**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.
      2. Other equipment such as a refrigerator or other 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 watchmen live 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 or living together in family style, is one housing unit.
   d. Families plus friends or lodgers—a house, apartment, or flat with four or fewer persons, living with a family and sharing the 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 March 31 should be included. Babies born after 12:01 a.m. on April 1 and persons dying before 12:01 a.m. on April 1 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. A place is not the place where he usually sleeps.

19. General Rules for Enumerating Persons in Each Housing Unit

Include the following persons in each 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 temporarily absent but who are expected to return shortly;
   d. Newborn babies, born before April 1, who are not yet living at the house;
   e. Boarders or lodgers who regularly use the housing unit.

20. Rules for Determining Place of Residence in Special Cases

In order to count each person accurately at 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 FUSDRO and back cover of this manual for summary residence rules.)
22. College Students
A student attending college is considered a resident of the city in which he resides while attending college. Enumerate him as a resident of the city where he lives while attending college. If he lives at his parents' home, enumerate him there, and 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. Domestic Employees
Enumerate as usual residents, maids, hired hands, or other employees who live with their employer's household and are in the household of the employer. However, enumerate domestic employees who sleep in separate houses, apartments, or cabins as residents of separate housing units, even though they are on the employer's property.

24. Persons Temporarily Absent From Home Who Are Considered Usual Residents
Enumerate all persons who are away from their homes but are expected to return. Include:
- 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.

25. Persons in Institutions
Enumerate as residents of the institution (regardless of length of sentence or stay) persons in workhouses, reformatories, jails, convicts, camps, orphan homes, schools for delinquents, homes for retired soldiers, orphans, or aged, homes or schools for the blind, deaf, or feebleminded; nursing homes or convalescent homes; asylums or hospitals for incurable, tuberculosis, or other institutions where the inmates usually remain for considerable periods of time.

26. Members of Religious Orders
Enumerate the members of religious orders as members of the convent, monastery, or other quarters where they are living.

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

28. Officers or Crews of Vessels
Officers and crew members on a vessel engaged in commerce, interoceanic, or foreign trade (including Great Lakes) are considered to reside on the vessel if they normally engage in trips of more than 24 hours' duration.

29. Persons With More Than One Residence
- 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.
- Those persons may have several homes—persons of retirement communities, people who own homes in the city and have a place in the country—should be enumerated as residents of the units where they live.

30. 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.

31. 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 temporarily visiting or traveling in the United States (even though they are not living at the embassy, etc.) or who are employed here (but not living at the embassy, etc.) even if they do not expect to remain there. Also enumerate the members of their families if they live with them in this country.

32. 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 100 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 lodging houses, 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.

33. 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, students 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.

34. Doubtful Cases
It may sometimes be difficult to tell whether a person is in your ED only temporarily or whether your ED is 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 as 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 a job at a shop there or entered her children in a local school should be enumerated as a resident in your ED. In double-take 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 visitor's 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
- Nonresident unit—If you are interviewing in a nonresidence unit (key letters I, L, 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 X in Form PH-10 for each absent person to complete.
- 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-10) 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.
- Listing Book entries—Treat as incomplete interview where you must have a Form PH-10, PH-10 and PH-9, as you would any callback to an absent household and make the proper entries in...
United States Summary

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.

