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EXAMPLE OF ADVANCE CENSUS REPORT, FORM 60PH-6

(Form 60PH-6 was used by the householder for the 100-percent items in areas for which statistics are published by blocks. Form 60PH-5 was used in the rest of the United States. The two forms are the same except that items H15 and H16 are omitted from Form 60PH-5. Forms 60PH-6 and 60PH-5 were used in both the single-stage and two-stage procedures. The forms used in New York State contained additional questions on place of birth and citizenship)

SECTION A—In this section list:

1. Everyone who usually lives here, whether related to you or not.

2. All persons staying here who have no other home.

PLEASE BE SURE TO LIST—

- All members of your family living with you, including babies.
- All other relatives living here.
- Lodgers and boarders living here.
- Servants, hired hands, others not related to you who are living here.
- Any one else staying here but who has no other home.

ALSO LIST—

Persons who usually live here but who are away temporarily on a business, on a vacation, or in a general hospital.

DO NOT LIST—

- College students who are away at college (or who are here only on vacation).
- Persons stationed away from here in the Armed Forces.
- Persons away in institutions, such as a sanitarium, nursing home, home for the aged, mental hospital. They will be counted there.

Line No.	NAME OF PERSONS LIVING HERE ON APRIL 1, 1960, AND THOSE STAYING HERE WHO HAVE NO OTHER HOME	What is the relationship of each person to the head of this household? (For example, wife, son, daughter, grandson, mother-in-law, lodger, lodger's wife)	Male or Female (M or F)	Is this person— White Negro American Indian Chinese Filipino Hawaiian Port. Hawaiian Asian Eskimo (etc.)?	When was this person born?		Is this person— Married Widowed Divorced Separated Single (never married)? (Leave blank for children born after March 31, 1949)	Line No.
					Month	Year		
1	VERNON Alexander J	HEAD OF HOUSEHOLD	M	White	July	1918	Married	1
2	VERNON Estelle K	Wife	F	White	April	1925	Married	2
3	VERNON Marcia A	Daughter	F	White	June	1949		3
4	VERNON Alexander, Jr. J	Son	M	White	Jan.	1960		4
5	DRAPER Ralph H	Lodger	M	White	Oct.	1937	Single	5

SECTION B—NEXT: Please answer the questions in this section to help the Census Taker count your household correctly.

1. Does more than one family live in this house?
 Yes No
 If "Yes," do they live and eat with your family?
 Yes No
 Be sure they are listed in Section A, above.

2. Is there anyone left out of Section A because you were not sure whether he should be listed—for example, a new baby still in the hospital, or a lodger who also has another home?
 Yes No
 If "Yes," write name(s) here:
 Wood, James T.

3. Is there anyone listed in Section A who is away from home now?
 Yes No
 If "Yes," write name(s) here:

SECTION C—List below all persons who were staying here overnight on Thursday, March 31, 1960, except those you have already listed in Section A. Give their home addresses so that the Census Bureau can make sure it counts these people.

Name of visitor (If there are more than 2 names use an additional sheet)	What is the relationship of this person to the head of the household where he usually lives?	Male or Female (M or F)	Is this person— White Negro (etc.)?	When was this person born?	Is this person— Married Widowed Divorced Separated Single (never married)? (Leave blank for children born after March 31, 1949)	Visitor's home address			Is there anyone there to report this person?		
						House house number and street	Home city or town and postal zone	Home State		Yes	No
Wood, James T.	Head	M	White	Aug. 1912	Widowed	Sandy Hook Rd.	Newberry	Cenn.	Box 12, RR 4, on Sandy Hook Road, near intersection of U.S. 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION D—These questions are about the place where you and the people you listed in Section A live. They refer to your house or the part of the house which you occupy, or to the apartment, flat, or rooms in which you live.

H8. Do you have a kitchen or cooking equipment? (Check one)
 For use of the people in your household only (those you listed in Section A)?
 Shared with another household or no cooking equipment?

H9. How many rooms are in your house or apartment? (Count a kitchen as a room but do not count bathrooms)
 Number of rooms... 7

H10. Is there hot and cold running water in this house or building? (Check one)
 Hot and cold running water inside the house or building...
 Only cold running water inside...
 Running water on property but not inside building...
 No running water...

