

Excerpts From Enumerator's Reference Manual

The following paragraphs were extracted from the Enumerator's Reference Manual F-210, which was used in the single-stage enumeration areas. Concepts and definitions for the single-stage procedure are identical with those for two-stage areas, but instructions on the method of enumeration necessarily differ. Complete instructions, including items covered in the paragraphs below, are given in Manuals F-200 and F-200A for the two-stage procedure, and in Manual F-210 for the single-stage procedure.

FIELD ENUMERATION PROCEDURES

DEFINITIONS FOR LIVING QUARTERS

6. Two Kinds of Living Quarters

Although the 1960 Census of Population and Housing divides all living quarters--places where people live--into housing units and group quarters, the housing portion of the census calls only for detailed information about housing units. People who live in group quarters are counted in the census, but their living arrangements are not described in the housing census statistics. The difference between these two categories is outlined below:

a. Housing units are found in private homes, apartment buildings, trailers, and other places where separate living arrangements exist.

b. Group quarters are found in institutions, dormitories, barracks, and other places where people do not have separate living arrangements. Group quarters are defined and described in paragraphs 159-160.

7. Housing Unit Defined

Except as noted in paragraph 13, a housing unit is usually a group of rooms or a single room occupied as separate living quarters by a family. However, a housing unit may also be occupied by a group of unrelated persons living together or by a person living alone. Vacant living quarters which are intended for occupancy as separate quarters are also housing units.

8. Separate Living Quarters Defined

A housing unit is separate when its occupants do not live and eat with any other household and when there is either--

a. Direct access from the outside or through a common hall, or

b. A kitchen or cooking equipment for the exclusive use of the occupants.

9. Types of Access

a. Direct from outside or common hall--There are two kinds of direct access included in this category:

(1) Direct access from the outside--An entrance to the housing unit directly from the outside of the structure.

(2) Direct access through a common hall--An entrance to the housing unit from a hall, lobby, or vestibule used by the occupants of more than one unit. The hall, lobby, or vestibule is not part of any unit but is clearly separate from all units in the structure.

b. Access through another unit--The only entrance to the unit is through a room or a hall of another unit.

10. Kitchen or Cooking Equipment Defined

a. A kitchen is a room primarily used for cooking and the preparation of meals.

b. A unit has cooking equipment when it has either--

(1) A range or stove whether or not it is used regularly, or

(2) Other equipment such as hotplate or electrical appliances if the equipment is used for the regular preparation of meals.

(See par. 39 for additional definitions of kitchen or cooking equipment for vacant units.)

11. "Exclusive Use" of Kitchen or Cooking Equipment Defined

Kitchen or cooking equipment is for exclusive use when it is used only by occupants of one housing unit. The occupants of a housing unit need not all be related. If they live and eat together, sharing common space and facilities, their quarters constitute one housing unit. When there is only one housing unit in the structure, a kitchen located in it is always for exclusive use.

12. Exceptions to Housing Unit Definition

a. If a room or group of rooms is occupied by five or more persons unrelated to the head of the household or to the person in charge, it is not considered a housing unit. It is called group quarters.

b. Do not enumerate trailers, tents, boats, or railroad cars if they are--

(1) Vacant;

(2) Used only for business;

(3) Used only occasionally for extra sleeping space or vacations.

13. Examples of Housing Units

Usually a housing unit is a house, apartment, or flat. Sometimes it is a trailer or a hotel room. However, a structure intended primarily for business or other nonresidential use may also contain a housing unit; for example, the rooms in a warehouse where a watchman lives or the quarters of a merchant in back of his shop. A railroad car, houseboat, or other unusual place is also to be classified as a housing unit if it is occupied. Here are examples of living arrangements of the occupants of housing units:

a. A single family or a person living alone--A house, apartment, or flat occupied entirely by a single family or a person living alone is one housing unit.

b. Two or more families--A house, apartment, or flat occupied by two or more families who live and eat together constitutes one housing unit.

c. Groups of unrelated people--A house, apartment, or flat containing four or fewer persons unrelated to the head of the household but who live together in family style, is one housing unit.

d. Families plus friends or lodgers--A house, apartment, or flat with four or fewer unrelated persons, living with a family and sharing its living arrangements, is one housing unit.

HOW TO DETERMINE "USUAL RESIDENCE"

16. Official Census Date

The census must count all persons living in the United States at 12:01 a. m. on April 1, 1960, and must report them where they usually live. Persons who were living at 12:01 a. m. on that date should be included. Babies born after 12:01 a. m. on April 1 and persons dying before 12:01 a. m. should be excluded.

17. Residence Changes After April 1

Persons who move into your ED after April 1, 1960, for permanent residence should be enumerated there unless they have already been enumerated in the ED from which they came.

18. Usual Place of Residence

Usual place of residence is, ordinarily, the place a person regards as his home. As a rule, it should be the place where he usually sleeps.

19. General Rules for Enumerating Persons in Each Housing Unit

Include the following persons in each housing unit:

a. Members of the household living at home.

b. Members of the household temporarily absent on vacation, visiting, or on business.

c. Members of the household who are inmates but who are expected to return shortly.

d. Newborn babies, born before April 1, who have not yet left the hospital.

e. Boarders or lodgers who regularly sleep in the housing unit.

20. Rules for Determining Place of Residence in Special Cases

In order to count each person once and only once, the Census Bureau has rules for counting persons whose place of residence may be in doubt. These rules are listed in the paragraphs that follow. (See also first page in FOSDIC book for back cover of this manual for summary of residence rules.)

21. Members of the Armed Forces of the United States

Persons who are in the Army, Navy, Air Force, Marine Corps, or Coast Guard are counted as residents of the place where they are stationed. A member of the Armed Forces who lives off post in your ED is a resident of your ED and should be enumerated there. Those living on post in housing units or in barracks and similar quarters are residents of those quarters.

22. College Students

A student attending college is considered a resident of the ED in which he lives while attending college. Enumerate him as a usual resident at the place where he lives while attending college. If he lives at his parents' home, enumerate him there. If he is at his parents' home for a few days at the time of the census (for example, during spring vacation), he should be considered a visitor there.

23. Students Below College Level

A student away from home attending a school below college level is considered a resident of the ED in which his parental home is located and not a resident of the ED where he lives while attending school. However, if he is living in an institution, such as a school for the deaf, dumb, and blind (see par. 26), he should be counted as a resident of the institution.

24. Domestic Employees

Enumerate as usual residents, maids, hired hands, or other employees who live with their employer's household and sleep in the same housing unit. However, enumerate domestic employees who sleep in separate houses, apartments, or cabins as residents of separate housing units, even though the house is on land owned by their employer.

25. Persons Temporarily Absent From Home Who Are Considered Usual Residents

Enumerate as usual residents at their homes the following:

- Persons temporarily absent from home, visiting friends or relatives, on vacation, or abroad.
- Persons temporarily absent "on the road" in connection with their jobs—persons on business trips, traveling salesmen, railroad men.
- Persons temporarily absent from home in general hospitals or other hospitals where patients usually stay only for a short period.

26. Persons in Institutions

Enumerate as residents of the institution (regardless of length of sentence or stay) persons in workhouses, reformatories, jails, convict camps, detention homes, schools for delinquents, homes for retired soldiers, orphans, or aged; homes or schools for the blind, deaf, or feeble-minded; nursing homes or convalescent homes; asylums or hospitals for the insane, incurables, tubercular, or other such institutions where the inmates usually remain for considerable periods of time.

27. Members of Religious Orders

Enumerate the members of religious orders as residents of the convent, monastery, or other quarters where they are living.

28. Student and Trained Nurses

Enumerate student and trained nurses as residents of the hospital or nurses' home where they live.

29. Officers or Crews of Vessels

Officers or crew members on a vessel engaged in coastwise, intercoastal, or foreign trade (including Great Lakes) are considered to reside on the vessel if it normally engages in trips of more than 24 hours' duration.

30. Persons With More Than One Residence

a. Persons who work away from home most of the week but come home for weekends should be enumerated as residents of the unit where they live most of the week.

b. A few persons may have several homes—for example, a winter home in Florida, an apartment in New York City, and a summer home in Maine—each of which could be usual residence. In such a case, the usual residence is the place in which the person spends the largest part of the calendar year; he should be enumerated there. Note, however, that persons who spend the year moving from one resort hotel to another with the seasons have no usual place of residence and are therefore enumerated where found.

31. American Civilians Working or Studying Abroad and Their Families Living With Them

These persons will be enumerated abroad if their regular place of duty or study is there.

32. Citizens of Foreign Countries Temporarily in the United States

In regard to citizens of foreign countries temporarily in the United States:

- Do not list citizens of foreign countries temporarily visiting or traveling in the United States or living on the premises of an Embassy, Ministry, Legation, Chancery, or Consulate.
- Do enumerate as residents of your ED citizens of foreign countries living here who are students or who are employed here (but not living at the Embassy, etc.) even if they do not expect to remain here. Also enumerate the members of their families if they are living with them in this country.

33. Persons With No Usual Residence

Enumerate as residents of your ED all persons who have no other residence or fixed address. For example, a man who has given up his room in a nearby city and is staying in your ED for a few days before continuing his journey to another State is a person with no usual place of residence. Persons in railroad, highway and other construction camps, convict camps, camps for migratory agricultural workers, one-night lodgings, or other places that have shifting populations composed mainly of persons with no fixed place of residence, should be enumerated where they are staying on the date of enumeration.

34. Persons With Usual Residence Elsewhere

Usual residence elsewhere means a definite house, apartment, hotel room or suite, or other living quarters held for a person and immediately available to him on his return. In addition to guests, persons with a usual residence elsewhere will include college students temporarily home on vacation, members of the Armed Forces stationed elsewhere but home on leave, inmates temporarily absent from institutions and persons who live and work most of the week in another area. Persons who claim a usual residence elsewhere and who were staying in your ED on the night of March 31 should be reported on Individual Census Reports if there is no one at home to report for them.

35. Doubtful Cases

It may sometimes be difficult to tell whether a person is in your ED only temporarily or whether your ED is now his usual place of residence. In general, the decision is to be made on the basis of the nature and purpose of the stay. If there is still doubt, try to determine whether a person in your ED is there simply on a visit or a business trip, or whether he has a job in the community, has entered his children in school there, etc. For example, a woman staying in your ED to establish legal residence for divorce purposes who also has taken a job there or entered her children in a local school should be enumerated as a resident in your ED. In doubtful cases, count the person as a resident of your ED if his stay is expected to total six months or more (including time already spent there).

HOW TO USE THE INDIVIDUAL CENSUS REPORT AND THE INDIVIDUAL QUESTIONNAIRE

132. The Individual Census Report (Form PH-10)

The Individual Census Report (Form PH-10) contains the population questions for the Stage I FOSDIC schedule.

133. The Individual Questionnaire (Form PH-9)

The Individual Questionnaire (Form PH-9) contains the sample population questions for the Stage II (sample) FOSDIC schedule.

134. Visitors—No One To Report for Visitor at His Usual Residence

If a visitor is reported on an Advance Census Report or during the course of an interview as having stayed overnight on March 31, find out whether he has anyone at his usual residence to report him in the census. If there is no one, you must fill an Individual Census Report (ICR) for the visitor. This form contains the same population items as those in your Stage I FOSDIC schedule. Turn in your visitor ICR forms to your Crew Leader or field reviewer. These forms will then be sent to the visitors' home ED's where they will be checked to make sure the visitors are included in the census. Your Crew Leader will tally the visitor PH-10 forms for your payroll worksheet when you turn them in.

135. Nonrelated Persons Not at Home

a. Nonsample unit—If you are interviewing in a nonsample unit (key letters B, C, or D) and the respondent is unable to give you the complete information for any person who is absent at the time of your visit, leave an ICR, Form PH-10, for each absent person to complete.

b. Sample unit—If you are interviewing in a sample unit (key letter A), you must leave in addition to the ICR an Individual Questionnaire (Form PH-9) for each absent person to complete. Leave the forms in an envelope (ENV-4). The Individual Questionnaire contains the population information for one population section on the sample schedule. Arrange to call back to pick up the completed forms on a specified date. After entering the information from Form PH-9 or PH-10 to the FOSDIC schedule, draw an "X" across the face of the Individual Census Report or the Individual Questionnaire.

c. Listing Book entries—Treat an incomplete interview where you must leave a Form PH-10, or PH-10 and PH-9, as you would any callback to an absent household and make the proper entries in

your callback record. In addition, note "Form left for" in column (No.) (Name) (15), "Remarks," in your Listing Book. After you pick up the Form PH-10 and Form PH-9, if used, and complete the enumeration of the unit, record the interview as completed in your callback record. Turn in all transcribed PH-9 and PH-10 forms with your schedule books when you finish your assignment.

d. Telephone follow-up—If just one or two items are missing for a nonrelative, you may be able to make arrangements to telephone for the missing information instead of leaving Form PH-10 and Form PH-9. You should record the interview as requiring a callback, noting in the "Remarks" column that you will telephone for the missing information. When the information is obtained, record the interview as completed in your callback record.