<table>
<thead>
<tr>
<th>Type of place</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Institutions: Prisons, jails, reformatories; homes for aged, poor, or incurables; children's homes or orphanages; nursing or convalescent homes; mental or tubercular hospitals.</td>
<td>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. In general, however, do not count the staff occupation as a separate unit. Complete the population and housing items for each housing unit, marking &quot;house, apartment, flat&quot; in H3. Then combine all inmate quarters with the quarters occupied by staff members of the institution who do not live in the housing units and list them on a single housing line as group quarters.</td>
</tr>
<tr>
<td>b. Rooming house, lodginghouse.</td>
<td>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.</td>
</tr>
<tr>
<td>c. Boarding house, roominghouse.</td>
<td>Treat as group quarters all housing units 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. treat as group quarters all housing units containing five or more lodgers unrelated to the person in charge.</td>
</tr>
<tr>
<td>d. Convent, monastery.</td>
<td>A convent or monastery consists of groups of people except for caretaker personnel with separate quarters.</td>
</tr>
<tr>
<td>e. Armed Forces installations, including Armed Forces hospitals and prisons.</td>
<td>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 for the residential purposes. Incorporate these housing units in the same manner as other housing units. The quarters of all the occupants in Armed Forces installations are housed and listed on separate housing line and enumerated as group quarters that is, all barracks, minor officers' quarters, base hospital wards, etc., are treated as separate quarters. An installation is to be treated on a line. See Appendix C for details of structures in use by armed military personnel.</td>
</tr>
<tr>
<td>f. Dormitory or dormitory-type quarters (e.g., residence hall or club, sorority or fraternity house, nurses' home, general hospital, etc.).</td>
<td>Most of the quarters of these types are also group quarters. However, you may list some completely separate housing units used as living quarters by the auxiliary staff in buildings containing group quarters such as the apartments of the housemother in a college dormitory or the separate living arrangements of the manager of a persuasion. List as separate quarters in the manner as all other housing units. Combine the quarters of all other occupants and list them on a single housing line as group quarters.</td>
</tr>
</tbody>
</table>

DÉTAILLED INSTRUCTIONS FOR 100-PERCENT FOSDIC SCHEDULE

POPULATION ITEMS

<table>
<thead>
<tr>
<th>Item P1</th>
<th>Item P2</th>
</tr>
</thead>
</table>

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.

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 thru 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 residence anywhere else, in the following order:
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 is 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 "19" if the year of birth was 1919.

197. Year Ending in "0"

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 FCSOC 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.

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

1. 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.)
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 relative 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 (Giro)" is the proper entry for persons born in any of the other counties in Ireland.


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.

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. 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 he moved into the present apartment.

216. Always Lived Here

Mark "Always lived here" for persons who have 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 who moved in before April 4th. 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 that 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 line 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 April 1, 1955, as well as persons who had lived here on that date but had moved out and moved back again. An example: a man who lived here on April 1, 1955, left for service in the Armed Forces on April 15, 1955, and returned to this house on April 30. Also check "This house" for a person living in a group quarters who was a member 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 persons who did not live in a city or town. The next item to be filled is item P11 for the name of the county and State where he lived.

(2) This city—Mark this circle for persons who lived in the same city or town on April 1, 1955, that is, living in 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 he lived on April 1, 1955, if it is not the same as the person is now living. Then fill in item P13b.

c. In specified New England States—The section in the New England States of New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut is different; here, the entire area is...
I. a divided into cities or towns. Therefore, a place does not live in a city, he lives in a town. The residence would make "not in a city" or "not in a city" mark either "this or that" or specify a different city or town.

II. Report Usual Residence

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

Item P12b

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

a. In other than specified New England State, the name of the city or town is reported in item P13b. Find out whether the person lived in the city limits of that city or town and mark "yes" or "no".

b. If the area of residence on April 1, 1955, was annexed to the city after that, mark "no" for question on city limits.

c. In specified New England States—For apportionment purposes in Massachusetts, Rhode Island, Connecticut, always "yes" for this item.

Item P13c

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

1. The circle "this county" for a person who, on April 1, 1955, was living in another house but in the same county as that in which he now lives is on the date. For persons then living in the State but in another county, the State is blank.

III. Special Cases

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

2. New York City. 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 12c. (Each borough is also a county.)

3. Alaska election districts. If the residence in 1955 was in Alaska, enter the name of the county of residence in the space for county.

4. 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 a municipality).

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

Item P14

24. Item P14. What is the highest grade (or course) in any regular school to which he has ever attended, mark in the circle for this item. Mark "Never attended school" for persons who have never attended a regular school. Mark "Kindergarten" for persons who have gone only to kindergarten but not to elementary school. Mark the circle designating the highest grade of school each person has ever attended as regular school. For persons now attending school, mark "this will be the grade or course they are attending.

II. Definition of "Regular" School

The highest grade attended in a regular school refers to those education obtained in grade public,

lic, private, or parochial schools, colleges, universities, or professional schools, whether day or night schools, 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 considered for credit or degree by a regular school system. Examples of such schools are television repairmen's schools, barber's colleges, or typist's training schools.

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. 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, the exact grade is 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 "High School 4." 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 7th grade 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 previous to the person attended college and graduate or professional school. If it was 6 years or more, mark "6 or more."

c. 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 grade of education was measured by "readers" consider the first reader as equivalent to the first grade, second reader to the second grade, etc.