H11. Is there a flush toilet in this house or building? (Check one)
 Yes, for the use of this household only...
 Yes, but shared with another household...
 No flush toilet for the use of this household...

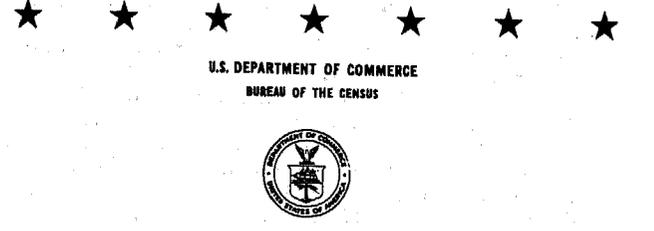
H12. Is there a bathtub or shower in this house or building? (Check one)
 Yes, for the use of this household only...
 Yes, but shared with another household...
 No bathtub or shower for the use of this household...

H13. Is the house, part of the house, or apartment in which you live: (Check one)
 Owned or being bought by you or someone else in your household?
 Rented for cash?
 Occupied without payment of cash rent?
 Answer question H15 and all Section E questions
 Answer question H16 and all Section E questions
 Skip to Section E

HOME OWNERS AND RENTERS PLEASE ANSWER THIS QUESTION

H15. About how much do you think this property would sell for as today's market? (Check one)
 Under \$5,000... \$5,000 to \$7,400... \$7,500 to \$9,900... \$10,000 to \$12,400... \$12,500 to \$14,900... \$15,000 to \$17,400... \$17,500 to \$19,900... \$20,000 to \$24,900... \$25,000 to \$34,000... \$35,000 or more...

H16. If you pay your rent by the month—
 What is your monthly rent? \$.....00 (Nearest dollar)
 OR
 If you pay your rent by the week or some other period of time—
 What is your rent and what period does it cover?
 \$.....00 per (Week, year, etc.)



ADVANCE CENSUS REPORT FORM FOR THE 1960 CENSUS OF POPULATION AND HOUSING

Dear Householder:

This Government report form is for you to fill out before the Census Taker calls to take the 1960 Census of Population and Housing. The enclosed example will serve as a guide to help you put down the required answers for each member of your household.

If you will have the form ready for the Census Taker by April 1, you can help speed up the Census and reduce costs. In order to make the results more accurate, you are asked to consult other members of your household, if necessary, to get the dates of birth and other facts. Any visitors who stayed overnight in your home on Thursday, March 31, 1960 should be listed in Section C of the report.

As provided in the Constitution, the Census count will determine the number of seats in Congress to be apportioned to each State. The information which you give will also help Government and business in developing their plans, which may affect all of us.

In one out of every four homes, extra questions will be asked. That home is picked by chance, so that no one knows in advance whether it will be yours or your neighbor's. When the Census Taker comes, he will tell you if your household has been chosen.

The information that you are required to furnish is held confidential by law. Your Census report cannot be used for purposes of taxation, investigation, or regulation.

Sincerely yours,
 Robert W. Burgess
 ROBERT W. BURGESS, Director
 Bureau of the Census

SECTION E—PLEASE FILL SECTION E

1. Does anyone else live in this building or anywhere else on this property?
 Yes No

2. Name of person who filled this form
 Alexander J. Vernon

3. Your address (Street number, street, apt., Rm., etc.)
 204 Loran Av. Larchdale, Ohio

4. Your telephone No.
 MAine 7-7296

SECTION F—FOR CENSUS TAKER'S USE ONLY

1. E.D. No.
 2. Page No.

3. Housing data on ACR
 a. Recorded on 1 HU.
 b. Revised.

Fill inside Page for Population Census
 HOLD THIS REPORT FOR THE CENSUS TAKER—DO NOT MAIL.

DO NOT MAIL—HAVE READY FOR CENSUS TAKER

CONFIDENTIAL—The Census is required by the United States Constitution and further authorized by 13 U.S.C. 5, 9, 141, 221-4. The law requires that the inquiries be answered completely and accurately, and guarantees that the information furnished will be accorded confidential treatment. The Census report cannot be used for purposes of taxation, investigation, or regulation.