ENUMERATION OF GROUP QUARTERS

159. Where Group Quarters Are Found

In addition to the private living quarters called "housing units," there are other types of places where people live, such as institutions, barracks, hotels, tourist courts, military installations, etc. Some of the occupants of these places will have separate "housing units," but most of them will live in quarters that cannot be divided into individual "housing units." For the census, such places are called "group quarters."

160. Group Quarters Defined

Group quarters are living arrangements for institutional inmates and for groups of five or more persons unrelated to the head of the household or the person in charge. They are found most frequently in institutions, hospitals, nurses' homes, and large lodging or boarding houses (see list in appendix A). A common type of group quarters is a house in which five or more lodgers or boarders share with a family and use together such rooms as the living room and the dining room. Still another example is an apartment shared by six unrelated individuals, one of whom must be designated as head of the household.

162. Classifying Group Quarters and Housing Units in Group Quarters

Sometimes staff or supervisory personnel of institutions, hospitals, military installations, resident schools, etc., occupy separate living quarters that meet the rules for separate "housing units." These quarters are to be enumerated as separate housing units. Inmates, patients, or other persons who are neither staff nor supervisory personnel by definition occupy group quarters and never housing units.

163. Lodging or Rooming Houses

Houses or apartments containing five or more people unrelated to the person in charge may or may not be enumerated as group quarters depending upon the living arrangements of the occupants. For example, lodgers may share rooms in the house with the operating family so that it is impossible to tell where the operating family's quarters end and the lodger's quarters begin. In such a case, the entire house or apartment should be classified as group quarters unless there are living quarters which can be separately identified.

168. Summary Instructions for Enumerating Various Types of Group Quarters

The following outline summarizes the procedure for identifying the various types of group quarters. Appendixes A and B give more detailed instructions on enumeration procedures in institutions and hospitals.

Type of place	Instructions
a. Institutions: Prisons, jails, reformatories; homes for aged, poor, or incurables; children's homes or orphanages; nursing or convalescent homes; mental or tubercular hospitals.	Most of the quarters in institutions will be group quarters. When you find completely separate housing units used as living quarters by the supervisory staff whether in buildings on the institutional grounds or in the buildings housing the inmates, list such separate quarters in the same manner as all other housing units, except that in addition to the address of the unit you also enter the name and type of the institution (orphanage, nursing home, etc.). Complete the population and housing items for each housing unit, marking "house, apartment, flat" in H3. Then combine all inmate quarters with the quarters occupied by resident staff members of the institution who do not live in the housing units and list them on a single housing line as group quarters.
b. Rooming house, lodginghouse.	List as separate housing units any separate living quarters with occupants that live or eat separately from occupants of other units, provided such quarters have either direct access or cooking facilities for exclusive use. Treat as group quarters all shared living quarters

Type of place	Instructions
b. Rooming house, etc.—Cen.	containing five or more lodgers unrelated to the person in charge when the quarters of the individual lodgers do not meet the rules for separate housing units.
c. Boarding house, bunkhouse.	Treat as group quarters, boarding houses or houses with five or more boarders unrelated to the person in charge.
d. Convent, monastery.	A convent or monastery constitutes group quarters except for caretaker personnel with separate quarters.
e. Armed Forces installations, including Armed Forces hospitals and prisons.	List as housing units all the separate living quarters in Armed Forces installations that meet the housing unit definition. Such quarters may be located in separate residential buildings, hospital officers' clubs, or buildings used partly for non-residential purposes. Enumerate these housing units in the same manner as other housing units. The quarters of all the occupants in Armed Forces installations are to be combined and listed on a single housing line and enumerated as group quarters; that is, all barracks, hotel officers' quarters, base hospital wards, transient quarters, etc. in an installation are to be combined on one line. See appendix C for detailed instructions for enumerating military personnel.
f. Dormitory or dormitory-type quarters (e.g., residence hall or club), sorority or fraternity house, nurses' home, general hospital, etc.	Most of the quarters of these types of places are group quarters. However, you may find some completely separate housing units used as quarters by the supervisory staff in buildings containing group quarters such as the apartment of the housemother in a large dormitory or the separate living arrangements of the manager of a mission shelter. List as separate quarters in the same manner as all other housing units. Combine the quarters of all other occupants and list them on a single housing line as group quarters.

DETAILED INSTRUCTIONS FOR 100-PERCENT FOSDIC SCHEDULE

POPULATION ITEMS

Item P1

185. Item P1. Sample key

Mark the sample key letter that is on the listing sheet for the head of the household, for anyone listed out of order, and for all persons in group quarters.

Item P2

186. Item P2. Name

List in item P2 the names of all persons who usually live in this housing unit or group quarters, and all other persons staying here at the time of interview who have no usual residence elsewhere. For vacant units, enter "VAC" and for units occupied only by persons with a usual residence elsewhere, enter "VAC-URE." (See pars. 16 through 35 for specific rules on whom to list.)

cupied only by persons with a usual residence elsewhere, enter "VAC-URE." (See pars. 16 through 35 for specific rules on whom to list.)

187. Order of Listing

List the names of all persons who usually live here (as defined in par. 19) or who have no usual residence anywhere else, in the following order:

The head of the unit;

His wife;

Unmarried sons and daughters, in order of age, down first;

Married sons and daughters and their families;

Other relatives;

Other persons, such as lodgers, roomers, maids, or hired hands who live in and their relatives who live in.

Persons not related to the head who are living in the unit should be listed with their relatives, if any. For example, list a lodger, his wife, and their children in that order.

118. How To Write Names

Write the person's legal name, that is, the name he uses to sign checks or other papers. Enter the last name, then the given name in full, and the initials of the middle name, if any. If a person uses his first initial and his middle name, for example "P. Robert Brown," enter "Brown, P. Robert." When the last name of a person being enumerated in the same unit is the same as that of a person listed on the preceding line, indicate by his last name by a long dash (_____) and write in the first name and middle initial. For a newborn infant who does not yet have a given name, write (_____), "Infant."

Item P3

119. Item P3. What is his relationship to the head of the household?

a. Head of household—The person who is considered to be the head by the household members should be marked "Head." The husband of a married couple is to be marked "Head," if he is living in the household. The relationship of everyone else in the household to the head should be recorded.

b. Wife of head—Mark "Wife" for the wife of the head of the household. There may be other married couples in the household but the relationship "Wife" should not be used for women married to someone other than the head.

c. Son or daughter of head—Mark "Son or daughter" for the son or daughter of the head regardless of age. Adopted children and stepchildren are classified as children of the head; foster children and wards of the head are classified as "relatives" (defined below).

d. Other relative—Mark "Other relative" for anyone else related to the head by blood or marriage, or adoption (sister, nephew, grandchild, mother-in-law, son-in-law, daughter-in-law, etc.).

e. Nonrelative—Mark "Nonrelative" for a person who lives in the household and is not related to the head (such as lodger, roommate, or maid).

f. Inmate—Mark "Inmate" for a person in an institution for whom care is provided or over whom custody is maintained by the staff. See appendixes A and B for special instructions on enumeration in institutions.

Item P4

120. Item P4. Sex.

The sex can usually be determined from the name or relationship entry. When the name is common to both sexes, Leslie, Jean, Francis (Francis), ask the person's sex, if he or she is not present and the Advance Census Report has not been filled out.

Item P5

121. Item P5. Color or race

a. Mark the appropriate circle for White, Negro, American Indian, Japanese, Chinese, or Filipino. If the person is of some other race, mark the circle for "Other" and write in the specific entry,

such as Korean, Hindu, or Eskimo. Do not mark "Other" for persons reported as Mexicans, Portuguese, etc. (see par. 192).

b. Even though you write in the race, you must not forget to mark the circle for "Other." FOSDIC reads only the circles that are filled and pays no attention to writing, unless, of course, it gets in the way of the circle.

c. When information is not available on the Advance Census Report, you may assume the race of the related persons living in the unit is the same as that of the respondent, unless you learn otherwise. It may be necessary to ask the race of unrelated persons (employees, hired hands, lodgers, etc.).

d. For schedules filled in Alaska (PH-1AL and PH-2AL), mark the appropriate circle for White, Negro, American Indian, Japanese, Chinese, Filipino, Aleut, or Eskimo. If the person is of some other race, mark the circle for "Other" and write in the specific entry, such as Korean, Hindu, or Hawaiian.

e. For schedules filled in Hawaii (PH-1HA and PH-2HA) mark the appropriate circle for White, Negro, American Indian, Japanese, Chinese, Filipino, Hawaiian, or Part Hawaiian. If the person is of some other race, mark the circle for "Other" and write in the specific entry such as Korean, Hindu, or Tahitian.

f. Mark the circle for Hawaiian only for a person who is full-blooded Hawaiian.

g. Mark the circle for Part Hawaiian for a person of any mixture of Hawaiian with any other race, including white.

192. Definitions for Color or Race

a. Puerto Ricans, Mexicans, and other persons of Latin-American descent—These are not racial descriptions. Mark "White" for such persons unless they are definitely of Negro, Indian, or other nonwhite race.

b. Italians, Portuguese, Poles, Syrians, Lebanese, and other European and Near Eastern nationalities—These are not racial descriptions; mark "White" for such persons.

c. Negroes—Mark "Negro" for Negroes and for persons of mixed white and Negro parentage. A person of mixed Indian and Negro blood should be marked "Negro," unless you know that the Indian blood very definitely predominates and that he is regarded in the community as an Indian.

d. American Indians—Mark "American Indian" for full-blooded Indians and for persons of mixed white and Indian blood if you know the proportion of Indian blood is one-fourth or more, or that they are regarded as Indian in the community where they live.

e. Indians—For persons originating in India (except those of European stock), mark "Other" and specify as "Hindu." If there is an entry of "Indian" on the Advance Census Report be sure you know whether the person is an American Indian or an Asian Indian.

193. Mixed Parentage

For persons of mixed white and nonwhite races, report race of nonwhite parent. Other mixtures of nonwhite races should be reported according to the race of the father. However, note exceptions in previous paragraphs.

Item P6

194. Item P6. Month and year of birth

Mark three circles, one for month of birth, one for decade, and one for specific year within the decade.

195. Month

Mark month of birth according to the quarter of the year in which it fell, for example:

January, February, or March —Mark "Jan-Feb-Mar" circle
April, May, or June —Mark "Apr-May-Jun" circle
July, August, or September —Mark "Jul-Aug-Sep" circle
October, November, or December —Mark "Oct-Nov-Dec" circle

196. Decade and year

Mark the decade of birth in the second group of circles. For example, mark the decade circle "10" for a person born from 1910 to 1919, inclusive. In the group of circles for year, mark the specific year within the decade; for example, mark "9" if the year of birth was 1919.

197. Year Ending in "0"

Even when the person was born in a year ending in zero, mark the circle for "0" in the third group. For example, to record 1950, mark both the decade circle under "50" and the year circle under "0". For 1870, mark both the decade circle under "70" and the year circle under "0".

198. Born Before 1850

Mark "1850" and "0" for a person born before 1850.

199. Date of Birth Unknown

If the date of birth is not known, determine from the respondent the present age or an estimate of the age. Also, if possible, find out what month or season his birthday is in. If the age and month of birth can be determined, mark the circle for the 3-month period in which the month of birth falls and determine the year of birth from the Age Conversion Table in the front of the FOSDIC schedule book.

a. If the month is January, February, or March, the year of birth is found in column B of the Age Conversion Table.

b. If the month of birth falls between April and December, the year of birth is found in column C of the Age Conversion Table. Having determined the year of birth, make the appropriate markings on the schedule. If the month is unknown, leave the month of birth blank and use column C of the table to obtain the proper markings for the year.

