	100.1	22.7	23.8	101.4
Non-Durable Goods	14.4	41.0	41.0	.0	38.1	38.1	.0
Banks	10.5	55.2	99.2	66.8	52.7	98.5	66.5
Transportation	13.8	34.2	32.0	100.4	33.8	31.2	102.1
All Other	6.0	13.5	15.6	34.1	15.4	16.9	35.7
Q-4							
Total	4.9	6.4	7.9	9.3	6.6	7.3	11.7
Retail	5.6	7.3	7.6	14.7	8.0	7.4	16.6
Wholesale	11.4	15.5	16.1	102.2	19.8	20.0	104.9
Real Estate	17.3	55.8	69.9	49.7	42.5	55.7	53.8
Service	5.9	10.2	10.3	29.3	9.0	9.9	27.1
Manufacturing	10.5	24.9	26.1	70.2	21.6	22.5	72.6
Durable Goods	11.5	26.5	28.0	70.2	22.4	23.5	72.8
Non-Durable Goods	13.7	35.5	35.5	.0	31.1	31.1	.0
Banks	10.0	71.5	100.1	101.0	72.2	99.8	102.3
Transportation	14.3	37.3	40.5	100.1	35.7	39.0	99.4
All Other	5.9	15.6	17.0	47.2	14.6	15.4	49.5

Table 4 (Cont'd)

Coefficients of Variation for Quarterly Estimates

	Total	Number of Incidents			Victimization Rate		
-1975-	Businesses	Total	Burglary	Robbery	Total	Burglary	Robbery
Q-1							
Total	4.9	9.2	8.6	16.0	9.4	8.8	16.6
Retail	5.7	9.7	9.0	18.5	8.6	7.8	18.0
Wholesale	9.1	19.7	18.6	53.2	20.3	19.4	52.8
Real Estate	15.7	43.6	43.6	.0	33.5	33.5	.0
Service	5.7	10.6	10.6	26.1	13.3	13.2	27.9
Manufacturing	10.7	26.7	27.5	100.1	21.8	22.4	102.5
Durable Goods	12.4	28.6	28.6	.0	22.0	22.0	.0
Non-Durable Goods	12.3	34.6	37.2	100.1	31.6	34.1	100.6
Banks	10.4	50.7	98.6	56.0	52.2	103.3	52.5
Transportation	11.1	31.7	37.2	71.0	29.0	35.5	68.4
All Other	6.3	16.9	17.4	66.8	15.9	16.5	66.6
Q-2							
Total	5.1	5.5	5.5	12.1	6.9	6.6	13.5
Retail	5.9	6.3	6.5	15.4	6.7	6.8	15.7
Wholesale	8.1	18.0	16.7	63.7	18.2	16.7	64.1
Real Estate	16.0	62.3	68.2	71.5	49.3	55.4	71.3
Service	5.8	9.5	10.2	16.3	12.3	12.9	17.6
Manufacturing	11.1	25.5	27.8	58.7	24.2	26.0	60.4
Durable Goods	13.4	28.7	31.2	34.3	26.6	28.6	76.1
Non-Durable Goods	13.0	33.7	37.1	100.1	32.2	35.4	100.6
Banks	10.4	100.1	.0	100.1	100.0	.0	100.0
Transportation	11.1	36.4	39.8	100.1	37.5	41.2	98.7
All Other	7.2	16.3	17.1	55.1	19.0	19.1	58.0

Table 4 (Cont'd)

Coefficients of Variation for Quarterly Estimates

-36-

-1975-	Total Businesses	Total	Number of Incidents		Total	Victimization Rate	
			Burglary	Robbery		Burglary	Robbery
Q-3							
Total	4.4	5.9	6.2	8.3	4.3	4.6	7.7
Retail	4.5	5.5	5.6	8.7	4.5	4.4	8.6
Wholesale	8.6	24.6	26.2	18.8	25.0	26.5	21.0
Real Estate	8.5	28.3	28.8	45.6	25.6	26.0	45.9
Service	4.5	6.0	6.3	13.3	4.9	5.1	13.6
Manufacturing	9.9	18.9	20.8	35.9	21.0	22.9	34.6
Durable Goods	8.8	17.0	18.4	68.0	16.0	17.3	68.2
Non-Durable Goods	25.0	45.0	50.1	37.0	51.8	56.5	36.4
Banks	7.1	40.3	98.4	43.2	38.6	95.8	44.7
Transportation	11.0	19.4	21.5	48.7	17.0	18.2	51.0
All Other	6.2	15.0	14.8	31.2	13.7	13.6	30.1
Q-4							
Total	5.1	8.4	9.0	10.9	8.3	8.7	11.6
Retail	6.8	6.7	7.7	11.3	7.0	7.6	12.5
Wholesale	10.5	28.7	29.6	56.3	28.9	29.5	58.3
Real Estate	12.3	57.0	59.7	73.7	48.0	50.8	69.4
Service	5.6	14.3	14.5	28.1	15.1	15.4	27.4
Manufacturing	12.5	28.6	29.3	52.5	25.7	26.3	51.5
Durable Goods	15.0	33.4	34.1	98.6	29.3	29.3	100.5
Non-Durable Goods	12.4	39.5	44.1	62.1	40.2	44.0	63.8
Banks	10.0	73.6	99.8	99.1	74.0	100.5	99.1
Transportation	11.5	45.1	45.1	.0	42.6	42.6	.0
All Other	8.1	20.2	21.5	42.7	22.7	23.7	44.4

Table 4 (Cont'd)

Coefficients of Variation for Quarterly Estimates

	Total	Number of Incidents			Victimization Rate		
-1976-	Businesses	Total	Burglary	Robbery	Total	Burglary	Robbery
Q-1							
Total	4.0	6.7	7.4	6.9	5.4	6.1	6.0
Retail	4.5	6.4	6.6	8.4	4.9	5.4	6.9
Wholesale	7.3	38.2	39.6	40.2	38.5	40.0	38.3
Real Estate	8.2	33.7	37.4	30.3	28.9	32.4	31.8
Service	3.8	6.9	7.4	11.8	6.1	6.6	11.1
Manufacturing	7.7	15.7	16.1	41.6	16.0	16.1	43.0
Durable Goods	8.8	18.7	19.4	45.7	18.0	18.3	47.1
Non-Durable Goods	10.1	19.4	19.6	66.8	22.2	22.0	69.9
Banks	7.1	32.3	100.1	37.6	32.4	101.1	37.0
Transportation	9.6	25.9	26.1	54.6	20.5	21.0	51.8
All Other	6.1	12.9	12.8	33.9	12.8	13.2	33.0
Q-2							
Total	3.9	7.5	8.1	10.6	6.7	7.4	10.0
Retail	4.4	6.6	5.9	12.7	5.4	4.9	11.8
Wholesale	6.8	37.8	40.0	26.7	37.8	40.1	24.8
Real Estate	7.3	34.5	35.6	71.6	30.6	31.7	71.1
Service	3.8	6.8	6.9	11.7	6.2	6.3	11.0
Manufacturing	7.7	15.4	17.1	47.2	15.2	16.7	48.0
Durable Goods	8.9	17.2	19.4	54.4	16.3	18.1	56.0
Non-Durable Goods	9.8	29.0	31.2	100.1	31.6	34.5	96.5
Banks	6.4	47.4	71.3	48.1	47.7	71.9	48.2
Transportation	8.7	30.1	30.8	51.1	30.0	30.7	51.3
All Other	6.2	15.5	14.7	61.9	15.7	15.5	59.7

Table 4 (Cont'd)
Coefficients of Variation for Quarterly Estimates

-1976-	Total	Number of Incidents			Victimization Rate		
	Businesses	Total	Burglary	Robbery	Total	Burglary	Robbery
Q-3							
Total	4.0	6.6	7.4	6.8	5.7	6.3	7.3
Retail	4.6	5.1	5.6	6.8	5.0	5.1	8.2
Wholesale	7.0	35.5	38.3	20.1	35.7	38.6	20.8
Real Estate	7.4	26.5	30.0	35.1	22.5	25.9	36.1
Service	3.9	7.6	7.7	15.1	5.4	6.5	14.8
Manufacturing	7.8	9.7	11.9	41.5	9.8	12.0	41.7
Durable Goods	9.1	15.2	15.7	48.1	14.8	15.4	48.0
Non-Durable Goods	9.3	28.9	30.0	66.8	29.7	30.5	67.6
Banks	6.7	21.9	33.5	34.7	20.3	31.2	34.9
Transportation	10.2	20.3	21.5	71.6	21.8	22.7	73.2
All Other	5.7	17.1	18.4	22.2	15.4	16.5	22.6
Q-4							
Total	4.0	7.2	8.0	6.6	6.2	7.0	6.5
Retail	4.6	4.9	5.2	7.1	4.1	4.0	7.9
Wholesale	7.5	42.7	45.2	27.6	43.1	45.6	27.9
Real Estate	8.5	20.5	21.2	48.8	18.7	18.6	50.0
Service	3.8	6.1	6.3	14.4	6.1	6.5	13.5
Manufacturing	8.4	16.7	17.0	36.6	15.5	15.8	36.3
Durable Goods	9.5	19.9	20.2	44.4	18.5	18.5	45.8
Non-Durable Goods	9.6	27.4	27.9	73.6	26.8	27.8	70.3
Banks	6.8	37.7	100.1	40.8	38.1	100.5	41.1
Transportation	9.7	20.0	21.2	55.5	20.9	21.7	57.3
All Other	5.8	17.0	17.7	31.7	16.3	17.0	31.1