FORM 60PH-6

HOUSING ITEMS FROM HOUSEHOLD QUESTIONNAIRES

(The illustration below combines the sample housing questions from Form 60PH-7 and Form 60PH-8, which were used only in the two-stage procedure. Form 60PH-8 was used in areas for which statistics are published by blocks and Form 60PH-7 was used in the rest of the United States. Items H17, H18, H31, H32, H40, H41, and H42 are omitted from Form 60PH-8; item H34 is omitted from Form 60PH-7. See *United States Census of Population and Housing, 1960: Principal Data-Collection Forms and Procedures* for a facsimile of each form.)

PLEASE NOTE: These housing questions begin with number H17 because the Census Taker has already obtained the answers to questions H1 to H16.

The term "house" or "apartment" covers your house or part of the house you occupy, or the apartment, flat, or rooms in which you live. Most of these questions refer to your own house or apartment, but some refer to the whole place on which you live. Questions H17 and H18 are about the whole place on which you live; if your house is on land which is only part of a larger property, answer questions H17 and H18 about the whole place.

H17 and H18. Is this house

On a piece of land less than 10 acres? OR Last year (1959), did you use any other land for residential purposes? If so, what was the total area of this piece of land? \$250 or more Less than \$250 or none

OR

On a piece of land 10 or more acres? OR Last year (1959), did you use any other land for residential purposes? If so, what was the total area of this piece of land? \$50 or more Less than \$50 or none

H19. How many bedrooms are in your house or apartment? Count rooms whose main use is as bedrooms even if they are occasionally used for other purposes. If you live in a one-room apartment without a separate bedroom, check "No bedroom."

No bedroom 1 bedroom 2 bedrooms 3 bedrooms 4 bedrooms or more

H20. About when was this house originally built?

In 1959 or 1960 1955 to 1958 1950 to 1954 1940 to 1949 1930 to 1939 1929 or earlier

H21. How is your house or apartment heated? Check ONLY the kind of heat you use the most.

Heated by:

Steam or hot water Warm air furnace with individual room registers Floor, wall, or pipeless furnace Built-in electric units Room heater(s) connected to chimney or flue Room heater(s) not connected to chimney or flue Other method—Write in:

Not heated

H22. Has a dishwasher been used in this household in the last 12 months? (Check one in each column)

	A	B	C
Use of built-in dishwasher	Heat	Cooking	Water
Coal or coke <input type="checkbox"/>	<input checked="" type="checkbox"/>	Gas <input type="checkbox"/>	Electricity <input type="checkbox"/>
Wood <input type="checkbox"/>	<input type="checkbox"/>	Oil <input type="checkbox"/>	Other fuel <input type="checkbox"/>
Utility gas from underground pipes serving the neighbor <input type="checkbox"/>	<input type="checkbox"/>	Electricity <input type="checkbox"/>	Other fuel <input type="checkbox"/>
Boiled, tank, or LP gas <input type="checkbox"/>	<input type="checkbox"/>	Electricity <input type="checkbox"/>	Other fuel <input type="checkbox"/>
Electricity <input type="checkbox"/>	<input type="checkbox"/>	Other fuel <input type="checkbox"/>	Other fuel <input type="checkbox"/>
Fuel oil, kerosene, etc. <input type="checkbox"/>	<input type="checkbox"/>	Other fuel <input type="checkbox"/>	Other fuel <input type="checkbox"/>
Other fuel <input type="checkbox"/>	<input type="checkbox"/>	Other fuel <input type="checkbox"/>	Other fuel <input type="checkbox"/>
No fuel used <input type="checkbox"/>	<input type="checkbox"/>	Other fuel <input type="checkbox"/>	Other fuel <input type="checkbox"/>

H23. Do you have a clothes washing machine? Do apartment machines shared with any other household in this building.

Machine with wringer or separate spinner Automatic or semi-automatic machine Washer-dryer combination (single unit) No washing machine

H24. Do you have an electric or gas clothes dryer? Do not count dryers shared with any other household in this building.

Electrically heated dryer Gas heated dryer No dryer

H25. Do you have any television sets? Count only sets in working order. Count floor, table, and portable television sets as well as combinations.

