

**SIXTEENTH DECENNIAL CENSUS  
OF THE UNITED STATES**

---

**INSTRUCTIONS TO ENUMERATORS**

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**POPULATION AND AGRICULTURE**

**1940**

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**Form PA-1**

**DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS**

U. S. DEPARTMENT OF COMMERCE



HARRY L. HOPKINS, *Secretary*

BUREAU OF THE CENSUS

WILLIAM LANE AUSTIN, *Director*

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DECENNIAL CENSUS  
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UNITED STATES



U. S. DEPARTMENT OF COMMERCE

BUREAU OF THE CENSUS,

*Washington, January 2, 1940.*

The following instructions to enumerators for taking the 1940 Census of Population and Agriculture are hereby approved and employees of the Bureau of the Census are directed to follow them.

A handwritten signature in cursive script, appearing to read "M. L. Austin", written over a horizontal line.

*Director of the Census.*

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# INSTRUCTIONS TO ENUMERATORS

## Population and Agriculture

### Sixteenth Decennial Census

#### GENERAL INSTRUCTIONS

1. *Personal.*—Your duties as census enumerator are to be performed under the immediate direction of the District Supervisor, Assistant Supervisor, or Squad Leader.

2. *Responsibility of Enumerator to Squad Leader.*—When a Squad Leader is used you will be assigned by the Supervisor to work under him. The Squad Leader will be the representative of the Supervisor, and, as far as possible, your contacts with the Supervisor should be made through him. The Squad Leader will arrange to meet with you periodically during the course of the enumeration, in order to inspect your work and discuss your problems with you. You must be prompt in keeping appointments made with your Squad Leader.

3. *Enumerators Cannot Resign Without Good Cause.*—Under the law, if you accept an appointment as a census enumerator, you cannot without “justifiable cause” refuse or neglect to perform the duties of the position, and having assumed the office you cannot retire from it at your own pleasure.

4. *Rules and Instructions.*—The rules and instructions which follow must be studied carefully and strictly observed. Carry these instructions with you at all times for ready reference while doing your work. If questions or difficulties arise which are not covered by these instructions, apply to your District Supervisor, Assistant Supervisor, or Squad Leader for further instructions.

5. *Receipt of Supplies.*—The District Supervisors will supply you with the necessary schedules, blank forms, and other supplies for carrying on the work. Promptly acknowledge the receipt of all material sent to you upon the card enclosed with it.

6. *Schedules.*—The schedules to be used by the census enumerators include the following:

#### POPULATION:

Population Schedule (Form 16-252).

Infant Card (Form P-4).

**AGRICULTURE:**

Farm and Ranch Schedule.

Plantation (Multiple-Farm Unit) Schedule.

(This form to be used only in the areas shown on p. 90.)

Abandoned or Idle Farm List.

**IRRIGATION:**

Irrigation Schedule No. 1. (This form to be used only in the 20 States shown on p. 139.)

Irrigation Schedule No. 2. (To be used only in the same States, with the exception of Florida, as shown for Irrigation Schedule No. 1, and to be prepared only on specific instructions by the Supervisor.)

**DRAINAGE:**

Drainage Schedule. (To be prepared only on specific instructions by the supervisor.)

7. Certain other schedules will be used in some areas. If you are enumerating in one of these areas you will be given special instructions with regard to the additional schedules. Illustrative examples of the completed Population schedule, Infant Card, and Farm schedules are supplied to show exactly how the entries should be made. (See Forms P-2, P-5, and 16-358.)

8. *Extra Copies of Schedules.*—If additional copies of any schedule or other blank form are needed, notify your Squad Leader or District Supervisor immediately, stating the number of copies required.

9. *Use of Portfolio.*—The portfolio furnished you is to be used in your daily canvass. It will not be necessary to carry in it, on any one day, any more blank schedules than will be required in that day's work. Neither will it be necessary to carry in your portfolio any filled-out schedules that have been inspected and approved by the Squad Leader. However, if you are assigned to a Squad Leader, you should have in your portfolio at all times those schedules that you have filled out but which the Squad Leader has not examined.

10. *Care of Schedules.*—Keep blank schedules not in use and schedules already filled out and approved by the Squad Leader in a safe place where they will not be accessible to unauthorized persons. The schedules may be doubled over as they are carried in your portfolio, but they should not be sharply folded or creased, and when not in the portfolio they should be kept flat.

11. *Certificate of Appointment.*—Your Certificate of Appointment is evidence of your authority to ask the questions that

appear on the census schedules. This certificate must be exhibited whenever its use will aid you in obtaining the information you seek. It must not leave your possession until you have finished the enumeration of the district which it covers, when it is to be returned to the Supervisor with your completed schedules.

**12. Assignment of Territory.**—Ordinarily, you will be assigned one enumeration district and will receive one portfolio, which will contain all the material needed in your work. If, however, you are assigned a group of two or more districts you will receive a separate appointment and portfolio for each.

**13. Two or More Districts.**—When two or more districts are assigned to you, you should ordinarily complete all work in one district before beginning another. Make certain that the returns for each enumeration district are made separately and kept in their respective portfolios.

**14. Boundaries of Enumeration District.**—The boundaries of the district within which you are to take the census are stated on the inside of the portfolio. For most districts a map of the district is pasted on the inside of the front cover of the portfolio. Outside of your district, as thus described, you have no authority and will have no census duties to perform unless otherwise instructed.

**15. Maps.**—If you find in the course of your work that the map furnished you is incorrect in any detail, report the fact to your Supervisor or Squad Leader and indicate the necessary corrections.

**16. Complete Canvass Required.**—It is your duty PERSONALLY to visit every household and farm within your territory, to obtain the information required, and to enter this information on the census schedules.

**17. Enumerator's Rights.**—Your rights as an enumerator are clearly indicated in the Census Act (see sec. 9, first paragraph). You have the right of admission to all dwellings (including institutions) within your territory for the purpose of obtaining information required by the Bureau of the Census. You have the right to ask every question contained in the census schedules and to obtain answers for each and all of them. You are cautioned, however, not to mention or emphasize the compulsory features of the enumeration unless it is necessary.

**18. Refusals to Answer.**—In case your authority is disputed, show your Certificate of Appointment, which you must carry

with you at all times. It is of the utmost importance that your manner should, under all circumstances, be courteous and conciliatory. In no instance should you lose your temper or indulge in disputes or threats. Much can be done by tact and persuasion. On a second visit many persons will be willing to give information that they refused to give when first visited.

19. Should any person object to answering any question on the schedules, explain that the **INFORMATION IS STRICTLY CONFIDENTIAL**, that it will not be available to any persons except sworn census employees, that it is to be used only for statistical purposes, and that no use will be made of it that can in any way harm the interests of individuals. After all other means have failed, call the attention of the person to the penalty provided in section 9 of the Census Act for refusal to give the information requested. Should the person still refuse to give the information, enter in your Record Book the name and address and the words "Refused to answer," and report the facts to your Squad Leader or Supervisor.

20. *Untruthful Replies.*—You have a right not only to an answer, but to a truthful answer. Do not accept any statement that you believe to be false. Where you know that the answer is incorrect, enter upon the schedule the correct answer as nearly as you can ascertain it.

21. *Obligation to Secrecy.*—You are forbidden to communicate to any person who is not a sworn census employee any information obtained by you in the discharge of your official duties. By so doing you would render yourself liable, upon conviction, to a fine not exceeding \$1,000 or to imprisonment not exceeding 2 years, or to both fine and imprisonment (see sec. 8 of the Census Act). Be particularly careful when enumerating a household that no person is reading the entries you are making or the entries you have made for other households. *You are not permitted to show anyone, other than authorized census employees, the schedules that you have filled out, or to retain copies of the schedules or of any parts of them.*

22. If, at the close of the enumeration, you are asked what is the population of your district or of any smaller area, reply that you are forbidden by law to answer. Refer all such requests, whether from newspapers, local officials, or individuals, to your Supervisor, who will make a preliminary announcement of the population soon after the enumeration is

completed (except that for a few large cities these announcements will be made from Washington).

23. **Falsification of Returns.**—You are under oath not to omit any dwelling house, structure, farm, or resident in your district. You are also forbidden to enter upon the schedule the name of any fictitious person, or of any person not entitled to be enumerated in your district or to make any fictitious or untruthful statement concerning any person or farm enumerated.

24. **What Constitutes a Day's Work.**—Enumerators are expected to devote at least 8 hours every working day, beginning April 2, to the diligent enumeration of their districts.

25. Where you can best obtain the required information in the evening, you are at liberty to do so.

26. **Selling or Soliciting Not Permitted.**—You will not be allowed to combine with your work as enumerator any occupation, such as collecting information for directory publishers, soliciting subscriptions to newspapers or magazines, or selling or advertising any article whatever.

27. **Delegation of Authority Forbidden.**—You must not delegate your authority to any other person or employ or permit anyone to do for you any of the enumerating of your district.

28. **Not to be Accompanied or Assisted by Unauthorized Persons.**—You must not permit anyone to accompany or assist you in the performance of your duties, except duly appointed officers or employees of the Bureau of the Census to whom the oath of office has been administered. This does not prevent you, however, from receiving the unpaid assistance of individuals, when necessary, in order to obtain information concerning persons who do not speak English, or concerning absent households or members of a household as provided in paragraphs 45, 305, 372a, and 387.

29. **Enumerator's Daily Report to Supervisor (Form F-100).**—You are required to make a report to your Supervisor at the close of each day on a special form provided for that purpose. This report should be in the hands of the Supervisor on the morning following the day covered by the report. These reports will start with the first day of your appointment and continue on through the entire period of employment. If you are absent from duty for any reason on a regular work day, you will make a report to your Supervisor, nevertheless, indicating such absence. This is necessary, in order that your rec-

ord may be complete and thus eliminate any misunderstanding that may develop upon the completion of your assignment.

**30. *Items to be Covered in the Enumerator's Daily Report (Form F-100).***—The Enumerator's Daily Report form has been designed to cover all activities that may be carried on by any enumerator under this Census, some of which you may not be concerned with in the enumeration of your particular district. Your Supervisor will give you specific instructions regarding this subject prior to starting the canvass. In all cases, however, it is requested that you accurately report the number of hours worked each day even though this may be more or less than the 8 hours specified under paragraph 24 of these instructions.

**31. *Enumerator's Consolidated Production Report (Form F-101).***—This record will be kept by you until you have completed your assignment and will constitute your record of services rendered. The information entered on this record each day will be the same as shown on your Daily Report to the Supervisor (Form F-100). Before releasing this record upon the completion of your assignment, you will make a record of the totals entered thereon for use when asked to certify to your pay voucher.

**32. *Time Allowed for Enumeration.***—In any city or other incorporated place having 2,500 inhabitants or more according to the census of 1930 all enumeration must be completed within *2 weeks* from the commencement of the work, and in all other districts *within 30 days*. If you find that it is going to be difficult or impossible to complete the enumeration of the district or districts assigned to you within these limits, notify your District Supervisor or Squad Leader at once.

**33. *Diligence in Enumeration Necessary.***—Be prompt in doing your work. Do not lose time or loiter. On entering a house state your business in a few words, ask the necessary questions, make the proper entries, and then proceed to the next house.

**34. *Completion of Enumeration.***—As soon as you finish the work in your enumeration district:

a. Complete the Consolidated Production Report (including the Certificate of Completion, at the bottom of the report) and place it in the portfolio, with the Record Book (Form P-6), the Certificate of Appointment for the district, and the completed schedules.

b. Pack the portfolio and schedules, including the Individual Census Forms and the Infant Cards, and return them to the District Supervisor.

35. If possible, deliver the portfolio with the completed work and other material to the District Supervisor in person. Where this cannot be done, return the portfolio by *registered* mail. Paste one of the labels bearing the printed address of the District Supervisor upon the outside of the package.

36. **Agriculture Schedules.**—All Agriculture schedules secured by you will be mailed to your District Supervisor at the close of each day with your Daily Report (Form F-100). The number of schedules submitted should, in all cases, agree with the number which you entered on your Daily Report. If the Supervisor, upon reviewing these schedules, finds it necessary to return any to you for correction or additional information, these will be deducted from the count as reported on your daily report. In resubmitting such schedules to your Supervisor, you will again include them in your count as though they were original submissions.

37. It is very important that the completed work be returned to the District Supervisor as directed in paragraphs 34, 35, and 36. No payment for services can be made until the completed work has been returned and the District Supervisor is fully satisfied that the enumeration district has been completely and satisfactorily canvassed.

38. In order to save time and effort, the completed schedules for a very small district (one having a population of less than 500) may be held until another district is completed, and the schedules for the two districts returned to the District Supervisor at the same time.

39. **Payment for Services.**—The rates of compensation to be allowed you for your services as enumerator are stated in the letter notifying you of your appointment. A voucher corresponding to these rates, made out in duplicate on the basis of the schedules you have turned in, will be sent to you by your Supervisor for your signature. After you return the signed voucher to the Supervisor, he will add his certification to your voucher and will forward it to Washington; and the amount due will be sent you by mail in the form of a United States draft.

40. **Expenses.**—In fixing the rates of compensation it has been assumed that these rates would constitute the enumera-



tor's entire payment for services and for incidental expenses, including transportation. It will not be possible, therefore, to make any allowance to the enumerator for expenses or to reimburse him for expenditures that he may make for transportation, for telephone calls, for telegraph messages, or for incidental matters.

**41. Use of Mails.**—All mail matter of whatever class or weight relating to the census and addressed to any census official, if indorsed "Official Business, Bureau of the Census," requires no stamps, as it will be transmitted free. Registration is also free.

**42. Use of Telephone and Telegraph.**—Should any emergency arise in which you need immediate counsel or instruction, telephone or telegraph your Squad Leader or Supervisor. If you have a telephone in your residence, with unlimited service, or have access otherwise to telephone service, it will be to your advantage to make free use of it for communication with your Squad Leader or Supervisor. By all means make sure that they have your telephone number so that they may be able to communicate with you without delay. The telegraph companies will accept telegrams to your Supervisor or Squad Leader if marked "Official Business, charge Bureau of the Census, Washington, D. C., at Government rates," without requiring payment in advance. You will, of course, have to show your appointment certificate to the receiving operator as evidence of your right to this privilege. In case of emergency where there is no access to a free telephone you may telephone to the District Supervisor, provided the telephone company will collect the charges from the District Supervisor; any other telephoning must be at your own expense.

**43. Interpreters.**—Interpreters will be employed to assist enumerators only in extreme cases. If the services of an interpreter seem absolutely necessary for the proper enumeration of a considerable number of families who do not speak English or any language which you can speak, report the fact to the District Supervisor, stating the extent to which you will need the services of interpreters. In most cases you should be able to determine before the enumeration begins whether the services of an interpreter will be required and you should make the necessary arrangements with the District Supervisor in advance.

44. The District Supervisor, if he is satisfied that it is necessary, will employ an interpreter and will arrange with you as to the most convenient time for the interpreter to work in the district. It will be the duty of an interpreter to accompany the enumerator and faithfully translate his inquiries and the replies thereto but he must not in any case perform the duties of an enumerator. The interpreter will be paid directly through the District Supervisor and not by you. You will have nothing to do with the interpreter's employment except as arranged through the District Supervisor.

45. In the case of an occasional family that does not speak English or any language which you can speak, you can usually get along without the aid of a paid interpreter. If you cannot make the head of the household understand what is wanted, call upon some other member of the household; if none of the household can understand the questions, obtain, if possible, the unpaid assistance of some neighbor of the same nationality.

## PROCEDURE FOR CANVASS OF DISTRICT

### Necessity for a Thorough Canvass

46. *All Buildings to be Visited.*—Be careful to include in your canvass every occupied building or other place of residence in your district, and every building in which people might live, even though it seems to be vacant. Before leaving any building make sure that you have enumerated all persons living in that building.

47. If any dwelling house or apartment is closed on the day of your visit, do not take it for granted that the place is unoccupied. Find out whether anyone is living there. In an apartment house you should obtain from the manager or person in charge a list of the tenants, in order to make sure that you omit no one.

48. Even though a building appears to be used for business purposes only, do not take it for granted that no one lives in it. Make inquiries. Keep in mind also the fact that many clubhouses have at least a few resident members.

49. *Individuals Living Alone.*—Be careful not to overlook a person living entirely alone, such as a person occupying a room or rooms in a public building, store, warehouse, factory, shop, or garage, and having no other usual place of residence; or a

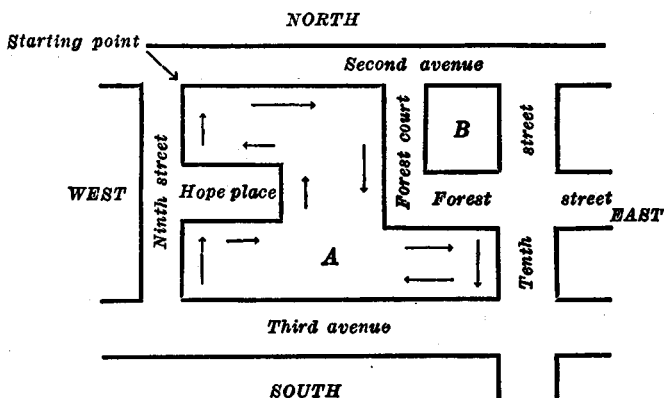
person living alone in a cabin, hut, or tent; or a person living on a river boat, canal boat, or barge, and having no other place of residence.

### Methods for Canvass of District

50. The methods outlined below are for the purpose of assisting you in keeping a record of the dwellings visited in your district and in obtaining a complete enumeration. Follow the method (or methods) appropriate to the conditions existing in your district.