Item P7

200. Item P7. Marital status—Is he now married, widowed, divorced, separated, or never married?

This question relates to persons 14 years of age and over; but mark "Never married" for those born after March 1946 unless you are told that the child has been married. Information for this question will often have been given in connection with name and relationship. Do not ask a woman who has told you she is the wife of the head whether she is married.

201. Definitions for Marital Status

a. Married—Mark "Married" for a married person whether or not his spouse is living in the household (unless they are separated; see definition below). For example, mark "Married" for persons who are temporarily living apart because the spouse is employed elsewhere or is in the Armed Forces, or who are temporarily living apart for any similar reason. (See par. 201d)

below.) Marked "Married" for persons who say they are living in a common-law marriage.

b. Widowed—Marked "Widowed" for a widow or widower.

c. Divorced—Mark "Divorced" for a person who is legally divorced.

d. Separated—Mark "Separated" for persons (whether or not legally separated) who have been

deserted or who have parted because they no longer want to live together, but have not obtained a divorce. Mark "Separated" for persons with a limited divorce.

e. Never married—Mark "Never married" for each person who has never married or whose only marriage has been annulled. Mark "Never married" for persons reported as "Single" on the Advance Census Report. Also, mark "Never married" for children born after March 1946.

202. Visitors

After enumerating persons who usually live here and those staying here who have no other home, ask whether there was anyone else staying in the unit on the census date—overnight on March 1. You will not list visitors on the FOSDIC schedule if they have a usual residence elsewhere but will fill an Individual Census Report for them if there is no one at home to report them (see par. 13).

DETAILED INSTRUCTIONS FOR SAMPLE FOSDIC SCHEDULE

POPULATION ITEMS

Items P2-P7 (transcribed)

203. Items P2 through P7.

These items are the transcribed items defined in Part II of this manual for the Stage I FOSDIC schedule.

Item P3a

204. Item P3a. What is this person's exact relationship to the head of this household?

This item must be filled for each person marked "Rel (Other relative)" or "Non (Nonrelative)" in item P3.

205. Other Relative

Write in the specific relationship of this person to the head of the household, for example, sister, nephew, grandfather, mother-in-law, etc. The entry must show the exact relationship of the person to the head so that family groups within the household can be identified.

206. Nonrelative

Write in the exact description of nonrelative, for example, lodger, maid, foster child, etc. Persons who are not related to the head and who share living quarters with him on an equal basis should be called partners. If nonrelatives of the head have their own relatives living with them, show their relationship to each other; for example, write lodger, lodger's wife, maid, maid's daughter.

Item P8

207. Item P8. What State or foreign country was he born in?

For persons born in the United States, mark "This State" if the person was born in the State where you are enumerating. This also applies to persons born in Washington, D. C., if you are enumerating in the District of Columbia. For persons born in a State other than the one in which you are enumerating, write out the full name of the State and for persons born in Washington, D. C., write out "District of Columbia."

208. Persons Born in a Hospital

For a person who was born in a hospital or elsewhere outside the State in which his family was living at the time he was born, report the State in which his family was living at the time of his birth—not the State in which the hospital was located.

209. Persons Born Outside United States

If a person was born in a United States possession, etc., report the full name of the area under the jurisdiction of the United States (for example,

Puerto Rico, Canal Zone, Guam, Virgin Islands, American Samoa). If born elsewhere, report the full name of the foreign country, according to international boundaries as now recognized by the United States. If the country of birth is not definitely known, report the name of the province, city, town, or village. Write "At sea" for persons born at sea.

210. Special Cases

a. Ireland and Northern Ireland—These are separate countries. "Northern Ireland" is the entry for persons born in the counties of Londonderry, Antrim, Down, Armagh, Tyrone, and Fermanagh. "Ireland (Eire)" is the proper entry for persons born in any of the other counties in Ireland.

b. Countries of Great Britain—Specify "England," "Scotland," or "Wales," for persons born in Great Britain. Do not report as Great Britain or United Kingdom.

c. West Indies—Specify the country or the island for persons born in the West Indies, or the Caribbean; for example, Jamaica, Martinique, Trinidad, etc.

Item P9

211. Item P9. (If born outside the United States)—What language was spoken in his home before he came to the United States?

If more than one language was spoken, enter the principal language spoken in the home of the person before he came to the United States.

Item P10

212. Item P10. What country was his father born in?

Mark "U.S." if the person's father was born here. If born elsewhere, write the name of the U. S. possession, etc., or foreign country according to present boundaries. Follow the same detailed instructions as for item P8.

Item P11

213. Item P11. What country was his mother born in?

Instructions are the same as for item P10.

Item P12

214. Item P12. In what year did he move into this house (or apartment)?

The year of latest move for each person should be recorded for each person in the unit. If someone moved out and then moved back again, record year of the latest move in, for example, persons who have returned from the Armed Forces or those who have returned after completing college.

215. Move in Same Building

If a person moved from one apartment to another in the same building, mark the year when he moved into the present apartment.

216. Always Lived Here

Mark "Always lived here" for persons who never had a home in any other house or apartment.

217. When To Fill Item P13.

Skip to item P14 for persons who have always lived here or who moved in before April 1, 1955. Fill item P13 for all others.

Item P13a

218. Item P13a. In what city (or town) did he live on April 1, 1955?

Fill only for persons who have reported in item P12 that they last moved into this house in April 1955 or later.

219. How To Mark

a. In all areas

(1) Born April 1955 or later—Mark this circle for children who were born in April 1955 or later.

Note: No more questions on this item are required for a child born in April 1955 or later.

(2) This house—Mark this circle for persons who were living here on April 1, 1955. This will include persons who moved in on April 1, 1955, as well as persons who had lived here on that date but had left and moved back in again. An example: a man who lived here on April 1, 1955, left for service in the Armed Forces in 1956, and returned to this house in 1958. Also check "This house" for a person living in a group quarters who was a resident of the same group quarters on April 1, 1955. If "This house" is marked, skip to item P14.

b. In States other than specified New England States

(1) Not in a city—Mark this circle for a person who did not live in a city or town. The next item to be filled is item P13b, the name of the county and State where he lived.

(2) This city—Mark this circle for a person who lived in the same city or town on April 1, 1955, that he is living in now at the time of the census. The next item to be filled is item P13b.

(3) Different city—Write here the name of the city or town where the person was living on April 1, 1955, if it is not where the person is now living. Then fill in P13b.

c. In specified New England States—The situation in the New England States of New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut is different; here, the entire area of a

be divided into cities or towns. Therefore, if a person does not live in a city, he lives in a town. This means you would never mark "Not in a city or town" for item P13a, but would mark either "This city or town" or specify a different city or town.

III. Report Usual Residence

Report the usual place of residence of each person in the unit as of April 1, 1955, and not the temporary residence of anyone away from home. If a person had no usual place of residence as of April 1, 1955, report the place where he was living on that date. For persons then living on a ship, campus or on a military post, report the ship or military post as his residence.

Item P13b

III. Item P13b. (If city or town)—Did he live inside the city limits?

a. States other than specified New England States—If the name of a city or town is reported in item P13a, find out whether the person lived inside the city limits of that city or town and mark the appropriate circle. If the area of residence as of April 1, 1955, was annexed to the city after that date, mark "No" for question on city limits.

b. Specified New England States—For a person who lived in New Hampshire, Vermont, Massachusetts, Rhode Island, or Connecticut, always mark "Yes" for this item.

Item P13c

III. Item P13c. In what county (and State) did he live?

Mark the circle "This county" for a person who, as of April 1, 1955, was living in another house but in the same county as that in which he is now living. Mark the name of both the county and the State if he lived in another county.

III. Special Cases

a. Louisiana parishes—If the residence in 1955 was in Louisiana, enter the name of the parish in the county space in item P13c.

b. New York City boroughs—If the residence in 1955 was in New York City, enter the name of the borough, or the county, in the county space in item P13c. (Each borough is also a county.)

c. Alaska election districts—If the residence in 1955 was in Alaska, enter the name (or number) of the election district in which the residence was located in the space for county.

d. "Independent" cities—Some States (Virginia, Maryland, and Missouri) have independent cities that are not in any county. If the residence in 1955 was in one of these independent cities, enter the name of the city in both the city and county spaces in item P13c (since these cities are the equivalent of counties).

e. Residence abroad—For a person resident abroad on April 1, 1955, enter the name of the country in which he was living.

Item P14

III. Item P14. What is the highest grade (or year) of regular school he has ever attended?

Mark only one circle for this item. Mark "Never attended school" for persons who have never attended a regular school. Mark "Kindergarten" for those who have gone to kindergarten but not to elementary school. Mark the circle designating the highest grade of school each person has ever attended in a regular school. For persons now attending a regular school, this will be the grade or year they are attending.

III. Definition of "Regular" School

The highest grade attended in a regular school refers to formal education obtained in graded pub-

lic, private, or parochial schools, colleges, universities, or professional schools, whether day or night school, and whether attendance was full time or part time. That is, "regular" schooling is that which may advance a person toward an elementary or high school diploma, or a college, university, or professional school degree. Schooling in other than regular schools should be counted only if the credits obtained are regarded as transferable to a school in the regular school system.

226. Exclusion

Do not count education or training received in the following schools because they are usually not "regular" schools:

a. Nursery schools—For children who have attended nursery school only, mark "Never attended school."

b. Vocational, trade, or business schools outside the "regular" system—Exclude such schools unless they were graded and considered a part of a regular school system. Examples of such schools outside the regular system are television repairmen's schools, barber's colleges, or typist's training schools.

c. Adult education classes—Exclude adult education classes unless such schooling is being counted for credit in a regular school system.

d. On-the-job training—Exclude training obtained in connection with working on a job.

e. Correspondence schools—In general, exclude training received by mail from correspondence schools. If, however, correspondence courses were given by a regular school, such as a university and they are counted toward promotion in the regular school system, such schooling should be included.

227. Report Exact Grade

If the answer is in terms of only the level of school and not the grade, determine the specific grade. For example, an answer of high school is not enough; it is necessary to know the highest year of high school attended.

228. How To Determine Highest Grade in Special Situations

When questions arise, apply the following rules to determine the highest grade of school attended.

a. 7-year elementary system—In some areas, the school system has, or used to have, 7 years of elementary school and 4 or 5 years of high school. Mark "7" after "Elementary school" for persons who attended only 7 years in such a system and did not attend high school. For persons who attended some high school following the 7th grade, mark "High school 1," "High school 2," etc., whichever is applicable. For example, for a person who attended the first year of high school following 7 grades of elementary school, mark "High school 1." For persons who attended 5 years of high school under this system, mark "High school 4."

b. Junior high school—If the highest grade of school completed was in a junior high school, determine the equivalent in elementary grades (1-8) or high school grades (1-4). Do not assume that junior high grades always consist of "Elementary school 7," "Elementary school 8," and "High school 1." In a few school systems, junior high school starts with "Elementary school 6," and in some it ends with "High school 2."

c. "Post-graduate" high school—For persons who have attended "post-graduate" high school courses after completing high school, but have not attended college, mark "High school 4."

d. Graduate or professional school—For persons who have attended more than 4 years of college, or who have attended professional school (law,

medical, dental, etc.) after completion of some years of college, mark the number representing the total number of full school years the person attended college and graduate or professional school. If it was 6 years or more, mark "6 or more."

e. Miscellaneous situations—Translate to equivalent grades or years in the regular American school system any schooling received in foreign schools, ungraded schools, normal schools, or from private tutors. For the person whose level of education was measured by "readers" consider the first reader as equivalent to the first grade, second reader to the second grade, etc.

f. Skipped or repeated grades—For persons who skipped or repeated grades enter the highest grade attended regardless of the number of years it took to arrive there.

Item P15

229. Item P15. Did he finish this grade (or year)?

Mark this item "Yes" if the person has successfully completed the entire grade (or year) entered in item P14. Mark "No" if the person has not finished the entire grade entered in item P14. For example, he may have completed just a half year, or he may have failed to pass the highest grade he attended. For a person currently enrolled in a regular school, mark "No" since the grade has not yet been completed.

Item P16

230. Item P16. (If born after March 1925)—Has he attended regular school (or college) at any time since February 1, 1960?