NATIONAL SAMPLE COMMERCIAL VICTIMIZATION SURVEY CODEBOOK

2.1 Codebook Documentation

The codebook which follows documents each variable in the files in beginning position sequence. The exact character position(s) are specified for each item. References are also given to the corresponding machine-readable Data Base Dictionary item name, and when appropriate one or more NCS Glossary reference numbers where additional information is provided. A description of the codebook format follows:

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	(A) Business Record Items (B)	Record Location	DED Item Name	Glossary Number
044	<u>DOES INSURANCE COVER OTHER CRIME LOSSES (C)</u> (D) { Does the insurance also cover other types of crime losses, such as vandalism or shoplifting and employee theft? (E) { 0 Out of universe; or no entry provided 1 Yes 2 No 3 Don't know * (I) UNIVERSE: 042=1 (J) * Note: Code 3 (Don't know) is not used in 1973 and 1974 files. It is a legitimate code only in 1975 and later files.	66 (F)	B66 (G)	(H)
045	<u>DID BUSINESS EVER HAVE ROBBERY/BURGLARY INSURANCE</u> Has this establishment ever been insured against burglary and/or robbery by means other than self-insurance? 0 Out of universe; or no entry provided 1 Yes 2 No 3 Don't know UNIVERSE: 042= 2 or 3	67	B67	

(A) Reference Number - uniquely identifies each variable and its relative position in the codebook.

(B) Record Type Designation - specifies the record being described, e.g., business or incident.

(C) Variable Entry - description of subject variable.

- (D) Question - questionnaire form entry.
- (E) Value Range - describes all valid code values.
- (F) Record Location - specifies the exact character position(s) of the item.
- (G) DBD Item Name - indicates the name assigned to the variable in the DUALabs machine-readable codebook.
- (H) Glossary Reference Number - reference terms or concepts related to the entry which can be found in the NCS Glossary.
- (I) Universe Statement - specifies conditions for universe inclusion based on the questionnaire skip pattern. The statement 042 = 1 indicates that only those cases having a value of 1 for the item described in Reference Number 42 will fall into the variable universe being examined. Users may assume that all cases are included if a Universe Statement is not present.
- (J) Notes - are used to indicate changes between survey years or to describe special or unique coding situations.

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
001	<u>RECORD TYPE CODE</u> 1 Business record	1	B1	
002	<u>PRIMARY SAMPLING UNIT (PSU) NUMBER</u> PSU numbers have been scrambled in the national sample for reasons of confidentiality.	2-4	B2	
003	<u>CASE IDENTIFICATION</u> 5-digit number assigned sequentially to allow unique identification of each case.	5-9	B5	
004	<u>CALENDAR YEAR OF INTERVIEW</u> 73 1973 74 1974 75 1975 76 1976 77 1977	10-11	B10	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
005	<u>MONTH OF INTERVIEW</u> 00 No entry provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December	12-13	B12	
006	<u>PANEL NUMBER</u> 00 No entry provided 11-16 Panel number	14-15	B14	
007	<u>NUMBER OF INCIDENTS</u> 00-99 (Indicates the number of Incident Records for this business.)	16-17	B16	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
008	<p><u>OPERATION OF BUSINESS DURING REFERENCE PERIOD</u></p> <p>Did you (the owner) operate this establishment at this location during the entire 6-month period ending _____?</p> <p>0 No entry provided 1 Yes 2 No</p>	18	B18	
009	<p><u>NUMBER OF MONTHS BUSINESS OPERATED DURING REFERENCE PERIOD IF NOT ALL SIX</u></p> <p>How many months during the designated period?</p> <p>0 Out of universe; or no entry provided 1-5 Actual number of months</p> <p>UNIVERSE: 008=2</p>	19	B19	

LEAD COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
010-021	<p><u>MONTHS BUSINESS WAS IN OPERATION DURING REFERENCE PERIOD</u></p> <p>(This is a multiple-response question. Each response category has been coded as a separate variable. Information is coded for all businesses, so that 6 months are designated for establishments operating during the entire reference period.)</p>	20-31	B20-B31	
010	<p><u>JANUARY</u></p> <p>0 No 1 Yes</p>	20	B20	
011	<p><u>FEBRUARY</u></p> <p>0 No 1 Yes</p>	21	B21	
012	<p><u>MARCH</u></p> <p>0 No 1 Yes</p>	22	B22	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
013	<u>APRIL</u> 0 No 1 Yes	23	B23	
014	<u>MAY</u> 0 No 1 Yes	24	B24	
015	<u>JUNE</u> 0 No 1 Yes	25	B25	
016	<u>JULY</u> 0 No 1 Yes	26	B26	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
017	<u>AUGUST</u> 0 No 1 Yes	27	B27	
018	<u>SEPTEMBER</u> 0 No 1 Yes	28	B28	
019	<u>OCTOBER</u> 0 No 1 Yes	29	B29	
020	<u>NOVEMBER</u> 0 No 1 Yes	30	B30	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
021	<u>DECEMBER</u> 0 No 1 Yes	31	B31	
022	<u>OTHER OWNERSHIP DURING REFERENCE PERIOD</u> Did anyone else own this establishment during the 6-month period ending _____? 0 Out of universe; or no entry provided 1 Yes 2 No 3 Don't know UNIVERSE: 008=2	32	B32	
023	<u>IS BUSINESS INCORPORATED</u> 0 No entry provided 1 Yes 2 No	33	B33	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
024	<p><u>FORM OF OWNERSHIP IF NOT INCORPORATED</u></p> <p>0 Out of universe; or no entry provided 1 Individual proprietorship 2 Partnership 3 Government 4 Other</p> <p>UNIVERSE: 023=2</p>	34	B34	
025-A	<p><u>NUMBER OF ESTABLISHMENTS OPERATED</u></p> <p>** For 1973 Files**</p> <p>How many establishments, including this one, are operated by you the owner?</p> <p>0 No entry provided 1 One 2 2 to 10 3 11 or more</p>	35	B35-A	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
025-B	<p><u>OPERATION OF MORE THAN ONE ESTABLISHMENT</u></p> <p>** For 1974 through 1977 Files**</p> <p>Do you (the owner) operate more than one establishment?</p> <p>0 No entry provided 1 Yes 2 No</p>	35	B35-B	
026	<p><u>NUMBER OF PAID EMPLOYEES</u></p> <p>Excluding you (the owner) (the partner) how many paid employees did this establishment average during the 6-month period ending _____?</p> <p>0 No entry provided 1 None 2 1-3 3 4-7 4 8-19 5 20 or more</p>	36	B36	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
027	<p><u>KIND OF BUSINESS</u></p> <p>What do you consider your kind of business to be at this location?</p> <p>(See Appendix A for explanation of the code categories.)</p> <p>00 No entry provided 01 Food 02 Eating and drinking 03 General merchandise 04 Apparel 05 Furniture and appliance 06 Lumber, hardware, mobile home dealers 07 Automotive 08 Drug and proprietary 09 Liquor 10 Gasoline service stations 11 Other retail 12 Wholesale: durable goods 13 Wholesale: non-durable goods 14 Manufacturing: durable goods * 15 Manufacturing: non-durable goods * 16 Apartments 17 Other Real Estate 18 Service 19 Banks 20 Transportation 21 Agricultural services 22 Auxiliary services 23 Communications 24 Construction 25 Electric, gas & sanitary services 26 Finance and credit</p>	37-38	B37	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
027 (cont)	27 Insurance 28 Non-profit organizations & churches** 29 Other * Note: In 1973 files code 15 is not used. All manufacturing establishments are coded 14; no distinction is made between durable and non-durable goods. ** Code 28 designating a separate category for non-profit organizations and churches is used only in 1973 files. For 1974 through 1977 such organizations are coded 18, Service.			
028	<u>DEPARTMENTS OR CONCESSIONS OPERATED</u> Did anyone else operate any departments or concessions or some other business activity in this establishment during the 6-month period ending _____? 0 No entry provided 1 Yes 2 No	39	B39	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
029	<u>RECEIPT SIZE</u> 0 No entry provided 1 None 2 Under \$10,000 3 \$10,000 - \$24,999 4 \$25,000 - \$49,999 5 \$50,000 - \$99,999 6 \$100,000 - \$499,999 7 \$500,000 - \$999,999 8 \$1,000,000 and over 9 Other	40	B40	
	<u>PADDING</u>	41		
030	<u>OCCURRENCE OF BREAK-INS</u> During this period did anyone break into or somehow illegally get into this place of business? 0 No entry provided 1 Yes 2 No	42	B42	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
031	<p><u>NUMBER OF BREAK-INS</u></p> <p>How many times?</p> <p>00 Out of universe; or no entry provided 01-99 Actual number coded</p> <p>UNIVERSE: 030=1</p>	43-44	B43	
032	<p><u>OCCURRENCE OF ATTEMPTED BREAK-INS</u></p> <p>(Other than the incident(s) just mentioned), during this period did anyone find a door jimmied, a lock forced, or any other signs of an attempted break-in?</p> <p>0 No entry provided 1 Yes 2 No</p>	45	B45	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
033	<p><u>NUMBER OF ATTEMPTED BREAK-INS</u></p> <p>How many times?</p> <p>00 Out of universe; or no entry provided 01-99 Actual number coded</p> <p>UNIVERSE: 032=1</p>	46-47	B46	
034	<p><u>OCCURRENCE OF ROBBERY</u></p> <p>During this period were you, the owner, or any employee held up by anyone using a weapon, force, or threat of force on these premises?</p> <p>0 No entry provided 1 Yes 2 No</p>	48	B48	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
035	<p><u>NUMBER OF ROBBERIES</u></p> <p>How many times?</p> <p>00 Out of universe; or no entry provided 01-99 Actual number coded</p> <p>UNIVERSE: 034=1</p>	49-50	B49	
036	<p><u>OCCURRENCE OF ATTEMPTED ROBBERY ON PREMISES</u></p> <p>(Other than the incident(s) just mentioned), during this period did anyone ATTEMPT to hold-up you, the owner, or any employee by using force or threatening to harm you while on the premises?</p> <p>0 No entry provided 1 Yes 2 No</p>	51	B51	