51. *Method for Canvassing Cities or Towns Having Blocks or Squares.*—If your district is in a city or town having blocks or squares, canvass one block or square at a time. Do not go back and forth across the street. Begin each block at a corner and keep to the right as you go around the block, until you reach the point of starting. Be sure to go in and out of any court, alley, or passageway that may be included. Check every lane or alleyway in which there may be people living. Go around and through the entire block before you leave it.

52. The arrows in the following diagram indicate the manner in which a block containing an interior court or place is to be canvassed:



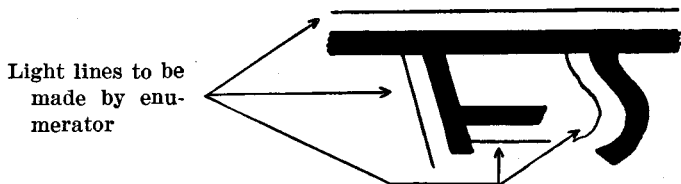
53. If, in making your canvass, you find a street, place, lane, or alley on which there are structures in which people reside but which is not shown on the map, draw a line on your map

to indicate such a street, place, lane, or alley, and add its name, if it has one.

54. You may determine for yourself the order in which to enumerate the various blocks or squares in your district, unless they are numbered. In that case follow the numerical order indicated in the description pasted below the map in your portfolio. To make sure that you do not skip any block, place a check mark (✓) on the map in the upper right-hand corner of each block after you have completed the block and before you start the next block.

55. *Method for Canvassing Towns or Villages Without Blocks or Squares.*—If your district is in a town or village without blocks or squares, you will usually find it most convenient to canvass the population street by street, and road by road. In some cases, however, it may be necessary to enumerate persons living off the main streets and roads instead of making a continuous canvass of all persons along such a main street or road. Use your judgment as to procedure, but do not fail to make a complete canvass of all persons in your district.

56. In order to insure complete coverage of your district, if you are furnished with a detailed map, draw a line parallel to each street, lane, or road to indicate that you have completed the canvass of that street, lane, road, or a section of it, thus:



57. *Method for Canvassing Rural Areas.*—Each rural district will be subdivided into four subdistricts by the District Supervisor, and the subdivisions will be marked on the map. You must complete your canvass in each of these subdistricts and have your schedules inspected and approved by the District Supervisor or Assistant Supervisor before beginning the enumeration of the next subdistrict.

58. On the maps for most rural enumeration districts there are small dots or other symbols indicating the location of dwellings, churches, schools, and other structures. On these

maps you are to record all dwellings visited by writing on the map (in pencil) beside the proper dot the household visitation number (entry in col. 3 on the Population schedule). If no dot or symbol is shown on your map to correspond to the dwelling which is to be numbered, make a dot with a pencil, locating it as well as you can. Do not spend too much time in trying to get the dots on the maps in their exact locations. The correct position of each dot relative to the adjacent dots is all that is necessary.

59. If your district covers a rural area outside of incorporated places or unincorporated places with boundaries shown on your map, be governed by the following procedure in marking your map:

a. Assign each household a "number in order of visitation" upon your first visit. As indicated in the instructions below (see pars. 417 to 419), assign the first household visited in your enumeration district the number "1" and number succeeding households consecutively in the order visited.

b. The household visitation number is to be so placed on the map that there is no question as to the dot to which it relates. Wherever possible, the number should be placed to the right of the dot. For example, if the household visitation number is "10," write it on your map thus: ● 10. If your map lacks dwelling dots, either partially or completely, they should be located and marked on your map in pencil.

c. If there is more than one household in the dwelling, all of the household numbers should be listed on the map, thus:

●  $\begin{matrix} \nearrow 16 \\ \searrow 17 \end{matrix}$  . If there is not sufficient space to list each number separately, indicate the first and last numbers in a *consecutive series*; for example, the entry beside a dot representing a structure in which four households reside, with visitation numbers from 22 to 25, should be as follows: ● 22-25.

d. Where several dwelling structures are located near each other on a farm (or in a small unincorporated town or village with no established boundaries) so that individual dots representing each structure do not appear on the map or cannot be drawn on the map, draw a circle showing the general location of these dwellings, and within the circle enter the first and last of the visitation numbers of the households enumerated, thus:

(34-52)

e. For residential structures which are unoccupied and for which there are, therefore, no entries on the Population schedule (and thus no household number) place beside the dot representing the structure on the map the letter "V" for vacant. For a structure occupied by a household enumerated on a Non-

resident schedule, or a household which is not enumerated in your district because it will be reported elsewhere, enter the symbol "NR" (for Nonresident) beside the dot on the map.

f. For tracts of land on which no persons reside but for which a Farm and Ranch Schedule is filled out, make a small square to represent such a place, and put beside it the letter "F" followed by the serial number of the Farm and Ranch schedule, thus: ■ F-16.

g. If a structure is located some distance off the road, draw a light line to show the location of the lane or driveway from this structure to the road; thus:



h. For nonresidential structures shown on the map, unless already distinguished, place the letter "N" (for Nonresidential) to the right of the dot representing each such structure, to verify the fact that the structure is one in which no one resides.

i. If you find that the dots representing dwellings or other structures are in the wrong place, cancel such dots with an "X" through the dot and make other dots to show the proper location of the structures. Also cancel dots for any structures no longer standing.

j. If the map fails to show all roads, draw in the missing roads in their proper locations as best you can. If the map shows roads that have been abandoned or fenced off, cross out the abandoned roads, thus:



60. Although the schedules are absolutely confidential, the map of your district is not confidential, and it may be shown to any person in order to get help in locating his and other dwellings.

# INSTRUCTIONS FOR POPULATION CENSUS

## WHO IS TO BE ENUMERATED IN YOUR DISTRICT

300. The problem of who is to be enumerated in your district is extremely important. Therefore, study very carefully the following rules and instructions.

301. *The Census Day.*—There should be a return on the Population schedule for each person alive at the beginning of the Census Day, i. e., 12:01 a. m. on April 1, 1940. Thus, persons who died after 12:01 a. m. should be enumerated; and infants born after 12:01 a. m. on April 1, 1940, should not be enumerated.

302. *Usual Place of Residence.*—Enumerate every person at his "usual place of residence." This means, usually, the place that he would name in reply to the question "Where do you live?" or the place that he regards as his home. As a rule, it will be the place where the person usually sleeps.

303. Some persons sleep several consecutive nights in one locality to be near their place of work and in another locality over week ends or other nonwork periods. Enumerate such persons as residents of the district in which they sleep during their work periods. For example, a person who works and sleeps in Chicago during the week should be enumerated as a resident of Chicago, even though he stays with his parents in Milwaukee each week end. However, enumerate persons with no fixed place of work, such as traveling salesmen, railroad trainmen, porters, etc. (see par. 324), as residents of the district in which their families live, even though most of the time they sleep away from the family residence. Enumerate where found, persons with no fixed place to work who do not have a usual place of residence.

### Persons To Be Enumerated In Your District

304. Enumerate all men, women, and children (including infants) whose usual place of residence is in your district or who, if temporarily in your district, have no usual place of residence elsewhere. Persons who move into your district after April 1, 1940, for permanent residence should be enumerated

by you, unless you find that they have already been enumerated in the district from which they came.

305. *Residents Absent at Time of Enumeration.*—Some persons having their usual place of residence in your district may be temporarily absent from the household at the time of the enumeration. These you must enumerate with the other members of the household, obtaining the information regarding them from their families, relatives, acquaintances, or other persons able to give it. However, do not include with the household a son or daughter permanently located elsewhere, or regularly employed elsewhere and not sleeping at home.

306. Persons to be counted as members of the household include the following:

a. Members of the household temporarily absent at the time of the enumeration, either in foreign countries or elsewhere in the United States, on business or visiting.

b. Members of the household attending schools or colleges located in other districts, except student nurses away from home and students in the Naval Academy at Annapolis, or in the Military Academy at West Point, or in any other training school or institution operated by the War or the Navy Departments or the United States Coast Guard.

c. Members of the household who are in a hospital or a sanitarium but who are expected to return in a short period of time.

d. Servants or other employees who live with the household or sleep in the same dwelling.

e. Boarders or lodgers who sleep in the house.

f. Members of the household enrolled in the Civilian Conservation Corps (CCC).

307. In the great majority of cases the names of absent members will not be given to you by the persons furnishing the information, unless particular attention is called to them. Before finishing the enumeration of a household, therefore, you should ask the question "Are there any members of the household who are absent?"

308. *Designation for Absent Persons.*—Write after the name of an absent member of the household the designation "Ab" thus: "Smith, Robert B. — Ab."

309. *Nonresident Schedule.*—If you find that the members of a household object to being included in the population of your district, claiming that their usual place of residence is elsewhere, enumerate them on a Nonresident schedule.



310. The Nonresident schedule differs from the Population schedule in that it includes an inquiry on the location of the usual place of residence as well as the place of residence at the time of enumeration; it also includes the supplementary questions, which are to be asked of all members of any household enumerated on it.

311. Do not assign a household visitation number to households enumerated on the Nonresident schedule. After completing the enumeration of a household on a Nonresident schedule, note in the Enumerator's Record Book the fact that you have used the Nonresident schedule. You will be paid at the same rate for entries on the Nonresident schedule as for entries on the Population schedule.

312. Mail completed Nonresident schedules, if any, to the District Supervisor at the end of each day's canvass. Manila envelopes have been provided for the mailing of these schedules.

### Persons Not To Be Enumerated in Your District

313. There will be a certain number of persons present, and perhaps lodging and sleeping in your district at the time of the enumeration, who do not have their usual place of residence there. As a rule, do not enumerate as residents of your district any of the following classes, except as provided in paragraph 314:

a. Persons temporarily visiting with the household. If, however, they do not have any usual place of residence from which they will be reported, they should be enumerated with the household.

b. Households temporarily in your district which have a usual place of residence elsewhere from which they will be reported.

c. Transient boarders or lodgers who have some other usual or permanent place of residence, that is, who have a house or apartment elsewhere in which they usually reside and where they will be enumerated.

d. Persons from abroad temporarily visiting or traveling in the United States and foreign persons employed in the diplomatic or consular service of their country (see par. 331). (Enumerate other persons from abroad who are *students in this country* or who are *employed here*, however, even though they do not expect to remain here permanently.)

e. Students or children living or boarding with this household in order to attend some school, college, or other educa-

tional institution in the locality, but who have a usual place of residence elsewhere from which they will be reported.

f. Persons who take their meals with the household, but usually lodge or sleep elsewhere.

g. Servants or other persons employed by the household but *not sleeping in the same dwelling*.

h. Persons who were formerly members of this household, but have since become inmates of a jail; or a mental institution, home for the aged, infirm or needy, reformatory, prison, or any other institution in which the inmates may remain for long periods of time.

i. Transient patients of hospitals or sanitariums. Such patients are to be enumerated as residents in the households of which they are members and not as residents in the institution, unless they have no other place of residence at which they will be reported.

**314. When to Make Exceptions.**—In deciding when to make exceptions to the rules indicated above, consider whether the household or persons temporarily residing in your district will be reported at another place of residence by some person in a position to supply the information required. If the persons or household will not be so reported, enumerate them as residents of your district.

### Enumeration of Special Classes of Persons

315. You may experience some difficulty in determining whether to enumerate certain special classes of persons indicated below. In any instance in which you are not sure whether to include persons as residents of your district, ask your Squad Leader or Supervisor for further instructions.

316. **Servants.**—Enumerate with the household any servants, laborers, or other employees who live with the household and sleep in the same house or dwelling unit. However, enumerate servants who sleep in separate and completely detached dwellings as separate households, even though the dwelling is on land owned by members of the household by which the servants are employed.

317. **Boarders and Lodgers.**—Enumerate boarders or lodgers at the place where they are rooming or lodging, if that is their usual place of residence while carrying on their regular occupation or business. Enumerate transient boarders or lodgers *who have no permanent home* or usual place of residence where they happen to be staying at the time of your visit if they have not already been enumerated elsewhere. This applies in

particular to the *lodgers* in cheap one-night lodginghouses who, for the most part, constitute a floating population, having no permanent homes. (See pars. 339 and 340.)

318. ***Students at School or College.***—If there is a school, college, or other educational institution in your district which has students from outside your district, enumerate as residents of the school only those students who have no usual places of residence elsewhere. Especially in a university or professional school there will be a considerable number of the older students who are not members of any household located elsewhere. Find and enumerate all such persons.

319. ***School Teachers.***—Enumerate teachers in a school or college at the place where they live while engaged in teaching, even though they may spend the summer vacation at their parents' home or elsewhere.

320. ***Student Nurses.***—Enumerate student nurses as residents of the hospital, nurses' home, or other place in which they live while they are receiving their training.

321. ***Patients in Hospitals, Sanitariums, and Convalescent Homes.***—Most patients in hospitals, sanitariums, and convalescent homes are there temporarily and have some other usual place of residence. Enumerate patients as residents of such an institution only if they have no other place of residence from which they will be reported. A list of persons having no permanent homes can usually be obtained from the institution records.

322. ***Inmates of Prisons, Asylums, and Institutions Other Than Hospitals.***—Your district may include a prison, reformatory, or jail, a home for orphans, for aged, infirm or needy persons, for blind, deaf, or incurable persons, a soldiers' home, an asylum or hospital for the insane or the feeble-minded, or a similar institution in which the inmates usually remain for long periods of time. Enumerate *all* the inmates of such institutions at the institutions. Note that in the case of jails you must enumerate the prisoners there, however short the sentence.

323. ***Persons in Construction and Other Camps.***—Enumerate where found, persons in railroad, highway, or other construction camps, lumber camps, convict camps, or other places that have shifting populations composed mainly of persons with no fixed places of residence.

**324. *Persons Engaged in Railway Services or Traveling.***—Railroad men, bus drivers, canal men, expressmen, railway mail clerks, traveling salesmen, etc., usually have homes to which they return at intervals and which constitute their usual place of residence. Therefore, do not enumerate any such persons who may be in your district temporarily unless they claim to have no other usual place of residence. But if any such persons, even though absent, have their homes in your district, enumerate them there.

**325. *Persons in Tourist or Trailer Camps.***—Persons living in a tourist or trailer camp will be enumerated under a special procedure at the place where they spent the night of April 8 (see pars. 336 to 338). However, an occasional trailer located in a yard, vacant lot, etc., is not to be considered as a trailer camp. A household living in such a trailer is to be treated like any other household in your district, and is to be enumerated in regular order on your schedule, unless the household is only temporarily in your district and claims it should be enumerated as resident in another district. In such a case, enumerate it on the Nonresident schedule.

**326. *Soldiers, Sailors, and Marines.***—Enumerate soldiers, sailors, and marines in the Army or Navy of the United States as residents of the place where they usually sleep in the area where they are stationed. If, therefore, any household in your district reports that one of its members is a soldier, sailor, or marine stationed elsewhere, *do not report him as a member of that household.*

**327. *Persons in Civilian Conservation Corps Camps.***—Enumerate enrollees of a CCC camp at their usual place of residence, and not at the camp in which enrolled, unless they have no other usual place of residence. Enumerate employees other than enrollees in a CCC camp at the camp if they usually sleep there.

**328. *Officers on Merchant Vessels.***—Enumerate the officers of merchant vessels under the American flag at their homes on land.

**329. *Crews of Merchant Vessels.***—Special provision is made for the enumeration of the crews of vessels in foreign or intercoastal trade and on the Great Lakes and of crews of seagoing private vessels of all kinds, except yachts, under the American flag, even though these men have homes on shore. Omit such men from your enumeration, therefore, when they

are returned as "absent members" by their families. (Omit, also, crews of foreign vessels.) Include, however, and report in the regular way, men employed on boats on the *inland waters* (rivers, canals, etc.) of the United States, other than the Great Lakes.

**330. *Citizens Abroad at the Time of the Enumeration.***—Enumerate as a resident of your district any citizen of the United States who is a member of a household living in your district, but who is abroad temporarily at the time of the enumeration. It does not matter how long the absence abroad is continued, provided the person intends to return to the United States. These instructions apply only to *citizens* of the United States and not to aliens who have left this country.

**331. *Diplomatic and Consular Employees of Foreign Governments.***—Do not enumerate citizens of foreign countries employed in the diplomatic or consular service of their country.

#### **PROCEDURE FOR ENUMERATING PERSONS IN HOTELS, TOURIST HOMES OR CAMPS, TRAILER CAMPS, ONE-NIGHT LODGINGHOUSES, ETC.**

**332.** In order to insure a complete enumeration of persons living in hotels, tourist or trailer camps, missions, and cheap one-night lodginghouses (flophouses), follow the special procedure outlined below. Enumerate as residents of the place where they sleep the night of April 8, all persons living in such places and having no usual place of residence elsewhere at which they will be reported.

**333. *Separate Sheet of Population Schedule for Persons Enumerated as of April 8.***—For the enumeration of these persons use a separate sheet (or sheets) of the Population schedule. These sheets are to be numbered serially, beginning with 81, so that the numbers of these schedules do not overlap the numbers assigned to schedules used for persons enumerated in regular order. After you have finished the enumeration of your district, place these sheets after the separate sheets of the Population schedule used for persons and households enumerated out of order (see par. 360).

**334. *Identification of Numbered Blocks and Unincorporated Places.***—If any of the places enumerated as of the night of

April 8 are in numbered blocks or unincorporated places within your district, the numbered blocks or unincorporated places are to be identified in accordance with the instruction in paragraph 361.