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

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

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.

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 para. 225 and 226 for 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 para. 231 for exceptions).

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 para. 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.
United States Summary

234. Item P21. 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.

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.


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 P18.

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

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" in 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:
   (i) Work for regular wages or salary.
   (ii) Work for "in kind" (meals, living quarters, or supplies received in place of cash wages).
   (iii) Work at piece rates, on commission, or for tips.
   (iv) Active duty in the Armed Forces.
   (v) 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 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 business, and similar work. Many thousands of housewives, students, and elderly persons do part-time work, so do not enter "No" in item P22 for such persons unless you are pretty 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).

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 reported how many hours were worked last week, try to find out the number worked each day and add them. Except for hours under 40 hours, the answers required are only in fairly broad classes. If the respondent is certain about the exact number of hours, mark one of the broad intervals on the scale.

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

This question should be answered using "No" in item P22. Do not assume that just because he has housewives, students, or other people were not looking for work. However, it is not clearly determined that a person is permanently disabled and is unable to do any work, nor in items P24 and P25 and proceed accordingly for such persons.


a. Looking for work—This refers to any person who is trying to get a job or to establish a business in the past 30 days. A person who has actually tried to find work last week but has not been able to do so is considered to be "looking." As indicated in the definition, he may have made some efforts recently (i.e., within the last 60 days) and was instead looking for work during those efforts last week. Examples of look for work are:

   (1) Registration at a public or private employment office.
   (2) Meeting or talking with telephone salesmen.
   (3) Being on call at a personnel officer’s union hiring hall, or from a name lister or other similar profession lister.
   (4) Placing or answering advertisements.
   (5) Writing letters of application.

b. On layoff from a job—This refers to a person who is being called back to a job from which he had been laid off or furloughed. The layoff is due to such reasons as slack work, temporary shortage of materials, plant remodeling, tooling, or seasonal or other factors. If he was not working last week because of a layoff and the use of his place of employment, he is considered "on layoff." As indicated in the definition, he may have been laid off or furloughed more than 30 days ago and then was called back to work during the last week. In such cases, the person was temporarily absent from work last week will be reported to you while interviewing is resumed in item P22. If so, mark "Yes" in item P25.

b. Mark "Yes" if this person was temporarily absent all of last week from his job. If because of illness his own or his family's illness, bad weather, labor dispute, or some other reason, the person was unable to work, or personal reasons. The word "is" is to include both paid jobs and own business, professional practices, or farm operations.

250. Definitions for Item P25.

It is sometimes difficult to define who is a person who did not work last week as a person who did not work last week or who was absent. (Or is operating a business to full pay or part-time pay.) If it is raised, apply the following definitions.
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 P26. "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 date he last worked on a full-time job. Persons 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 but merely 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 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 P27f to P27e the job he 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 job he was worked. There are four parts to the description of a person's job or business, items P27f 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 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.

256. 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 was employed. 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 each employer, for example: "manufacturer, wholesale grocer, sawmill," or "manufacturer and wholesaler, meat market, retail store, restaurant, hotel, garage, repair service, garage," or "manufacturer, wholesaler, retail, construction, and repair services," or "garage, repair service, wholesale, garage." The words, "factory, workroom, shop, store, road, and service" should indicate the specific function.
B. Do not use the word "work" or "business" in this entry. It does not give additional 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 it to 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 the activity where the person works. For example, a coal mine owner who is a large steel manufacturer and wholesaler should be reported as "coal mine/steel manufacturer." The separate paint factory of a large furniture manufacturer should be reported as "paint manufacturer."
B. If the different activities are carried on at separate locations, describe the activity where the person works. For example, a coal mine owner who is a large steel manufacturer should be reported as "coal mine/steel manufacturer." The separate paint factory of a large furniture manufacturer should be reported as "paint manufacturer."
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, laboratory, wholesaler, or other activity. 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 some manufacturing plants sell its products in large lots to other manufacturers, wholesalers, or retailers, it should be reported as a manufacturing company. A wholesale establishment, rather than makes products in large quantity for resale to retailers, industrial users, or other wholesalers. A retailer usually sells primarily to consumers and others but seldom makes products. Establishments which render services to individuals and to organizations, such as doctors, lawyers, professional associations, hotels, and restaurants, in the 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 the public as a separate business and not located away from the factory or headquarters of the firm is reported as a "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 the manufacturer's sales office in the Chicago office.