CONTINUED

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LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
037	<p><u>NUMBER OF ATTEMPTED ROBBERIES ON PREMISES</u></p> <p>How many times?</p> <p>00 Out of universe; or no entry provided 01-99 Actual number coded</p> <p>UNIVERSE: 036=1</p>	52-53	B52	
038	<p><u>OCCURRENCE OF ROBBERY OFF PREMISES</u></p> <p>(Other than the incident(s) just mentioned), during this period were you, the owner, or any employee held-up while delivering merchandise or carrying business money outside the business?</p> <p>0 No entry provided 1 Yes 2 No</p>	54	B54	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
039	<p><u>NUMBER OF ROBBERIES OFF PREMISES</u></p> <p>How many times?</p> <p>00 Out of universe; or no entry provided 01-99 Actual number coded</p> <p>UNIVERSE: 038=1</p>	55-56	B55	
040	<p><u>OCCURRENCE OF ATTEMPTED ROBBERIES OFF PREMISES</u></p> <p>(Other than the incident(s) just mentioned,) did anyone ATTEMPT to hold-up you, the owner, or any employee while delivering merchandise or carrying business money outside the business?</p> <p>0 No entry provided 1 Yes 2 No</p>	57	B57	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
041	<p><u>NUMBER OF ATTEMPTED ROBBERIES OFF PREMISES</u></p> <p>How many times?</p> <p>00 Out of universe; or no entry provided 01-99 Actual number coded</p> <p>UNIVERSE: 040=1</p>	58-59	B58	
042	<p><u>IS BUSINESS INSURED AGAINST BURGLARY AND/OR ROBBERY</u></p> <p>Do you have insurance against burglary and/or robbery by means other than self-insurance?</p> <p>0 No entry provided 1 Yes 2 No 3 Don't know*</p> <p>* Note: Code 3 (Don't know) is not used in 1973 files.</p>	60	B60	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
043	<p><u>AMOUNT OF PREMIUM FOR CURRENT INSURANCE</u></p> <p>** For 1973 Files **</p> <p>What is the cost of the annual premium?</p> <p>00000 Out of universe; or no entry provided 00001-99999 Actual amount in dollars</p> <p>UNIVERSE: 042=1</p> <p><u>PADDING</u></p> <p>** For 1974 through 1977 Files **</p>	61-65	B61	
		61-65		

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
044	<p><u>DOES INSURANCE COVER OTHER CRIME LOSSES</u></p> <p>Does the insurance also cover other types of crime losses, such as vandalism or shoplifting and employee theft?</p> <p>0 Out of universe; or no entry provided 1 Yes 2 No 3 Don't know *</p> <p>UNIVERSE: 042=1</p> <p>* Note: Code 3 (Don't know) is not used in 1973 and 1974 files. It is a legitimate code only in 1975 and later files.</p>	66	B66	
045	<p><u>DID BUSINESS EVER HAVE ROBBERY/BURGLARY INSURANCE</u></p> <p>Has this establishment ever been insured against burglary and/or robbery by means other than self-insurance?</p> <p>0 Out of universe; or no entry provided 1 Yes 2 No 3 Don't know</p> <p>UNIVERSE: 042= 2 or 3</p>	67	B67	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
046	<p><u>AMOUNT OF PREMIUM FOR PAST INSURANCE</u></p> <p>** For 1973 Files **</p> <p>What was the cost of the annual premium?</p> <p>00000 Out of universe; or no entry provided 00001-99999 Actual amount in dollars</p> <p>UNIVERSE: 042= 2 or 3, and 045=1</p> <p><u>PADDING</u></p> <p>** For 1974 through 1977 Files **</p>	68-72	B68	
		68-72		

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
047	<p><u>DID PAST INSURANCE COVER OTHER CRIME LOSSES</u></p> <p>Did the insurance also cover other types of crime losses, such as vandalism or shoplifting and employee theft?</p> <p>0 Out of universe; or no entry provided 1 Yes 2 No</p> <p>UNIVERSE: 042 = 2 or 3, and 045 = 1</p>	73	B73	
048	<p><u>DID BUSINESS DROP INSURANCE OR WAS IT CANCELLED</u></p> <p>Did you drop the insurance or did the company cancel your policy?</p> <p>0 Out of universe; or no entry provided 1 Businessman dropped it 2 Insurance company cancelled policy</p> <p>UNIVERSE: 042 = 2 or 3, and 045 = 1</p>	74	B74	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
049	<p><u>WHY BUSINESS HAS NEVER HAD INSURANCE</u></p> <p>Why hasn't this establishment ever been insured against burglary and/or robbery?</p> <p>0 Out of universe; or no entry provided 1 Couldn't afford it 2 Couldn't get anyone to insure you 3 Didn't need it 4 Self-insured * 5 Premium too expensive * 6 Other</p> <p>UNIVERSE: 042 = 2 or 3, and 045 = 1</p> <p>*These codes are used only in 1974 and later. They are not legitimate codes in 1973 files.</p>	75	B75	
050-076	<p><u>SECURITY MEASURES PRESENT (DETAILED)</u></p> <p>What security measures, if any, are present at this location now, to protect it against burglary and/or robbery, and when were they installed?</p> <p>(This is a multiple response question. Each response category is coded as a separate variable. Following each type of security measure is a variable designating when the establishment installed</p>	76-115	B76-B114	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
050-076 (cont)	that security measure if it is present. Some security measures were not coded for every year of the survey. When a particular measure was not considered in a given year, zero is coded for that category. The specific year (s) is (are) noted and documented as "padding."			
050	<u>ANY SECURITY MEASURES PRESENT?</u> 1 Yes 2 No	76	B76	
051	<u>ALARM-OUTSIDE RINGING PRESENT?</u> 0 No security measures; or no entries provided 1 Yes 2 No	77	B77	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
052	<u>WHEN INSTALLED ALARM - OUTSIDE RINGING</u>	78-79	B78	
	00 No alarm present; no security measures; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1-2 years ago 14 2-5 years ago 15 More than 5 years ago <u>PADDING</u> ** For 1973 and 1974 Files **	80-82		

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
053	<u>BURGLAR ALARM - INSIDE RINGING PRESENT?</u> ** For 1975 through 1977 Files ** 0 No security measures present; or no entries provided 1 Yes 2 No	80	B80	
054	<u>WHEN INSTALLED INSIDE ALARM</u> ** For 1975 through 1977 Files ** 00 No inside alarm; no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2 - 5 years ago 15 More than 5 years ago	81-82	B81	