**335. *Supplementary Questions.***—The information required for the supplementary questions is to be obtained for all persons whose names appear on the line numbers of the Population schedule requiring supplementary question responses. In enumerating persons living in tourist camps, trailer camps, missions, and cheap one-night lodging houses, no special problem will arise because the entries for these persons is to be made directly on the Population schedule. In the enumeration of persons living in hotels, however, a special procedure for the supplementary questions is provided in paragraphs 341 and 349 because the Individual Census Forms will be used.

**Persons Living in Tourist Homes or Camps, and Trailer Camps**  
(See also pars. 333 to 335)

336. If your district contains a tourist or trailer camp, make whatever arrangements are necessary to enumerate on the night of April 8 every person who is staying overnight there and has no usual place of residence elsewhere. If there are so many trailer or tourist homes and camps in your district that it will be impossible for you to enumerate all of them on this one night, notify your Supervisor sufficiently in advance so that he may provide assistance for you.

337. Ordinarily a tourist or trailer camp will contain many separate households. Do not assign regular household visitation numbers to them, however, but enter the letter "T" in col. 3 of the Population schedule for the head of each household that you enumerate resident in a trailer or in a separate dwelling unit in a tourist camp, and leave col. 3 blank for all other persons in such a place. For persons living in a tourist home, enter the letter "T" in col. 3 for the first person enumerated, and leave col. 3 blank for the other persons in such a place.

338. Note that a trailer located on a vacant lot, yard, etc., does not constitute a trailer camp nor does it require this special procedure.

### **Persons Living in Missions, Cheap One-night Rooming Houses** (See also pars. 333 to 335)

339. If your district contains any missions, cheap one-night lodginghouses (flopouses), etc., you are to make a complete enumeration of such places on the night of April 8. If the number of persons in such places is so large that it will be impossible for you alone to enumerate them on the night of April 8, notify your Supervisor sufficiently in advance so that he may provide assistance for you.

340. All persons resident in missions and cheap one-night rooming houses (flopouses) are to be regarded as members of one household. Do not assign regular household visitation numbers, but enter the letter "T" in col. 3 of the Population schedule for the first person listed and leave col. 3 blank for all others in each such place.

### **Persons Living in Hotels**

341. Before 1 p. m. on April 8 call at every hotel in your district, leave the Hotel List (Form P-8) with the manager, together with a sufficient supply of Individual Census Forms (Form P-7) and return envelopes (Form C-131) for each guest or resident employee. Note that this special procedure does not apply to apartment hotels or to sections of transient hotels which are entirely devoted to apartment rather than to transient use (see par. 426). Space is provided for the supplementary questions on every Individual Census Form, and the supplementary information is to be obtained from every person in the hotel.

342. Request the manager to list on the Hotel List all persons who spend the night of April 8 in his hotel, and any permanent guests whose usual place of residence is in the hotel, even though temporarily absent on the night of April 8. The manager is also to indicate on the Hotel List whether these persons are permanent or transient guests or employees. Request him to see that in the course of the evening each person receives an Individual Census Form and a return envelope.

343. On April 9 return to the hotel during the course of the day to collect the Individual Census Forms that have been left at the hotel desk for you. Examine each Individual Census Form and put aside all forms that have been incompletely or inaccurately filled out. On the evening of April 9, return to

the hotel and interview personally, as far as possible, all individuals whose names appear on the Hotel List for whom you have not obtained an Individual Census Form and those whose Individual Census Forms you have set aside as incomplete. Enter on the Hotel List, opposite the name of each person, the date on which the Individual Census Form is obtained.

344. Make as many return visits as necessary to obtain an Individual Census Form for each person. For permanent guests who are temporarily absent during the entire period of the canvass, follow the same procedure as that indicated for "Absent Households." (See par. 372.)

345. If there are so many hotels in your district that it is impossible for you to enumerate all of them alone, notify your Supervisor sufficiently in advance in order that he may provide assistance for you.

346. After you have obtained all the Individual Census Forms from any hotel, you will separate them into two groups: (a) Persons who specify in answer to questions 2, 3, and 4 that they have a usual place of residence elsewhere at which they will be reported; and (b) all others.

347. For each Individual Census Form in the first group check the box "Nonresident" at the bottom of the first page, and hold for later delivery to your Supervisor (see par. 352).

348. *Transfer of Information to the Population Schedule.*—The second pile of the Individual Census Forms will be from persons who are permanent guests of the hotel, or resident employees, or transient guests who will not be reported elsewhere. Transfer the information from these Individual Census Forms to the sheet of the Population schedule that has been reserved for persons enumerated as of the night of April 8th. These sheets will be numbered serially beginning with 81. You will already have entered on them the names of persons enumerated in tourist camps, trailer camps, flophouses, etc., if there are any within your district. Leave no line vacant, but following the name of the last person that you have entered on this separate sheet make the notation, "The following persons were enumerated in the ----- hotel, block -----," or "The following persons were enumerated in the ----- hotel in ----- which is unincorporated," before beginning the transfer of the information from the Individual Census Forms to the Population schedule.



349. Transfer the supplementary information into the space provided at the bottom of the Population schedule only for those persons whose names fall on the line numbers requiring it (par. 599), and disregard the supplementary responses on the Individual Census Forms for all other persons.

350. Do not assign a household visitation number to hotels nor to persons enumerated in hotels. In transferring information from an Individual Census Form to the Population schedule enter the letter "T" in col. 3 for the first person in each hotel and leave col. 3 blank for all others.

351. After transferring the information from the Individual Census Form, enter in the space provided at the bottom of the first page of the form, the sheet and line number of the Population schedule to which the information was transferred.

352. The two groups of Individual Census Forms, together with the Hotel Lists, are to be turned in to your Supervisor in your portfolio, along with the other materials, at the completion of the enumeration of your district.

#### **HOUSEHOLDS AND INDIVIDUALS NOT AT HOME ON FIRST VISIT**

353. In the case of a household in which no member is at home on your first visit (for individuals not at home, see pars. 363 to 371), determine from a neighbor or other person when the members of the household are expected to return. If no member of the household is expected to return during the period of your canvass, follow the procedure for "Absent Households." (See par. 372.) Usually you will find that some member of the household will return that evening and that you can secure the required information by a return visit at night. If, after a second visit, you are unable to find any responsible member of the household at home, leave a Request for Appointment Card (Form P-14) addressed to yourself. This card, when filled out properly by a member of the household, will specify the time and place for an interview.

354. Assign a household visitation number (the number to be entered in col. 3 of the Population schedule) to the household not at home on the first visit, except where the absent household procedure is to be followed.

355. If you have reliable information as to the number of persons in the household, including boarders or lodgers, leave

space on the Population schedule for the entries. If you reserve space for the household on the schedule, enter the visitation number in col. 3 on the Population schedule, as well as in the Record Book. So that there may be no possibility of your overlooking the need for a return call to obtain the information for the household, include in your entry in the Record Book a notation of the fact that a revisit is to be made; include also, in the columns provided, the sheet and line numbers on the Population schedule reserved for the members of the household, as "Sheet 7, lines 17-20."

356. If you do not reserve space for the household on the Population schedule, enter the household visitation number in col. 4 of your Record Book, along with the notation to revisit the household.

357. *Preliminary Schedule.*—In instances where you are unable to obtain the desired information for a household on your first visit, either because there is no one at home or because there is no responsible person present who could supply you with the information, leave the Preliminary schedule (Form P-11) for the members of the household. This schedule is to be filled out by some member of the household so that the desired information will be ready for you upon revisit.

358. If a completed Preliminary schedule is ready for you upon revisit, carefully examine each of the entries on it for completeness and accuracy and make sure that it includes all persons resident in the household. Note that the Preliminary schedule includes the supplementary questions which are to be answered for all members of the household. In transferring information from the Preliminary schedule to the Population schedule, however, copy the answers to the supplementary questions only for those persons, if any, whose names fall on the lines requiring supplementary questions and disregard the supplementary question responses on the Preliminary schedule for all persons whose names do not fall on the supplementary question line numbers.

359. After any needed corrections have been made, transfer the information to the Population schedule and indicate in the upper right-hand corner of the Preliminary schedule, in the space provided, the sheet and line number of the Population schedule to which the information has been transferred. Save

all Preliminary schedules and return them with your portfolio when your canvassing is completed.

**360. *Separate Sheet of Population Schedule for Households and Persons Enumerated Out of Order.***—If you have reserved space for a household on the Population schedule, enter the information whenever you obtain it, either from the Preliminary schedule or by direct interview, in the space reserved on the schedule. If you have not reserved space, make the entries for a household (or person) enumerated out of order on a separate sheet (or sheets) of the Population schedule, to be used only for households and persons enumerated out of order. These sheets are to be numbered serially beginning with 61 so that the numbers of these schedules do not overlap the numbers assigned to schedules used for persons enumerated in regular order. After you have finished the enumeration of your district, place these sheets after the separate sheets of the Population schedule used for persons and households enumerated in regular order (see par. 401).

361. If the enumeration district is divided into numbered blocks or contains an unincorporated place, identify each block or each place by the notation on the line preceding the entries for the person or household as follows: "Following persons live in block \_\_\_\_\_" or "Following persons live in \_\_\_\_\_ which is unincorporated," etc.

362. Enter in col. 3 of the Population schedule the household visitation number which was assigned to the household at first visitation. This number will provide an automatic cross reference to the place in which the entries for the household would have appeared if enumerated at first visit.

**363. *Individuals Out on First Visit.***—In case a household includes a boarder or lodger or other person for whom complete information cannot be obtained at the time of your first visit, adopt the following procedure: Enter on the Population schedule, with the rest of the household, the name of the person, if it can be ascertained, and leave an Individual Census Form. Inform the member of the household whom you interview that the form is to be given to the absent person, and state that you will call for it later. It is important, wherever possible, that the names of absent persons be entered on the Population schedule at the time of your first visit, or that a line be left vacant for each such person, in order that all the members of the household may be listed

together in regular order. If you find later that you have not left enough blank lines, enter the information obtained for any additional persons on the separate sheet of the Population schedule to be used for households and persons enumerated out of order (sheets numbered 61, 62, etc.), repeating the household visitation number with the notation "Cont'd." (See par. 360.)

**364. Individual Census Form.**—Use the Individual Census Form to obtain information concerning members of households, including boarders and lodgers, who are absent at the time of your visit, and for whom the required details cannot be supplied by others; and to obtain information concerning persons living or staying in hotels. (See par. 341.)

**365.** Note that the Individual Census Form contains both the Population schedule inquiries and the supplementary questions. If you are sure that the individual's name, when entered on the Population schedule, will not fall on a line requiring the answers to the supplementary questions, indicate that the individual is not to answer these questions by drawing a line through questions 29 to 43 on the Individual Census Form.

**366.** Before leaving the form *you must make the entries called for on the first page of the form and make the proper entry in the Record Book.*

**367.** Leave an envelope addressed "Census Enumerator" (Form C-131) wherever you leave an Individual Census Form. The form is to be filled out by the lodger or other person for whom it is intended, in accordance with the instructions printed on it, enclosed in the envelope provided, and sealed, and is to be called for by you later.

**368.** Do not fail to make a return call for every Individual Census Form which you have left at any place in your district. It may be necessary for you to make several return calls for some of the forms or to call in the evening. You must obtain these forms, however, or get the necessary information from the person direct, or from lodginghouse keepers, neighbors, or other persons, as the enumeration of your district will not be complete unless you have obtained information for every person residing there.

**369.** Transfer the entries obtained on the Individual Census Form to the Population schedule (and to the space for the supplementary question responses if required) unless the person indicates in answer to questions 2 to 4 of the Individual Census

Form that his usual place of residence is elsewhere and that there is some person at his usual place of residence who will report the required information for him. In the latter case check the box "Nonresident" at the bottom of the first page of the Individual Census Form.

370. In transferring the information from the individual forms to the schedules, note that the numbers in parentheses after the spaces provided for the answers on the Individual Census Form refer to the corresponding columns on the Population schedule. Note also that the symbol to be entered on the schedule is in some cases shown in parentheses immediately after the check-box on the Individual Census Form. These symbols are shown on the form in order to assist you in transferring the information to the Population schedule. If you have any difficulty in transferring the required information from the individual forms to the schedules, consult your Squad Leader or Supervisor for further instructions.

371. Save all Individual Census Forms filled out in the course of the enumeration of your district, including those for non-residents, and turn them in with other completed work at the close of the enumeration.

372. *Procedure for Absent Households.*—Households in your district whose members will be away from their place of residence during the entire period of the canvass are to be handled as outlined below:

a. Try to obtain the desired information from neighbors or from some other person who may be able to furnish it. If any member of the household is working in the city, reach him at his place of business if possible. If his place of business is some distance from your district, notify your Supervisor of the fact and he will make the necessary arrangements to visit him.

b. If you are not able to obtain the desired information, fill out as completely as possible the Report Card for Absent Household (Form P-9) and mail it to your Supervisor at your earliest convenience. Make a special effort to find out, from neighbors or from other persons, the full address at which the members of the household are temporarily residing, or the address of the place of work or place of business of the head or some other member of the household.

c. Do not assign a household visitation number to "Absent Households" for which you are unable to obtain the required information and therefore must fill out a Report Card for Absent Household. If, by chance, after you have assigned a household visitation number to a household, it later develops you are unable to obtain information, enter the visitation

number assigned, in col. 3 of a line of the Population schedule reserved for households and persons enumerated out of order, and indicate on the same line, by an appropriate notation, that you have filled out a Report Card for Absent Household for the household to which that visitation number was originally assigned. Do not use this number for any other household.

*d.* Make a note in your Record Book, as called for in paragraph 373*b*, for each household for which you fill out a Report Card for Absent Household. The desired information will be obtained by your Supervisor (by means of the Absent Household schedule).

### ENUMERATOR'S RECORD BOOK

373. The Enumerator's Record Book is provided to assist you in making a complete and accurate enumeration of your district. Use the Record Book:

*a.* To record all households which must be revisited. This record, which will include the household visitation number assigned at the time of the first visit, should be made for every address at which you do not obtain during the first visit all of the information concerning any household or person living there, and which you must, therefore, visit again.

*b.* To record that the Report Card for an Absent Household has been filled out and mailed to the Supervisor for a household the members of which are not expected to return during the period of the canvass. (See par. 372.) The record should, if possible, give the present address of the Absent Household.

*c.* To record households which are enumerated on a Non-resident schedule, that is, households temporarily in your district but which claim residence elsewhere.

*d.* To record households that refuse to furnish you with the required information concerning their members. These cases are to be reported at once to your Supervisor or Squad Leader.

*e.* To record, in cities, each vacant block in your district.

374. For detailed instructions on entries to be made in your Record Book, see the introductory pages and the illustrative example in the Record Book.

375. Return the Record Book to your Supervisor, with your completed work, for his information and guidance in determining the thoroughness and care with which you have canvassed your district.

### PROCEDURE FOR VACANCIES

376. If you find a vacant dwelling unit (house or apartment), or a vacancy in a lodging or rooming house, fill out a Card for New Occupant (Form P-12), and leave it at the

dwelling unit or rooming house. For vacant dwelling units such as a one- or two-family house or apartment house without a manager, leave the Card for New Occupant in the mail box. For apartment houses which have a manager, leave with him one card for each vacant unit, with instructions that each new occupant is to fill out and mail the card immediately after moving into the apartment. For rooming houses, leave with the manager or proprietor as many cards as there are vacancies, with instructions to the manager or proprietor that a card is to be filled out and mailed at once by each new lodger.

377. As soon as these cards are received by the District Supervisor, they will be sent to you. For each card you receive, return to the address given and enumerate the household or person on the separate sheet (or sheets) of the Population schedule to be used for households and persons enumerated out of order. Assign the next unused visitation number to each "new occupant" household. For new lodgers or roomers who are enumerated, enter in col. 3 the same visitation number as that given to the household, followed by the notation "Cont'd."

378. On the line preceding such entries be sure to indicate in accordance with instructions in paragraph 361, the numbered block or unincorporated place, if any, in which the household resides.

## INSTRUCTIONS FOR FILLING OUT THE POPULATION SCHEDULE

### General Instructions for Filling Out Schedules

379. *Schedules and Forms.*—For purposes of the Population Census, you are to use the following schedules:

#### Population Schedule Infant Card

Entries are to appear on the Population schedule for every person resident in your district. (See pars. 304 to 308.) The supplementary questions are to be asked of each person whose name falls between the heavy lines on the Population schedule that contain the notation "Suppl. Quest." in the margins of the schedule. (See par. 599.)

380. The Infant Card is to be used for every infant born between 12:01 a. m., December 1, 1939, and 12:01 a. m., April 1, 1940. (See pars. 460 to 463.)

381. In addition to these schedules, there will be special forms designed to aid you in the canvass of your district. These forms will include:

Preliminary Schedule (see pars. 357 to 359)

Nonresident Schedule (see pars. 309 to 312)

Individual Census Form (see pars. 364 to 371)

Your Record Book will, of course, also be an important aid to you in the canvass of your district. (See pars. 373 to 375.)

382. **Making Entries.**—Use black ink. Write legibly and keep your schedules neat and clean. Do not hurry; be sure you know the proper entry and where it is to be made before making it, and thus avoid all erasing.

383. Write each name on one of the numbered lines of the schedule and NEVER crowd an additional name between the lines or at the bottom of the sheet.

384. In every case, make the entries for each person complete, so that they stand alone without reference to the line above or below. Never use any ditto marks or any other marks of repetition except the dash authorized in paragraph 444 to indicate the repetition of a surname.

385. *Sign every schedule or form*, wherever a space is left for your signature, to indicate that the work upon it has been done wholly by you.