1 set 2 sets or more No television sets

H26. Do you have any radios? Count only sets in working order. Count floor, table, and portable radios as well as radio combinations. Do not count automobile radios.

1 radio 2 radios or more No radios

H27. Do you have any air conditioning? Count only equipment which cools the air by refrigeration.

Room unit—1 only Room units—2 or more Central air conditioning system No air conditioning

H28. Do you have a home food freezer which is separate from your refrigerator?

Yes No

H30. How many bathrooms are in your house or apartment? A complete bathroom has both flush toilet and bathing facilities (bath/tub or shower). A partial bathroom has a flush toilet or bathing facilities, but not both. No bathroom, or only a partial bathroom.

1 complete bathroom 1 complete bathroom, plus partial bathroom(s) 2 or more complete bathrooms

H31. Do you get water from:

a public system (or private company)? an individual well some other source?

H32. Is this house connected to a public sewer?

Yes, connected to a public sewer No, has septic tank or cesspool No, has other means of sewage disposal

H33. If this house bath:

with a bathroom? on a concrete slab? in another way?

H34. Does this building have:

3 stories or less? 4 stories or more with elevator? walk-up?

H35. Is there a telephone on which people who live here can be called?

Yes No What is the telephone number? MA 2-7296

H36. How many passenger automobiles are owned or regularly used by people who live here? Count company cars kept at home.

No automobile 1 automobile 2 automobiles 3 automobiles or more

H37. If you live in a trailer, is it:

mobile (on wheels, or can easily be put on wheels)? on a permanent foundation?

ANSWER H40 IF YOU OWN OR ARE BUYING THIS HOME TODAY'S MARKET?

Less than \$5,000 \$5,000 to \$7,400 \$7,500 to \$9,900 \$10,000 to \$12,400 \$12,500 to \$14,900 \$15,000 to \$17,400 \$17,500 to \$19,900 \$20,000 to \$24,900 \$25,000 to \$34,900 \$35,000 or more

Do not answer if your home is on a piece of 10 or more acres.

ANSWER QUESTIONS H41 TO H44 IF YOU PAY RENT FOR YOUR HOUSE, APARTMENT, OR FLAT

H41. If you pay your rent by the month— What is your monthly rent? \$ (nearest dollar) .00

OR

If you pay your rent by the week or some other period of time— What is your rent and what period does it cover? \$ (nearest dollar) .00 per (week, year, etc.)

H42. Does your rent include any food used for feeding (or feeding)? Yes No

H43 and H44. In addition to rent, do you also pay for:

Electricity? (Check one box) Yes No What is the average monthly cost for electricity? \$ (See instructions below) .00

Gas? (Check one box) Yes No What is the average monthly cost for gas? \$ (See instructions below) .00

Water? (Check one box) Yes No What is the average monthly cost for water? \$ (See instructions below) .00

H45 and H46. In addition to rent, do you also pay for oil, coal, kerosene, or wood? Yes No About how much do you pay for each fuel each year? \$ (See instructions below) .00

HOW TO FIGURE COST OF UTILITIES AND FUEL

Enter the cost in the nearest dollar.

Utilities: If you don't know exactly how much you have spent and if you don't have records, put down the approximate costs.

People: If you don't know how much fuel costs per year, one of the following methods may help you figure the approximate costs:

Method

Coal: Multiply number of tons used per year by the cost per ton.

Oil or kerosene: Multiply number of gallons used per year by the cost per gallon; or multiply number of deliveries by average cost per delivery.

Wood: Multiply number of cords (or loads) used per year by cost per cord (or load).

NOTE: If you buy fuel in small quantities (such as kerosene by the can or coal by the bag), it figures about the same as the number of cords (or loads) used per year by cost per cord (or load).