LEAA COMMERCIAL CRIME SURVEY
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Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
055	<u>CENTRAL ALARM PRESENT?</u> 0 No security measures present; or no entries provided 1 Yes 2 No	83	B83	
056	<u>WHEN INSTALLED CENTRAL ALARM</u> 00 No central alarm; no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2 -5 years ago 15 More than 5 years ago	84-85	B84	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
057	<u>REINFORCING DEVICES (WINDOW BARS, GRATES) PRESENT?</u> 0 No security measures present; or no entries provided 1 Yes 2 No	86	B86	
058	<u>WHEN INSTALLED REINFORCING DEVICES</u> 00 No reinforcing devices; no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2 - 5 years ago 15 More than 5 years ago	87-88	B87	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
059	<u>GUARD, WATCHMAN PRESENT?</u> 0 No security measures present; or no entries provided 1 Yes 2 No	89	B89	
060	<u>WHEN ORIGINALLY USED GUARD</u> 00 No guard or watchman; no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2 - 5 years ago 15 More than 5 years ago	90-91	B90	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
061	<u>WATCHDOG PRESENT?</u> 0 No security measures present; or no entries provided 1 Yes 2 No	92	B92	
062	<u>WHEN ORIGINALLY USED WATCHDOG</u> 00 No watchdog; or no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2 - 5 years ago 15 More than 5 years ago	93-94	B93	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
063	<u>FIREARMS PRESENT?</u> 0 No security measures present; or no entries provided 1 Yes 2 No	95	B95	
064	<u>WHEN ORIGINALLY OBTAINED FIREARMS</u> 00 No firearms; no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2- 5 years ago 15 5 or more years ago	96-97	B96	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
065	<u>CAMERAS PRESENT</u> 0 No security measures present; or no entries provided 1 Yes 2 No	98	B98	
066	<u>WHEN INSTALLED CAMERAS</u> 00 No cameras; no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2- 5 years ago 15 5 or more years ago	99-100	B99	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
067	<u>MIRRORS PRESENT?</u> 0 No security measures present; or no entries provided 1 Yes 2 No	101	B101	
068	<u>WHEN INSTALLED MIRRORS</u> 00 No mirrors; or no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2 - 5 years ago 15 More than 5 years ago	102-103	B102	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
	<u>PADDING</u> ** For 1973 Files **	104-106		
069	<u>ADDITIONAL OR SPECIAL LOCKS PRESENT?</u> ** For 1974 through 1977 Files ** 0 No security measures present; or no entries provided 1 Yes 2 No	104	B104	
070	<u>WHEN INSTALLED ADDITIONAL OR SPECIAL LOCKS?</u> ** For 1974 through 1977 Files ** 00 No locks; no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August	105-106	B105	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
070 (cont)	09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2 - 5 years ago 15 More than 5 years ago <u>PADDING</u> ** For 1973 Files **	107-109		
071	<u>COMPLY WITH NATIONAL BANKING ACT (BANKS ONLY)</u> ** For 1974 through 1977 Files ** 0 Not a bank; no security measures present; or no entries provided 1 Yes 2 No	107	B107	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
072	<u>WHEN ORIGINALLY COMPLIED WITH NATIONAL BANKING ACT?</u> ** For 1974 through 1977 Files ** 00 Not a bank; does not comply with banking act; no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2 - 5 years ago 15 More than 5 years ago	108-109	B108	
	<u>PADDING</u> ** For 1973 and 1974 Files **	110-112		

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
073	<u>OUTSIDE/ADDITIONAL LIGHTS PRESENT?</u> ** For 1975 through 1977 Files ** 0 No security measures present; or no entries provided 1 Yes 2 No	110	B110	
074	<u>WHEN INSTALLED ADDITIONAL LIGHTS</u> ** For 1975 through 1977 Files ** 00 No additional lights; no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2 - 5 years ago 15 More than 5 years ago	111-112	B111	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
075	<u>OTHER SECURITY MEASURES PRESENT?</u> 0 No security measures present; or no entries provided 1 Yes 2 No	113	B113	
076	<u>WHEN INSTALLED "OTHER" MEASURES</u> 00 No "other" measures; no security measures present; or no entries provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December 13 1 - 2 years ago 14 2 - 5 years ago 15 More than 5 years ago	114-115	B114	

LEAA COMMERCIAL CRIME SURVEY
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Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
	<u>PADDING</u>	116-121		
077	<u>RANDOM GROUP NUMBER</u> (Random Group Numbers were assigned by the Census Bureau for computing coefficients of variations.) 00-10 Random Group Number Code 11 No entry provided	122-123	B122	
078	<u>GEOGRAPHIC DIVISION CODE</u> (This code indicates the division of the country where the business is located.) 00 No entry provided 01 New England: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont 02 Middle Atlantic: New Jersey, New York and Pennsylvania 03 East North Central: Illinois, Indiana, Michigan, Ohio and Wisconsin	124-125	B124	

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
078 (cont)	<p>DIVISION CODE (Cont'd)</p> <p>04 West North Central: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota</p> <p>05 South Atlantic: Delaware, District of Columbia, Florida, Georgia, Maryland, North Carolina South Carolina, Virginia, and West Virginia</p> <p>06 East South Central: Alabama, Kentucky, Mississippi, and Tennessee</p> <p>07 West South Central: Arkansas, Louisiana, Oklahoma, and Texas</p> <p>08 Mountain: Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming</p> <p>09 Pacific: California, Oregon, and Washington</p> <p>10 Alaska and Hawaii</p>			

LEAA COMMERCIAL CRIME SURVEY
National Tape File Documentation

Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
079	<p><u>SIZE OF SMSA CENTRAL CITY - BUSINESS OUTSIDE CENTRAL CITY</u></p> <p>0 Out of universe 1 50,000 - 249,999 2 250,000 - 499,999 3 500,000 - 999,999 4 1,000,000 or more 5 No entry provided</p> <p>UNIVERSE: Businesses located in an SMSA, but not inside central city of the SMSA</p>	126	B126	
080	<p><u>SIZE OF SMSA CENTRAL CITY - BUSINESS INSIDE CENTRAL CITY</u></p> <p>0 Out of universe 1 50,000 - 249,999 2 250,000 - 499,999 3 500,000 - 999,999 4 1,000,000 or more 5 No entry provided</p> <p>UNIVERSE: Businesses located in an SMSA Central City</p>	127	B127	

LEAA COMMERCIAL CRIME SURVEY
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Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
	<u>PADDING</u>	128-129		
081-092	<u>ESTABLISHMENT WEIGHTS</u> Each business record contains 12 establishment weight fields - one for each month located in the positions documented below. These weights are applied to estimate the number of establishments and to estimate establishment characteristics. They must be cumulated and divided appropriately to obtain accurate estimates. Users should read thoroughly the introductory section of this manual which discusses the procedures for applying weights before attempting analyses. (see pages 18-26) 000000 is coded for those months that are not in the 6-months reference period for a given interview month. The weight field for a given month within the 6-month reference period will also contain 000000 if the establishment was not in operation during that month. (Information on months of operation is contained in Ref. Nos. 008-021.) All weights are 6-digits with 2 implied decimal places.	130-201	B130-B196	
081	<u>JANUARY ESTABLISHMENT WEIGHT</u> See explanatory note above.	130-135	B130	

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Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
082	<u>FEBRUARY ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description.	136-141	B136	
083	<u>MARCH ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description.	142-147	B142	
084	<u>APRIL ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description	148-153	B148	
085	<u>MAY ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description	154-159	B154	

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Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
086	<u>JUNE ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description	160-165	B160	
087	<u>JULY ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description	166-171	B166	
088	<u>AUGUST ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description	172-177	B172	
089	<u>SEPTEMBER ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description	178-183	B178	

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Reference Number	Business Record Items	Record Location	DBD Item Name	Glossary Number
090	<u>OCTOBER ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description	184-189	B184	
091	<u>NOVEMBER ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description	190-195	B190	
092	<u>DECEMBER ESTABLISHMENT WEIGHT</u> See note preceeding Ref. No. 081 for description	196-201	B196	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
093	<u>RECORD TYPE CODE</u> 2 Incident record	1	I1	
094	<u>PRIMARY SAMPLING UNIT (PSU) NUMBER</u> PSU numbers have been scrambled in the national sample for reasons of confidentiality.	2-4	I2	
095	<u>CASE IDENTIFICATION</u> 5-digit number assigned sequentially to allow unique identification of each case.	5-9	I5	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
096	<u>YEAR OF INTERVIEW</u> 73 1973 74 1974 75 1975 76 1976 77 1977	10-11	I10	
097	<u>MONTH OF INTERVIEW</u> 00 No entry provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December	12-13	I12	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
098	<u>PANEL NUMBER</u> 00 No entry provided 11-16 Panel number	14-15	I14	
099	<u>INCIDENT NUMBER</u> 01-99 00 No entry provided	16-17	I16	
100	<u>MONTH OF OCCURRENCE</u> 00 No entry provided 01 January 02 February 03 March 04 April 05 May 06 June 07 July 08 August 09 September 10 October 11 November 12 December	18-19	I18	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
101	<p><u>TIME OF OCCURRENCE</u></p> <p>About what time of day did it happen?</p> <p>0 No entry provided 1 During the day (6 a.m. - 6 p.m.) 2 6 p.m. - midnight 3 Midnight - 6 a.m. 4 Don't know what time of night 5 Don't know</p>	20	I20	
102	<p><u>PLACE OF OCCURRENCE</u></p> <p>Where did this incident take place?</p> <p>0 No entry provided 1 At this place of business 2 On delivery 3 Enroute to bank 4 Other</p>	21	I21	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
103	<p><u>ANYONE PRESENT DURING INCIDENT</u></p> <p>Were you (the owner) or an employee present while this incident was occurring?</p> <p>0 No entry provided 1 Yes 2 No 3 Don't know</p>	22	I22	
104	<p><u>DID OFFENDER(S) HAVE WEAPON</u></p> <p>Did the person holding you up have a weapon or something that was used as a weapon, such as a bottle or wrench?</p> <p>0 Out of universe; or no entry provided 1 Yes 2 No 3 Don't know</p> <p>UNIVERSE: 103 = 1 or 3</p>	23	I23	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
105-107	<p><u>TYPE OF WEAPON (DETAILED)</u></p> <p>(Starting in 1975 this is a multiple response question. For consistency across all years, each category has been coded as a separate variable.)</p> <p>UNIVERSE: 103 = 1 or 3, and 104 = 1</p>	24-26	I24-I26	
105	<p><u>WAS A GUN PRESENT</u></p> <p>0 Out of universe; or no entry provided 1 Yes 2 No</p>	24		
106	<p><u>WAS A KNIFE PRESENT</u></p> <p>0 Out of universe; no entry provided 1 Yes 2 No</p>	25	I25	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
107	<p><u>WAS ANOTHER WEAPON PRESENT</u></p> <p>0 Out of universe; or no entry provided 1 Yes 2 No</p>	26	I26	
	<p><u>PADDING</u></p>	27-28		
108	<p><u>NUMBER OF PERSONS COMMITTING CRIME</u></p> <p>How many persons were involved in committing the crime?</p> <p>0 Out of universe; or no entry provided 1 One 2 Two 3 Three 4 Four or more 5 Don't know</p> <p>UNIVERSE: 103 = 1 or 3</p>	29	I29	