386. **Copying Schedules.**—Try to make the entries on the schedule with such care that copying will not be required. If schedules are incorrectly or illegibly filled out, so that copying is necessary, take great pains to see that the copy is exactly like the original. In copying the Population schedule, copy line by line and not by columns. Use a ruler to keep the place and avoid copying entries on the wrong lines.

387. **Persons From Whom Information Should be Obtained.**—In order to obtain accurate and complete information, interview a responsible adult member of the household. Young children will usually be unable to give you the information desired for the Population schedule. Only occasionally will boarding or lodginghouse keepers be able to give you complete information concerning roomers or lodgers, and it is desirable, therefore, that, as far as possible, you obtain information directly from roomers and lodgers. Likewise, boarders, lodgers, and servants will seldom be able to give the information con-



cerning members of the household other than themselves. Obtain information about a household or a person from neighbors or other nonrelated persons only when it is impossible, after the second or third visit, to obtain the information through direct interview with a member of the household.

### **Procedure for Identifying Blocks and Unincorporated Places**

388. Enumeration districts in cities having a population of 50,000 or over will have numbered blocks, and the numbers will be shown on the maps of the districts. In other areas, some enumeration districts will contain unincorporated places of 100 or more persons in addition to other territory. Numbered blocks and such unincorporated places within an enumeration district are to be identified on the Population schedule in accordance with the instructions below.

389. *Identification of Numbered Blocks.*—Each numbered block is to be identified on the Population schedule by the following notation which is to appear on the line immediately following the entries for the last person enumerated in the block: "Here ends block ----- and begins block -----." Begin the enumeration of the next numbered block in your district on the line immediately following this notation. (See illustrative example.)

390. After filling out a side of the Population schedule, enter the numbers of the blocks for which entries appear on that side of the schedule, in the space provided in the heading of the schedule "Block Nos." If the block numbers run consecutively, enter the first and last number of the blocks which appear on the page, as follows: "25-28." If the entries for any persons on the block carry over to a new page, repeat the block number on the new page.

391. As far as possible, enumerate the blocks in numerical order, completing the enumeration of one before beginning the next.

392. *Identification of Unincorporated Places.*—If your district contains an unincorporated place having 100 or more inhabitants, try to complete the enumeration of such a place before proceeding with the enumeration of the remainder of the district. Enter the name of the unincorporated place in the space provided in the heading of the Population schedule, and make the entries for the first person enumerated in such a

place on the first line of the schedule. To complete the identification of the unincorporated place, enter the notation "Here ends the enumeration of -----" on the line immediately following the entries for the last person enumerated in the place.

393. Some unincorporated places will have boundaries definitely indicated on the map. Other unincorporated places, however, will have no regular or definitely established boundaries. In such cases you must determine as best you can which households are to be included in the unincorporated place and which ones are outside. In general, include as part of the population of the unincorporated place all households that are locally considered to live in the place. Usually the opinion of the members of a household as to whether they live in the unincorporated place or outside may be accepted.

394. After completing the enumeration of an unincorporated place where boundaries are not shown on the map, draw a line on your map to show the boundaries of such an unincorporated place. Draw this line so that it includes all households that you enumerate as resident in the unincorporated place. Do not spend too much time attempting to draw exact boundaries but indicate their approximate position.

395. *Incorporated City or Town.*—All incorporated places, even the smallest, have been made separate enumeration districts, and under no circumstances are they to be combined or reported on the same schedule with other enumeration districts.

#### Blank Lines To Be Avoided

396. Upon the completion of the enumeration of your district your Population schedules will be arranged in the following order: First, the schedules containing the names of persons in your district who have been enumerated in the regular order of visitation (see par. 401); second, the schedules containing the names of persons enumerated out of regular visitation order (see par. 360); third, the schedules containing the names of specified classes of persons who were enumerated as of the night of April 8 (see par. 333).

397. Except at the end of one of these three groups, each line of the schedule should contain either the entries for a person or a notation identifying a numbered block or an unincorporated place. Vacant lines should appear *only* at the end of a Population schedule that concludes one of these three groups of schedules.

398. If there are not enough lines at the bottom of a sheet to list the names of all the members of a household that you are enumerating, do not leave any lines vacant, but enter the additional names of this household at the top of the next page (either the "B" side of the same sheet, or the "A" side of a new schedule) and check the box provided to indicate that the entries for the household are continued on the next page.

399. If, in reserving lines for a household, in accordance with instructions in paragraph 355, you have, by mistake, reserved too many lines, enter the notation "Extra line" in any such extra line. If any other line on your schedule should happen to be left vacant by mistake, make a notation on that line which will explain why it is vacant.

### The Heading of the Schedule

400. The heading of each Population schedule must be completely filled out before any persons are enumerated on it. Always begin with the "A" side of the schedule. Note that if both sides of the Population schedule are used, the heading on *both* sides must be completely filled out.

401. **Numbering Sheets.**—Number the sheets of the Population schedules used for persons enumerated in regular order serially beginning with 1. Number the sheets of the Population schedules used for persons enumerated out of regular order serially beginning with 61, and those used for persons as of the night of April 8, beginning with 81. Each sheet must be numbered on the A side and the B side thus, 1A and 1B, 2A and 2B, etc.

402. **S. D. No. and E. D. No.**—Enter at the head of each sheet the number of the Supervisor's district in the space after "S. D. No." and the number of the enumeration district in the space after "E. D. No."

403. **State and County.**—Enter at the head of each sheet the name of the State and county.

404. **Name of Incorporated Place.**—Write the name of the incorporated place, and indicate whether it is a city, town, village, or borough, in the heading of each sheet in the space provided.

405. **Relation of Incorporated Place to Township in Which Located.**—If any incorporated place forms a part of the township in which it is located, enter the name of the township as

well as that of the incorporated place at the head of the sheet, each in the indicated space. If, on the other hand, the incorporated place is independent of any township, precinct, or other division of a county, enter a dash (—) in the space for the name of the township or other division of the county.

406. *Township or Other Division of County.*—Write not only the name or number by which the division of the county is known, but also the name of the class (as township, town, precinct, district, ward, beat, etc.) to which it belongs. For example: "Center township" ("Center" alone is not enough); "Washington town;" "Austin precinct;" "Precinct 10;" etc. In this matter you should, in general, follow the description of your enumeration district as given on the inside cover of the portfolio.

407. *Ward of City.*—If the city or town is divided into wards, enter the number or name of the ward in the space provided at the head of each sheet.

408. *Block Numbers.*—If your city is one that has been divided into numbered blocks, in which case a number is shown in each block on the map on the inside of your portfolio, each of the blocks will constitute a subdivision of your district that must be identified on the Population schedule in accordance with instructions in paragraphs 389 and 390.

409. *Unincorporated Place.*—For an unincorporated place with 100 or more inhabitants (see par. 392), enter the name of the place in the space provided therefor in the heading of the schedule. The name of the township in which the unincorporated place is located should also be entered in every case.

410. *Name of Institution.*—If you are enumerating the population of an institution, no matter how small, such as a prison, jail, almshouse, or asylum, enter the full name of the institution in the place indicated at the head of the schedule. If the name of the institution does not indicate its type, enter also the type of institution as, "John Smith Home (Home for the Aged)." In case only a portion of a sheet of the Population schedule is used for inmates of the institution, indicate the lines on which the names of the inmates appear, as "Marshall County Jail, lines 25 to 69."

411. *Date.*—Enter in the space following the words "Enumerated by me on" the date on which you begin to enumerate population on this sheet.

412. If a page of the Population schedule is not completely filled at the end of a day's work, draw a line in the left-hand margin of the schedule just under the number of the line for the last person enumerated on that day. On the following day enter the date in the margin under this line and opposite the name of the first person you enumerate. For instance, if at the close of April 4 you had enumerated 30 persons on a schedule, draw a heavy line in the left-hand margin just under the line number 30, and on the next morning write "April 5" in the margin opposite line number 31, showing that you began work at that number.

### Location

413. *Column 1. Street, Avenue, Road, Etc.*—This column applies to cities and all other localities where the streets or roads are known by names or numbers or letters. Write lengthwise in col. 1 the name of the street, avenue, court, place, alley, or road on which the dwelling house or structure faces, as shown in the illustrative example (Form P-2). Do not abbreviate the street name. Where there is no street name, give the name of the road or any other local name which will help to identify the structure.

414. The point at which you turn off any street into another one in the same block is to be marked by a heavy line in ink (—) across the first and second columns. (See illustrative example, Form P-2, line 23.)

415. *Column 2. House Number (in Cities and Towns).*—Write the house number, if there is one, on the first line used for enumerating the first household in the structure. Do not repeat the house number for other households having the same house number and living in the same structure. If a house at the rear of another has no number of its own, give it the same number as the house in front and add the word "rear," thus, "26 rear."

### Household Data

416. Entries are to be made in the four columns in this section only on the line for the head of the household, who should always be the first person enumerated.

417. *Column 3. Number of Household in Order of Visitation.*—In this column, number the households in your district in the order in which they are enumerated. Enter the number on the line for the head of the household and leave this column

blank for other persons in the household as shown on the illustrative example (Form P-2). The first household enumerated should be numbered "1," the second household, "2," etc.

418. The household visitation number should be assigned to all households at the time of the first visit, even if it is necessary to call back to obtain the information. Every household in your district is to receive a household visitation number, except: (a) An "Absent Household," for which a Report Card for Absent Household is filled out (see par. 372); (b) the special classes of persons, enumerated as of April 8, including households or persons residing in hotels, tourist camps, trailer camps, missions, cheap one-night rooming houses (flop-houses), etc.; and (c) households enumerated on the Nonresident schedule.

419. The entry "T" is to be entered in col. 3 for all households or persons enumerated as of April 8 in accordance with the special procedure outlined in paragraphs 332 to 352.

420. *Household Defined.*—A household, as the term is used for census purposes, is a family or any other group of persons living together, with common housekeeping arrangements, in the same living quarters. Although ordinarily a household will consist of a head, his wife, and their children, the persons in a household may or may not be related by blood or marriage. Include a servant, hired hand, or other employee who sleeps in the house as a member of the household for which he or she works. Consider a boarder or lodger a member of the household with which he lodges, if that is his usual place of residence.

421. The decision as to what constitutes a household is to be made on the basis of the housekeeping arrangements and not the relationships of the persons making up the household. For example, a couple with married children (with or without children of their own) living with them in one house, apartment, etc., with only one set of cooking facilities or housekeeping arrangements, comprise a single household. On the other hand, if a married son or daughter or any other person lives in a separate portion of the house that has its own cooking or housekeeping facilities, such persons constitute a household separate from that of the persons occupying other portions of the house, even though the house may have been originally built for only one household.

422. Note that the household may occupy an entire house, or a part of the house, such as apartment, flat, tenement, or "rent,"

or a room or section of a building devoted primarily to nonresidential purposes. Likewise, a household may live in a tourist camp, a trailer, a boat, a tent, a freight car, etc.

**423. *Persons Living Alone.***—For census purposes, a person living entirely alone constitutes a household, except as indicated in paragraph 425.

**424. *Apartment Houses.***—In an apartment or tenement house there are as many households as there are separately occupied apartments or dwelling units, even though use may be made of a common cafe or restaurant.

**425. *Hotels and Boarding and Lodging Houses.***—All the occupants and employees of a hotel, boarding house, or lodging house, if that is their usual place of residence, make up a single household and are to be returned as such. Transient guests are to be included as members of this household *only* if they have no other usual place of residence at which they will be reported in the census.

**426. *Apartment Hotels.***—In an apartment hotel there are as many households as there are separately occupied apartments or dwelling units, even though use may be made of common cafe, restaurant, lobby, or recreational facilities. Households living in a section of a hotel (such as a floor or a wing or other section of the building), which is entirely devoted to apartment, rather than to transient, use are to be enumerated as separate households rather than as part of the transient hotel household.

**427. *Institutional Households.***—The officials, employees, and inmates of an institution who live in the institution building or buildings make up one household. But if any officer or employee and his family, if any, live in separate quarters (a detached house or structure containing no inmates), they should be returned as a separate household. Note the instructions to identify institutions (par. 410).

**428. *Column 4. Home Owned or Rented (Tenure).***—If the home in which the household lives is owned by the head of the household or by some related member of his family living with the household, enter "O" (for owned) on the line for the head of the household, regardless of whether it is still being paid for or is subject to a mortgage.

**429.** If the home or dwelling unit is not owned, either wholly or in part, as indicated above, write "R" (for rented) on the line for the head of the household, even though no rent is actually paid.

430. A home which is owned by a person whose position in the household is that of a lodger should be returned as *rented*.

431. **Column 5. Value of Home, if Owned, or Monthly Rental, if Rented.**—If the home is owned, as indicated by the entry "O" in col. 4, enter in col. 5, on the line for the head of the household, the current market value of the home, as nearly as it can be ascertained. Unless the home has been recently purchased, it will be necessary to estimate its value. The estimate should represent the amount for which the home, including (except on a farm) such land as belongs to it, would sell under ordinary conditions—not at forced sale. The assessor's valuation, on which taxation is based, is usually not a safe guide.

432. Where a person owns a house with living accommodations for more than one household and his household occupies only a portion of the house, as where the owner of a two-family house rents part to another household, estimate the value of the portion of the house occupied by the owner's household (which for a two-family house may be about one-half of the total value), and enter this amount in col. 5 for the owner's household. The entry in col. 5 for the household or households renting a portion of the structure will be the amount paid in monthly rental. Where any considerable portion of the house is used for business purposes, such as a store, deduct the value of this portion—except that the value of one or two rooms used as an office by a dentist, lawyer, or contractor, etc., need not be deducted.

433. For the home of a farm operator who owns, and lives on, his farm (or who owns that part of the farm on which the dwelling stands), obtain an estimate of the value of the dwelling in which he lives, *excluding the land on which it is built*. (This figure should represent a reasonable fraction of the value of all farm buildings reported on the Farm schedule.)

434. Make it clear to your informant that the values returned on the census schedule are not to be used in any way in connection with taxation and are not open to public inspection.

435. If the home or dwelling unit is rented, as indicated by "R" in col. 4, enter in col. 5 to the nearest dollar the actual amount paid each month as rent, or enter one-twelfth of the annual rental, in case payment is not made monthly. *Do not enter fractions of a dollar.*



436. If no money rent is paid, as where a workman receives the use of a house as part of his wages, enter in col. 5 the estimated monthly rental value based on the monthly rental paid for similar dwelling units in the neighborhood.

437. In the case of a tenant farm operator, that is, one who pays rent in some form for the farm, including his dwelling (rather than for the dwelling alone), estimate the monthly rental value of the dwelling in which he lives. This estimate should be based, if possible, on the rent actually paid for similar dwellings nearby, making allowance for the fact that rents are usually lower in the open country than in town.

438. If there is no other basis for estimating the rental value of the home of a farm tenant (or in some instances a nonfarm tenant), you may consider that 1 percent of the total value of the dwelling is a fair monthly rental. For example, if \$1,000 seems to be a reasonable estimate of the total value of the dwelling, enter \$10 as the monthly rental value.

439. Whenever the value reported to you for a dwelling seems a great deal higher or lower than the value for similar structures in the same neighborhood, question your informant further to make sure that he has properly understood the question and that the value is the current market value of the living quarters.

440. *Column 6. Does This Household Live on a Farm?*—This question is to be answered "Yes" or "No" for every household, except that in a thickly settled city district a statement may be made in the space just above and to the right of the heading "Household Data" of the first schedule to the effect that there are no farms in the enumerator's district, and the column may then be left blank. If the household lives on a farm the answer should be "Yes," even though no member of the household actually works on the farm. On the other hand, where a farmer and his family do not live on the farm, the entry for this household should be "No." This question pertains to residence, not to occupation.

Note that for the purposes of the Farm Census you are to fill out the Farm schedule for all of the places with specialized agricultural operations not generally recognized as farms or farming listed on page 80, regardless of the answer entered in col. 6 of the Population schedule.

## Name and Relation

**441. Column 7. Name of Each Person Enumerated.**—Enter in col. 7 the name of each person whose usual place of residence is with the household. Be sure to include persons temporarily absent and all children, even the very youngest. Do not include persons visiting the family, whose usual place of residence is elsewhere, unless they will not be reported in another enumeration district. For a new-born infant who does not have a given name, write "Infant." Write "Ab" after the name of a person temporarily absent at the time of enumeration, such as a traveling salesman, a student, etc., who has sleeping quarters elsewhere, but whom you enumerate as a resident of your district in accordance with the instructions in paragraphs 305 to 307.

**442. Order of Entering Names.**—Some households will contain, in addition to the head of the family and his wife and children, other relatives, lodgers, servants, etc. Enter the names of the members of each household in the following order:

- a. The head of the household (generally the husband).
- b. His wife.
- c. Their children in the order of their ages, beginning with the oldest; except that if any of these children are married and living with their parents, they (husband first and wife next) and their families should be grouped after the names of the other children. (See illustrative example, Form P-2.)
- d. Other relatives, then lodgers, then servants, etc. If there are among these any married couples or persons otherwise related, they should be grouped in the same manner as indicated for the families of married children.

**443. How Names Are To Be Written.**—Enter the last name or surname, then the given name in full, and the initial of the middle name, if any; except that where a person usually writes his first initial and his middle name thus, "P. Robert Brown," you should write "Brown, P. Robert," rather than "Brown, Peter R." Make certain that you have spelled each name correctly.

**444.** Where the surname is the same as that of a member of the same household entered on the preceding line, do not repeat the name, but indicate it is the same as the one above by a long dash (——), as shown in the illustrative example (Form P-2).