TO BE FILLED BY CENSUS TAKER

H29. Number of units in structure

1, detached 1, attached 2 3-4 5-9 10-19 20-49 50 or more

H39. If PH-1— Desc. prop. (for owner oc)

1 nb 1 wb 2

If 5 or more— Fill items H20, H21, H22A, and H22C in Questionnaire

HOUSING ITEMS FROM SAMPLE FOSDIC SCHEDULES

(The illustration below combines the sample housing questions from Forms 60PH-3(5), 60PH-3(20), 60PH-4(5), and 60PH-4(20). These forms were used in both the single-item and two-stage procedures. Form 60PH-4 was used in areas for which statistics are published by blocks and Form 60PH-3 was used in the rest of the United States. Items H17, H18, H29 to 34, H36, and H42 are omitted from Form 60PH-3(20). Items H17, H18, H29 to 34, H36, and H42 are omitted from Form 60PH-4(5); items H17 to 19, H22 to 28, H31, H32, and H42 are omitted from Form 60PH-4(20); items H19, H22 to 28, H34, and H36 are omitted from Form 60PH-3(5); and items H19, H22 to 28, H34, and H36 are omitted from Form 60PH-3(20). See United States Census of Population and Housing, 1960: Principal Data-Collection Forms and Procedures for a facsimile of each form.)

U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		1960 CENSUS OF POPULATION AND HOUSING									
2. Page No. from PH-1 or PH-2 Mark below		3. If this is a one- household unit mark "A" or "B" If CO, HI, H17, H18, H29 to 34, H36, H42, H43, H44, H45, H46, H47, H48, H49, H50, H51, H52, H53, H54, H55, H56, H57, H58, H59, H60, H61, H62, H63, H64, H65, H66, H67, H68, H69, H70, H71, H72, H73, H74, H75, H76, H77, H78, H79, H80, H81, H82, H83, H84, H85, H86, H87, H88, H89, H90, H91, H92, H93, H94, H95, H96, H97, H98, H99, H100, H101, H102, H103, H104, H105, H106, H107, H108, H109, H110, H111, H112, H113, H114, H115, H116, H117, H118, H119, H120, H121, H122, H123, H124, H125, H126, H127, H128, H129, H130, H131, H132, H133, H134, H135, H136, H137, H138, H139, H140, H141, H142, H143, H144, H145, H146, H147, H148, H149, H150, H151, H152, H153, H154, H155, H156, H157, H158, H159, H160, H161, H162, H163, H164, H165, H166, H167, H168, H169, H170, H171, H172, H173, H174, H175, H176, H177, H178, H179, H180, H181, H182, H183, H184, H185, H186, H187, H188, H189, H190, H191, H192, H193, H194, H195, H196, H197, H198, H199, H200, H201, H202, H203, H204, H205, H206, H207, H208, H209, H210, H211, H212, H213, H214, H215, H216, H217, H218, H219, H220, H221, H222, H223, H224, H225, H226, H227, H228, H229, H230, H231, H232, H233, H234, H235, H236, H237, H238, H239, H240, H241, H242, H243, H244, H245, H246, H247, H248, H249, H250, H251, H252, H253, H254, H255, H256, H257, H258, H259, H260, H261, H262, H263, H264, H265, H266, H267, H268, H269, H270, H271, H272, H273, H274, H275, H276, H277, H278, H279, H280, H281, H282, H283, H284, H285, H286, H287, H288, H289, H290, H291, H292, H293, H294, H295, H296, H297, H298, H299, H300, H301, H302, H303, H304, H305, H306, H307, H308, H309, H310, H311, H312, H313, H314, H315, H316, H317, H318, H319, H320, H321, H322, H323, H324, H325, H326, H327, H328, H329, H330, H331, H332, H333, H334, H335, H336, H337, H338, H339, H340, H341, H342, H343, H344, H345, H346, H347, H348, H349, H350, H351, H352, H353, H354, H355, H356, H357, H358, H359, H360, H361, H362, H363, H364, H365, H366, H367, H368, H369, H370, H371, H372, H373, H374, H375, H376, H377, H378, H379, H380, H381, H382, H383, H384, H385, H386, H387, H388, H389, H390, H391, H392, H393, H394, H395, H396, H397, H398, H399, H400, H401, H402, H403, H404, H405, H406, H407, H408, H409, H410, H411, H412, H413, H414, H415, H416, H417, H418, H419, H420, H421, H422, H423, H424, H425, H426, H427, H428, H429, H430, H431, H432, H433, H434, H435, H436, H437, H438, H439, H440, H441, H442, H443, H444, H445, H446, H447, H448, H449, H450, H451, H452, H453, H454, H455, H456, H457, H458, H459, H460, H461, H462, H463, H464, H465, H466, H467, H468, H469, H470, H471, H472, H473, H474, H475, H476, H477, H478, H479, H480, H481, H482, H483, H484, H485, H486, H487, H488, H489, H490, H491, H492, H493, H494, H495, H496, H497, H498, H499, H500, H501, H502, H503, H504, H505, H506, H507, H508, H509, H510, H511, H512, H513, H514, H515, H516, H517, H518, H519, H520, H521, H522, H523, H524, H525, H526, H527, H528, H529, H530, H531, H532, H533, H534, H535, 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EXCERPTS FROM ENUMERATOR'S REFERENCE MANUALS

