APPENDIX "D"

CODING OF DATA WHEN DAY OF CHANGE IS "UNKNOWN"

It should be emphasized that coding dates "unknown" is not permissible.1/ For many of the items in the "data base," there must be a corresponding month, day and year. The computer has been programmed to key virtually all of our measures of change to the dates associated with these various data elements. Any data element for which a corresponding date is required should be viewed in the following light:

(1) Code exact month, day, and year, if known.

(2) If not known, and after exhausting attempts to find out the information, make an educated guess on the basis of professional expertise.

(3) If an educated guess absolutely cannot be made, a judgment should be made as to whether this situation should be coded at all, on the basis of present information. In a very few instances, it may be better to wait and code the data at a later date.

1/ There are two exceptions to the above rule. If the settement being coded is also the first contract for the bargaining parties then the previous expiration data (cc 42-47 on CA card) may be left blank. Where a contract is open-ended codes of "888888" may be used in the current expirtion date field (cc 48-53 on CA card), but you should refer to Appendix F and consult your supervisor before coding using "888888."