**Form 8: Historical Price Data**

This document accompanies excel Form 8: Historical Price Data.xls. The spreadsheet includes a tab labeled “core info” and five tabs labeled “Commodity (#)”

We can only use historical prices for markets where current prices are being collected (either from secondary sources or directly from primary sources). Therefore, limit reporting of historical prices to only those markets that overlap with markets monitored by the country office. In practice, this means that many smaller distribution or procurement markets may not have historical data available. However, at least some currently monitored central markets will likely have available historical data.

Also, some commodities will not have historical price series.

**Core info tab:**

* This tab requests basic information about historical price series. Completing this sheet will help us understand and establish how available historical data differ from current price data monitored by country offices
* The LRP Technical Guidance on Price Collection “Sheet 2: Assessing available secondary data” describes in detail how to evaluate available secondary data. An identical approach should be used when describing historical data.
	+ For those country offices relying on some secondary data for monitoring, this core information may be identical to what was collected during the secondary data identification process.

**Commodity (#) tab:**

* Each commodity has its own sheet for historical price reporting.
* Report prices for only those markets currently being monitored. Historical data is most likely only available for central markets.
* We have created placeholder dates for 24 time periods. Please replace each of these placeholders with the actual date.
	+ Report historical data up to the first date of country office price data collection (e.g., if a country office began monitoring prices in November 2010, please report historical data through October 2010).
	+ If less than 24 periods of data are available, please report what is available.
	+ If certain markets or commodities are missing data for specific time periods, leave the price cell blank for that time period.
	+ If more data are available beyond these 24 periods, please use additional columns.

**Other reporting styles**

Lastly, these commodity-specific sheets represent one common reporting format for historical data. Other reporting styles include market-specific sheets or date-specific sheets. Country offices can report historical prices in those formats as well, as long as prices are (1) clearly labeled as retail or wholesale, (2) the units and currency are clearly indicated, (3) the market name is consistently spelled to match the market name in Form 4, and (4) type of market (e.g., central, procurement, or distribution) is labeled.