The following paragraphs on concepts, definitions, and enumeration procedures for selected items are excerpts from the Enumerator's Reference Manuals used in the 1960 U.S. Censuses of Population and Housing. The paragraphs were taken from Manual F-200, which was used in the two-stage procedure. Concepts and definitions for the single-stage procedure are identical with those for the two-stage procedure, although instructions on the method of enumeration necessarily differ. Instructions for items not covered below are given in Manuals F-200 and F-200A for the two-stage procedure, or in Manual F-210 for the single-stage procedure.

DEFINITIONS FOR LIVING QUARTERS

7. 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 161 and 162.

8. 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.

9. 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.

10. 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.

11. Kitchen or Cooking Equipment Defined

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

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

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

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

(See par. 40 for additional definitions of kitchen or cooking equipment for vacant units.)

12. "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.

13. 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.

14. Examples of Housing Units

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

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

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

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

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

15. Examples of Borderline Housing Unit Classification Problems

The large majority of cases will be similar to the examples given in paragraph 14; it will be easy to identify and classify housing units. However, the following examples show that similar situations might be differently classified if they are borderline cases:

a. A family rents one upstairs bedroom to two lodgers. The lodgers share the living room with the family and go through it to reach their bedroom. They do not prepare meals in their room. This house is classified as one housing unit since all of its occupants share the living space (fig. 1).

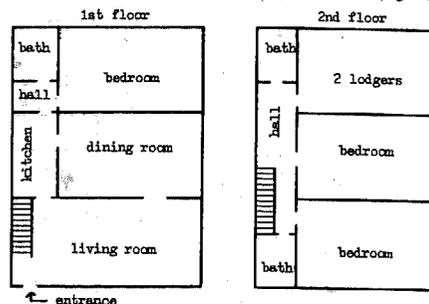


Figure 1.—One housing unit occupied by family and two lodgers.

b. If there were six lodgers instead of only two and the remaining facts about the living space remained the same, it would not be classified as a housing unit but as group quarters (see par. 162 and fig. 2).

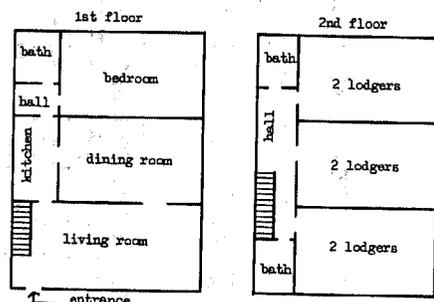


Figure 2.—Group quarters occupied by family and six lodgers.

c. If the lodgers did not share the living room of the family and did not go through it to reach their rooms, but instead had direct access to their rooms through a common hall, they would be enumerated separately from the family. The space occupied by the family group would be one housing unit and the space occupied by each of the lodgers who had direct access to his room would be enumerated as a separate housing unit (fig. 3).

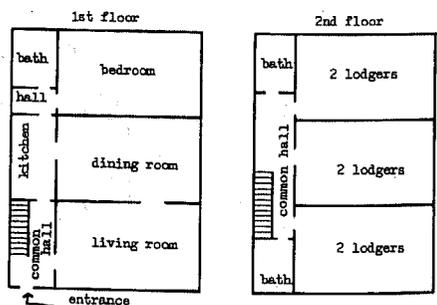


Figure 3.—Four housing units: One occupied by family and three occupied by lodgers who live separately and have separate access to their rooms.