LEAA COMMERCIAL CRIME SURVEY
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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
109	<p><u>AGE - SINGLE OFFENDER</u></p> <p>How old would you say the person was?</p> <p>0 Out of universe; or no entry provided 1 Under 12 years 2 12-14 3 15-17 4 18-20 5 21 or over 6 Don't know</p> <p>UNIVERSE: 103 = 1 or 3, and 108 = 1</p>	30	I30	
110	<p><u>SEX - SINGLE OFFENDER</u></p> <p>Was the person male or female?</p> <p>0 Out of universe; or no entry provided 1 Male 2 Female 3 Don't know</p> <p>UNIVERSE: 103 = 1 or 3, and 108 = 1</p>	31	I31	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
111	<p><u>RACE - SINGLE OFFENDER</u></p> <p>Was he (she) _____?</p> <p>0 Out of universe; or no entry provided 1 White 2 Black 3 Other 4 Don't know</p> <p>UNIVERSE: 103 = 1 or 3, and 108 = 1</p>	32	I32	
112	<p><u>AGE - YOUNGEST MULTIPLE OFFENDER</u></p> <p>How old would you say the youngest person was?</p> <p>0 Out of universe; or no entry provided 1 Under 12 2 12-14 3 15-17 4 18-20 5 21 or over 6 Don't know</p> <p>UNIVERSE: 103 = 1 or 3, and 108 = 2, 3, or 4</p>	33	I33	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
113	<p><u>AGE - OLDEST MULTIPLE OFFENDER</u></p> <p>How old would you say the oldest person was?</p> <p>0 Out of universe; or no entry provided 1 Under 12 2 12-14 3 15-17 4 18-20 5 21 or over 6 Don't know</p> <p>UNIVERSE: 103 = 1 or 3; and 108 = 2, 3, or 4; and 112 ≠ 5</p>	34	I34	
114	<p><u>SEX - MULTIPLE OFFENDERS</u></p> <p>Were they male or female?</p> <p>0 Out of universe; or no entry provided 1 All male 2 All female 3 Male & female 4 Don't know</p> <p>UNIVERSE: 103 = 1 or 3, and 108 = 2, 3, or 4</p>	35	I35	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
115	<p><u>RACE - MULTIPLE OFFENDERS</u></p> <p>Were they _____?</p> <p>0 Out of universe; or no entry provided 1 Only white 2 Only black 3 Only other 4 Some combination 5 Don't know</p> <p>UNIVERSE: 103 = 1 or 3, and 108 = 2, 3, or 4</p>	36	I36	
116	<p><u>ANYONE INJURED ENOUGH TO REQUIRE MEDICAL ATTENTION</u></p> <p>Were you (the owner) or any of the employees injured in this incident, seriously enough to require medical attention?</p> <p>0 Out of universe, or no entry provided 1 Yes 2 No</p> <p>UNIVERSE: 103 = 1 or 3</p>	37	I37	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
117	<p><u>NUMBER OF PERSONS REQUIRING MEDICAL ATTENTION</u></p> <p>How many?</p> <p>00 Out of universe; or no entry provided 01-99 Actual number coded</p> <p>UNIVERSE: 103 = 1 or 3, and 116 = 1</p>	38-39	I38	
118	<p><u>NUMBER OF PERSONS STAYING IN HOSPITAL OVERNIGHT OR LONGER</u></p> <p>How many of them stayed in a hospital overnight or longer?</p> <p>00 Out of universe; or no entry provided; or none of the injured required overnight hospitalization 01-99 Actual number coded</p> <p>UNIVERSE: 103 = 1 or 3, and 116 = 1</p>	40-41	I40	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
119	<p><u>DID BUSINESS PAY FOR ANY MEDICAL EXPENSES</u></p> <p>Of those receiving treatment in or out of a hospital did this business pay for any of the medical expenses not covered by a regular health benefits program?</p> <p>0 Out of universe; or no entry provided 1 Yes 2 No 3 Don't know</p> <p>UNIVERSE: 103 = 1 or 3, and 116 = 1</p>	42	I42	
120	<p><u>AMOUNT PAID BY BUSINESS FOR MEDICAL EXPENSES</u></p> <p>How much was paid?</p> <p>000000 Out of universe 000001-999999 Actual amount coded in dollars</p> <p>UNIVERSE: 103 = 1 or 3, and 116 = 1; and 119 = 1</p>	43-48	I48	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
121	<u>PADDING</u> ** For 1973 Files **	49		
	<u>OCCURRENCE OF DEATHS DUE TO INCIDENT</u> ** For 1974 through 1977 Files ** Did any deaths occur as a result of this incident? 0 Out of universe; or no entry provided 1 Yes 2 No UNIVERSE: 103 = 1 or 3	49	I49	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
	<u>PADDING</u> ** For 1973 Files **	50-70		
122-135	<u>KIND OF PERSON KILLED DUE TO INCIDENT AND NUMBER OF SUCH PERSONS (DETAILED)</u> ** For 1974 through 1977 Files ** Who was killed? How many? (This is a multiple response question. Each response category is coded as a separate variable.) UNIVERSE for Ref. Nos. 122 - 135): 103 = 1 or 3, and 121 = 1	50-70	I50-I69	
122	<u>WAS AN OWNER(S) KILLED?</u> ** For 1974 and 1975 Files ** 0 Out of universe; or no entries provided 1 Yes 2 No	50	I50	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
123	<p><u>HOW MANY KILLED - OWNER(S)</u></p> <p>** For 1974 through 1977 Files **</p> <p>00 Out of universe; no entries provided; or no owners killed 00-99 Actual number coded</p>	51-52	I51	
124	<p><u>WERE ANY EMPLOYEES KILLED?</u></p> <p>** For 1974 through 1977 Files **</p> <p>0 Out of universe; or no entries provided 1 Yes 2 No</p>	53	I53	
125	<p><u>HOW MANY KILLED - EMPLOYEES</u></p> <p>** For 1974 through 1977 Files **</p> <p>00 Out of universe; or no entries provided; or no employees killed 01-99 Actual number coded</p>	54 - 55	I54	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
126	<p><u>WERE ANY CUSTOMERS KILLED?</u></p> <p>** For 1974 through 1977 Files **</p> <p>0 Out of universe; or no entries provided</p> <p>1 Yes</p> <p>2 No</p>	56	I56	
127	<p><u>HOW MANY KILLED - CUSTOMERS</u></p> <p>** For 1974 through 1977 Files **</p> <p>00 Out of universe; or no entries provided; or no customers killed</p> <p>01-99 Actual number coded</p>	57-58	I57	
128	<p><u>WERE ANY BYSTANDERS KILLED?</u></p> <p>** For 1974 through 1977 Files **</p> <p>0 Out of universe or no entries provided</p> <p>1 Yes</p> <p>2 No</p>	59	I59	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
129	<p><u>HOW MANY KILLED - BYSTANDERS</u></p> <p>** For 1974 through 1977 Files **</p> <p>00 Out of universe; or no entries provided; or no bystanders killed</p> <p>01-99 Actual number coded</p>	60-61	I60	
130	<p><u>WERE ANY OFFENDERS KILLED?</u></p> <p>** For 1974 through 1977 Files **</p> <p>0 Out of universe; or no entries provided</p> <p>1 Yes</p> <p>2 No</p>	62	I62	
131	<p><u>HOW MANY KILLED - OFFENDERS</u></p> <p>** For 1974 through 1977 Files **</p> <p>00 Out of universe; or no entries provided; or no offenders killed</p> <p>01-99 Actual number coded</p>	63-64	I63	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
132	<p><u>WERE ANY POLICE KILLED?</u></p> <p>** For 1974 through 1977 Files **</p> <p>0 Out of universe; or no entries provided</p> <p>1 Yes</p> <p>2 No</p>	65	I65	
133	<p><u>HOW MANY KILLED - POLICE</u></p> <p>** For 1974 through 1977 Files **</p> <p>00 Out of universe; or no entries provided; or no police killed</p> <p>01-99 Actual number coded</p>	66-67	I66	
134	<p><u>WERE ANY OTHERS KILLED?</u></p> <p>** For 1974 through 1977 Files **</p> <p>0 Out of universe; or no entries provided</p> <p>1 Yes</p> <p>2 No</p>	68	I68	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
135	<p><u>HOW MANY OTHERS KILLED?</u></p> <p>** For 1974 through 1977 Files **</p> <p>00 Out of universe; or no entries provided; or no others killed</p> <p>01-99 Actual number coded</p> <p><u>PADDING</u></p>	69-70	I69	
136	<p><u>DID OFFENDER(S) ATTEMPT TO ENTER ILLEGALLY</u></p> <p>Did the offender enter, attempt to enter, or remain in this establishment illegally?</p> <p>0 Out of universe; or no entry provided</p> <p>1 Yes</p> <p>2 No</p> <p>UNIVERSE: 103 = 2</p>	74	I74	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
137	<p><u>DID OFFENDER(S) GET IN OR JUST TRY TO GET IN</u></p> <p>Did the offender(s) actually get in or just try to get in?</p> <p>0 Out of universe; or no entry provided 1 Actually got in 2 Just tried to get in</p> <p>UNIVERSE: 103 = 2 and 136 = 1</p>	75	I75	
138	<p><u>WAS THERE EVIDENCE OF FORCE</u></p> <p>Was there a broken window, broken lock, alarm, or any other evidence that the offender(s) forced (tried to force) his (their) way in?</p> <p>0 Out of universe; or no entry provided 1 Yes 2 No</p>	76	I76	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
139 - 142	<p><u>EVIDENCE OF FORCE (DETAILED)</u></p> <p>What was the evidence?</p> <p>(This is a multiple response question. Each response category is coded as a separate variable.)</p> <p>UNIVERSE(for Ref. Nos. 139-142): 103 = 2; and 136 = 1; and 138 = 1</p>	77-80	I77- I80	
139	<p><u>BROKEN LOCK</u></p> <p>0 Out of universe; or no entries provided 1 Yes 2 No</p>	77	I77	
140	<p><u>FORCED DOOR</u></p> <p>0 Out of universe; or no entries provided 1 Yes 2 No</p>	78	I78	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
141	<u>ALARM</u> 0 Out of universe; or no entries provided 1 Yes 2 No	79	I79	
142	<u>OTHER EVIDENCE</u> 0 Out of universe; or no entries provided 1 Yes 2 No <u>PADDING</u>	80 81-82	I80	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
143	<p><u>HOW DID OFFENDER(S) GET IN</u></p> <p>How did the offender(s) get in (try to get in?)</p> <p>0 Out of universe; or no entries provided 1 Through unlocked door or window 2 Had a key 3 Other - Specify 4 Don't know</p> <p>UNIVERSE: 103 = 2; and 136 = 1; and 138 = 2</p>	83	I83	
144	<p><u>WAS ANYTHING DAMAGED IN THE INCIDENT</u></p> <p>Was anything damaged but not taken in this incident? For example, a lock or window broken, damaged merchandise, etc.?</p> <p>0 No entry provided 1 Yes 2 No</p>	84	I84	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
145	<p><u>WERE DAMAGED ITEMS REPAIRED OR REPLACED</u></p> <p>Was (were) the damaged item(s) repaired or replaced?</p> <p>0 Out of universe; or no entry provided 1 Yes 2 No</p> <p>UNIVERSE: 144 = 1</p>	85	I85	