260. Government Organizations
A. The names of government organizations and agencies are given descriptive of the type of business or activity. A correct entry for item P27b for a County Highway Commission might be one or any combination of the following: "road building," "road repair," "contracting for roadbuilding (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, advertising agency, library, retail antique furniture store, insurance agency, etc. (Note: exception for laundry in listing on p. 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 entry for a domestic worker employed at 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, a travel agency, insurance agency.

Bankery

Wholesale bakery (sells to grocers, restaurants, hotels, etc.), retail bakery (sells to private individuals).

Box factory

Paper box factory, wood box factory.

Club, private club... Golf club, fraternal club, night club, recreation club, boarding school.

AGENCY

Collection agency, advertising agency, real estate agency, employment agency, a travel agency, insurance agency.

Bakery

Wholesale bakery (sells to grocers, restaurants, hotels, etc.), retail bakery (sells to private individuals).

Box factory

Paper box factory, wood box factory.
United States Summary

<table>
<thead>
<tr>
<th>Inadequate</th>
<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coal company</td>
<td>Coal mine, retail coal yard, wholesale coal yard.</td>
</tr>
<tr>
<td>Credit company</td>
<td>Credit rating service, loan service, retail clothing store (sometimes called a credit company).</td>
</tr>
<tr>
<td>Engineering company</td>
<td>Engineering consulting firm, general contracting, wholesale heating equipment, construction machinery factory.</td>
</tr>
<tr>
<td>Express company</td>
<td>Motor freight, railway express agency, railroad car rental (for Union Tank Car Company, etc.), armored car service.</td>
</tr>
<tr>
<td>Factory, mill, or plant</td>
<td>Steel rolling mill, hardware factory, aircraft factory, flour mill, boiler mill, commercial printing plant.</td>
</tr>
<tr>
<td>Foundry</td>
<td>Iron foundry, brass foundry, aluminum foundry.</td>
</tr>
<tr>
<td>Fur company</td>
<td>Fur dressing plant, fur garment factory, retail fur store, wholesale, fur repair shop.</td>
</tr>
<tr>
<td>Laundry</td>
<td>a. Own home laundry (for a person doing laundry for pay in her own home). b. Laundrying 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).</td>
</tr>
<tr>
<td>Lumber company</td>
<td>Sawmill, retail lumber yard, planing mill, logging camp, lumber wholesaler.</td>
</tr>
<tr>
<td>Mine</td>
<td>Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit.</td>
</tr>
<tr>
<td>Nylon factory</td>
<td>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).</td>
</tr>
<tr>
<td>Office</td>
<td>Dentist's office, physician's office, public stenographer's office, life insurance agency.</td>
</tr>
<tr>
<td>Oil company</td>
<td>Oil drilling, petroleum refining, retail gasoline station, petroleum pipeline, wholesale oil distributor.</td>
</tr>
<tr>
<td>Packinghouse</td>
<td>Meat packing plant, fruit canner, fruit packing shed (wholesale packers and shippers).</td>
</tr>
<tr>
<td>Pipeline</td>
<td>Natural gas pipeline, gasoline pipeline, petroleum pipeline, pipeline construction.</td>
</tr>
</tbody>
</table>

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 a job description, 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, nailing heels or 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 undertake. Be sure to find out whether a young person is really a trainee or an apprentice or a helper, etc., or a paid apprentice, electrician, electrician helper, etc.

267. Other Cautions

(a) Apprentice versus trainee—An "apprentice" under a contract during his training period is not a "trainee." Include both the occupant at 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 heating or other contracts and supervising the work. A skilled worker who works with his own tools should be described as a carpenter, plasterer, electrician, plumber, etc.

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

(d) Interior decorator versus painter or painter-

- An "interior decorator" designs the interiors plans for the interiors of homes, halls, offices, etc., and supervises the purchase of furniture and other decorations. A house painter or a paperhanger only does painting or hangs paper on walls.

- A machinist versus mechanic or machine tender—A "mechanics"

- Constructs all kinds of metal parts, tools, machinery through the use of blueprints, manuals, and hand tools, and precision measuring instruments. A mechanic inspects, repairs, overhauls machinery. A machine operator operates a factory machine (drill press, spanger, etc.).