16. Guides in Applying the Housing Unit Definition

Here are a few common rules to follow in the determination of what constitutes a housing unit:

a. Base your decisions on the living arrangements of the occupants and not on their relationships--For example, three unrelated girls may rent an apartment and keep house together. Their apartment is one housing unit. On the other hand, two related couples, a man and wife and his parents, may occupy a house and have separate quarters in it. If they do, they live in two separate housing units.

b. Consider the way houses and apartments are used rather than the way they are built--In cities, particularly overcrowded sections, large apartments may be rented out room by room, and a whole family or even families may occupy one or two rooms. Each such separately rented space may constitute a separate housing unit. On the other hand, a two-family house with two kitchens occasionally is occupied by a single family which uses all the rooms and cooks and eats together. This house should be enumerated as one housing unit.

c. Apply the census criteria for separateness (direct access and kitchen or cooking equipment for exclusive use) only when people say they live separately--If people report that they live and eat together as a family group, no further inquiries need to be made to determine separateness.

HOW TO DETERMINE "USUAL RESIDENCE"

19. Usual Place of Residence

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

20. General Rules for Enumerating Persons in Each Housing Unit

Include the following persons in each housing unit:

- Members of the household living at home.
- Members of the household temporarily absent on vacation, visiting, or on business.
- Members of the household who are in a hospital but who are expected to return shortly.
- Newborn babies, born before April 1, who have not yet left the hospital.
- Boarders or lodgers who regularly sleep in the housing unit.

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

Enumerate as usual residents at their homes the following:

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

31. Persons With More Than One Residence

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

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

34. Persons With No Usual Residence

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

35. Persons With Usual Residence Elsewhere

Usual residence elsewhere means a definite house, apartment, hotel room or suite, or other living quarters held for a person and immediately available to him on his return. In addition to guests, persons with a usual residence elsewhere will include college students temporarily home on vacation, members of the Armed Forces stationed elsewhere but home on leave, inmates temporarily absent from institutions and persons who live and work most of the week in another area. Persons who claim a usual residence elsewhere and who were staying in your ED on the night of March 31 should be reported on Individual Census Reports if there is no one at home to report for them (see pars. 155 to 160).

VACANT HOUSING UNITS

37. Vacant Housing Units Defined

The definition of housing units (see par. 8) specifically states that vacant units "which are intended for occupancy as separate quarters are also housing units." The rules about separateness and the criteria of separateness apply to vacant as well as to occupied housing units.

38. Characteristics of Vacant Housing Units

A housing unit is vacant if no persons are living in it at the time of enumeration. However, if the occupants are only temporarily absent, consider the unit as occupied. A vacant unit may be furnished or unfurnished; it may be for rent or for sale; it may already have been rented or sold, but the new occupants have not moved in; or, it may be vacant because the owner is holding it--either for occasional or future use, for speculation, or for other reasons, such as waiting for the settlement of an estate.

39. General Rules for Identifying Vacant Housing Units

The final determination of whether occupied living space is a housing unit is made on the basis of the living arrangements of the occupants (see par. 16). In vacant housing units, the living arrangements of intended occupants are to be considered. To determine whether specific vacant space is a housing unit, and later to determine what facilities are available to its intended occupants, follow these rules:

- Ask about the present layout and equipment.
- If necessary, clarify the present situation by asking what the expected living arrangements of the intended occupants will be.
- When no other information is available, assume the arrangements of the intended occupants will be the same as those of the previous occupants.

40. Kitchen or Cooking Equipment for Vacant Units

Following the general rule in the preceding paragraph, the determination of whether a kitchen or cooking equipment is available may be made in this fashion:

a. First, determine whether or not there is a kitchen. If there is one, find out whether it is for the exclusive use of the intended occupants or whether it is to be shared.

b. If there is no kitchen in the unit, find out whether there is cooking equipment for the exclusive use of intended occupants.

c. If there is no cooking equipment present at the time of enumeration, but you learn that the last occupants had such equipment, consider the unit as having cooking equipment.