Mark "Yes, regular" school for the following:

a. Persons who have attended or have been enrolled in any "regular" school or college since February 1, 1960 (see pars. 225 and 226 for complete definitions of "regular" or "nonregular" schools).

b. Persons who have been enrolled in school or college since February 1, 1960, but who have not actually attended, for example, because of illness (see par. 231d for exception).

c. Children attending kindergarten.

d. Persons receiving "regular" instructions from a tutor.

231. Not Attending Regular School at Any Time Since February 1, 1960

Mark "No" for the following:

a. Persons not attending or not enrolled in any type of school since February 1, 1960.

b. Persons who have been enrolled in schools which are not "regular" (see par. 226).

c. Children attending only nursery school.

d. Persons who are registered in school but who have not attended since February 1, 1960, because the school has not been open.

Item P17

232. Item P17. (If "Yes" in P16)—Is it a public school or a private school?

Definitions of public and private or parochial schools:

a. Public school is any school or college which is controlled and supported primarily by a local, State, or Federal Government or agency.

b. Private or parochial school is any school or college which is controlled and supported primarily by private persons or organizations.

Item P18

233. Item P18. (If ever married)—Has he been married more than once?

Ask all married, widowed, divorced, or separated persons, both men and women (refer to transcribed item P7), whether they have been married more than once. A person whose only marriage has been annulled is considered as never married, according to census rules.

Item P19

234. Item P19. When did he get married, or when did he get married for the first time?

For persons who have been married only once, ask "When did he (she) get married?" For persons married more than once, ask "When did he (she) get married for the first time?"

235. How To Mark

Mark in item P19 three circles for the date—one for the month, one for the decade, and one for the year. Follow the same marking rules as for month, decade, and year of birth date used in the Stage I enumeration. If both the man and his wife have been married only once, find out the date of marriage for the husband and enter this date also for the wife. If either has been married more than once, it is necessary to find out the date of first marriage of each.

236. Married Before 1890

If a person was married before 1890, mark 1890 and mark the quarter in which the marriage occurred. Mark zero for specified year in this case.

237. Date Unknown

When the year of the marriage is known but the month is unknown, try to find out whether it was in the spring, summer, autumn, or winter, and mark the appropriate quarter. Mark the year, in any case. If the respondent does not know the year when a person was married, or gives an offhand estimate such as "around 1900," try to determine as accurately as possible how many years ago the person was first married and subtract from 1960. The Age Conversion Table in front of the sample schedule book may also be used to compute year of marriage.

Item P20

238. Item P20. (If this is a woman who has ever been married)—How many babies has she ever had, not counting stillbirths?

Ask this question for each woman who is married, widowed, divorced, or separated (refer to transcribed item P7).

239. Count All Children Born Alive

Report all live births the woman has had, even if the children have died or are not now living with her. Exclude stillbirths (births in which the infant never breathed). Include children borne by the woman who have been adopted by someone else. Do not count children the woman has adopted or other children she did not bear herself. "None" must be marked for childless women.

Item P21

240. Item P21. Born Before April 1946.

Do not ask this question but look at transcribed item P6. Item P21 is here only to remind you to examine the date of birth entry, in order to pick out those persons who are at least 14 years old. For all persons at least 14 years old, all the remaining questions must be answered. Mark "Yes"

or "No" in item P21 for each person, except children under 5; the last item to be filled for them was item P13a.

Item P22

241. Item P22. Did he work at any time last week? (Include part-time work such as a Saturday job, helping on a farm, or delivering papers. Do not count own housework.)

Mark this question for everyone 14 years old or over. The note in italics on the schedule is a reminder of some of the things to include and exclude; these should be mentioned if the respondent has questions or is uncertain about what to report.

242. "Last Week"

The time period covered is the full calendar week, Sunday through Saturday, just preceding the date the questionnaire was filled. Where no information has been supplied by the household, "last week" is the full calendar week just preceding the week in which you are interviewing.

243. Definition of Work

Include all kinds of work that people do to earn a living for themselves and their families or to earn spending money.

a. Count as work:

- (1) Paid work as an employee for someone else, including:
 - (a) Work for regular wages or salary.
 - (b) Work for pay "in kind" (meals, living quarters, or supplies received in place of cash wages).
 - (c) Work at piece rates, on commission, or for tips.
 - (d) Active duty in the Armed Forces.
- (2) Work in the person's own business, professional practice or farm.
- (3) Work without pay in a business or farm run by a relative; for example, a boy helping in his father's store without pay.
- (4) Part-time work—If the person did any work at all last week, such as after school, Saturday, or other part-time work, mark "Yes," even if it was for only one hour. Include sewing at home for others for pay, babysitting for pay, helping out in the family store or on the family farm, and similar work. Many thousands of housewives, students, and elderly persons do part-time work. Do not enter "No" in item P22 for such persons without first being sure that they did not do any work at all.

b. Do not count as work:

- (1) Work around the house, such as the person's own housework, or odd jobs on the person's own house; for example, cutting grass, painting porch, etc.
- (2) Volunteer unpaid work for church, Red Cross, etc.
- (3) Work done by an inmate of an institution (see appendix A for list of institutions).

Item P23

244. Item P23. How many hours did he work last week (at all jobs)?

This question should be answered for all persons with "Yes" in item P22. It refers to the actual number of hours worked last week, not the "usual" or "regular" hours. Exclude any time off such as lunch hour and sick leave, but include overtime.

245. Two or More Jobs

If a person had two or more jobs at which he worked last week, add together the time spent at each and mark the circle that includes the total number.

246. Exact Hours Unknown

If this item is blank or if the respondent reports immediately how many hours were worked last week, try to find out the number worked last day and add them. Except for the usual "40 hours," the answers required are given in fairly broad classes. If the respondent is uncertain about the exact number of hours, use some of the broad intervals on the schedule.

Item P24

247. Item P24. Was he looking for work on layoff from a job?

This question should be answered for all persons with "No" in item P22. Do not assume that persons such as housewives, students, or elderly persons were not looking for work. However, if it has been clearly determined that a person is permanently disabled and is unable to do any work, mark "No" in items P24 and P25 and proceed to item P26 for such persons.

248. Definitions for Item P24

a. Looking for work—This refers to any effort to get a job or to establish a business or profession. A person is looking for work not only if he actually tried to find work last week but also if he made such efforts recently (i.e., within the 60 days) and was waiting to hear the results of these efforts last week. Examples of looking for work are:

- (1) Registration at a public or private employment office.
- (2) Meeting with or telephoning prospective employers.
- (3) Being on call at a personnel office, union hiring hall, or from a nurse, doctor, or other similar professional or business center.
- (4) Placing or answering advertisements.
- (5) Writing letters of application.

b. On layoff from a job—This refers to persons waiting to be called back to a job from which they had been laid off or furloughed. The layoff may be due to such reasons as slack work, temporary shortages of materials, plant remodeling or tooling, or seasonal or other factors. If a person was not working last week because of a labor dispute at his place of employment, he is not considered "on layoff." As indicated in paragraph 249, he would be classified as being temporarily absent from a job he held.

Item P25

249. Item P25. Even though he did not work last week, does he now have a job he is looking for?

When to mark

a. This question should be answered for all persons who answered "No" in item P24, except persons who are permanently disabled. In some cases, the fact that the person was temporarily absent from work last week will be repeated by you while interviewing in response to item P24. If so, mark "Yes" in item P25.

b. Mark "Yes" if this person was temporarily absent all of last week from his job or business because of illness (his own or his family's), vacation, bad weather, labor dispute at his place of work, or personal reasons. The word "job" is used to include both paid jobs and own businesses, professional practices, or farm operations.

250. Definitions for Item P25

It is sometimes difficult to determine whether or not a person who did not work last week had a paid job (or is operating a business). If a question is raised, apply the following definitions:

a. Job—A person has a job when he has a definite arrangement with one or more employers to work for pay, full time or part time, every week or every month. A person "on call" to work only when his services are needed is not considered to have a job during weeks when he does not work. Seasonal employment is considered a job only during the season and not during the off season.

b. Business—A person has his own business (including a professional practice or farm operation) if he does one of the following:

- (1) Maintains an office, store, or other place of business.
- (2) Uses machinery or equipment in which he has invested money.
- (3) Advertises his business or profession in papers, magazines, classified section of the telephone book, or other publications, or by displaying a sign, distributing cards, etc.

c. No business—Casual workers, such as handy-men or other odd-job workers, are not considered to have a business during weeks when they do no work.

Item P26

251. Item P26. When did he last work at all, even for a few days?

This question must be answered for all persons who were not working last week—that is, everyone marked "No" in Item P22. "Work" is defined in the same way as for Item P22.

252. Date Last Worked

The date last worked is the most recent year in which the person did any work at all, even for a few days, and not the year he last worked on a full-time job. Dates prior to 1959 are to be grouped into three periods, 1955 to 1958, 1950 to 1954, and 1949 or earlier; do not press for more exact information than is needed to determine the correct circle to mark.

253. Never Worked

If a person has never worked at any kind of job or business, either full time or part time, has never done unpaid work in a family business or on a family farm, or has never been in military service, mark "Never worked."

Item P27

254. Item P27. Description of job or business.

a. Fill items P27a to P27e for all persons who worked in 1950 or at any time since then.

b. Describe in items P27a to P27e the job held last week or the business operated, if any, and the name of employer. If a person held more than one job last week or operated a farm and worked also for someone else, describe the activity at which he worked the most hours. If a person did not have any job (or business) last week, give the information for the last time he worked. There are four parts to the description of a person's job or business, items P27a to P27e, all of which must be filled.

Item P27a

255. Item P27a. For whom did he work?

a. Enter the name of the company, business, government agency, or other employer. Give the name of the company, not the name of the supervisor, foreman, or owner of business. Do not abbreviate company names.

b. For employers without company names, such as a dentist's or lawyer's office, some small retail stores, or a construction contractor, write the name of the owner.

c. For employees of a government agency report the specific organization for which the person

works. Be sure to state whether the organization is Federal (U.S.), State, county, city, etc. For example, City Tax Office, County Highway Commission, Stage Employment Office, U. S. Naval Shipyard. It is not sufficient to report merely that the person works for the United States Government or for the State Government, city government, etc.

d. For a person now on active duty in the Armed Forces mark "Armed Forces" and leave items P27a through P27e blank. The Armed Forces include Army, Air Force, Navy, Marine Corps, and Coast Guard. Members of the Merchant Marine or civilian employees of the Department of Defense, Army, Navy, or Air Force are not members of the Armed Forces. Service in a National Guard unit or short periods of active reserve duty do not count as active duty in the Armed Forces now. For a person not now employed but whose last work experience was active duty in the Armed Forces report in items P27a to P27e the military occupation which was his last assignment.

Items P27b and P27c

256. Items P27b and P27c. What kind of business or industry was this?

The entry here should tell clearly and specifically what the company or business does at the location where the person works. Do not repeat the name of the employer in this entry.

a. In order to give a clear and exact description of the industry, the entry must state or indicate both a general and a specific function for the employer; for example, cattle ranch, copper mine, fountain pen manufacturer, wholesale grocery, retail book store, road construction, shoe repair service. The words, ranch, mine, manufacturer, wholesale, retail, construction, and repair service show the general function. The words, cattle, fountain pen, grocery, book store, road, and shoe indicate the specific function.

b. Do not use the word "company" in this entry. It does not give us useful information. If the respondent reports that he works for a furniture company, you should ask "Do they manufacture or do they just sell it? If they just sell it, you should ask "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)?" Accordingly, in such a case the possible replies would be "furniture manufacturer," "furniture wholesaler," or "furniture retailer."

257. Multiple Activity Businesses

a. Some firms carry on more than one kind of business or industrial activity. If the activities are carried on at the same location, describe only the major activity of the establishment. For example, employees in a retail salesroom, located at the factory of a company primarily engaged in the manufacture of men's clothing, should be reported as working in "Men's clothing manufacturing."

b. If the different activities are carried on at separate locations, describe the activity where the person works. For example, a coal mine owned by a large steel manufacturer should be reported as "coal mine"; the separate paint factory of a large chemical manufacturer should be reported as "paint manufacturing."

c. A few specified activities, when carried on at separate locations, are exceptions to the above. The activity of the parent organization is reported for research laboratories, warehouses, repair shops, and storage garages, when these kinds of establishments exist primarily to serve their own parent organization rather than the public or other organizations. For example, if a retail department store has a separate warehouse for its own use, the entry for the warehouse employees should be "retail department store" rather than "warehouse."