- A secretary versus official secretary-Both "secretary" should be used for secretarial work with an office. A secretary who is an elected or appointed officer of a business, lodge, or organization should be reported as an "official secretary.

- A names of departments or places of work—Occupation entries which give only the name of a department or a place of work are unsatisfactory expressions of mechanics, skilled craftsmen, "housemaid" to a warehouse, "works in crating department," "works in cost control." The occupation means what the worker himself does, not what his department does.

- Specialists—If the word "specialist" is part of a job title, be sure to include a description of the actual duties. For example, a "transportation specialist" the actual duties may be any one of the following: "Gives cost estimates of trips," "plans trips or tours," "conducts office or in warehouse, "works in crating department," "works in cost control." The occupation means what the worker himself does, not what his department does.

- A business—If the word "business" is part of a job title, be sure to include a description of the actual duties. For example, "a businesswoman" in warehouse, "works in crating department," "works in cost control." The occupation means what the worker himself does, not what his department does.

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

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

<table>
<thead>
<tr>
<th>Inadequate</th>
<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjuster</td>
<td>Claim adjuster, bond adjuster, machine agent, complaint adjuster, insurance agent.</td>
</tr>
<tr>
<td>Agent</td>
<td>Freight agent, inland agent, sales agent, advertising agent, purchasing agent.</td>
</tr>
<tr>
<td>Inadequate</td>
<td>Adequate</td>
</tr>
<tr>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>Salesman</td>
<td>Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (route man), fruit peddler, mother's helper, nurse maid.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing foreman, sales instructor, route foreman.</td>
</tr>
<tr>
<td>Teacher</td>
<td>Mathematics professor, 11th grade physics teacher, 4th grade teacher. For teachers, the index 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 &quot;4th grade teacher&quot; is satisfactory. For those who specialize, both the subject and grade level should be reported such as &quot;11th grade physics teacher.&quot; College teachers should be recorded by subject and title, such as &quot;English instructor&quot; or &quot;History professor.&quot;</td>
</tr>
<tr>
<td>Technician</td>
<td>Medical laboratory technician, biological laboratory technician, X-ray technician.</td>
</tr>
<tr>
<td>Tester</td>
<td>Cement tester, instrument tester, engine tester, battery tester.</td>
</tr>
<tr>
<td>Truck driver, truck contractor, electrician, trucker, hand trucker.</td>
<td></td>
</tr>
</tbody>
</table>

### 269. Item P27c. Class of worker

**a. This item answers the 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 such bodies as 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 contractors 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.** Provided that in 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 rents the land on which he works. 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 man, woman, 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 are treated as farm family. Be sure to verify the class-of-worker question if there is any uncertainty about whether these workers were reported correctly.
280. Item P28b. (If city or town)—Did he work inside city limits?

a. In Stated other than specified New England States—Mark this item for each person who worked in any of the local government or in any one of the local government offices in any one of the local government. The word "outside" is not limited to one person.

b. In New England States—Mark this item for each person who worked in any of the local government or in any one of the local government offices in any one of the local government. The word "outside" is not limited to one person.

c. In New England States—Mark this item for each person who worked in any of the local government or in any one of the local government offices in any one of the local government. The word "outside" is not limited to one person.

d. In New England States—Mark this item for each person who worked in any of the local government or in any one of the local government offices in any one of the local government. The word "outside" is not limited to one person.

e. In New England States—Mark this item for each person who worked in any of the local government or in any one of the local government offices in any one of the local government. The word "outside" is not limited to one person.

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

a. Louisiana parishes—If the place of work was in a "Parish County" was in Louisiana, enter the parish name in the county space.

b. New York City boroughs—If the place of work was in a "City Borough" was in New York City, enter the borough or the county in the county space.

c. Alaska election districts—If the place of work was in a "State Election District" in Alaska, enter the name (or number) of the election district in the county space.

d. Independent cities—Some States (Maryland, Michigan, and Virginia) have independent cities that are not in any county. If the place of work in a "Independent City" was in one of these independent cities, enter the name of the city in the county or county space.

282. Special Cases Relating to "Different County" Entry

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

284. Worked at Home

By "at home" is meant not only in the person's own house but also in any part of the person's own home. It includes relatives as well as farmers or professional office as his homes.