445. In some instances there will not be enough lines left at the bottom of a page of the Population schedule to enumerate all members of the household. In such a case, fill in completely the lines on the side of the schedule on which you are enumerating (but do not crowd additional names between the lines) and continue the household on the "B" side of the schedule; or, if you are enumerating on that side, on the "A" side of a new schedule. Make a check (✓) in the box designated "Check if household cont'd on next page," on or below line 40 (line 80 if you are enumerating on the "B" side of a schedule); and write "cont'd" (for continued) across cols. 1 and 2 on line 41 (or line 1, of the new schedule) and leave cols. 3 to 6 blank. Do not leave any lines vacant at the bottom of either side "A" or side "B," except at the completion of the enumeration of your district.

446. *Identification of Persons Furnishing Information.*—Write an X with a circle around it ⊗ in col. 7 after the name of the person who furnishes you with the information concerning the members of the household. (See illustrative example.) If you find it necessary to obtain the information from a person who is not a member of the household, write the name of this person in the left-hand margin, opposite the entries for the household, thus: "Information from John Brown, neighbor."

447. *Column 8. Relationship of This Person to the Head of the Household.*—For the head of the household, that is, the person who is regarded as the head by the members of the house, whether husband or father, wife, widow, or unmarried person of either sex, write the word "Head" in this column. For other members of the household write *wife, son, daughter, father, mother, grandson, daughter-in-law, aunt, nephew, lodger, boarder, servant, hired hand*, etc., according to the particular relationship that the person bears to the *head* of the household. (See illustrative example.)

448. For lodgers, and for servants, hired hands, chauffeurs, etc., who may have relatives living with them in their employer's home, enter the relationship of the relatives to the lodger, servant, or hired hand. As examples, a lodger and his wife should be listed in col. 8 as "lodger" and "lodger's wife"; and a servant and her daughter, living in the home of the servant's employer, should be listed as "servant" and "servant's daughter."

449. Occupants of an institution, prison, school, etc., living in the institutional building or buildings, should be designated as *officer, inmate, patient, pupil*, etc.; and in the case of the chief officer, his title should be used, as *superintendent, warden, principal*, etc., instead of the word "Head." Enter the prisoner's number in col. 8 for an inmate of a penal institution that identifies its prisoners by number; enter "prisoner" for a prisoner not identified by number.

450. For hotel households (see par. 425), enter the term that describes the relation of the person to the hotel, as *manager, cashier, bellboy, housekeeper, guest*, etc.

451. If two or more persons who are not related by blood or marriage share a common dwelling unit as partners, write *head* for one and *partner* for the other or others.

### Personal Description

452. *Column 9. Sex.*—Write "M" for male, and "F" for female.

453. *Column 10. Color or Race.*—Write "W" for white; "Neg" for Negro; "In" for Indian; "Chi" for Chinese; "Jp" for Japanese; "Fil" for Filipino; "Hin" for Hindu; and "Kor" for Korean. For a person of any other race, write the race in full.

454. *Mexicans.*—Mexicans are to be regarded as white unless definitely of Indian or other nonwhite race.

455. *Negroes.*—A person of mixed white and Negro blood should be returned as a Negro, no matter how small the percentage of Negro blood. Both black and mulatto persons are to be returned as Negroes, without distinction. A person of mixed Indian and Negro blood should be returned as a Negro, unless the Indian blood very definitely predominates and he is universally accepted in the community as an Indian.

456. *Indians.*—A person of mixed white and Indian blood should be returned as Indian, if enrolled on an Indian Agency or Reservation roll; or if not so enrolled, if the proportion of Indian blood is one-fourth or more, or if the person is regarded as an Indian in the community where he lives. (See par. 455 for mixed Indian and Negro.)

457. *Mixed Races.*—Any mixture of white and nonwhite should be reported according to the nonwhite parent. Mixtures of nonwhite races should be reported according to the race of the father, except that Negro-Indian should be reported as Negro.

458. **Column 11. Age at Last Birthday.**—Enter the age of the person at his last birthday before 12:01 a. m., April 1, 1940. Thus, a person whose 18th birthday occurred on April 8, 1940, should be reported as 17 years of age because that was his age on his last birthday before April 1, 1940. For persons 1 year old and over, this question calls for the age *in completed years* at last birthday.

459. **Ages of Infants.**—The entry in col. 11 for children less than a year old should indicate age in completed months, expressed as twelfths of a year. Ask the following question in each household: "Are there any children in this household who were born on or after April 1, 1939?" For each child born after April 1, 1939, ascertain the actual birth date and determine the proper entry for col. 11 by referring to the table showing ages by birth dates at the foot of the schedule. Thus the age of a child born on May 2, 1939, should be entered as 10/12. Note that a child born after 12:01 a. m., April 1, 1940, is not to be enumerated (see par. 301).

460. **Infant Card.**—You must fill out an Infant Card (Form P-4), *in addition to* the line of entries on the Population schedule, for each child born during the 4 months from 12:01 a. m., December 1, 1939, to 12:01 a. m., April 1, 1940. That is, fill out an Infant Card for each child for whom the entry in col. 11 is 0/12, 1/12, 2/12, or 3/12.

461. Note that questions 1 to 10 on this form are to be filled out at the time the enumerator is obtaining information for the Population schedule. The answers to questions 11 to 23 may be copied from the Population schedule at the end of each day of canvassing. The numbers in parentheses at the end of questions 11 to 23 refer to the column numbers on the Population schedule from which the information is to be transcribed.

462. If the infant's father is not a member of the household in which the infant resides, enter "Not a member of household" in answer to question 14 and leave questions 15 to 19 blank. If the infant's mother is not a member of the household, enter "Not a member of household" in answer to question 20 and leave questions 21, 22, and 23 blank.

463. The completed Infant Cards must be turned in with your portfolio to your Supervisor upon the completion of the enumeration of your district.

464. *Ages in Round Numbers.*—The age of the person will sometimes be reported in a round number, like 30 or 45, or "about 50" when that is not the exact age. If an age ending in "0" or "5" is reported, you should inquire whether that is really the exact age. If, however, the exact age is not known, enter the approximate age, rather than "Unknown."

465. *Column 12. Marital Status.*—Write "S" for a single person (one who has never been married), "M" for a married person (this includes "separated" persons), "Wd" for a widow or widower, and "D" for a divorced person.

### Education

466. *Column 13. Attended School or College Any Time Since March 1, 1940.*—Write "Yes" for a person who at any time since March 1, 1940, has attended, or been enrolled in, any school, college, university, or educational institution. Enter "No" for all others. Include attendance at a night school, extension school, or vocational school only if it is a part of the regular school system. Do not include correspondence school work of any kind.

467. *Column 14. Highest Grade of School Completed.*—Enter here, for each person, the last full grade of school completed, that is, the highest full grade that the person has successfully finished or from which he has been graduated. Do not include half years or grades that were not finished.

468. This question refers only to the education obtained in public, private, or parochial schools, colleges, or universities. Education obtained at vocational schools is not to be considered, unless such school or college was a part of the regular school system. For a person still in school, the last grade completed will be the grade preceding the one in which he is now enrolled. For a person who completed his formal education in an ungraded school or in a foreign country, enter the approximate equivalent grade in the American school system, or, if this cannot readily be determined, the number of years the person attended school. For a person who obtained his entire educa-

tion in night school, enter the approximate equivalent grade completed. Indicate the grades as follows:

<i>Grade completed</i>	<i>Entry in col. 14</i>
None-----	0
Elementary school:	
First grade-----	1
Second grade-----	2
Third grade-----	3
(etc. to)	
Eighth grade-----	8
High school, academy, or equivalent:	
First year (sometimes known as 9th grade)---	H-1
Second year (sometimes known as 10th grade)-----	H-2
Third year (sometimes known as 11th grade)---	H-3
Fourth year (sometimes known as 12th grade)-----	H-4
College, university, or professional school:	
First year-----	C-1
Second year-----	C-2
Third year-----	C-3
Fourth year-----	C-4
Fifth or subsequent year-----	C-5

469. Enter C-1 to C-5, for a person who completed 1, 2, 3, 4, or 5 or more years at a college or university or a professional school (law school, medical school, dental school, normal school, engineering school, or theological school), whether or not the person was graduated from high school.

470. For persons whose highest grade completed was in a junior high school, it will be necessary to ascertain the equivalent in terms of elementary-school or regular high-school grades.

471. For children under school age, and for persons who have had no formal schooling, that is, who never attended school, enter "0."

### Place of Birth and Citizenship

472. **Column 15. Place of Birth.**—For persons born in the United States, write *in full* the name of the State or Territory or possession. For a person born in Washington, D. C., write D. C.

473. For persons born in a foreign country, enter the name of the country only, as *Belgium, Spain, Italy, Japan, Sweden*, etc., *except as noted in the following paragraphs*. Spell out the name of the country in full. For a person born in any of

those central European areas where there have been recent changes in boundaries, enter in col. 15 as country of birth that country in which his birthplace was situated on January 1, 1937. Note that the list of countries in Europe on that date included Austria, Czechoslovakia, and Poland. If you cannot find out with certainty the country in which the person's birthplace was located on January 1, 1937, enter the name of the province, state, or city in which the person was born, such as Bohemia, Slovakia, Croatia, etc., or Prague, Bratislava, Vienna, etc.

474. Do not return persons as born in Great Britain, but write the name of the particular country, as *England, Scotland, Wales*, etc. Distinction must be made between *Northern Ireland* and *Irish Free State (Eire)*; it is not sufficient to report that a person was born in Ireland.

475. French Canadians, i. e. Canadians of French mother tongue, should be distinguished from other Canadians and reported as *Canada-French*. For all other persons born in Canada, enter *Canada-English*, even though they may not actually speak English.

476. If a person was born in Cuba or Puerto Rico, enter the name of the island, and not "West Indies."

477. If a person was born at sea, write "At sea."

478. **Column 16. Citizenship of the Foreign Born.**—An entry is to be made in this column for all foreign-born persons and for persons born at sea, male and female, of whatever age, as follows:

"Na" (for naturalized) if the person has become an American citizen, either by taking out second or final naturalization papers or through the naturalization of either parent.

"Pa" (for first papers) if the person has declared intention to become an American citizen and has taken out "first papers."

"Al" (for alien) if the person has neither become naturalized nor taken out first papers.

"Am Cit" (for American citizen born abroad) if the foreign-born person or person born at sea was an American citizen at birth.

479. Prior to September 22, 1922, a foreign-born woman became a naturalized American citizen when her husband was naturalized, or if she married an American citizen. Since that date she must take out papers in her own name; otherwise she remains an alien. Note that a person must be at least 18 years old to take out "first papers." Children under 18 years old



should not be returned "Pa" (first papers) merely because their parents have taken out first papers, but should be returned as "Al" (alien).

480. A foreign-born person or a person born at sea was an American citizen at birth (a) if his father was an American citizen who had resided in the United States before the time of the child's birth, or (b) if the person was born after May 24, 1934, if either parent was an American citizen who had resided in the United States before the time of the child's birth.

#### Residence April 1, 1935

481. *Columns 17 to 20. In What Place did This Person Live on April 1, 1935?*—In this section, which is designed to show the movement of population from one place to another between 1935 and 1940, there should be an entry for each person 5 years old or over indicating his place of residence in 1935 as outlined below. This question does not, of course, apply to persons under 5 years old, that is, to persons born after April 1, 1935. For such persons, enter a dash (—) in col. 17, and leave cols. 18, 19, and 20 blank.

482. *Persons Living in the Same House as in 1935.*—For all persons who on April 1, 1935, were living in the same house or structure as at present, enter in col. 17, "Same house," and leave cols. 18, 19, and 20 blank.

483. *Persons Living in Same Place but Different House in 1935.*—For persons who, on April 1, 1935, were living in a different house but in the same city, town, or village as at present, enter in col. 17 "Same place," and leave cols. 18, 19, and 20 blank.

484. *Persons Who Have Moved From One Place to Another in the United States Since 1935.*—For persons who have moved from one place in the United States to another since April 1, 1935, record the place of residence on that date as follows: If the place of residence on April 1, 1935, was a city, town, or village of 2,500 or more, enter the name of the place in col. 17, the county in col. 18, and the State in col. 19, except that for cities of 10,000 or more, the county may be omitted.

485. If the residence on April 1, 1935, was in the open country or in a village of less than 2,500, enter "R" (for rural) in col. 17; the county in which that residence was located, in col. 18; and the State in col. 19.

486. In case of doubt as to whether a place had a population of 2,500 or more, enter the name of the place, with county and State, as if it were definitely known to have more than 2,500 inhabitants.

487. For persons who, on April 1, 1935, had their usual place of residence in one of the outlying Territories or possessions of the United States, or in a foreign country, enter dashes in cols. 17 and 18, and write the name of the Territory or possession, or of the foreign country, in col. 19.

488. **Column 20. On a Farm (Yes or No).**—For all persons who have moved from one place to another since April 1, 1935, enter in col. 20 the answer, "Yes" or "No," to the question "Did this person live on a farm on April 1, 1935?" No entry is required in col. 20 for those for whom "Same house" or "Same place" is entered in col. 17.

489. Where the entry in cols. 17, 18, 19, or 20 is the same as that for a member of the same household entered on the preceding line, as it often will be, repeat the entry. Do not use ditto marks.

#### For Persons 14 Years Old and Over—Employment Status Week of March 24–30, 1940

490. *Entries are to be made in cols. 21 to 33 only for persons 14 years old and over. Leave these columns blank for all persons under 14 years of age.*

491. **Columns 21 to 25.**—These questions are designed to give an accurate classification of the work status during the week of March 24–30, 1940, of all persons 14 years old and over. The answers to these questions will permit the classification of such persons into two large groups: (a) *Workers in the labor force*, and (b) *persons not in the labor force*.

492. *The labor force will be further subdivided on the basis of the information collected, as follows:*

1. Persons at work during the week of March 24–30, 1940, in private work or nonemergency Federal, State, or local Government work—Government work other than WPA, NYA, CCC, local work relief, etc. ("Yes" in col. 21).

2. Persons at work on, or assigned to, public emergency project work—WPA, NYA, CCC, local work relief, etc. ("Yes" in col. 22).

3. Persons who are seeking work, and are not in either of the classes above ("Yes" in col. 23).

4. Persons who have jobs, businesses, or professional enterprises from which they were temporarily absent during the week of March 24-30, 1940 ("Yes" in col. 24).

493. The sum of all the persons in these four groups will be the total number of persons in the national labor force during the week of March 24-30, 1940.

494. *Persons not in the labor force* March 24-30 will include all other persons 14 years old or over, that is those not working, not assigned to public emergency work, not seeking work, and without a job, business, or professional enterprise. This group will be subdivided into (a) persons who devote most of their time to the care of the home and doing housework for their families ("H" in col. 25); (b) persons in school ("S" in col. 25); (c) persons physically unable to work because of permanent disability, old age, or chronic illness ("U" in col. 25); (d) other persons, including retired persons, persons who choose not to work, etc. ("Ot" in col. 25).

495. The question in col. 21 is to be asked with regard to *all* persons 14 years old and over; and each of the questions in cols. 22 to 25 is to be asked only if the answer to the preceding question is "No." Thus, as soon as a "Yes" is received in reply to one of the questions in cols. 21 to 24, enter a dash in each of the other columns in this group, and also in col. 25 for that person; and do not ask the questions in this block (cols. 21 to 25) that follow the column to which the answer of "Yes" is received.

496. The questions relating to employment status are arranged on the schedule in the order in which they must be asked. *Do not ask them in any other order.* Instructions for each of these questions are given in the following paragraphs.

497. **Column 21. Was This Person AT WORK for Pay or Profit in Private or Nonemergency Government Work During Week of March 24-30? (Yes or No).**—There must be an entry of either "Yes" or "No" in col. 21 for every person 14 years old and over, except that "Inst." is to be entered for inmates of the institutions specified in paragraph 504.

498. Enter "Yes" for any person who did any work, full-time or part-time, during the week of March 24-30, 1940, *for pay or for profit* (a) in any *private* job, business, or profession; or (b) in any Federal, State, or local *nonemergency Government work*. Enter "Yes" also for any person who worked during the week at unpaid family work as defined below.

499. *Private jobs, businesses, and professions* include all positions except those where the person is paid directly by a Government agency. *Nonemergency Government work* includes all Federal, State, and local Government jobs or elective offices except project jobs provided on public emergency programs, such as WPA, NYA, CCC, or local work relief programs. *Work for pay* includes any work done for salaries, wages, piece rates, fees, commissions, tips, supplies, board and room, etc., and *work for profit* includes any work done in one's own profession, business, or store, or on a farm which is owned or rented. *Unpaid family work* is that done by a wife, son, daughter, or other relative living in the household who actually assisted without money wages or salary on work which contributed to the family income (such as in the operation of the family farm or family business enterprise) at any time during the week. However, housework, incidental work or chores, not directly connected with a family business enterprise, and unpaid work done in the household by persons who are not relatives, are *not* to be regarded as unpaid family work for purposes of this census.

500. Enter "No" for each person who did not do any work in any private or nonemergency Government employment during the week of March 24-30. This will include persons who were working on, or assigned to, public emergency work (WPA, NYA, CCC, etc.) during the week.

501. Some of the important special classes for which the answer of "Yes" is required are as follows:

a. Enter "Yes" for a professional person, such as a doctor or lawyer, whose professional services were available at any time during the week, although he may not have actually performed any such services or received any fees.

b. Enter "Yes" for a person with a business of his own (such as a store owner, a radio repairman, a contractor, or a peddler), who operated his business, that is who attempted to sell his wares or to obtain orders, even though he may not have made any sales or performed any services during the week.

c. Enter "Yes" for a farmer who usually operates a farm, even though because of bad weather conditions, temporary illness, etc., he did not actually work on the farm during the week. Enter "Yes" for the wife of the farmer, or other members of the farmer's family, only if they actually worked during the week on tasks contributing to the income of the farm and other than home housework, occasional work, or incidental chores. (Enter "No" for a farmer's wife, or other members of the farmer's family, if they were engaged only on occasional tasks, home housework, or incidental chores.)