258. Distinguishing Among Manufacturing, Wholesaling, Retailing, and Service Establishments

It is essential to distinguish among manufacturing, wholesale, retail, and service companies.

Even though a manufacturing plant sells its products in large lots to other manufacturers, wholesalers, or retailers, it should be reported as a manufacturing company. A wholesale establishment buys, rather than makes, products in large quantities for resale to retailers, industrial users, or to other wholesalers. A retailer sells primarily to individual consumers or users but seldom makes products. Establishments which render services to individuals and to organizations, such as hotels, laundries, cleaning and dyeing shops, advertising agencies, and automobile repair shops, are engaged in providing services. They should be reported as service establishments, not as retailers.

259. Manufacturers' Sales Offices

A separate sales office set up by a manufacturing firm to sell to other business organizations and located away from the factory or headquarters of the firm is reported as "(Type) manufacturer's sales office." For example, a St. Louis shoe factory has a sales office in Chicago; "shoe manufacturer's sales office" is the correct entry for workers in the Chicago office.

260. Government Organizations

a. The names of government organizations are often not descriptive of their business or activity. A correct entry in item P27b for a County Highway Commission might be one or any combination of the following: "Road building," "road repair," "contracting for road building (repair)." For a State Liquor Control Board, the correct entry might be "licensing of liquor sales," or "liquor retailer."

b. If the business or main activity of a government employer is not clear, you should ask in what part of the organization the person works and then report that activity. For example, for a City Department of Public Works, a correct entry might be one of the following: "Street repair," "garbage collection," "sewage disposal," or "water supply."

261. Business in Own Home

Some people carry on businesses in their own homes. Report these businesses just as if they were carried on in regular stores or shops. For example, dressmaking shop, lending library, retail antique furniture store, insurance agency, etc. (Note exception for laundry in listing of par. 263.)

262. Domestic and Other Private Household Workers

When the name of a single individual is given as the employer, find out whether the person works at a place of business or in a private home. The proper industry entry for a domestic worker employed in the home of another person is "private home."

263. Specific Examples of Inadequate and Adequate Entries of Kind of Business or Industry

The following list shows some of the inadequate and adequate entries for kind of business or industry as required for item P27b.

Inadequate	Adequate
Agency	Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency.
Bakery	Wholesale bakery (sells to grocers, restaurants, hotels, etc.), retail bakery (sells only to private individuals).
Box factory	Paper box factory, wooden box factory, metal box factory.
Club, private club...	Golf club, fraternal club, night club, residence club, boardinghouse.

Inadequate	Adequate
Coal company.....	Coal mine, retail coal yard, wholesale coal yard.
Credit company.....	Credit rating service, loan service, retail clothing store (sometimes called a credit company).
Dairy.....	Dairy farm, dairy depot, dairy bar, dairy products--wholesale, dairy products--retail, dairy products--manufacturing.
Engineering company.	Engineering consulting firm, general contracting, wholesale heating equipment, construction machinery factory.
Express company...	Motor freight, railway express agency, railroad car rental (for Union Tank Car Company, etc.), armored car service.
Factory, mill, or plant.	Steel rolling mill, hardware factory, aircraft factory, flour mill, hosiery mill, commercial printing plant.
Foundry.....	Iron foundry, brass foundry, aluminum foundry.
Fur company.....	Fur dressing plant, fur garment factory, retail fur store, fur wholesaler, fur repair shop.
Laundry.....	a. Own home laundry (for a person doing laundry for pay in her own home). b. Laundering for private family (for a person working in the home of a private family). c. Commercial laundry (for a person working in a steam laundry, hand laundry, Chinese laundry, French laundry, or similar establishment). d. Self-service laundry (for a person working in an establishment where the customer brings her own laundry and pays a fee to use the washing machine or other equipment).
Lumber company....	Sawmill, retail lumber yard, planing mill, logging camp, lumber wholesaler.
Mine.....	Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit.
Nylon factory.....	Nylon chemical factory (where chemicals are made into fibers), nylon textile mill (where fibers are made into yarn or woven into cloth), women's nylon hosiery factory (where yarn is made into hosiery).
Office.....	Dentist's office, physician's office, public stenographer's office, life insurance agency.
Oil company.....	Oil drilling, petroleum refinery, retail gasoline station, petroleum pipeline, wholesale oil distributor.
Packhouse.....	Meat packing plant, fruit cannery, fruit packing shed (wholesale packers and shippers).
Pipeline.....	Natural gas pipeline, gasoline pipeline, petroleum pipeline, pipeline construction.

Inadequate	Adequate
Plastic factory.....	Plastic materials factory (where plastic materials are made), plastic products plant (where articles are actually manufactured from plastic materials).
Public utility.....	Electric light and power utility, gas utility, telephone utility, water supply.
Railroad car shop...	Railroad car factory, railroad repair shop, street railroad repair shop.
Rayon factory.....	Rayon chemical factory (where chemicals are made into fibers), rayon textile mills (where fibers are made into yarn or woven into cloth), rayon dress manufacturing (where cloth is made into garments).
Repair shop.....	Shoe repair shop, radio repair shop, blacksmith shop, welding shop, auto repair shop, machine repair shop.
School.....	City elementary school, private kindergarten, private college, State university, etc. Distinguish between public and private, including parochial, and identify the highest level of instruction provided such as junior college, senior high school.
Tailor shop.....	Tailoring and cleaning shop (provides a valet service), custom tailor shop (makes clothes to customer's order), men's retail clothing store.
Terminal.....	Bus terminal, railroad terminal, boat terminal, truck terminal, airport.
Textile mill.....	Cotton cloth mill, woolen cloth mill, cotton yarn mill, rayon thread mill.
Transportation company.	Motor trucking, moving and storage, water transportation, air line, street railway, taxicab service, subway, elevated railway, railroad, petroleum pipeline, car loading service.
Water company.....	Water supply, irrigation system, water filtration plant.
Well.....	Oil drilling, oil well, salt well, water well.

Item P27d

264. Item P27d. What kind of work was he doing?

The entry in item P27d should describe the kind of work the person himself does, that is, his occupation. The job title is adequate if it tells clearly and specifically what he does, for example, janitor, sales clerk, TV serviceman, auto mechanic. If his job title is not an adequate description, find out what he does, for example, nails heels on shoes, operates dough-cutting machine.

265. Sufficient Detail

Occupational descriptions of one word are seldom adequate. We need to know what type of a nurse or engineer, clerk, teacher, etc., a person is. For example, practical nurses, registered nurses, and nurses' aides are put in different groups in census statistics, so a full description is necessary. Refer to listing in paragraph 268 for the kind of detail needed to describe specific occupations.

266. Caution on Occupations of Young Persons

Professional, technical, and skilled occupations usually require lengthy periods of training or education which a young person normally cannot have. Be sure to find out whether a young person is really only a trainee or an apprentice or a helper, and so, enter apprentice electrician, electrician helper, etc.

267. Other Cautions

a. Apprentice versus trainee—An "apprentice" is under a contract during his training period; a "trainee" is not. Include both the occupation and the word "apprentice" or "trainee" in the description—e.g., apprentice plumber, plumber trainee.

b. Contractor versus skilled worker—A "contractor" is engaged principally in obtaining building or other contracts and supervising the work. A skilled worker who works with his own tools should be described as a carpenter, plasterer, plumber, electrician, etc.

c. Housekeeper (paid) versus housemaid—A paid housekeeper employed in a private home for wages has the full responsibility for the management of the household; a housemaid (general housework, hired girl, or kitchen maid) does not.

d. Interior decorator versus painter or paperhanger—An "interior decorator" designs the decoration plans for the interiors of homes, houses, offices, etc., and supervises the placement of the furniture and other decorations. A house painter or a paperhanger only does painting or hangs paper.

e. Machinist versus mechanic or machine operator—A "machinist" is a skilled craftsman who constructs all kinds of metal parts, tools, or machines through the use of blueprints, machine and hand tools, and precision measuring instruments. A mechanic inspects, services, repairs, or overhauls machinery. A machine operator operates a factory machine (drill press operator, winder, etc.).

f. Secretary versus official secretary—The "secretary" should be used for secretarial work in an office. A secretary who is an elected or appointed officer of a business, lodge, or other organization should be reported as an "official secretary."

g. Names of departments or places of work—Occupation entries which give only the name of the department or a place of work are unsatisfactory. Examples of such unsatisfactory entries are "works in warehouse," "works in crating department," "works in cost control." The occupation entry must tell what the worker himself does, not where his department does.

h. Specialist—If the word "specialist" is reported as part of a job title, be sure to include a brief description of the actual duties. For example, in a "transportation specialist" the actual duties might be any one of the following: "Gives cost estimates of trips," "plans trips or tours," "conducts tours," "schedules trains," or "does economic analysis of transportation industry."

268. Specific Examples of Inadequate and Adequate Entries for Kind of Work (Occupation)

The following list gives some examples of inadequate and adequate entries of work or occupations as required for item P27d.

Inadequate	Adequate
Adjuster.....	Claim adjuster, brake adjuster, machine adjuster, complaint adjuster, insurance adjuster.
Agent.....	Freight agent, insurance agent, sales agent, advertising agent, purchasing agent.

Inadequate	Adequate
Domestic worker.....	Servant, janitor, guard, building superintendent, gardener, groundskeeper, sexton, property clerk, locker attendant, vault attendant.
Janitor.....	Stock clerk, shipping clerk, sales clerk, statistical clerk, file clerk.
Landman.....	See "Caretaker" above.
Physician.....	Physician, dentist, veterinarian, osteopath, chiropractor.
Engineer.....	Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, aeronautical engineer.
Artist.....	Singer, dancer, acrobat, musician.
Electric worker.....	Electric motor assembler, forge heater, turret-lathe operator, weaver, loom fixer, knitter, stitcher, punch-press operator, spray painter, riveter.
Farm worker.....	Farmer—for the owner, operator, tenant or sharecropper who is self-employed. Farm manager—for the person hired to manage a farm for someone else. Farm foreman—for the person who supervises a group of farmhands or farm helpers. Farmhand or farm helper—for those who do general farmwork. Fruit picker or cotton chopper—are examples of persons who do a particular kind of farmwork, rather than general farmwork. When the place of work is a ranch, indicate specifically rancher, ranch manager, ranch foreman and ranch hand or helper, as shown above for similar types of farmworkers.
Fireman.....	Locomotive fireman, city fireman (city fire department), fire fighter, stationary fireman, fire boss.
Foreman.....	Specify the craft or activity involved, as foreman-carpenter, foreman-truck driver.
Librarian.....	Sweeper, charwoman, porter, janitor, stevedore, window washer, car cleaner, section hand, gardener, hand trucker.
Latent man.....	Patternmaker, sheet-metal worker, compositor, commercial artist, structural steel worker, boilermaker, draftsman, coppersmith.
Mechanic.....	Auto mechanic, dental mechanic, radio mechanic, airplane mechanic, office machine mechanic.
Postman.....	Specify the type of work done, if possible, as housekeeper, art teacher, organist, cook, laundress, registered nurse.
Nurse.....	Registered nurse, nursemaid, practical nurse, nurse's aide, student professional nurse.
Office worker.....	Typist, secretary, receptionist, comptometer operator, file clerk, bookkeeper, physician's attendant.

Inadequate	Adequate
Salesman.....	Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (routeman), fruit peddler, newsboy.
Supervisor.....	Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing forelady, sales instructor, route foreman.
Teacher.....	Mathematics professor, 11th grade physics teacher, 4th grade teacher. For teachers, the entry should tell the grade taught (1-12) and the subject specialty, if any. For elementary school teachers who teach many subjects, an entry such as "4th grade teacher" is satisfactory. For those who specialize, both the subject and grade level should be reported such as "11th grade physics teacher." College teachers should be recorded by subject and title, such as "English instructor" or "History professor."
Technician.....	Medical laboratory technician, dental laboratory technician, X-ray technician.
Tester.....	Cement tester, instrument tester, engine tester, battery tester.
Trucker.....	Truck driver, trucking contractor, electric trucker, hand trucker.