285. Other Definitions for Item P2

286. Item P30. Last year, 1955, did he at all, even for a few days?

287. Work Last Year

"Work" has the same definition as for Item P2. Report any work at all, for pay or for board, for family business, or on farm, from last through December 1959. Count part time as full time jobs and active duty in the Forces.

288. When To Fill Items P31 to P33

The person worked at all in 1959, item P32, and P33 must be asked to find out in weeks he worked and how much money he earned. If he did not work in 1959, the next question is in item P34, which has to be filled for all persons born before April 1944.

289. Item P31. How many weeks worked in 1959, either full time or part time, including paid vacation, paid sick leave, or any other week?

Count as a week, any week in which any work was done, even for an hour, or any week in which any wages or salary was paid. Include all active duty in the Armed Forces, any occupation or leave, as weeks worked. For example, a school teacher who worked 40 weeks in a year, mark "50-52 weeks." If work is reported in months, multiply the total number of full months of work by 1.5 to get total weeks.

Note that there are only five ways of marking weeks worked in 1959: not required, no work at all, full time work, part time work, and any other week worked.

290. Item P32. How much did the man earn in wages or salary from all paid jobs, including taxes, bond deductions, etc. (in dollars and cents)?

"Earned" includes all wages and salaries from all paid jobs, including taxes, bond deductions, etc. Enter an amount or mark "None," for all persons who worked in 1959. Do not leave blank. Enter the amount to the nearest whole dollar, or any increment of $5.

291. Item P33. If he worked in 1959, number of weeks worked in 1959, including any week worked in 1959, but not required, no work at all, full time work, part time, and any other week worked.

Include all earnings for the week worked, even if only part of the week worked, and all earnings to the nearest whole week, or any increment of $5.

Note that there are only five ways of marking weeks worked in 1959: not required, no work at all, full time work, part time work, and any other week worked.
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. 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 deduced business expenses as shown in 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 operating 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 or 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.

a. Total money receipts—Value of all goods sold or services rendered, including the value of any net inventory increase.

b. 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 purchased; 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 mortgage; interest on 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 income money or profit from the operation of a farm consists of total (or gross) money receipts less the farm expenses.

a. 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, fertilizers, seeds, bullocks, 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

a. Fees—Charges for professional or other services rendered. The net income (fees minus expenses) paid in connection with professional practice should be entered as “Income from own business” in item P33.

b. 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.

c. Royalties—Money earned by a writer, composer, 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 the like, received from the sale of property, such as a 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.

d. “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.

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?

a. How to Mark—This item should be answered for all persons born before 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 to each person at least once for each household, passing 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.

b. 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:

(1) Alimony—Money received periodically after a divorce or legal separation.

(2) Annuity—Money received as return on an investment where a person purchases the right to receive a monthly, annual, or other periodic income.

(3) 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.

(4) 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.
Estate and trusts—Periodic payments received from an estate or trust fund. Lump-sum receipts from estates or trust funds, however, are not income.

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 53.

Gifts—See paragraph 392c.

Inheritances—Periodic payments received from property bequeathed by relative or friend. Lump-sum receipts from inheritances are not income.

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.

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.

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 54.

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.

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 owner is the person who is the owner and operator of a real estate business, then income should be reported as “Income from own business” in item 53.

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 the 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 54 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 53.

Royalties—See paragraph 39c.

Social Security—This term covers many types of government payments made under the Social Security Act, including social security benefits which are also listed separately in question 39d. It includes periodic payments such as old-age and survivor’s and permanent disability insurance, old-age assistance, aid to dependent children, aid to the blind or the totally disabled, and unemployment insurance.

Unemployment insurance—Money received from government employment agencies during the period of unemployment.

Veterans’ payments—Money received by veterans in the form of education, job training, subsistence allowances. Veterans engaged in on-the-job training are paid by their employers and do not receive subsistence from the government. The amount received from the employer should be entered as “Other income” in Form P34; the amount received from the government should be entered as “Other income” in item 53.

Welfare payments, public assistance—Money received from local welfare programs, or from Federal agencies, such as aid to dependent children (welfare), aid to the blind and other assistance, or other public assistance. Food, clothing, or other monetary receipts from relief agencies are not income.