*d.* Enter "Yes" for each person who worked for pay or profit in his or her own home at any time during the week, as for example, a woman who took in laundry, or who made artificial flowers that she intended to sell, or did sewing at home for a clothing factory.

*e.* Enter "Yes" for a person, generally the housewife, keeping five or more boarders or lodgers.

*f.* Enter "Yes" for a person who is working on a job involving training for more advanced work. Thus, student nurses and workers in company training schools and programs are to be regarded as working if they receive compensation in money or in kind (that is, living quarters, food, etc.).

*g.* Enter "Yes" for the administrative employees of public emergency programs who were employed in Federal, regional, State, district, or other local offices charged with the responsibility of administering any of the public emergency programs set up to provide jobs for the unemployed (WPA, NYA, CCC, State and local work relief, etc.). Enter "No" for all persons working on, or assigned to, specific projects, regardless of whether such persons were in supervisory or nonsupervisory positions, and regardless of whether the project is located in offices occupied by administrative employees of the same programs.

502. For persons reporting both (*a*) private or nonemergency Government work, and (*b*) public emergency project work during the week, enter "Yes" in col. 21 if the person worked more hours in the nonemergency work than in the public emergency project work; or if he left the emergency project work during the week to take private or nonemergency Government work. For all other persons with both types of work, enter "No" in col. 21 and "Yes" in col. 22. Never enter "Yes" in both cols. 21 and 22.

503. The entry of "No" is required not only for totally unemployed workers and for persons at work on, or assigned to, public emergency programs, but also for such persons 14 years old and over as: Housewives and other unpaid persons engaged in home housework only; students not also at work for pay or profit; retired and permanently disabled persons; persons other than those specified above with jobs, businesses, or professional enterprises who for any reason did not actually work during the week of March 24-30, 1940.

504. *Entry for Inmates of Specified Institutions.*—In enumerating persons resident in institutions of the type specified below which may be located in your district, enter "Inst." in col. 21 for each inmate and leave cols. 22-34 blank. This instruction is to apply to public or private institutions as follows:

Prisons, reformatories, jails, penal farms or camps; institutions for the mentally diseased, mentally defective or epileptic; and homes for the aged, infirm, or needy. Enter "Inst." in col. 21 for such a person even though he may have performed some work during the week for which he received an allowance, salary, or credit on the books of the institution. The entry "Inst." is never an acceptable entry for a person living in a noninstitutional household or an institution other than one of the types specified above.

505. Note that if "Yes" is entered in col. 21, you must indicate in col. 26 the number of hours the person worked during the week. (See paragraph 521.)

506. **Column 22. If Not, Was He at Work on, or Assigned to, Public EMERGENCY WORK (WPA, NYA, CCC, Etc.) During Week of March 24-30? (Yes or No).**—There must be an answer of either "Yes" or "No" in col. 22 for each person with the entry "No" in col. 21. For those for whom "Yes" has been entered in col. 21, there should be a dash in col. 22.

507. Enter "Yes" for each person who, during the week of March 24-30, was at work on, or who, although not actually working, was assigned to work on a WPA project; on an NYA project, on NYA Student Aid work; in a CCC (Civilian Conservation Corps) camp; on local work relief; or on other public emergency employment provided by Federal, State, and local Governments to furnish employment to unemployed workers. Do not enter "Yes" for workers employed by private employers even though such employers are engaged in Government construction on a contract basis, as in the case of workers employed on Public Works Administration projects (PWA). For a person with both public emergency work and private or non-emergency Government work, follow the instructions in paragraph 502.

508. Enter "No" in col. 22 for a person with "No" in col. 21 who was neither at work on, nor assigned to, public emergency work. (Note that for administrative employees of the public emergency programs "Yes" will have been entered in col. 21 and a dash (—) in col. 22.)

509. Note that if "Yes" is entered in col. 22, you must indicate in col. 27 the number of weeks since the person last had a job of 1 month or more in private or nonemergency Government work, or if he never had such a job the number

of weeks since he last began to look for work. (See par. 525.)

510. **Column 23. If Neither at Work nor Assigned to Public Emergency Work: Was This Person SEEKING WORK? (Yes or No).**—There must be an answer of either "Yes" or "No" in col. 23 for each person with an entry of "No" in cols. 21 and 22. Enter a dash in col. 23 for all persons with an entry of "Yes" in either cols. 21 or 22.

511. Enter "Yes" in col. 23 for each person with an entry of "No" in both cols. 21 and 22, who was seeking work. A person is to be regarded as "seeking work" if he was making an active effort to secure a job, or a business or professional opening. For example, registration in a public or private employment office, contacts with prospective employers, placing or answering advertisements, and efforts to start a business or the practice of a profession are to be regarded as evidences of seeking work.

512. Enter "Yes" for each person who was *actively seeking work* as indicated above, and for each person who would have been *actively seeking work* except for circumstances such as those indicated below:

a. Enter "Yes" for a worker in a community in which there are only a few dominant industries (or only one industry) who was not actively seeking work because the plants or establishments in the community were shut down. For example, enter "Yes" for a miner (or a new worker) in a mining town who would have been actively seeking work except that the mines were closed.

b. Enter "Yes" for a person without a job who would have been *actively seeking work* except for a temporary illness such as a cold.

c. Enter "Yes" for a person who would have been *actively seeking work* except for the fact that there was no work to be had, or no work to be had at his occupation. Note, however, that if such a person was on layoff with specific instructions to return to work within four weeks from the date of layoff, the entry in col. 23 should be "No" and the entry in col. 24 should be "Yes." (See par. 516b).

513. Enter "No" in col. 23 for each person with an entry of "No" in cols. 21 and 22 who was not seeking work as defined above. Enter "No" if the person was merely looking for a better or different job (unless he was on strike and seeking

work, in which case enter "Yes"). For a detailed listing of some of the classes for which "No" is to be entered in col. 23 see the instructions for cols. 24 and 25.

514. Note that if "Yes" is entered in col. 23, you must indicate in col. 27 the number of weeks since the person last had a job of one month or more in private or nonemergency Government work, or if he never had such a job the number of weeks since he last began to look for work. (See par. 525.)

515. **Column 24. If Not Seeking Work, Did This Person Have a Job, Business, Etc.? (Yes or No).**—An entry of "Yes" or "No" is to be made in col. 24 only for persons for whom there is an entry of "No" in cols. 21, 22, and 23. For persons with "Yes" in cols. 21, 22, or 23, enter a dash.

516. Enter "Yes" in col. 24 for the types of persons listed below who were not seeking work ("No" in col. 23) and who had a job (other than at public emergency project work—WPA, NYA, CCC, etc.) or a business or professional enterprise, at which they did not actually work at any time during the week of March 24–30, 1940.

*a.* A person on a paid or unpaid vacation. The week of March 24–30, 1940, will be spring vacation week for schools in some communities. Enter "Yes" in col. 24 for school teachers and other school employees who were on vacation during this week.

*b.* A person with a job who was not at work because he was on a short lay-off not exceeding 4 weeks and with definite instructions to return to work on a specific date.

*c.* A person who was temporarily ill but who had a job, business, or a professional enterprise to which he was going to return upon his recovery.

*d.* A person with a job, business, or professional enterprise not working because of temporarily bad weather conditions. (For special treatment of farmers, see par. 501c.)

*e.* A person not at work because of an industrial dispute (strike or lock-out) but who expected to return to his job upon the settlement of the dispute.

517. Enter "No" in col. 24 for each person who was not seeking work for pay or profit and who did not have a job, business, or professional enterprise during the week of March 24–30, 1940. "No" should be entered for persons such as housewives and other unpaid persons engaged in home housework only; students not also employed for pay or profit; retired and



permanently disabled persons; persons who choose not to work; and persons not working during the week of March 24-30, who work or seek work only in limited seasons of the year, such as a professional football player who does no other work, and the housewife who may work as a saleswoman for pay only during the Christmas season.

518. *Column 25. For Persons Answering "No" to Questions 21, 22, 23, and 24: Indicate Whether Engaged in Home Housework (H), in School (S), Unable to Work (U), or Other (Ot).*—

There must be one and only one entry in col. 25 as indicated below for each person 14 years old or over with an entry of "No" in cols. 21, 22, 23, and 24. Enter a dash in col. 25 for all persons with the entry "Yes" in any one of cols. 21, 22, 23, or 24.

519. For each person with an entry of "No" in cols. 21, 22, 23, and 24:

a. Enter "H" if the person was primarily occupied during March 24-30 with own home housework, even though she (or he) may work for pay or profit a short time during the year, as for example, during the canning season, or Christmas season.

b. Enter "S" if the person was enrolled in school.

c. Enter "U" if the person was unable to work because of permanent disability, chronic illness, or old age.

d. Enter "Ot" for all others not at work, not seeking work, and without a job. These will include: (a) persons who work only during a short season of the year, such as professional football players, and who were neither working nor seeking work during the week of March 24-30, 1940; (b) retired persons still able to work; (c) persons who choose not to work; and (d) persons able to work who for any other reason were not working, not seeking work, and without a job.

520. *Summary of Entries—Cols. 21 to 25.*—In summary it should be noted that there are only 6 possible combinations of responses to questions 21 to 25 for any person 14 years old or over.

	At work in private or nonemergency Government work	Public emergency work	Seeking work	With a job, business, etc.	Others
	Col. 21	Col. 22	Col. 23	Col. 24	Col. 25
For persons <i>at work</i> in private work or nonemergency Government work	Yes	—	—	—	—
For inmates of specified institutions	Inst.				
For public emergency workers	No	Yes	—	—	—
For persons seeking work	No	No	Yes	—	—
For persons who have jobs, businesses, or professional enterprises, but who did not work during the week for specified reasons	No	No	No	Yes	—
For other persons 14 years old and over.	No	No	No	No	{ H, S, U, or Ot

One of these combinations of entries must appear in cols. 21 to 25 for each person 14 years old and over, and no other combination is correct.

521. **Column 26. If at Private or Nonemergency Government Work ("Yes" in col. 21): Number of Hours Worked During Week of March 24-30, 1940.**—Enter in col. 26 for each person who was at work in private or nonemergency Government work ("Yes" in col. 21) the total number of hours worked during the week for pay or profit (including unpaid family work other than home housework or incidental chores but excluding any time spent on emergency work, as WPA, NYA, and CCC).

522. Note that you must make an entry in col. 26 when the entry in col. 21 is "Yes" and *only* when it is "Yes." Col. 26 must be left blank for persons for whom the entry in col. 21 is "No," "Inst.," or blank.

523. For a professional person, a business man, a farmer, or any other person maintaining his own office, or operating a business or farm, enter the number of hours he spent in his office, or in his place of business, or in any work on his farm; include also the number of hours he may have elsewhere devoted to his professional, business, or farm affairs. If the exact number of hours is not known, enter the best obtainable estimate.

524. This entry should be in terms of the nearest whole number of hours. A fractional period of 30 minutes or more should be counted as a whole hour.

525. *Column 27. If Seeking Work or Assigned to Public Emergency Work ("Yes" in Col. 22 or 23): Duration of Unemployment up to March 30, 1940—In Weeks.*—There must be an entry in col. 27 indicating the duration of unemployment in weeks up to March 30, 1940, for each person who is seeking work ("Yes" in col. 23) and each person on public emergency work ("Yes" in col. 22). Col. 27 must be left blank unless "Yes" is entered in col. 22 or 23. Note that all entries are to be made in weeks even if the person has been unemployed for several years. (See table in par. 529.)

526. *Persons with Previous Work Experience.*—For each person seeking work or assigned to public emergency work who has had previous work experience on a private job or a non-emergency Government job lasting 1 month or more full time, enter the number of weeks since the end of his last private or nonemergency Government work of 1 month or more. However, the following exceptions must be observed:

a. For a person who does not usually work at one job for one month or more, such as a private-duty nurse, a stevedore, etc., enter the number of weeks since the person last worked at his occupation, regardless of the duration of the work.

b. For a person who, at any time since his last private or nonemergency Government job of 1 month or more, has had a period during which he did not desire work for pay or profit, enter the number of weeks since he last began seeking work. One example is the case of a young man who last worked on July 1, 1939, and who lost his job at that time and sought work until September 1, when he stopped seeking work and entered school. On February 1, 1940, he left school and once more began to seek work. The proper entry for duration of unemployment in this case is "8," the number of weeks from February 1 to March 30, 1940. Another example is the case of a housewife who worked as a stenographer before her marriage and began to seek work after her husband lost his job on October 1, 1939; for this housewife enter "26," the number of weeks elapsed between October 1, 1939, and March 30, 1940. This is the proper entry because, while she may not have had a job for pay or profit for several years, she did not begin to seek work until her husband became unemployed and has been seeking work for only 26 weeks.

527. *Persons Without Previous Work Experience.*—For each person who has never worked in a private or nonemergency

job for one month or more (including persons who have worked only on public emergency projects), enter the number of weeks since the person last began to seek work. In most cases this will be the number of weeks since the person left school.

528. Note that, both for persons seeking work and for those on public emergency work, time spent on public emergency work projects (WPA, CCC, NYA, etc.) and time spent on jobs lasting less than 1 month (except as provided in par. 526a) are to be counted as weeks unemployed for the purpose of this question. Make all entries in whole numbers, counting fractions of half a week or more as whole weeks.

529. The following table will assist you in calculating duration of unemployment:

Date last job ended or date person began seeking work	Weeks unemployed	Date last job ended or date person began seeking work	Weeks unemployed
March 15, 1940.....	2	June 1, 1939.....	43
March 1, 1940.....	4	May 1, 1939.....	48
February 15, 1940.....	6	April 1, 1939.....	52
February 1, 1940.....	8	January 1, 1939.....	65
January 15, 1940.....	11	October 1, 1938.....	78
January 1, 1940.....	13	July 1, 1938.....	91
December 15, 1939.....	15	April 1, 1938.....	104
December 1, 1939.....	17	January 1, 1938.....	117
November 1, 1939.....	22	July 1, 1937.....	143
October 1, 1939.....	26	January 1, 1937.....	169
September 1, 1939.....	30	July 1, 1936.....	195
August 1, 1939.....	35	January 1, 1936.....	221
July 1, 1939.....	39		

### Occupation, Industry, and Class of Worker

530. *Columns 28 to 30. Occupation, Industry, and Class of Worker.*—For each person for whom “Yes” was entered in questions 21, 22, 23, or 24 (that is, each person who was classified as at work; as at work on, or assigned to public emergency work; as seeking work; or as with a job), there must be entries in cols. 28 to 30 showing his occupation, industry, and class of work (except for “new workers” see par. 535). For persons not in the labor force, that is those persons classified as home houseworkers, attending school, unable to work, or other (“H,” “S,” “U,” or “Ot,” in col. 25) leave cols. 28 to 30 blank. Also leave cols. 28 to 30 blank for inmates of the institutions specified in par. 504, that is, for those persons for whom “Inst.” has been entered in col. 21.

531. These three questions are designed to show as much as possible about each worker's present job, or, if he is not working at present, about his last full-time job of a month or more. In accordance with the detailed instructions that follow, use the Occupation column, col. 28, to record, in as much detail as possible, the exact nature of the duties that this person performs in his job; use the Industry column, col. 29, to show as fully as possible, the kind of industry or establishment, that is, the kind of factory, store, or other place of business in which he performs these duties. Indicate the Class of Worker for the person in col. 30. (See par. 569.)

532. *For a Person in Private or Nonemergency Government Work, Assigned to Public Emergency Work, or With a Job.*—For a person for whom you entered a "Yes" in col. 21, 22, or 24, the entries in cols. 28 to 30 are to describe the job at which the person was employed during the week of March 24-30, 1940.

533. *For Persons Having Two Occupations.*—For a person employed during the week of March 24-30, 1940, in more than one occupation in private or nonemergency Government work, return the one at which he spent the more time. For persons in both (a) private or nonemergency Government work and (b) public emergency work, enter the occupation consistent with the entries for such a person in cols. 21 and 22.

534. *For a Person Seeking Work Who Has Previous Work Experience.*—For a person seeking work, that is, one for whom "Yes" has been entered in col. 23, describe in these three columns the job on which he last worked for 1 month or more, full time (including public emergency employment, WPA, NYA, CCC, etc.); however, for a person who does not usually work at one job for an entire month, such as a private-duty nurse, a laborer at odd jobs, or a stevedore, describe the last job, regardless of how long he worked at it.

535. *New Worker—A Person Seeking Work Who Has no Previous Work Experience.*—For a person seeking work ("Yes" in col. 23) who has never worked on a private or nonemergency Government job or at public emergency work (WPA, NYA, CCC, etc.) for 1 month or more, full time, enter "New worker" in col. 28 and leave cols. 29 and 30 blank.

536. *Column 28. Occupation.*—Enter in col. 28 an occupation or the term "New worker" for each person who has an entry of "Yes" in any one of cols. 21 to 24. Leave col. 28 blank for all other persons. The occupation entry in col. 28 should be the

word or words which most accurately indicate the particular kind of work done, as *lawyer, ship carpenter, music teacher, traveling salesman, steamfitter, file clerk, etc.*

537. **Farm Workers.**—Return a person who was in charge of a farm as a *farmer*, whether he owned the farm or operated it as a tenant or renter; but a person who managed a farm for someone else for wages or salary should be reported as a *farm manager*. A man who directed farm labor under the supervision of the owner, tenant, or manager should be reported as a *farm foreman* or a farm overseer; and a person who worked on a farm for someone else but not as a manager or foreman should be reported as a *farm laborer*.