Item 27e

269. Item P27e. Class of worker

a. This item answers the three following questions:

- (1) Was the worker self-employed, or did he work for someone else?
- (2) If he was an employee of someone else, was he paid, or did he work without pay in a family business or farm?
- (3) If he was paid, was the work for a private business or organization, or did he work for the Federal, State, county, or local government?

b. Item P27c can frequently be filled if complete and specific information has been obtained in P27a, b, c, and d. If there is any doubt at all, you must confirm the correctness of the entry with the respondent.

270. Cautions

The words, "Federal," "State," "County," "City," appear frequently in the names of private companies. Also, the names of some government agencies may appear to be private organizations. You must determine whether the employer is private or government in these cases. Also, school teachers and other professional people working for pay sometimes report themselves as self-employed. Be sure you have the correct "class-of-worker" entry for such persons.

271. Employee of a Private Company: Business, or Individual, for Wages, Salary, or Commissions

This includes also compensation by tips, piece rates or pay in kind, if received from a nongovernmental source, regardless of whether the source is a large corporation or a single individual. Work for wages or salary for settlement houses, churches, unions, and other nonprofit organizations

is also included. War veterans who work for a private employer may also receive VA subsistence payments; they should be reported as employees of a private company, not as government workers.

272. Government Employee (Federal, State, County, or Local)

Include employees of public schools and government-owned bus lines, government-owned electric power utilities, etc. Include persons elected to paid offices and civilian employees of Armed Forces. Include also employees of international organizations, such as the United Nations, and employees of foreign governments, such as persons employed by the French Embassy or by the British Joint Services Mission (if they have been listed on the schedule as residents of your ED). Persons employed by such private organizations as the American Red Cross and the U. S. Chamber of Commerce are not government employees but should be reported as employees of a "private company." Work for private organizations doing contract work for branches of Federal, State, or local governments should not be classified as government work.

273. Self-Employed in Own Business, Professional Practice, or Farm

This category refers to work for profit or fees in own business, farm, shop, office, etc. It does not include superintendents, foremen, managers, or other executives hired to manage a business or farm, salesmen working for commission, or officers of corporations.

274. Working Without Pay in Family Business or Farm

This category refers to work on a farm or in a business operated by a relative. Room and board and a cash allowance are not counted as pay for these family workers. Do not check this category, however, if the worker receives money definitely considered to be wages for work performed. Instead, check "Employee of a private company, business, or individual, for wages, salary, or commissions."

275. Special Instructions

a. Corporation employees—Employees of a corporation should be reported as employees of a private company (except for a few cases of employees of government corporations such as the Commodity Credit Corporation, who must be properly reported as government employees). Corporation employees are not to be reported as owning their business even though they do own part or all of the stock of the incorporated business.

b. Domestic work in other person's homes—A maid, laundress, cook, or cleaning woman working in another person's home should be reported as an employee of a private individual.

c. Farmworkers—Special care should be taken in reporting class of worker for persons working on farms (see par. 268 for farmworkers). A person who operates a farm for himself is reported as self-employed in own business whether he owns or whether he rents the land. Persons who have their own equipment and provide services to farmers such as a combine operator or a cotton-picking machine operator, should be reported as self-employed. A farm manager, foreman, hand, or helper who works for wages or salary would generally be an employee of a private company or individual. However, some of these workers are employed on government-operated farms, such as a State Agricultural Experiment Station or a county old folks' home. Furthermore, many farm hands and helpers work without pay for the family. Be sure to verify the class-of-worker questions if there is any uncertainty about whether these workers were reported correctly.

d. **Partnerships**--Two or more persons who operate a business in partnership should each be reported as self-employed in own business. The word "own" is not limited to one person.

e. **Public utility employees**--Public utilities are subject to governmental regulation. Transportation, communication, electric light and power, gas, water, garbage collection, and sewage disposal facilities are owned by either government or private organizations. Be sure to distinguish between government-operated and private organizations in recording class of worker for public utility employees.

f. **Work for pay "in kind"**--Pay "in kind" includes room, board, supplies, and food, such as eggs or poultry on a farm. This is considered pay except for a member of the family (see working without pay in family business or farm, par. 274). Persons who work for pay "in kind" should be reported as employees of a private company or individual.

g. **Work on an odd-job or casual basis**--This should be reported as work of an employee for a private company, business, or individual. For example, the babysitter employed in other households is never to be reported as self-employed.

h. **Clergymen**--Preachers, ministers, priests, rabbis, and other clergymen are to be reported as employees of private organizations except for the following:

- (1) A clergyman, such as a prison chaplain, working in a civilian government job is reported as a government employee;
- (2) A clergyman, not attached to a particular congregation or church organization, who conducts religious services in various places on a fee basis is reported as self-employed in his own professional practice.

Item P28a

276. Item P28a. (If he worked last week--"Yes" in P22)--What city (or town) did he work in last week?

This question should be answered for all persons who worked last week (including those on active duty in the Armed Forces)--"Yes" in P22.

277. How To Fill

a. **In States other than specified New England States**

- (1) **Not in a city**--Mark this circle if the persons did not work in a city, town, or village, but only in the county outside, and skip to item P28c.
- (2) **This city**--Mark this circle if the person worked in the city or town in which he is living.
- (3) **Different city**--Enter the name of the city or town when it is different from the one in which he is living.

b. **In specified New England States**--The situation in the New England States of New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut is different. Here, the entire area of the State is divided into cities or towns. Therefore, if a person did not work in a city, he worked in a town. This means you would never mark "Not in a city" for item P28a, but would mark either "This city" (or town) or specify a different city (or town).

278. Which Job

Report the location of the job described in item P27. Thus for a person with more than one job, report the job at which he worked the greatest number of hours in the reported week.

279. More Than One Location

a. **Central headquarters**--For a person who reported to a specific address each day and then

traveled about in connection with his work, the location of the place at which he reports to work, his headquarters, should be entered as the location of his job; e.g., deliveryman who reports to a central garage; railroad worker who reports to a railroad terminal.

b. **No central headquarters**--If a person works in several cities or towns on his main job, enter the name of the place where he worked most last week. If, however, he worked mostly outside of cities or towns in a county or in several counties, mark "Not in a city" and enter in item P28c the name of the county where he worked most last week. In the specified New England States listed in par. 277b above, do not mark "Not in a city" in this situation.

Item P28b

280. Item P28b. (If city or town)--Did he work inside city limits?

a. **In States other than specified New England States**--Mark this item for each person who worked either in "This city" (or town) or some other city or town as recorded in item P28a.

b. **In specified New England States**--For a person who worked in New Hampshire, Vermont, Massachusetts, Rhode Island, or Connecticut always mark "Yes" for this item.

Item P28c

281. Item P28c. What county and State did he work in?

a. **This county**--Mark "This county," if he worked in the county (election district in Alaska) or in the independent city in which he is living. No further information is needed.

b. **Different county**--Enter the name of the county or independent city and the State for persons working outside their county of residence (see par. 282c).

c. **Foreign country**--Enter the name of the country for persons who worked across the border in Canada, Mexico, or in some other foreign country during the reported week.

282. Special Cases Relating to "Different County" Entry

a. **Louisiana parishes**--If the place of work in a "Different County" was in Louisiana, enter the parish name in the county space.

b. **New York City boroughs**--If the place of work in a "Different County" was in New York City, enter the borough or the county in the county space. (Each borough is also a county.)

c. **Alaska election districts**--If the place of work was in a different election district in Alaska, enter the name (or number) of the election district in the space for county.

d. **"Independent" cities**--Some States (Maryland, Missouri, and Virginia) have independent cities that are not in any county. If the place of work in a "Different County" was in one of these independent cities, enter the name of the city in both the city and county spaces.

e. **Foreign countries**--Enter the name of the foreign country for persons working in Canada, Mexico, or in some other foreign country during the reported week.

Item P29

283. Item P29. (If he worked last week--"Yes" in P22)--How did he get to work?

Mark one circle for the principal means used last week to get to work for each person who worked ("Yes" in item P22). The word "principal" denotes the method which covered the greatest distance. If several methods were used during the week, report the one most frequently used.

284. Worked at Home

By "At home" is meant not only an office in the person's own house but also the farm on which the person lives. Mark "Worked at home" for persons such as farmers or professional men who have offices in their homes.

285. Other Definitions for Item P28

a. **Railroad**--commuter and other regular service operated by railroads.

b. **Subway, elevated**--rapid transit operation on its own right-of-way.

c. **Bus, streetcar**--operating within the city limits on regular public streets or ways.

d. **Walk only**--mark "Walk only" for persons whose only means of getting to work is walking.

e. **Other means**--includes trucks, motorcycles, bicycle, etc.

Item P30

286. Item P30. Last year, 1959, did he work at all, even for a few days?

This question should be answered for all persons who have worked or have been in the Armed Forces since 1950. If the question about the year 1959 reminds the respondent that the person has reported has, in fact, worked more recently than year marked in item P26, make the necessary changes in the earlier item.

287. Work Last Year

"Work" has the same definition as for item P26. Report any work at all, for pay or in own business or family business, or on farm, from January through December 1959. Count part time as full time jobs and active duty in the Armed Forces.

288. When To Fill Items P31 to P33

If the person worked at all in 1959, items P32, and P33 must be asked to find out how many weeks he worked and how much money he made. If he did not work in 1959, the next question is item P34, which has to be filled for all persons born before April 1946.

Item P31

289. Item P31. How many weeks did he work in 1959, either full time or part time? (Include paid vacation, paid sick leave, military service.)

Count as a week, any week in which any wages or salary was paid. Include weeks of active duty in the Armed Forces, or on paid vacation or leave, as weeks worked. For example, a school teacher who worked 40 weeks and was on leave for a full year, mark "50-52 weeks." If the work is reported in months, multiply the number of full months of work by 4-1/3 to get the number of weeks. Note that there are only six weeks for marking number of weeks worked and not required to give more exact answers than call for.

Item P32

290. Item P32. How much did he earn in wages or salary from all jobs? (Include taxes, bond deductions, etc. Include commissions and tips.)

Enter an amount or mark "None," for persons who worked in 1959. Do not leave blank. Enter amount to the nearest whole dollar, or in cents. Write 25,000 if the amount was less than \$25,000. If the exact amounts are not known, the respondent's best estimate is satisfactory.

a weekly or monthly amount is given, multiply it by the number of weeks or months worked at that rate of pay and enter the total for the year. See paragraphs 300 and 301 for instructions on use of Federal Income Tax Form.

293. General Definition of Wages or Salary

This is the total amount of money earned by a person for all work done as an employee and may have been earned on more than one job during the year. Wage and salary income includes "take-home" pay plus all deductions and contributions, such as deductions for withholding tax and Social Security. It also includes: Tips, commissions, piece-rate payments, nonmilitary cash bonuses, a share of the profits if received by an employee in addition to wages or salary, Armed Forces' pay, National Guard pay, and cash pay received by a farm laborer or manager. If you are interviewing a respondent who knows only the amount of "take-home" pay, ask him to estimate his deductions in order to get a total wage and salary income.

294. Some Types of Wages and Salaries

- Piece-rate payments**—Money received for work done at a specified amount per piece.
- Commissions**—Money received by a person for transacting business for another person.
- Tips**—Payments received as supplements to wages for service rendered to the customer.
- Bonuses other than military bonuses**—Payments made by employers to employees as supplements to wages and salaries, for example, bonuses for services on the basis of a percentage of the profits and "Christmas gifts" of employers to employees. Military bonuses are not wages and salary and should be entered in item P34.
- Gifts**—Gifts from employers are to be counted as wages or salary. Occasional gifts from friends or relatives are not to be included in any of the income items. Periodic gifts or contributions for support from a person outside the household should be entered in item P34.
- Salaries of corporation officials**—The salary received by an official of a corporation is wage or salary income, just as are the wages of a laborer who works for the same corporation. The official's salary is not "Income from own business" even though he may own stock in the corporation.
- Armed Forces' pay**—Money received as payment for services in the Armed Forces. This includes base pay plus rental and subsistence allowances (but not rent-free quarters), longevity pay, flight pay, etc. Bond purchases or voluntary dependency contributions should not be deducted in computing pay; however, standard family allowances should be deducted.
- National Guard training pay**—Pay received for training period in the National Guard.