Workmen’s compensation—Money received periodically during 19XX for 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 forms, but do so, make use of the information. He may contain the combined income of both husband and wife. If so, find out what share was owned by each. Not all of the “other sources of income” will be found on the income tax form. Items can be found as shown in the table below.

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

<table>
<thead>
<tr>
<th>Source of income</th>
<th>Item on census schedule</th>
<th>Form 1040A, line</th>
<th>Form 1040W, line</th>
<th>Page</th>
<th>Schedule</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>P32</td>
<td>5</td>
<td>2</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from own business</td>
<td>P33</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>E</td>
<td>1</td>
</tr>
<tr>
<td>Income from own farm</td>
<td>P33</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>E</td>
<td>1</td>
</tr>
<tr>
<td>Income from partnership business</td>
<td>P33</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>E</td>
<td>1</td>
</tr>
<tr>
<td>Pensions and annuities</td>
<td>P34</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>E</td>
<td>1</td>
</tr>
<tr>
<td>Interest</td>
<td>P34</td>
<td>5(b)</td>
<td>3</td>
<td>3</td>
<td>B</td>
<td>5</td>
</tr>
<tr>
<td>Dividends</td>
<td>P34</td>
<td>5(a)—total dividends</td>
<td>3</td>
<td>A</td>
<td>2 and 5</td>
<td></td>
</tr>
<tr>
<td>Estates and trusts</td>
<td>P34</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>H</td>
<td>2</td>
</tr>
<tr>
<td>Rents and royalties</td>
<td>P34</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>H</td>
<td>2</td>
</tr>
<tr>
<td>Total “Income from other sources”</td>
<td>P34</td>
<td>6</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 P33.

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 income received from bank deposits, bonds, etc. is income (see paragraph 299d(10)).

303. How To Handle Respondent’s Questions

Follow these procedures if you find yourself with some doubt about inquiring into the questions:

a. If the respondent threatens that the interview will be disclosed to other persons or other employment agencies, or that the other Census employees, are sworn to answer confidential. The law provides penalties of imprisonment and fine for disclosure.
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 and a time frame, make the best estimate of the probable period of service and mark the appropriate circle.

HOUSING ITEMS

Item H17

361. Rem 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 "2" ED's (ED's which are marked "2" on the cover of your portfoliio).

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 no larger than the house and yard only. Include also is this category, units in apartment buildings, apartments 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 all 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 help 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 the 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.

b. In other areas--Ask whether the unit is on a place of less than 10 acres, or on a place of 10 acres or more. 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 acres or more."

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 "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 refers 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 owns 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 express 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.

APPENDIX A

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
3. Group Quarters That Are Never Classified as Institutions

The following group quarters are never classified as institutions:

a. Group quarters in rooms of boarding house
b. Flophouse, Salvation Army shelter
c. College dormitory, and fraternity or sorority house
d. Recitory 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)

b. 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 shall be classified as institutions:

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 feebleminded.

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

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 member 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 special 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 are receiving special 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—When the inmates of several types receive the same type of care, you should create a separate group quarters for each type.

GENERAL HOSPITALS

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

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

a. Long-term medical care—The term "long-term medical care" is sometimes used in connection with plans providing long-term medical care. However, places providing long-term medical care are considered institutions rather than general hospitals and are to be enumerated according to procedures set forth in the section of this chapter entitled "Enumeration in Institutions" to 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 are to be found in institutions and separate wards for mental, tuberculous, or chronic-disease patients. If wards or services of such types are found and can be separately identified, they should be treated as institutions enumerated as such.

18. Difference in Enumeration Procedure in General Hospitals and Institutions

The major difference in the procedures for enumerating general hospitals from institutions is in the grouping of general hospitals only those patients who have a place of residence outside the hospital are enumerated on the FOSDIC schedule. However, be sure that all chronic patients who have a place of residence elsewhere are reported there, a rule for F. 10 (Individual Census Report) must be followed for every hospital patient regardless of his place of residence. Individual Census Reports for patients having a usual place of residence elsewhere will be entered on the Stage 1 FOSDIC schedule for the 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. Persons in group quarters in hospitals and on hospital grounds may be divided into patients and residents members. Resident staff members as persons residing the hospital grounds and employed to take care of the patients, the buildings 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 inmates.