538. A woman who operated a farm or plantation should be reported as a *farmer*; a woman who worked regularly for wages at outdoor farm or garden work, in the dairy, or in caring for livestock or poultry, should be returned as a *farm laborer*.

539. **Unpaid Family Workers.**—Enter in col. 28 the occupation, such as *farm laborer, delivery boy, salesman, etc.*, of a member of a family who worked regularly without wages or salary on the family's farm, in a shop or store from which the family obtained its support, or on other work that contributed to the family income (not including home housework or incidental chores).

540. A person who worked regularly as an unpaid family worker on a farm should ordinarily be returned as a *farm laborer*.

541. **Builders and Contractors.**—Only persons who were engaged principally in obtaining building or other construction contracts and supervising their execution should be returned as *builders* or *contractors*. Craftsmen who work with their own tools should be returned as *carpenters, plasterers, etc.*, and not as contractors.

542. **Engineers.**—Distinguish carefully the different kinds of engineers by stating the full descriptive titles, as *civil engineer, electrical engineer, locomotive engineer, mechanical engineer, mining engineer, stationary engineer, etc.*

543. **Foremen and Proprietors.**—In the case of a foreman or proprietor, always include in col. 28, with the entry *foreman* or *proprietor*, the specific craft or trade, if any, that the person pursues, as *foreman-carpenter, foreman-electrician, proprietor-pharmacist, proprietor-tailor, etc.*

544. The term "laborer" should be avoided if any more precise statement of the occupation can be secured. Employees in factories and mills, for example, usually have some definite designation, as weaver, roller, etc. Where the term "laborer" is used, be especially careful to state accurately the industry or business in col. 29.

545. Avoid the use of the word "mechanic" whenever a more specific occupation can be given, such as *carpenter*, *painter*, *electrician*, etc. *Automobile mechanic*, however, is a satisfactory return.

546. Avoid the use of the word "clerk" wherever a more definite occupation can be named. Thus, an employee in a store who is wholly or principally engaged in selling goods should be called a *salesman* and not a "clerk." A *typist*, *accountant*, *bookkeeper*, *cashier*, etc., should be reported as such, and not as a "clerk." Do not return a *stenographer* as a "secretary." Distinguish a *traveling salesman* from a *salesman* in a store.

547. *Nurses*.—In the case of a nurse, always specify whether she is a *trained nurse*, a *practical nurse*, or a *child's nurse*.

548. *Column 29. Industry*.—There must be an entry in col. 29 indicating the industry, or kind of business or establishment, for each person for whom an occupation is entered in col. 28. Leave col. 29 blank for all other persons.

549. Enter in col. 29 the term or terms describing the kind of industry or establishment, that is, the kind of factory, store, or other place of business in which the person followed the occupation described in col. 28. In most cases there will be little difficulty in determining the industry, since most persons are clearly engaged in one distinct industry. Difficulties will sometimes arise, however, in connection with persons whose occupation is connected with more than one industry. In such cases the person should be definitely reported in the principal industry in which he or his concern is engaged. The manager of a plantation, for example, should be returned as the manager of a farm, in spite of the fact that he also runs a store that supplies groceries, etc., to the laborers on the plantation.

550. For an employee who works for a concern that carries on different activities, the return should be the industry in which he directly works, provided that represents a major subdivision of the enterprise and is carried on in a separate building or in a place physically distinct from other activities

of the concern. Thus, a miner working in a coal mine, owned and operated by a steel mill, should be returned as engaged in the coal mining industry (that is, in his immediate place of work) and not as working for a steel mill. On the other hand, persons working in a department or other unit incidental to the main work of an establishment should be returned in the Industry column (col. 29) as engaged in the major activity of the establishment. For example, the industry return for workers in the power plant of a steel rolling mill should be *steel rolling mill*; that for workers in the box making department of an electrical machinery factory should be *electrical machinery factory*; that for workers in the garage or the warehouse of a department store should be *department store*; and that for workers in the foundry of an agricultural implement factory should be *agricultural implement factory*.

551. Whenever possible, avoid the use of the word "company" in col. 29. An "oil company" for example, may operate oil wells, or a pipe line, or an oil refinery, or a cottonseed oil mill, or it may be engaged in selling oil. Likewise, never enter a firm name in col. 29, as "Jones & Co.," but state the industry or business in which the person follows his occupation, as *building construction, retail hardware, etc.*

552. **Avoid General or Indefinite Terms.**—Give the occupation and industry precisely. For example, return a worker in a textile mill as a spinner, *cotton mill*; weigher, *woolen mill*; spooler, *silk mill*; etc. Do not report industry in such indefinite terms as refinery, transportation, electrical, etc., but specify *petroleum refinery, sugar refinery, or copper refinery; steam railroad, or bus line; electrical power company or electrical appliance factory, etc.* Never enter in col. 29 such indefinite terms as "factory," "mill," "shop," "store," or "office," without stating the kind of factory, etc., as *soap factory, cotton mill, auto repair shop, grocery store, real estate office.*

553. **Manufacturing and Trade.**—It is important to distinguish in col. 29 between manufacturing establishments, wholesale establishments, and retail establishments, particularly in entering the industry for workers whose occupations are common to all three classes of establishments, as are, for example, the occupations of salesman and bookkeeper. The entry *salesman, for occupation, and soap, for industry, or the entry bookkeeper, for occupation, and radio, for industry,* would not indicate



whether the person worked in a factory, a wholesale store, or a retail store. *Salesman, soap factory, and bookkeeper, retail radio store* would be satisfactory entries.

554. **Wholesale or Retail Trade.**—Be careful in making the entry in col. 29 for industry, to distinguish between *wholesale* and *retail* trade. Specify in each entry for a person employed at any occupation in a sales establishment both the kind of business and whether the establishment is engaged in retail or wholesale trade. If the establishment is engaged in both retail and wholesale trade, specify the more important branch of the firm's activity, retail or wholesale trade. If that cannot be ascertained, abbreviate "wholesale—retail," as in the following example: *Traveling salesman, W-R plumbing supplies.*

555. Examples of correct entries for persons employed in sales establishments follow: *Porter, retail men's clothing; saleslady, retail millinery; bookkeeper, wholesale drugs; elevator operator, wholesale plumbing supplies; salesman, W-R ladies' dresses.*

556. In some cases, especially for professional persons, you may use in col. 29 the expression *private practice* or *independent*; or, for some laborers *odd jobs.*

557. **Railroad Repair Shops and Car Factories.**—Distinguish carefully in col. 29 between *railroad repair shops* and *railroad car factories*; and distinguish between a *steam railroad repair shop* and a *street railway repair shop.*

558. **Agents.**—Distinguish carefully the different kinds of "agents" by stating in col. 29 the line of business followed, as *real estate, life insurance, etc.*

### Occupation and Industry for Special Classes of Persons

559. **Doctors and Physicians.**—In the case of a doctor or physician, specify in col. 28 the class to which he belongs, as *medical doctor, osteopathic doctor, chiropractic doctor, etc.* If a doctor is engaged on his own account in private practice for fees, enter *private practice* in col. 29. If, however, he practices his profession on a salary basis, enter in col. 29 the kind of establishment in which he practices, as *hospital, railroad, steel mill, life insurance, etc.*

560. **Unusual Occupations for Young Persons.**—It is very unusual for a person under 18 years old to be a farmer or a

proprietor of any kind; or to be an official, a manager, or a foreman; or to follow a professional pursuit; or to pursue any of the skilled trades, such as that of a plumber, carpenter, or machinist. If, therefore, you are told that a person under 18 follows an occupation usually followed only by older persons, ask whether he is not a *helper* or an *apprentice* in the occupation, and if so, make the entry accordingly, as *blacksmith's helper* or *blacksmith's apprentice*.

561. **Unusual Occupations for Women.**—There are many occupations, such as carpenter or blacksmith, which women do not usually follow. Therefore, if you are told that a woman follows such an occupation, verify the statement. For example, if a woman says she is a blacksmith, inquire whether she works at the anvil or merely owns the shop; if the latter, enter *proprietor* in col. 28 and *blacksmith shop* in col. 29.

562. **Women Doing Housework for Wages.**—A woman who did housework for wages should be returned in col. 28 as *housekeeper*, *servant*, *cook*, or *chambermaid*; and the entry in col. 29 should state the kind of place where she performed these duties, as *private family*, *hotel*, *boarding house*, etc. A woman who did housework in her own home and neither had nor sought employment for pay or profit, nor assisted on work contributing to the family income, should have been returned as a housewife ("H" in col. 25) and cols. 28 to 30 should be left blank.

563. **Cooks.**—Distinguish carefully between cooks and general houseworkers. Return a person who does general housework as a *servant* and not as a *cook*. In each case, state in col. 29 whether the person worked for a *private family*, a *hotel*, a *restaurant*, etc.

564. **Industrial Homework and Other Work at Home.**—For a person regularly employed at home by an outside employer (person or factory) on needlework, sewing clothes, making artificial flowers, etc., enter in col. 28, for occupation, a concise description of the work actually done, followed by the words "at home," such as *seamstress at home*, *flower-maker at home*, *beadworker at home*, *lacemaker at home*. Enter in col. 29 the kind of business or factory by which the person was employed, such as *ladies' clothing factory*, *necktie factory*, *artificial flower factory*, etc.

565. The appropriate entry in col. 29 for a woman who worked at home but *was not engaged by a commercial employer is at home*. Thus, for a woman who made dresses for individual customers in her own home, enter *dressmaker* in col. 28 and *at home* in col. 29. For a woman who took in washing in her own home, enter *laundress* or *washerwoman* in col. 28 and *at home* in col. 29.

566. **Persons Employed on Nonemergency Government Work (Federal, State, or Local).**—For a person employed by a Government agency, enter in col. 28, for occupation, a description of the work performed, and in col. 29 the kind of activity in which the Governmental agency is engaged, as: *Teacher, public school; bricklayer, sewer construction; structural engineer, bridge construction; caretaker, city park; doctor-medical, county hospital*. When the activity in which the Governmental agency is engaged is peculiar to Government, an entry in col. 29 indicating the specific department or branch of the Government will be acceptable. For example: *File clerk, tax assessor's office; bailiff, county court; fireman, fire department; information clerk, election commission; auditor, internal revenue; statistical clerk, Census Bureau; machinist, U. S. Army; gunner, U. S. Navy*. Never enter "Government" in col. 29.

567. **Persons Assigned to Public Emergency Projects (WPA, NYA, CCC, etc.).**—For a person employed on a public emergency project (WPA, NYA, CCC, etc.), enter in col. 28 the occupation at which he is working on the work program, and in col. 29 the nature of the project or enterprise in which he is engaged, as *asphalt raker, road construction; laborer, reforestation; typist, tax records survey; seamstress, sewing project*.

568. **Illustrations of Occupation and Industry Returns.**—The following examples, in addition to those given above, will indicate the method of returning some of the common occupations and industries. They will also suggest distinctions that you should make in other cases:

Column 28	Column 29	Column 28	Column 29
Locomotive engineer.	Steam railroad.	Superintendent.....	Steel works.
Stationary engineer.	Lumber mill.	Contractor.....	Building construction.
Locomotive fireman.	Steel mill.	Foreman - electrician.	Building construction.
Stationary fireman.	Lumber mill.	Foreman-weaver.....	Cotton mill.
Civil engineer.....	Private practice.	Weaver.....	Cotton mill.
Electrical engineer.	Street railway.	Judge.....	County court.
Carpenter.....	Saw mill.	Medical doctor.....	Board of health.
Carpenter.....	Building construction.	Clergyman.....	Church.
Proprietor.....	Retail grocery store.	Music teacher.....	Public school.
Proprietor.....	Wholesale leather.	Author.....	Independent.
Proprietor-pharmacist.	Retail drug store.	Lawyer.....	Private practice.
Traveling salesman.	Wholesale ladies' hats.	Chemist.....	Rayon factory.
Salesman.....	Department store.	Trained nurse.....	Hospital.
Salesman.....	W-R plumbing supplies.	Life insurance agent.	Insurance.
Bookkeeper.....	Wholesale drugs.	Stenographer.....	Election Commission.
Deliveryman.....	Retail grocery store.	File clerk.....	City clerk's office.
Florist.....	Retail flower shop.	Cashier.....	Department store.
Farmer.....	Farm.	Cashier.....	Bank.
Farm laborer.....	Farm.	Machinist.....	Steel mill.
Manager.....	Farm.	Driller.....	Oil well.
Overseer.....	Farm.	Quarryman.....	Marble quarry.
Conductor.....	Steam railroad.	Miner.....	Coal mine.
Conductor.....	Street railway.	Laborer.....	Coal mine.
Brakeman.....	Steam railroad.	Radio operator.....	Broadcasting station.
Chauffeur.....	Taxicab company.	Printer's helper.....	Printing shop.
Chauffeur.....	Private family.	Seamstress at home.	Ladies' dress factory.
Truck driver.....	Reforestation.	Dressmaker.....	At home.
Teamster.....	Log camp.	Housekeeper.....	Private family.
Proprietor.....	Tourist camp.	Servant.....	Private family.
President.....	Bank.	Cook.....	Hotel.
Plant manager.....	Petroleum refinery.	Janitor.....	Apartment house.

569. *Column 30. Class of Worker.*—For each person for whom an occupation is entered in col. 28, enter in col. 30 a symbol for class of worker applying to that occupation as indicated below:

For a wage or salary worker in private work.....	PW
For a wage or salary worker in Government work (including public emergency work).....	GW
For an employer, that is, a person who employed one or more workers other than unpaid family workers (or domestic servants) in conducting his <i>own</i> business.....	E
For a person who worked on his own account.....	OA
For an unpaid family worker, that is, a related member of the family who was employed without wages or salary on work (other than housework or incidental chores) that contributed to the family income.....	NP

570. For a person who followed more than one class of work in his occupation, enter the symbol for that class of work at which he worked the longest during the week of March 24-30. For example, for a carpenter who worked as an employee two days of the week and on his own account without employees for three days of the week, enter "OA" for "own account."

571. *Wage or Salary Worker in Private Work.*—Enter "PW" in col. 30 for a person who worked for a private (non-government) employer for wages or salary, at piece rates, on commission, or for tips, and was subject to the control and direction of an employer. This classification will include the salaried president of a bank or the salaried manager of a factory as well as the clerks and laborers employed. Among the persons for whom "PW" should be entered are: Salesmen who work on commission; laborers (others than unpaid family workers) on farms or in small businesses who receive only board and lodging or remuneration in kind; waitresses who work for tips. Salesmen who work on commission under the direction of an employer, including agents or canvassers who may receive little supervision, but still devote their time to selling the products of one or two concerns, should be returned as wage or salary workers in private work; commission merchants, on the other hand, who solicit business from large numbers of sellers, or from the general public, should be returned as own-account workers, or if they hire assistants, as employers.

572. *Wage or Salary Worker in Government Work.*—Enter "GW" for all persons of whatever rank who were employed by a Federal, State, or local Government agency, whether on nonemergency or on public emergency project work (WPA, NYA, CCC, etc.). Note that "GW" must be entered in col. 30 for *part* of the group answering "Yes" in col. 21 and for *every one* answering "Yes" in col. 22.

573. *Employer.*—Enter "E" in col. 30 for a person who employed helpers or workers (other than unpaid family workers or domestic servants), in conducting his farm or his *own* business. The term "employer" does not include the superintendent, agent, manager, or foreman, or other person *employed* to manage an establishment or business, or the boss of a gang. All such persons should be returned as wage or salary workers, for, while any one of these may hire or employ persons, none of them does so in transacting his *own* business. No individual who worked for a corporation either as an officer

or otherwise should be considered to be an employer. *In short, no person who himself worked for wages, salary, or commission is to be returned as an employer.* Neither does the term "employer" include one who was assisted in his own business only by unpaid family workers. Examples of employers are: The farmer who hires a man to help on his farm for money wages or for room, board, or pay in kind, or who pays money wages to his son or other relative for work on the farm; the independent carpenter or plumber who hires one or more helpers; and the owner of a business enterprise who employs any persons (other than unpaid family workers) in his business.

**574. Working on Own Account.**—Enter "OA" in col. 30 for each person who worked on his own account, that is, in his own business or profession, and who did not employ any workers in his business other than unpaid family workers. Do not classify a person as "OA" if he pays any salaries or wages either in cash or kind, or receives pay from an employer. Examples of persons working on own account are: Farmers who hire no farm hands or workers; owners of small business establishments who hire no workers; doctors, lawyers, and other professional men who work for fees and hire no workers; boarding-house keepers, hucksters, peddlers, newsboys, etc., who neither employ wage or salary workers, nor are themselves employed by another person.

**575. Unpaid Family Worker.**—Enter "NP" in col. 30 for a wife, son, daughter, or other relative of the head of the family who worked without money wages or salary on the family's farm, or in a shop or store or other family enterprise on work that contributed to the family income (not including housework or incidental chores). Unpaid family workers will be found mainly in farm households, in households with a member engaged in a small business enterprise, and in households in which one or more members work at home on their own account or for wages. Examples of unpaid family workers are: A son who worked without wages on his father's farm; a wife who worked without wages in her husband's store or office; and a daughter who assisted her mother without wages on sewing done in the home for a clothing factory. Do not enter "NP" for persons other than relatives, such as hired hands who work for board and lodging or for pay in kind. For such persons the proper entry is "PW."