295. Receipts Not Counted as Wages or Salary

- So-called "salaries"** which some owners of unincorporated businesses pay themselves—Such "salaries" are to be included as "Income from own business" in item P33.
- Reimbursement for travel and other expenses**—Such receipts are merely repayment for expenses incurred in connection with the job; they are not income.
- Pay "in kind"**—Pay "in kind" (food, lodging, etc., given to an employee) is not counted as income, even though received as payment for work performed. Items P32 to P34 refer only to money income.

Item P33

294. Item P33. How much did he earn in 1959 working in his own business, professional practice, partnership, or farm? (Net income after business expenses.)

Enter an amount or mark "none" for all persons who worked in 1959, including those who have reported wages or salary in item P32. Many people have both wages or salary and business income because they change jobs or have two activities during the year. Do not leave blank for anyone who worked in 1959. Write 25,000 if the amount was more than \$25,000. Enter "Even" if business receipts just balanced business expenses. If there was a net loss, enter "Loss" above the amount lost. If the person reports a net loss but cannot estimate the amount lost, enter just the word "Loss." The respondent's best estimate is satisfactory if he does not know the exact amount. See paragraphs 300 and 301 for instructions on how to use Federal Income Tax Form.

295. General Definition of Income, Own Business, etc.

Income from one's own business includes earnings from such activities as owning and operating a taxi, truck, repair shop, and the like, as well as owning and supervising a factory, mill, or plant with the help of hired employees. Own professional practice includes the work of a doctor, dentist, architect, or other professional person on his own account. Working on one's own farm includes work performed alone or with the aid of paid or unpaid workers, on a farm which the person operated on his own account, whether he owned, rented, or operated on his own account as a sharecropper.

296. Income From Own Business or Professional Practice Defined

For a person who operated his own business or professional practice at any time during last year, the amount of net income from the operation should be reported. If you obtain this information by interview, subtract business expenses from total (or gross) money receipts to get net income.

- Total money receipts**—Value of all goods sold or services rendered, including the value of any net inventory increase.
- Business expenses**—In most cases, you will not have to figure business expenses for item P33. But, if a question arises, use the following as a guide: Business expenses include cost of merchandise purchases; rent, heat, light, and power expenses of the business quarters; depreciation of machinery and other business property; decrease in the value of inventory; wages and salaries paid to employees; business taxes; interest on the business mortgages or debts. Capital expenditures, such as the purchase of new buildings or machinery, or permanent improvements of existing buildings or machinery, should not be considered expenses. The only allowable expense on such improvements or purchases is annual depreciation. Personal expenses for such things as food, shelter, personal taxes, life or health insurance, improvement of living quarters, or purchase of bonds, should not be considered business expenses.

297. Farm Income

Net money income or profit from the operation of a farm consists of total (or gross) money receipts less the farm expenses.

- Total money receipts**—Money received from the sale of farm products. This includes loans made by the Government on cotton and other crops, income from the hire of teams or from rental of farm machinery to other farmers, and incidental receipts from sale of wood, sand, gravel, rocks, etc. It does not include the value of food, fuel, or other farm products used for family living.

b. **Farm expenses**—These include cost of feed, fertilizer, seeds, bulbs, plants, trees, sprays, insecticides, hardware, dairy supplies, tools, livestock purchases, rental of machinery, cash wages for farmhands, cash rent paid, interest on farm mortgage or crop loan, farm building repairs, depreciation of farm equipment, and farm taxes. They do not include personal income tax, improvements in the farmer's house, capital expenditures such as the purchase of land, buildings, or machinery.

298. Some Types of Income From Own Business

- Fees**—Charges for professional or other services rendered. The net income (fees minus expenses incurred in connection with the professional practice) should be entered as "Income from own business" in item P33.
- Partnership**—An unincorporated business in which two or more persons contract to do business together and share the profits. The net income received by a person from a business in which he worked as a partner should be entered as "Income from own business" in item P33.
- Royalties**—Money earned by a writer, composer, or artist in the form of royalties for his work should be entered as "Income from own profession" in item P33. Royalties from patents, trademarks, formulas, and money received from property producing gas, oil, copper, timber, etc., which is owned but not operated, should be entered as "Income from other sources" in item P34 and not in item P33.
- Salaries of owners**—Some owners of unincorporated businesses may pay themselves a "salary." Such "salaries" should be included with "Income from own business" in item P33.

Item P34

299. Item P34. Last year, 1959, did he receive any income from: Social Security, pensions, or veteran's payments; rent, interest, or dividends; unemployment insurance or welfare payments; any other source not already reported?

- How to Mark**—This item should be answered for all persons born before April 1946, whether or not they worked in 1959 or at any other time. Mark "Yes" and enter amount, or mark "No" for each person. If you are interviewing, read the complete question at least once in each household, pausing slightly after each type of income mentioned, so the respondent will understand what is included. Enter the total amount received during the year from all these sources. If a weekly or monthly amount is given, multiply it by the number of weeks or months it was received and enter the total for the year.
- General definition**—For item P34 report all kinds of money income except that received in direct return for work done as an employee (P32) or in own business, professional practice, partnership, or farm (P33). Some types of "other" income:

- Alimony**—Money received periodically after a divorce or legal separation.
- Annuity**—Money received as return on an investment wherein a person purchases the right to receive a monthly, annual, or other periodic income.
- Contributions**—Money received periodically from persons who are not members of the household, such as allotments received from members of the Armed Forces and money received by parents from children not living with them.
- Dividends**—Money received by the stockholders of a corporation or association. Include the so-called "refunds" received by ex-servicemen on their GI insurance premiums.

- (5) **Estates and trusts**—Periodic payments received from an estate or trust fund. Lump-sum receipts from estates or trust funds, however, are not income.
- (6) **Gambling gains**—Money received from gambling, games of chance, prizes, etc. Gambling losses should not be deducted from income. If the person is a professional gambler, the net income should be entered in item P33.
- (7) **Gifts**—See paragraph 292c.
- (8) **Inheritances**—Periodic payments received from property bequeathed by relative or friend. Lump-sum receipts from inheritances are not income.
- (9) **Insurance receipts**—Periodic payments received from paid-up endowment policies, annuities or life insurance policies of a deceased person. Lump-sum insurance payments, however, are not income.
- (10) **Interest**—Money received for the use of money. Notes, bonds, bank deposits, and postal-savings certificates are the most common sources of interest. If U.S. savings bonds have been cashed, the difference between the amount received and the original cost is to be included as interest.
- (11) **Military family allowances**—Family allowances received by relatives of members of the Armed Forces. In addition to such allowances, servicemen may send home voluntary allotments. Such receipts should also be included in item P34.
- (12) **Pensions**—Periodic payments received by a person who has retired from active work, such as: Money received from old-age or survivor's insurance under the Social Security or Railroad Retirement Acts and money received from the Bureau of Old Age and Survivors Insurance as permanent disability insurance payments; old-age pensions received from States, counties, or other local governments; Civil

Service pensions for retired government workers; veterans' pensions paid to disabled veterans; military pensions paid to retired members of the Armed Forces; and other retirement benefits paid by a former employer or by a union, either directly or through an insurance company.

- (13) **Rent income**—Cash rents received from property, less the costs incurred by the landlord in connection with the property. Costs include depreciation, taxes, repairs, insurance, interest on mortgages, real estate agents commissions, etc. Do not include as expenses the cost of permanent improvements on the property or payments made to reduce a mortgage. If the person is the owner and operator of a real estate business, the net income should be reported as "Income from own business" in item P33.
- (14) **Roomer or boarder income**—Gross receipts from roomers or boarders, less all expenses such as the cost of food served to boarders, laundry, share of the wages paid to a servant for cleaning, share of the rent paid for the house or the estimated share of the taxes, depreciation, interest, etc. The net receipts should be entered in item P34 when the roomers or boarders are enumerated as members of a housing unit. If the respondent was the owner and operator of a lodginghouse, enumerated as a group quarters, the net income should be entered as "Income from own business" in item P33.
- (15) **Royalties**—See paragraph 298c.
- (16) **Social Security**—This term covers many types of government payments made under the Social Security Act, including some which are also listed separately in question P34. It includes periodic payments such as old-age and survivor's and per-

manent disability insurance; old-age assistance; aid to dependent children; aid to the blind or the totally disabled; and employment insurance.

- (17) **Unemployment insurance**—Money received from government unemployment agencies during the periods of unemployment.
- (18) **Veterans' payments**—Money received by veterans in the form of education and the job training subsistence allowances. Veterans engaged in on-the-job training are paid by their employers and also receive training subsistence from the government. The amount received from an employer should be entered as "Wages salary" in item P32; the amount received from the government should be entered as "Other income" in item P34.
- (19) **Welfare payments, public assistance, relief**—Money received from local welfare programs, or from Federal agencies, such as aid to dependent children (widows' pensions), aid to the blind, wage assistance, or other public assistance. Food, clothing, or other nonmonetary receipts from relief agencies are not income.
- (20) **Workmen's compensation**—Money received periodically during 1959 because of injuries incurred at work.

300. Use of Federal Income Tax Form

When you are interviewing, do not ask the respondent to refer to income tax form, but if he does so, make use of the information. The tax form may contain the combined income of both husband and wife. If so, find out what share was received by each. Not all of the other sources of income will be found on the income tax form. Items which can be found are shown in the table below.

301. Items That Can Be Found on the Income Tax Form

Source of income	Item on census schedule	Form 1040A, line	Form 1040W, line	Form 1040		
				Page	Schedule	Line
Wages and salaries.....	P32	5	2	1	-	5
Income from own business.....	P33	-	-	1	-	8
Income from own farm.....	P33	-	-	1	-	9
Income from partnership business.....	P33	-	-	3	H	1
Pensions and annuities.....	P34	-	-	3	E	Part I, line 4 and Part II, line 4
Interest.....	P34	-	5(b)	3	B	Total
Dividends.....	P34	-	5(a)—total dividends	3	A	2 and 5
Estates and trusts.....	P34	-	-	3	H	2
Rents and royalties.....	P34	-	-	3	G	Line 2 (not col. 2)
Total "Income from other sources".....	P34	6	-	-	-	-

302. Receipts Which Are Not Income of Any Type

Some money receipts are not considered income and are not to be included in any part of items P32 to P34.

- a. **Allowance**—Money given to cover living expenses by one member of a family to another in the same household.
- b. **Borrowing**—Money borrowed from a bank, finance company, relatives, or other sources.
- c. **Cash received for sale of personal property**—Money received from sale of personal property by persons who are not in the business of selling such commodities.

d. **Lump-sum payments**—Money received in one lump sum from insurance policies, estates, trusts, inheritances, gifts, etc. Only regular or periodic receipts from these sources are income.

e. **Pay "in kind"**—Pay "in kind" (free meals, rent, or supplies received in addition to or in the place of cash wages) is not included as income, even though received as payment for work performed which is considered work for purposes of items P22 and P30.

f. **Refunds**—Refunds of money for merchandise purchased but returned, refunds of money deposited as an option for the right to purchase, refunds of overpayment of taxes, etc.

g. **Withdrawals of savings**—Money obtained from the withdrawals of bank deposits, the sale of U. S.

savings bonds, or other assets. Only the money received from bank deposits, bonds, etc., or income is income (see par. 299b(10)).

303. How To Handle Respondent's Questions

Follow these procedures if you find a respondent who has some doubt about answering the interview questions:

- a. If the respondent fears that the income will be disclosed to other persons or to other government agencies—Explain that you, as well as other Census employees, are sworn to keep answers confidential. The law provides penalties of imprisonment and fine for disclosure.

Enumeration Schedules and Instructions

agents of the Federal Bureau of Investigation or the Internal Revenue Service can search census records. Only statistical summaries are published.

If respondent does not understand why the income data given in tax returns are used to meet the statistical needs because not all people file returns and not all kinds of income are taxable (and hence, are not reported on tax returns). Also, the tax returns do not show family relationships, occupation, education, or other items needed to study the income of households.

Item P35

Item P35. (If a man)—Has he ever served in the Army, Navy, or other Armed Forces of the United States?

Mark "Yes" or "No" for every male 14 years of age and over (born before April 1946). Then for each person marked "Yes" there are four parts of the question to be answered on period of service. Mark "Yes" or "No" for each of the four parts, for every male who has ever served in the Armed Forces of the United States (marked "Yes" for the general question).