146	<p><u>ESTIMATED COST TO REPAIR OR REPLACE DAMAGED ITEMS</u></p> <p>How much would it cost to repair or replace the damages?</p> <p>000000 Out of universe; no entry provided 000001-999996 Estimated cost in dollars 999997 Estimate of \$999997-\$999999 999998 Don't know</p> <p>UNIVERSE: 144 = 1 and 145 = 2</p>	86-91	I86	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
147	<p><u>ACTUAL COST TO REPAIR OR REPLACE DAMAGED ITEMS</u></p> <p>How much did it cost to repair or replace the damages?</p> <p>000000 Out of universe; or no entry provided 000001-999996 Actual cost in dollars 999997 \$999997-\$999999 999998 Don't know 999999 No cost</p> <p>UNIVERSE: 144 = 1 and 145 = 1</p>	92-97	I92	
148-152	<p><u>REPAIR COSTS - WHO WILL COVER (DETAILED)</u></p> <p>Who paid or will pay for the repairs or replacement?</p> <p>(This is a multiple response question. Each response category has been coded as a separate variable.)</p> <p>UNIVERSE (for Ref. Nos. 148-152): 144 = 1 and 147 ≠ 999999</p>	98-102	I98-I102	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
148	<u>THIS BUSINESS</u> 0 Out of universe; or no entries provided 1 Yes 2 No	98	I98	
149	<u>INSURANCE</u> 0 Out of universe; or no entries provided 1 Yes 2 No <u>PADDING</u> ** For 1973 Files **	99	I99	
150	<u>BUILDING OWNER</u> ** For 1974 through 1977 Files ** 0 Out of universe; or no entries provided 1 Yes 2 No	100	I100	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
151	<u>OTHER</u> 0 Out of universe; or no entries provided 1 Yes 2 No	101	I101	
152	<u>DON'T KNOW</u> 0 Out of universe; or no entries provided 1 Yes 2 No	102	I102	
153-A	<u>THEFT OF MONEY</u> ** For 1973 and 1974 Files ** Did the offender(s) take any money?. (Exclude money belonging to customers or store personnel) 0 No entry provided 1 Yes 2 No	103	I103-A	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
153-B	<u>THEFT OF MONEY, EQUIPMENT OR MERCHANDISE</u> ** For 1975 through 1977 Files ** Did the offender(s) take any money, merchandise, equipment or supplies? 0 No entry provided 1 Yes 2 No	103	I103-B	
154	<u>AMOUNT OF MONEY TAKEN</u> How much money was taken? 000000 No money taken; or no entry provided 000001-999999 Actual amount coded in dollars	104-109	I104	
155	<u>WAS ANY MERCHANDISE, EQUIPMENT TAKEN</u> ** For 1973 and 1974 Files ** Did the offender take any merchandise, equipment, or supplies? (Exclude personal property belonging to customers or store personnel)	110	I110	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
155 (cont)	0 No entry provided 1 Yes 2 No <u>PADDING</u> ** For 1975 through 1977 Files **	110		
156	<u>VALUE OF PROPERTY TAKEN</u> What was the total value of merchandise, equipment, or supplies taken? ** For 1973 and 1974 Files ** 000000 Out of universe; or no entry provided 000001-999999 Actual value coded in dollars UNIVERSE: 155 = 1	111-116	1111	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
156 (cont)	<p>** For 1975 through 1977 Files **</p> <p>000000 Out of universe; or no entry provided</p> <p>000001-999996 Actual value coded in dollars</p> <p>999997 Value of \$999997-\$999999</p> <p>999998 Don't know</p> <p>999999 None</p> <p>UNIVERSE: 153-B = 1</p>			
157	<p><u>METHOD OF DETERMINING VALUE OF STOLEN PROPERTY</u></p> <p>How was the value (merchandise, equipment, or supplies) determined?</p> <p>0 No property stolen; or no entry provided</p> <p>1 Original cost</p> <p>2 Replacement cost</p> <p>3 Other</p>	117	I117	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
158	<p><u>VALUE OF STOLEN PROPERTY RECOVERED BY INSURANCE</u></p> <p>How much, if any, of the stolen money and/or property was recovered by insurance?</p> <p>000000 Out of universe; or no entry provided 000001-999996 Actual amount in dollars 999997 \$999997-\$999999 999998 Don't know 999999 None</p> <p>UNIVERSE (for 1973 and 1974): 153-A = 1 and/or 155 = 1</p> <p>UNIVERSE (for 1975-1977): 153-B = 1</p>	118-123	I118	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
159	<p><u>REASON NOTHING RECOVERED BY INSURANCE</u></p> <p>Why not?</p> <p>0 Out of universe; or no entry provided 1 Didn't report it 2 Does not have insurance 3 Not settled yet 4 Policy has a deductible * 5 Money and/or merchandise was recovered *</p> <p>UNIVERSE: Some money or property taken, and 158 = 999999.</p> <p>* Note: Codes 4 and 5 are not valid codes in 1973 files. They are used in 1974 and later files.</p>	124	I124	
160	<p><u>VALUE OF STOLEN PROPERTY RECOVERED BY OTHER MEANS THAN INSURANCE</u></p> <p>How much, if any, of the stolen money and/or property was recovered by means other than insurance?</p> <p>000000 Out of universe; or no entry provided 000001-999996 Actual value in dollars 999997 \$999997-\$999999 999998 Don't know 999999 None</p>	125-130	I125	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
160 (cont)	<p>UNIVERSE (for 1973 and 1974): 153-A = 1 and/or 155 = 1</p> <p>UNIVERSE (for 1975 - 1977): 153-B = 1</p> <p><u>PADDING</u></p> <p>** For 1973 Files **</p>	131		
161	<p><u>OTHER MEANS OF RECOVERING STOLEN PROPERTY</u></p> <p>** For 1974 through 1977 Files **</p> <p>By what means was the stolen money and/or property recovered?</p> <p>0 Out of universe; or no entry provided</p> <p>1 Police</p> <p>2 Other</p> <p>UNIVERSE: Some money or property stolen and 160 ≠ 000000,999998, or 999999</p>	131	I131	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
162	<p><u>DID OWNERS/EMPLOYEES LOSE ANY TIME FROM WORK</u></p> <p>Did you, the owner, or any employees here lose any time from work because of this incident?</p> <p>0 No entry provided 1 Yes 2 No</p>	132	I132	
163	<p><u>NUMBER OF PEOPLE WHO LOST TIME FROM WORK</u></p> <p>How many people?</p> <p>00 Out of universe, or no entry provided 01-99 Actual number coded</p> <p>UNIVERSE: 162 = 1</p>	133-134	I133	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
164	<p><u>NUMBER OF WORK DAYS LOST IF LESS THAN 10</u></p> <p>How many work days were lost altogether?</p> <p>0 Out of universe; or no entry provided 1 Less than 1 day 2 1 - 5 days 3 6 - 10 days 4 Over 10 days 5 Don't know</p> <p>UNIVERSE: 162 = 1</p>	135	I135	
165	<p><u>NUMBER OF DAYS LOST IF OVER 10</u></p> <p>How many?</p> <p>00 Out of universe; or no entry provided 11-99 Actual number coded</p> <p>UNIVERSE: 162 = 1 and 164 = 4</p>	136-137	I136	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
166	<p><u>WERE ANY SECURITY MEASURES TAKEN AFTER INCIDENT</u></p> <p>Were any security measure taken after this incident to protect the establishment from future incidents?</p> <p>0 No entry provided 1 Yes 2 No</p>	138	I138	
167-178	<p><u>SECURITY MEASURES TAKEN AS A RESULT OF INCIDENT (DETAILED)</u></p> <p>What measures were taken?</p> <p>(This is a multiple response question. Each response category is coded as a separate variable. Some security measures were not coded for every year of the survey. When a particular measure was not considered in a given year, zero is coded for that category. The specific year (s) is (are) noted and documented as "padding."</p> <p>UNIVERSE (for Ref. Nos. 167 - 178) : 166 = 1</p>	139-150	I139- I150	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
167	<p><u>ALARM (OUTSIDE RINGING) INSTALLED AFTER INCIDENT</u></p> <p>0 No security measures taken; or no entries provided 1 Yes 2 No</p>	139	I139	
	<p><u>PADDING</u></p> <p>** For 1973 and 1974 Files **</p>	140		
168	<p><u>BURGLAR ALARM (INSIDE RINGING) INSTALLED AFTER INCIDENT</u></p> <p>** For 1975 through 1977 Files **</p> <p>0 No security measures taken; or no entries provided 1 Yes 2 No</p>	140	I140	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
169	<u>CENTRAL ALARM INSTALLED AFTER INCIDENT</u> 0 No security measures taken; or no entries provided 1 Yes 2 No	141	I141	
170	<u>REINFORCING DEVICES (GRATES, BARS, ETC.) INSTALLED AFTER INCIDENT</u> 0 No security measures taken; or no entries provided 1 Yes 2 No	142	I142	
171	<u>GUARD, WATCHMAN EMPLOYED AFTER INCIDENT</u> 0 No security measures taken; or no entries provided 1 Yes 2 No	143	I143	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
172	<u>WATCHDOG OBTAINED AFTER INCIDENT</u> 0 No security measures taken; or no entries provided 1 Yes 2 No	144	I144	
173	<u>FIREARMS OBTAINED AFTER INCIDENT</u> 0 No security measures taken; or no entries provided 1 Yes 2 No	145	I145	
174	<u>CAMERAS INSTALLED AFTER INCIDENT</u> 0 No security measures taken; or no entries provided 1 Yes 2 No	146	I146	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
175.	<u>MIRRORS INSTALLED AFTER INCIDENT</u> 0 No security measures taken; or no entries provided 1 Yes 2 No	147	I147	
	<u>PADDING</u> ** For 1973 Files **	148		
176	<u>SPECIAL OR ADDITIONAL LOCKS INSTALLED AFTER INCIDENT</u> ** For 1974 through 1977 Files ** 0 No security measures taken; or no entries provided 1 Yes 2 No	148	I148	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
	<u>PADDING</u> ** For 1973 and 1974 Files **	149		
177	<u>OUTSIDE OR ADDITIONAL LIGHTS INSTALLED AFTER INCIDENT</u> ** For 1975 through 1977 Files ** 0 No security measures taken; or no entries provided 1 Yes 2 No	149	I149	
178	<u>OTHER SECURITY PRECAUTIONS TAKEN AFTER INCIDENT</u> 0 No security measures taken; or no entries provided 1 Yes 2 No	150	I150	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
179-A	<p><u>WERE POLICE INFORMED OF INCIDENT</u></p> <p>** For 1973 and 1974 Files **</p> <p>Was this incident reported to the police?</p> <p>0 No entry provided 1 Yes 2 No</p>	151	I151-A	
179-B	<p>** For 1975-1977 Files **</p> <p>Were the police informed of this incident in any way. (IF yes) Who told them?</p> <p>0 No entry provided 1 No 2 Don't know 3 Yes - owner(s) told them 4 Yes - employee told them 5 Yes - someone else told them 6 Yes - police on scene</p>	151	I151-B	