**Weeks Worked and Income in 1939**

576. *Column 31. Number of Weeks Worked in 1939 (Equivalent Full-Time Weeks).*—There must be an entry in col. 31 for every person 14 years old and over, except inmates of the specified institutions (see par. 504), even though during the week of March 24-30 the person was neither at work, with a job, nor seeking work. Col. 31 is to be left blank only for the inmates of the specified institutions ("Inst." in col. 21) and for persons under 14 years of age.

577. Enter in col. 31, in terms of full-time work weeks, the amount of time each person worked for pay or profit (including unpaid family work as defined in par. 499) during 1939. Include as weeks worked the amount of time each person worked on public emergency work (WPA, NYA, CCC, local work relief, etc.) during 1939. Such public emergency work is to be counted as time worked during 1939, despite the fact that it is considered time unemployed in col. 27, "Duration of unemployment." This apparent inconsistency arises from the fact that a major purpose of this question "Number of weeks worked in 1939" is to afford a comparison with the amount of money wages and salary received which is to be entered in col. 32. Because money wages or salary received from public emergency work are included in the answer to col. 32, the number of weeks spent on such work is included in col. 31.

578. A full-time-work week is the number of hours locally regarded as a full-time week for the given occupation and industry. If it is not known how many hours should be regarded as a full-time-work week, estimate the number of equivalent full-time weeks worked by assuming that there are 40 hours in a full-time week.

579. Vacations with pay and other absences during which the person was paid by an employer are to be counted as weeks worked. However, summer vacations of school teachers who did no other work during the summer are not to be counted as time worked. Vacations of employers, own account workers, and unpaid family workers are to be counted as time worked. However, for employers and own account workers who operate their business only during certain seasons of the year, as in the case of certain contractors, hucksters, peddlers, etc., enter for the number of weeks worked in such a business only the

number of weeks in which they actually operated their enterprise during the year.

580. In the case of workers who are ordinarily employed only on a part-time, or a short-job, basis, such as certain newsboys and delivery boys, and stevedores, estimate the number of equivalent full-time weeks worked by assuming that there are 40 hours in a full-time week. For example, for a newsboy who was employed throughout the year for an average of 10 hours a week, enter the number "13" for the number of full-time weeks worked (10 hours is one-fourth of 40 hours per week, and therefore the number of full-time weeks for the year is one-fourth of 52 weeks, or 13). In making estimates of this type, a good approximation of the equivalent full-time weeks worked will be satisfactory.

581. For a person who worked part time during all or part of the year estimate the number of full-time weeks worked by adding: The number of weeks, if any, during which he worked full time or was absent with pay; and full-time week equivalent of the number of weeks during which he worked part time. For example: A spinner states that he worked full time for 20 weeks, was on paid vacation for 2 weeks and worked part time for 30 weeks. He states that he regards the part-time weeks as equivalent to about one-half of full time, or 15 full-time weeks. The number of equivalent full-time weeks worked is 20, plus 2, plus 15, or 37 weeks.

582. Make the entry in whole numbers of weeks counting a fraction of one-half or more as a whole week. Thus, a total of 26 weeks and 4 days of work during the year should be entered as 27 weeks.

583. Enter "0" in col. 31 for every person 14 years old or over who did not work for pay or profit, or at unpaid family work for the equivalent of one full-time week or more during 1939, except for inmates of the institutions specified in paragraph 504 (for whom the entry "Inst." appears in col. 21).

584. *Column 32. Amount of Money Wages or Salary Received.*—This question must be answered for all persons 14 years and over except inmates of the institutions specified in paragraph 504. Enter an amount or a zero (0) in col. 32 for each person for whom the entry in col. 31 is one week or more. Enter "0" in col. 32 if the entry in col. 31 is "0" and for the cases specified in paragraph 590. Note that for persons who have worked for business profits, etc., rather than for money



wages or salary during the year it is possible to have an entry of number of weeks worked in col. 31 and a "0" in col. 32.

585. Enter in col. 32 the total amount of money wages or salary (including commissions, tips, piece-rate payments, bonuses, etc.) paid in cash, or by check or draft, to each person for work done as an *employee*, including public emergency project work, in 1939. Do not include the earnings of businessmen, farmers, or professional persons derived from business profits, sale of crops, or fees. Do not include as money wages or salary, income received from any of the sources listed in paragraphs 587 and 593. Enter the total amount of money wages or salary in terms of whole dollars, regarding sums of 50 to 99 cents as one dollar. For amounts above \$5,000, enter "5,000+." This means that you are not to report the actual amount of money wages and salary for persons who have received more than \$5,000. Keep this in mind in enumerating any household which seems likely to have an income above this amount. Some persons who might otherwise be reluctant to report wages or salary would be quite willing to do so if they learn that the amount above \$5,000 need not be specified.

586. Include in total money wages or salary any amounts which have been deducted for Social Security purposes (e. g., Old Age Insurance, Railroad Retirement, or Unemployment Compensation). Include also all wages or salaries earned by administrative or project employees on any public emergency program (WPA, NYA, CCC, etc.) regardless of whether such wages or salaries were earned in the administrative offices of these programs or on projects.

587. Exclude from total money wages or salary the following:

a. Sums received as unemployment compensation, direct relief, or charity.

b. Income received in kind, such as living quarters, meals, supplies, etc., even though received as payment for work performed.

c. Sums received for travel and expenses incurred in travel.

588. In some instances, you will find that the housewife, or other member of the household who is furnishing you with the information, will not know the amount of money wages or salary on an annual basis. In such cases, obtain an approximation of the money wages or salary for the year by multiplying the number of weeks worked by the average salary per week. For example, a housewife may not know her husband's

total money wages or salary for the year but may know that he worked 47 weeks during the year and that he earned \$22.50 per week. In such a case, obtain the proper answer to this question, \$1,058 in this case, by multiplying 47 (total weeks worked—the entry in col. 31) by \$22.50 (average amount earned per week).

589. Even in community property States (Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Oklahoma, Texas, and Washington) money wage or salary is to be entered for the person who earns it and is not to be divided between husband and wife for purposes of the census.

590. Enter "0" in col. 32 for each person who worked one week or more in 1939, but who did not receive any wages or salary as an employee during that year. A zero (0) should be entered for persons who worked only as unpaid family workers; for persons whose total wages or salary were paid in "kind" (that is, in use of living quarters, food, etc.); and for persons who, during the year 1939, received income *only* from sources other than wages or salary, as specified in paragraph 593.

591. **Column 33. Did This Person Receive Income of \$50 or More From Sources Other Than Money Wages or Salary? (Yes or No.)**—There must be an entry in col. 33 for every person 14 years old and over except the inmates of the institutions specified in paragraph 504. Leave col. 33 blank only for inmates of such institutions and for persons under 14 years of age.

592. The purpose of this question is to find out whether the person received \$50 or more income during the year 1939 from sources other than money wages or salary, and not to ascertain the *amount* of such income. Do not ask the total *amount* of income received from sources other than money wages or salary.

593. Enter "Yes" for each person who received \$50 or more from any one or any combination of the following sources: Roomers or boarders; business profits; fees (obtained by a professional person); rents; interest; dividends; unemployment compensation; direct cash relief; old age assistance; pensions; annuities; royalties; *regular* (not occasional) contributions received from relatives other than the members of the immediate family in which this person lives or from other persons; income in "kind," that is, living quarters, food, supplies, etc.,

received during the year (from sources other than the immediate family) for work or services rendered, for the use of land or other property, or as direct relief or charity; produce consumed from the person's own farm (sales value); commodities consumed from the person's own business (sales value).

594. Note that income in "kind" is particularly important for certain groups of persons, such as farm laborers, household servants, and employees of restaurants and other eating establishments. In all such cases, find out whether or not the person has received the equivalent of \$50 or more in meals and/or lodging.

595. Note that if any family rents a room for as much as \$5 a month for 10 months of the year, some person in that family (usually the head or the wife of the head) should have received an income of \$50 or more from this source, and the entry should therefore be "Yes" for that person. Note also that on almost any farm on which foodstuffs are grown or poultry is raised for home consumption the value of these products consumed in the course of a year will amount to more than \$50 and some member of the family (usually the head) should be credited with this income.

596. Do *not* include: Lump-sum insurance settlements paid to a beneficiary; lump-sum compensation payments paid after an accident or for other damages; occasional gifts either of money or of goods; inheritances; receipts or profits from the sale of lands, farms, buildings, businesses, or securities (unless the person regularly earns his living by buying and selling such properties); or sums received for travel expenses.

597. Enter "No" in col. 33 for each person who did not have an income of \$50 or more from sources other than money wages or salary during 1939.

#### Farm Schedule Number

598. *Column 34. Number of Farm Schedule.*—If the head or any member of the household operates a farm or any other place for which you fill out a farm schedule, enter in this column the number of the farm schedule filled out for that place. Make this entry opposite the name of the member of the household operating the farm. Note that while in general Farm schedule numbers will be entered in col. 34 of the Population schedule for households reported in col. 6 as living

on a farm, *Farm schedules will also be required for specialized agricultural operations* (see page 80) irrespective of the answer in col. 6 (that is, even if the answer in col. 6 is "No"); and the Farm schedules for each such specialized agricultural operation must be filled out in a manner identical with other Farm schedules.

### SUPPLEMENTARY QUESTIONS

599. At the bottom of each page of the Population schedule two lines are provided for certain supplementary information that is to be obtained for the two persons whose names fall on two designated lines of the Population schedule. These lines are easily identified by the heavy rules which extend into both left and right-hand margins of the schedule, by the notation "Suppl. Quest." (for supplementary questions) in the margins of the schedule, and by the bold-face line numbers. These bold-face line numbers are repeated at the bottom of the Population schedule in the block reserved for the supplementary questions.

600. Ask the supplementary questions only for the member of the household whose name is entered on one of the lines described above, whether this be the head, his wife, a son or daughter, an infant, a lodger, or any other member of the household.

601. *Column 35. Name.*—Enter in this column in full the name of the person for whom the supplementary information is required.

#### Place of Birth of Father and Mother, and Mother Tongue

602. *Columns 36 and 37. Place of Birth of Father and Mother.*—In entering the place of birth of father and mother in cols. 36 and 37, follow the instructions for place of birth of person in paragraphs 472 to 477. In case a person does not know the State or Territory of birth of his father or mother, but knows that he or she was born in the United States, write "United States" rather than "Unknown."

603. *Column 38. Mother Tongue.*—Enter here the principal foreign language spoken in the home of the person in his earliest childhood. Enter "English" if no foreign language was spoken.

604. For foreign-born persons the mother tongue will be that language spoken in the home before the person came to the

United States. It should be noted that the mother tongue is not necessarily the same as the language of the country in which the person was born. For example, the mother tongue of a person born in Russia may be German, Polish, Russian, or some other language.

605. For persons born in the United States, enter the principal foreign language, if any, such as French, Spanish, or Polish, spoken in the home in the person's earliest childhood. Note that a foreign language may have been spoken in the home even if both the person's parents were born in the United States.

606. For Indians the mother tongue or native language is usually the tribal language.

### Veterans

607. *Column 39. Is this Person a Veteran of the Military Forces of the United States, or a Wife, Widow, or Under-18-Year-Old Child of a Veteran?*—Enter "Yes" in col. 39 for a man who served in the military forces of the United States (Army, Navy, or Marine Corps) in time of war or peace. This will not include men who are now in the active forces of the United States or who performed all of their military service in the National Guard, the Army, Navy, or Marine Reserves, Reserve Officers' Training Corps, Citizens' Military Training Camp, or other branch not a part of the regular military establishment.

608. Enter "Yes" for a wife, widow, or under-18-year-old child of a man (even though he may now be dead) who served in the military forces of the United States in time of war or peace. Leave col. 39 and also cols. 40 and 41 blank for all other persons.

609. *Column 40. If a Child, is Veteran Father Dead? (Yes or No).*—There must be an entry of "Yes" or "No" in col. 40 for each under-18-year-old child for whom the entry "Yes" appears in col. 29. Leave col. 40 blank for all persons who are not under-18-year-old children of veterans.

610. Enter "Yes" for an under-18-year-old child of a veteran, whose veteran father is dead. Enter "No" for an under-18-year-old child of a living veteran.

611. *Column 41. War or Military Service.*—There must be an entry in col. 41 for each person for whom "Yes" is entered in col. 39. The following symbols are to be used in col. 41:

World War -----	W
Spanish-American War, Philippine Insurrection, or Boxer Rebellion-----	S
Both the Spanish-American War and the World War-----	SW
Regular Establishment (Army, Navy, or Marine Corps), peacetime service only-----	R
Any other war or expedition-----	Ot

612. For a person who is himself a veteran, the entry in col. 41 will refer to the war or military service in which he was engaged. For the wife or widow of a veteran, the entry in col. 41 will refer to the war or military service in which her veteran-husband was engaged. For an under-18-year-old child of a veteran, the entry in col. 41 will refer to the war or military service in which his (or her) veteran-father was engaged. Leave col. 41 blank for each person who is not a veteran, or who is not the wife, widow, or under-18-year-old child of a veteran.

### Social Security

613. **Column 42. Does This Person Have a Federal Social Security Number?**—There must be an entry in col. 42 of either "Yes" or "No" as indicated below, for each person 14 years old and over.

614. Enter "Yes" in col. 42 for a person who has been given a Federal Social Security number. It does not make any difference whether he knows the Social Security number; nor does it make any difference if he has lost his Social Security card. If a person ever had a Social Security number, enter "Yes" for him in col. 42.

615. Enter "No" in col. 42 for a person who has not been given a Federal Social Security number.

616. **Column 43. Were Deductions for Federal Old-Age Insurance or Railroad Retirement Made From This Person's Wages or Salary in 1939? (Yes or No).**—There must be an entry of either "Yes" or "No" in col. 43, as indicated below, for each person 14 years old and over.

617. Enter "Yes" if any deductions for Federal Old-Age Insurance or Railroad Retirement were made from the person's money wages or salary during the year 1939; enter "No" if no such deductions were made. Deductions for Federal Old-Age Insurance are made from money wages or salaries (up to \$3,000) received in all kinds of private (nongovern-

ment) employment except agriculture, railroads, charitable and other nonprofit organizations, employment as sailors and in domestic service at the home of the employer. Deductions for the Railroad Retirement system are made from compensation earned in the railroad industry for the first \$300 earned each month. Remember that deductions are made from salaries for private pension schemes, health benefits, etc., and that these are *not* to be included.

618. **Column 44. If so, Were Deductions Made From (1) All, (2) One-half or More, (3) Part, but Less Than Half of, Wages or Salary?**—Enter in col. 44 the symbol showing the proportion of money wages or salary for which deductions were made for Federal Old-Age Insurance or Railroad Retirement during the 12 months ending December 31, 1939, as follows (leave col. 44 blank if the entry in col. 43 is "No"):

a. Enter "1" if deductions were made from all of the person's wages or salary; or, if the person received more than \$3,000 in money wages or salary, if deductions were made from all of \$3,000. (For Railroad Retirement, up to first \$300 earned each month.)

b. Enter "2" if deductions were made from one-half or more, but not all of the person's money wages or salary (up to the limits mentioned in "a" above).

c. Enter "3" if deductions were made from part, but less than one-half, of the person's money wages or salary (up to the limits mentioned in "a" above).

#### Usual Occupation, Industry, and Class of Worker

619. **Columns 45 to 47. Usual Occupation, Usual Industry, and Usual Class of Worker.**—Inquiries 45 to 47 are to be answered for all persons 14 years old and over.

620. **Column 45. Usual Occupation.**—For purposes of this census, the usual occupation is that occupation which the person regards as his usual occupation and at which he is physically able to work. If the person is unable to determine this himself, consider as his usual occupation that occupation at which he has worked longest during the past ten years and at which he is still physically able to work.

621. Enter in col. 45 the word or words that most accurately describe the particular kind of work done by each person at his usual occupation as defined above in accordance with the instructions for entering occupation (see pars. 537 to 568). This occupation may or may not be the same as that entered in col. 28.

622. For a person who has never worked continuously for 1 month or more, enter "None" in col. 45 and leave cols. 46 and 47 blank.

623. *Columns 46 and 47. Usual Industry and Usual Class of Worker.*—Enter in cols. 46 and 47 the appropriate entries to indicate the usual industry and usual class of worker, in accordance with the instructions for entering these items in cols. 29 and 30. (See pars. 548 to 575.) The usual industry and usual class of worker will be those, relating to his usual occupation, which the person regards as the usual ones. These entries may or may not be the same as the corresponding entries in cols. 29 and 30.

#### For All Women Who Are or Have Been Married

624. There should be an entry in cols. 48, 49, and 50 for every woman who is married, widowed, or divorced ("M," "Wd," or "D" in col. 12). Leave blank for all other persons.

625. *Column 48. Has This Woman Been Married More Than Once? (Yes or No).*—Enter "No" for each woman who has been married only once, and "Yes" for each woman who has been married more than once.

626. *Column 49. Age at First Marriage.*—Enter the age at first marriage in col. 49. To facilitate obtaining the answer to this question, if the entry in col. 48 is "No" (a first marriage), ask the question, "What was the age of the woman at marriage?" For those women married more than once, ask the question, "What was the age of the woman at *first* marriage?"

627. *Column 50. Number of Children Ever Born.*—Enter in this column the total number of children ever born alive to this woman during her lifetime. It should include, therefore, children by any former marriage as well as by her present marriage. It should not include children born to a former wife of her present husband, even though they are members of her present household. Stillborn children should not be included. Children born alive who are now dead should be included. If the woman has never had any children born to her, write "0" in this column.