303. Military Service Defined

a. **Active duty** means service for any length of time in the United States Army, Air Force, Navy, Marine Corps, and the Coast Guard. Include military service for any length of time, however brief and at any place, at home or abroad, in the United States Armed Forces. When asking the question, always specify service in the Armed Forces of the United States.

b. Do not include employment in the merchant marine or civilian employment in any branches of the Armed Forces; service in a National Guard unit except when called to active duty as during World War II and the Korean War; short periods of reserve training, such as duty for two weeks during the year or attendance at weekly reserve meetings; or service in the Armed Forces of a foreign country. When one of the above is the only type of service performed during the indicated period, mark "No" for the general question.

304. Age Limitation

Be sure that the entry for war service is consistent with the age of the man. Generally speaking, persons under 23 years of age (date of birth April 1947 or later in item P6) would not have served during the Korean War, although they may have served since. Similarly, persons under 31 years of age (date of birth July 1929 or later in item P6) would not have served during World War II. Persons under 59 years of age (date of birth January 1944 or later in item P6) would not have served during World War I.

307. Doubtful Cases

Enter the information which is known even if the knowledge is incomplete. When a respondent is uncertain about a man's military service, try to determine whether he has (or had) dealings with the Veterans Administration under various programs, such as GI insurance, disability compensation, attending school under various GI bills, etc. If you are convinced that he has served at some time, make the best estimate you can of the probable period of service and mark the appropriate circle.

HOUSING ITEMS

Item H17

361. Item H17. Is this house on a city lot (or apt. bldg.)? On a place of less than 10 acres? On a place of 10 or more acres?

This question, which appears on PH-3 schedule only, applies to all occupied and vacant housing units and group quarters except those in "Z" ED's (ED's which are marked "Z" on the cover of your portfolio).

362. Definitions

Use the following definitions to help you mark correctly:

a. **On a city lot (or apt. bldg.)**—A house is on a city lot if it is located within the boundaries of a city or a community and if the whole place is no larger than the house and yard only. Include also in this category, units in apartment buildings, apartment hotels, and garden-type apartments.

b. **Description of a "place"**—If there is any question about the meaning of "place," use the following explanation: The "place" consists of the land which the respondent considers to be the farm, ranch, or property. The land may consist of more than one tract; these tracts are usually adjoining; however, they may be separated by a road or creek, or another piece of land.

c. **More than one house on the place**—The answer for each unit located on the same "place" must be the same. For example, the owner lives in one house on his place of 15 acres; the hired hand lives in a separate house on the same place. Mark "On a place of 10 or more acres" for both the owner's unit and hired hand's unit.

363. How To Obtain Replies

a. **In built-up areas**—In cities and closely built-up areas, the category "On a city lot (or apt. bldg.)" can usually be marked on the basis of observation. However, if you cannot determine the answer by observation, ask the questions on acreage.

APPENDIX A

c. **Turnover of inmates**—In many institutions, the inmates in residence may change from one day to the next. At the outset of the enumeration, therefore, you will have to get a complete roster of the inmates as of a specific date.

d. **Staff members**—In most institutions, there are not only inmates, but also staff members to be enumerated. Some of these staff members may live with their families in housing units and some of them may live in group quarters.

2. Living Places Classified as Institutions

Living places of the following types are always to be classed as institutions i.e., places containing inmates:

b. **In other areas**—Ask whether the unit is on a place of less than 10 acres, or on a place of 10 or more acres. Note that you need not determine the exact number of acres in the place. Determine only that there are "Less than 10 acres" or "10 or more acres."

Items H18a and H18b

364. Items H18a and H18b. Last year, 1959, did sales of crops, livestock, and other farm products from this place amount to (\$250), (\$50) or more? Less than \$250 (\$50) or none?

This item, which appears on PH-3 schedule only, must be completed for all occupied units marked "On a place of less than 10 acres" or "On a place of 10 or more acres" in item H17. If "On a place of less than 10 acres" was marked, complete item H18a (\$250 or more). If "On a place of 10 or more acres" was marked, make an entry in item H18b (\$50 or more).

365. How To Mark

You do not need to learn the precise amount of sales as long as you can determine if it is "\$250 (\$50) or more" or "Less than \$250 (\$50) or none." If there are any questions about the meaning of the item, follow these instructions:

a. **Sales from this place**—"Sales of crops, livestock, and other farm products" refer to the total amount (gross amount) received from the sale of crops, vegetables, fruits, nuts, livestock and livestock products (milk or wool), poultry and poultry products, nursery and forest products produced on "this place." The products may have been sold at any time during the year 1959. Do not include the value of products consumed on the place.

b. **Place**—The "place" is the same as described under item H17 above.

c. **More than one house on the place**—The answer for each unit on one place must be the same. For example, if an owner who reports that total sales of farm products in 1959 amounted to more than \$50, lives in one house on a place of 15 acres and rents a separate house on the place to another family, mark "\$50 or more" for both of the housing units in item H18b.

366. How To Obtain Replies

If respondent recently moved to the place explain that items H18a and H18b refer to sales made from this place during 1959 by anyone—himself or the previous occupants. If he does not know about previous occupants' sales, get the best estimate available, either from him or from a neighbor.

ENUMERATION IN INSTITUTIONS

1. Need for Special Instructions

Special instructions are given for enumeration of persons living in institutions because the enumeration in these places differs somewhat from the enumeration of households.

a. **Information from records**—In many institutions, you cannot interview the inmates (the persons for whom care or custody is provided), and you will have to get the information from records or from other persons.

b. **Different types of inmates**—Some institutions have two or more types of inmates, and you may have to enumerate each type separately.

a. Institutions for juveniles

- (1) Public training school or industrial home (school) for juvenile delinquents
- (2) Public forestry camp for juvenile delinquents
- (3) Private home or resident school for delinquent and for "problem" children
- (4) Orphanage
- (5) Detention center or home
- (6) Children's home or center (residential)
- (7) Residential treatment center
- (8) Diagnostic and reception center

b. Homes and schools for the handicapped

- (1) Home or resident school for the deaf
- (2) Home or resident school for the blind
- (3) Home, resident school, or orthopedic hospital for cripples
- (4) Colony, settlement, village, or training school for epileptics
- (5) Home or resident school for mental defectives or the feeble-minded.

c. Institutions of specialized medical care

- (1) Mental hospital
- (2) Psychopathic hospital
- (3) Psychiatric wing of general hospital
- (4) Treatment center for alcoholics or drug addicts
- (5) Tuberculosis hospital
- (6) Tuberculosis wing of general hospital
- (7) Chronic disease or cancer hospital, home for incurables
- (8) Chronic-disease wing of general hospital
- (9) Maternity home for unmarried mothers
- (10) Nursing, rest, or convalescent home, restorium
- (11) Sanitarium, sanatorium

d. Homes for the aged

- (1) County homes, almshouse, or poorfarm
- (2) Fraternal, religious, or private nonprofit home for the aged
- (3) Soldiers', Sailors', or Veterans Administration home for the aged
- (4) Commercial residential home for the aged

e. Correctional institutions

- (1) Prison, penitentiary
- (2) Reformatory
- (3) Prison camp, prison farm
- (4) Jail
- (5) Workhouse

3. Group Quarters That Are Never Classified as Institutions

The following group quarters are never classified as institutions:

- a. Group quarters in rooming or boarding house
- b. Flophouse, Salvation Army shelter
- c. College dormitory, and fraternity or sorority house
- d. Rectory with five or more persons unrelated to the person in charge
- e. Boarding school (other than one for the needy, infirm, delinquent, emotionally disturbed, or handicapped)
- f. Nurses' home
- g. General hospital (other than psychiatric branch, tuberculosis branch, or chronic-disease branch), children's hospital, maternity hospital (other than for unmarried mothers)
- h. Dormitory for workers, bunkhouse, labor camp, logging camp
- i. Armed Forces installations, including Armed Forces hospitals and prisons
- j. Crews of vessels

4. Group Quarters May or May Not Be Institutions

The following guides will help you in deciding whether or not group quarters should be classified as institutions:

a. Convent or monastery--The convent or monastery itself is not an institution but an institution may take the name of the convent or monastery which provides its staff. For instance, if the Convent of the Good Shepherd is the name of a school for delinquent girls, it is an institution.

b. Mission--A mission may or may not be an institution, depending on the function it performs. If it is merely a flophouse, it is not an institution. On the other hand, if it is a home for the aged or for incurables, it is an institution.

c. Places with deceptive names--Titles that do not suggest an institution may sometimes denote one. For instance, the Fred C. Nelles School for Boys is a public training school for male delinquents and not an ordinary private school. If the place functions as an institution, list it as one and specify its type. The following names are often found in titles of institutions:

- (1) Home
- (2) Camp
- (3) Ranch or guest ranch
- (4) Retreat
- (5) Institute
- (6) Villa
- (7) Hall
- (8) Lodge or guest lodge
- (9) Hospital
- (10) Cottage

5. Persons and Living Quarters To Be Enumerated in Institutions

a. Types of persons--The two types of persons to be enumerated in institutions are:

- (1) Inmates (the persons for whom care or custody is being provided);
- (2) Resident staff members and their families.

b. Types of living quarters--Inmates will always be enumerated as living in group quarters. A resident staff member and his family will be enumerated as living in a housing unit if his quarters have either direct access or exclusive cooking facilities; otherwise, the resident staff members will be considered to be living in group quarters. First, enumerate the staff members and their families who are living in housing units. Next, list one group quarters for all other persons, enumerating staff members living in the group quarters first and then the inmates.

6. Institutions With More Than One Type of Inmate

Some institutions provide facilities for inmates of two or more different types. When you run into such a situation enumerate the inmates in accordance with the following:

a. Group receiving special care--Whenever you find groups of inmates of one of the types listed below receiving specialized care in a separate part of the institution, you must enumerate them as inmates in a separate group quarters:

- (1) Tuberculosis patients
- (2) Mental (psychiatric) patients
- (3) Mentally deficient persons
- (4) Chronic-disease patients (other than tuberculosis patients)
- (5) Blind persons
- (6) Deaf persons

b. Special groups in general hospitals--In a general hospital, if inmates of any of the types listed above received specialized care in a separate ward, you must enumerate them as inmates in a separate group quarters apart from the general medical and surgical patients (who are not inmates).

c. Groups receiving the same type of care--In institutions where patients of several types receive the same type of care, you should create a separate group quarters for each inmate. For example, in a home for the aged you may find some persons who are blind in addition to being aged. Since the blind persons do not receive special care in a separate location, they should not be enumerated in a separate group quarters.

GENERAL HOSPITALS

17. Difference in Definition Between "General Hospital" and "Institutions"

General hospitals are establishments in which medical, surgical, or convalescent care is provided for patients who stay in the hospital under treatment for relatively short periods.

a. Long-term medical care--The term "hospital" is sometimes used in connection with places providing long-term medical care. However, places providing long-term medical care are not considered institutions rather than general hospitals and are to be enumerated according to procedures set forth in the section of this report entitled "Enumeration in Institutions" (1) in institutions providing specialized medical care given in paragraph 2c).

b. Separate wards or services--In some general hospitals, there may be separate wards or services devoted to the care of patients who ordinarily to be found in institutions, such as separate wards for mental, tuberculosis, or chronic-disease patients. If wards or services of these types are found and can be separately identified, they should be treated as institutions and enumerated as such.

18. Difference in Enumeration Procedure in General Hospitals and Institutions

The major difference in procedure distinguishing general hospitals from institutions is that in general hospitals, only those patients who have no usual place of residence outside the hospital are enumerated on the FOSDIC schedule. However, be sure that hospital patients who have a usual residence elsewhere are reported there, a completed PH-10 (Individual Census Report) must be submitted for every hospital patient regardless of his usual residence. Individual Census Reports for persons having a usual residence elsewhere will be kept to the Census District Office and matched against appropriate records. The name of any patient having a usual place of residence elsewhere must be entered on the Stage I FOSDIC schedule as a resident of the hospital. Such patients should be marked "nonrelative" in item P3.

19. Types of Persons and Living Quarters

Like institutions, hospitals may contain group quarters and housing units. Persons in group quarters in hospitals and on hospital grounds may be divided into patients and resident staff members. Resident staff members are persons residing on the hospital grounds who are employed to take care of the patients, the building, and the grounds, etc. Enumerate the persons in this order:

- a. First, list the staff members and their families who are living in housing units.
- b. Next, list one group quarters for all other persons. Enumerate the staff members in group quarters first and then the patients with no usual place of residence other than the hospital.