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[illegible]

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
181	<u>NOTHING COULD BE DONE - LACK OF PROOF</u> 0 Out of universe; or no entries provided 1 Yes 2 No	153	I153	
182	<u>DID NOT THINK IT IMPORTANT ENOUGH</u> 0 Out of universe; or no entries provided 1 Yes 2 No	154	I154	
183	<u>POLICE WOULDN'T WANT TO BE BOTHERED</u> 0 Out of universe; or no entries provided 1 Yes 2 No	155	I155	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
184	<p><u>DID NOT WANT TO TAKE THE TIME - TOO INCONVENIENT</u></p> <p>0 Out of universe; or no entrie provided 1 Yes 2 No</p>	156	I156	
	<p><u>PADDING</u></p> <p>** For 1973 and 1974 Files **</p>	157		
185	<p><u>PRIVATE OR PERSONAL MATTER</u></p> <p>** For 1975 through 1977 Files **</p> <p>0 Out of universe; or no entries provided 1 Yes 2 No</p>	157	I157	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
186	<u>DID NOT WANT TO GET INVOLVED</u> 0 Out of universe; or no entries provided 1 Yes 2 No	158	I158	
187	<u>AFRAID OF REPRISAL</u> 0 Out of universe; or no entries provided 1 Yes 2 No	159	I159	
188	<u>REPORTED TO SOMEONE ELSE</u> 0 Out of universe; or no entries provided 1 Yes 2 No	160	I160	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
189	<u>"OTHER" REASON FOR NOT REPORTING</u> 0 Out of universe; or no entries provided 1 Yes 2 No	161	II161	
	<u>PADDING</u>	162-164		
190	<u>INCIDENT CLASSIFICATION</u> 0 Unclassified 1 Forcible entry 2 Attempted forcible entry 3 Unlawful entry 4 Strongarm robbery 5 Attempted strongarm robbery 6 Armed robbery 7 Attempted armed robbery 9 No entry provided (See Appendix B for explanation of incident classification codes.)	165	II165	

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Reference Number	Incident Record Items	Record Location	DBD Item Name	Glossary Number
191	<p><u>INCIDENT WEIGHT</u></p> <p>6 digit weight with 2 implied decimal places. The value of the incident weight is the same as the establishment weight for the month in which the incident occurred.</p> <p>The incident weight is applied to estimate victimizations. The weight must be divided to obtain accurate estimates. Users should read thoroughly the introductory section of this manual which discusses the procedures for applying weights before attempting analyses. (see pages 18-26)</p>	166-171	I166	
	<p><u>PADDING</u></p>	172-201		

APPENDIX A: KIND OF BUSINESS DEFINITIONS AND CODES

Code

- 01 Food - Retail stores primarily engaged in selling food for home preparation and consumption.
- 02 Eating and drinking - retail establishments selling prepared foods and drinks for consumption on the premises, and also lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption.
- 03 General merchandise - retail stores which sell a number of lines of merchandise such as department stores and variety stores.
- 04 Apparel - retail stores selling new clothing and related articles for personal wear and adornment.
- 05 Furniture and appliance - retail stores selling goods used for furnishing the home, includes furniture, floor covering, drapery, household appliance, radio and television, and record stores.
- 06 Lumber, hardware, mobile home dealers - retail establishments selling lumber and other building materials, lawn and garden supplies, and mobile home dealers.
- 07 Automotive - retail establishments with major sales of new and used automobiles, boats, recreational and utility trailers, motorcycles or new automobile parts and accessories.
- 08 Drug and Proprietary - retail establishments with major sales of prescription drugs and patent medications.
- 09 Liquor - establishments engaged in the retail sale of packaged alcoholic beverages for consumption off the premises.
- 10 Gasoline service stations - retail establishments with major sales of gasoline and lubricating oils and may perform minor repair work. Automotive repair shops are classified as service.
- 11 Other retail - retail establishments not elsewhere classified.

