

Data Download File Information

To obtain meaningful information from the data download file requires some data manipulation and analysis on the part of the user. Prior to working with the data, users are encouraged to review the file information below, as well as the supporting materials provided on the [data page](#) of the MSCCSP website, including the description of the [source and scope of the data](#) and the [data codebook](#).

FILE SPECS Due to the large size of the file, the download may take a few moments to complete. Similarly, opening the file may take several moments. Once the file has downloaded, it is accessible in the *Downloads* folder of the user's computer.

FILE NAME: MD_sentencing_guidelines_data.xlsx

FILE TYPE: Excel

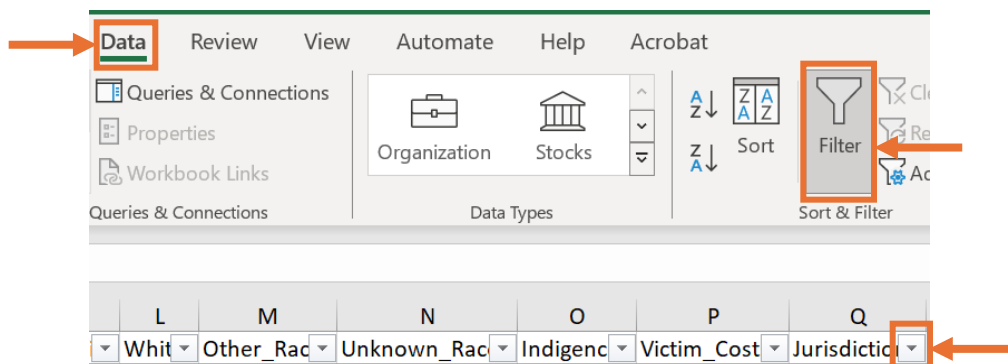
FILE SIZE: 251 MB
372,462 records (including the header row)
178 fields

DATES COVERED: January 1, 1999, through June 30, 2023

STRUCTURE The data include both single and multiple offense sentencing events, with one row for each sentenced offense. The field *GLSID* is a unique identifier which links offenses within the same sentencing event.

FIELDS The fields include *case-level* information (e.g., the sentence across all offenses in the sentencing event), as well as *offense-level* information (e.g., the sentence for the offense). All fields are described in the [data codebook](#). Variables marked with a double asterisk (**) are collected on the sentencing guidelines worksheet but are not included in the downloadable data for confidentiality reasons. Excluded are defendant name and components of the offender score that would identify aspects of a juvenile record. Note also that while the worksheet includes a designated space for the sentencing judge's name and signature, that information is not recorded in the sentencing guidelines data.

FILTERING Users who wish to examine a subsample of the data, may filter the data by key fields (e.g., jurisdiction, sentence date, offense statute). To filter by one or more fields in Excel, select the *Data* tab, and in the *Sort & Filter* group, click *Filter*. Users can then Click the drop-down arrow in the column header to access the filter choices for a given field.





To save the filtered records to a new Excel file, highlight all the visible filtered records, copy (CTRL+C) the records, open a blank Excel file, and paste the records (CTRL+V).

SEARCHING There are multiple ways to search records in Excel. Users may utilize the filter feature described above to locate record(s) of interest. Alternatively, users may select the *Home* tab, and in the *Editing* group, click the *Find & Select* option and specify the search criteria.