Code

Wholesale - establishments or places of business primarily engaged in selling merchandise to retailers; to industrial, commercial, institutional, farm, or professional business users; or to other wholesalers.

12

Wholesale, durable - establishments engaged in the wholesale distribution of durable goods such as:

Electrical goods - electrical generating, distributing, and wiring equipment, and household appliances whether electrically, manually, or mechanically powered.

Furniture and home furnishings - home, office, and public building furniture and home furnishings and homewares.

Hardware and plumbing and heating equipment and supplies - hardware, plumbing, heating, air conditioning, and refrigeration equipment and supplies.

Lumber and other construction materials - rough, dressed, and finished lumber; and construction building materials.

Machinery, equipment, and supplies - commercial, construction, mining, farm and garden, industrial, professional, service, and transportation machinery, equipment and supplies.

Metals and minerals except petroleum - coal and other minerals and ores, and ferrous and nonferrous metal semi-finished products.

Motor vehicles and automotive parts and supplies - new and used automobiles, trucks, and other motor vehicles; automotive parts, supplies, tires, and tubes.

Sporting, recreational, photographic, and hobby goods, toys, and supplies - all types of sporting goods and accessories; games, toys, and hobby goods and supplies; and photographic equipment and supplies.

Miscellaneous durable goods - jewelry, precious stones and metals, watches, clocks, silverware, musical instruments, and forest products except lumber. Also included are establishments engaged in assembling, breaking up, sorting and wholesale distribution of scrap and waste materials.

Code

13

Wholesale, nondurable - establishments engaged in the wholesale distribution of nondurable goods such as:

Apparel, piece goods and notions - apparel and furnishings, footwear, notions, knit goods, woven piece goods, and yard goods of natural or man-made fibers.

Beer, wine and distilled alcoholic beverages - beer, ale, porter and other fermented malt beverages; and distilled spirits, including neutral spirits and ethyl alcohol used in blending wines and distilled liquors.

Chemicals and allied products - chemicals and allied products, such as acids, industrial and heavy chemicals, dyestuffs, industrial salts, navel stores, plastics materials, rosin and turpentine.

Drugs, drug proprietaries and druggists' sundries - drugs, drug proprietaries, druggists' sundries, and toiletries.

Farm product raw materials - buying and/or marketing cotton, grains, livestock, horses and mules, leaf tobacco, hides, skins, furs, wool, mohair, raw silk, hops, and nuts, except roasted or salted.

Groceries and related products - general line groceries, frozen foods, dairy products, poultry and poultry products, confectionery, fish and seafoods, meat and meat products, fresh fruits, and vegetables, and related products.

Paper and paper products - writing paper, stationery and office supplies, wrapping and other coarse paper; and converted paper products, such as bags, boxes, dishes, napkins, and shipping supplies.

Petroleum and petroleum products - petroleum and products including packaged and bottled petroleum products distributors, truck jobbers, and bulk liquid storage facilities.

Miscellaneous nondurable goods - books, periodicals and newspapers, art goods, flowers and florist suppliers, industrial yarn, textile bags, and bagging and burlap.

Code

Manufacturing - establishments engaged in the mechanical or chemical transformation of materials or substances into new products. These establishments are usually described as plants, factories, or mills and characteristically use power driven machines and materials handling equipment. Establishments engaged in assembling component parts of manufactured products are also considered manufacturing if the new product is neither a structure nor other fixed improvement. Also included is the blending of materials such as lubricating oils, plastics, resins, or liquors.

14

Manufacturing, durable - establishments manufacturing durable goods such as:

Electrical and electronic machinery, equipment, and supplies
Fabricated metal products
Furniture and fixtures
Jewelry, silverware, and plated ware
Lumber and wood products
Machinery
Measuring, analyzing, and controlling instruments; photographic, medical and optical goods, watches and clocks
Musical instruments
Primary metal industries - smelting and refining of ferrous and nonferrous metals and manufacturing metal products
Printing, publishing and allied industries
Rubber products
Stone, clay, glass and concrete products
Transportation equipment

15

Manufacturing, nondurable - establishments manufacturing nondurable goods such as:

Apparel and other finished products made from fabrics and similar materials
Chemical and allied products
Costume jewelry, costume novelties, buttons, and miscellaneous notions, except precious metal
Food and kindred products
Paper and allied products
Pens, pencils, and other office and artists' materials
Petroleum refining and related industries
Tobacco manufacturing
Textile mill products
Toys and amusements

Code

16

Real estate - apartments - establishments engaged in the operation of apartment buildings and residential, retirement and apartment hotels.

17

Other real estate - includes real estate operators, and owners and lessors of real property, as well as buyers, sellers, developers, agents, and brokers.

18

Service - establishments primarily engaged in providing professional services, lodging, personal or repair services, amusement or recreation facilities open to the general public, or services to other businesses. Also included here are civic, social, and fraternal organizations, churches, religious schools and other religious and charitable organizations.

19

Banks - institutions which are engaged in deposit banking or closely related functions, including fiduciary activities.

20

Transportation - establishments engaged in passenger and/or freight transportation by rail, highway, water, or air; or any establishment furnishing services related to transportation such as petroleum pipeline transportation and warehousing.

21

Agricultural services - establishments engaged in performing soil preparation services, crop services, veterinary services, other animal services, farm labor and management services, and landscape and horticultural services, for others on a fee or contract basis.

22

Auxiliary locations - establishments primarily engaged in performing supporting services for other establishments of the same company rather than for the general public or for other business firms. Included are such diverse activities as research, development, and testing laboratories; central warehouses for the company's own vehicles; trading stamp redemption stores; milk receiving stations; and sales promotion offices.

23

Communications - establishments furnishing point to point communication services, whether by wire or radio, and whether intended to be received aurally or visually, and radio and television broadcasting. Services for the exchange or recording of messages are also included.

Code

- 24 Construction - establishments engaged in heavy construction, such as construction of residential, farm, industrial, commercial, public or other buildings. Specialized contractors who handle electrical, plumbing, or painting contracts are also included.
- 25 Electric, gas and sanitary services - establishments engaged in the generation, transmission and/or distribution of electricity, gas, or steam. Water and irrigation systems, and sanitary systems engaged in the collection, and disposal of garbage, sewage, and other wastes by means of destroying or processing materials are also included.
- 26 Finance and credit - establishments engaged in extending credit in the form of loans, but not engaged in deposit banking. Also includes establishments engaged in the underwriting, purchase, sale, or brokerage of securities and other financial contracts on their own account or for the account of others.
- 27 Insurance - includes insurance carriers of all types, agents and brokers dealing in insurance and organizations rendering services to insurance carriers and to policy holders.
- 28 Churches and non-profit organizations - (Code used only in 1973) - includes civic, social, and fraternal organizations, churches, religious schools, and charitable organizations.
- 29 Other - includes four groups of businesses that are not elsewhere classified.
- Fishing, hunting, and trapping - establishments engaged in commercial fishing and the operation of fish hatcheries, fish and game preserves, in commercial hunting and trapping, and in game propagation.
- Forestry - establishments engaged in the operation of timber tracts, tree farms, forest nurseries, and related activities.
- Holding and other investment offices - includes investment trusts, investment companies, holding companies, and commodity trading companies.
- Mining - includes establishments engaged in the extraction of minerals occurring naturally, the exploration and development of mineral properties, and the quarrying, well operation, milling, and other preparation customarily done at the mine site, or as a part of mining activity.

APPENDIX B: DEFINITION OF CRIMES AND COMPOSITION OF INCIDENT CLASSIFICATION CODES

Burglary and Robbery are defined for the Commercial Victimization Survey as follows:

Burglary - any illegal entry into a building for the purpose of committing a crime. Burglary is not to be confused with larceny where the person has a right to be on the premises. Larcenies are not covered in the CVS.

Robbery - the act of taking something away from someone by force or threat of force. If an individual is not present during the incident it shall be considered a burglary.

The composition of the incident classification codes used in Ref. No. 190 is shown below. The numbers used to define the classification codes are the values required for the component variables, as documented in this User Directory by the reference numbers given.

Burglary

1	Forcible entry	Ref. No. 137 = 1 and Ref. No. 138 = 1
2	Attempted forcible entry	Ref. No. 137 = 2 and Ref. No. 138 = 1
3	Unlawful entry	Ref. No. 137 = 1 and Ref. No. 138 = 2

Robbery

4	Strong-arm	Ref. Nos. 153-A, 153-B or 155 = 1 and Ref. No. 104 = 2 or 3
5	Attempted strong-arm	Ref. Nos. 153-A, or 153-B = 2 and 155 = 2; and Ref. No. 104 = 2 or 3
6	Armed	Ref. Nos. 153-A, 153-B or 155 = 1 and Ref. No. 104 = 1
7	Attempted armed	Ref. Nos. 153-A or 153-B = 2 and 155 = 2 and Ref. No. 104 = 1

END