41. Rules for Enumerating Vacant Housing Units

As you enumerate, some housing units will be vacant because they are being newly built or altered, torn down, etc. The general rule is to enumerate units as they exist at the moment of enumeration. The specific rules appear in the following paragraphs:

a. Vacant, under construction--Enumerate a housing unit being newly constructed if all the exterior windows and doors are installed and the final usable floors are in place. If construction has not reached this point, do not consider the space as living quarters and do not enumerate it.

b. Vacant, being converted or merged--Conversion is the creation of two or more housing units from fewer units through structural alteration or change in use. For example, one unit may be divided into two units or three units. Merger is the combining of two or more housing units into fewer units through structural alteration or change in use. For example, two apartments may be combined into one. If the change has just started at the time of enumeration, enumerate the number of units which existed before the start of the conversion or merger. However, if the changed units can be identified, enumerate those which have been created by the conversion or merger.

c. Vacant, being used for nonresidential purposes--If the unit is being used for commercial or business purposes, or if it is used for the storage of hay, machinery, business supplies, and the like, do not consider the unit as living quarters and do not enumerate it. However, storage of excess house furniture is not to be considered in the same nonresidential classification as storage of hay, machinery, etc. Vacant units in which excess house furniture is stored should, therefore, be enumerated.

d. Vacant, to be used for nonresidential purposes--If the vacant unit is to be used for nonresidential purposes in the future, but no change or alteration has taken place as yet, consider the unit as living quarters and enumerate it. However, if the change or alteration has started, do not enumerate the unit.

e. Vacant, dilapidated--Enumerate vacant units even though they are dilapidated, provided they are still usable as living quarters.

f. Vacant, unfit for human habitation--If through deterioration or vandalism, most of the doors and windows of the unit are missing and the floors are unsafe, consider the unit as unfit for human habitation and do not enumerate it. In cases where the unit is condemned, see par. 41i. If doors and windows have been boarded up to keep them from being destroyed, they are not to be considered as missing.

g. Vacant, being demolished--If the unit is actually being demolished, do not enumerate it.

h. Vacant, to be demolished--If there is positive evidence (a sign, notice, or mark on the house or in the block) that the unit is to be demolished, do not enumerate it. If there is no such evidence, consider the unit as living quarters and enumerate it, unless it is unfit for human habitation (see par. 41f).

i. Vacant, condemned--If there is positive evidence (a sign, notice, or mark on the house or in the block) that the unit is condemned for reasons of health or safety and that further occupancy is prohibited, do not enumerate it. If there is no such evidence, consider the unit as living quarters and enumerate it, unless it is unfit for human habitation (see par. 41f).

j. Vacant, abandoned--If a unit has been abandoned, enumerate it unless it is unfit for human habitation, being demolished, or condemned.

42. How To Obtain Information About Vacant Units

Obtain the information from the most reliable source available—owner, owner's agent, resident or building manager, real estate company, caretaker, or neighbor.

43. Procedure for Discovering Vacant Units

To insure that all vacant units will be included in the census, you will have to look for and inquire about them in many kinds of places. Step eight of the nine steps to be followed in enumeration (see pars. 78 and 94) will help you to locate vacant units. When you are enumerating in multi-unit structures, in houses that have been converted into apartments, or at addresses where there are other structures on the property, ask specifically about vacant units which may be in the basement, in the attic, over the garage, in the rear, or in another structure on the property or on adjoining property.

HOW TO CANVASS AND LIST YOUR ED

56. Why the Listing Book Is Used

Your Listing Book has three main purposes—to keep a record of units found during your canvass, to select the sample units, and to record all the work you do as an enumerator. In this book you will enter the address of the unit (including map block number, if any), the sample key letter, name of head of household or other description of the unit, and the number of the FOSDIC schedule page on which the unit is enumerated. In addition, the Listing Book will serve as a record of callbacks to be made, a record of completed visits, and a record of the number of persons enumerated in each unit. Detailed and specific instructions for all entries in the Listing Book are given in that book.

HOW TO CONDUCT THE INTERVIEW WHEN THE ADVANCE CENSUS REPORT IS FILLED OUT

61. Check Information on Advance Census Report

When the Advance Census Report (ACR) is filled out before the interview, transfer the information from it to your FOSDIC book while you are in the respondent's home. Before transferring it, find out—

a. Whether the people whose names are listed on the report occupy one and only one housing unit, and

b. Whether the list of persons on the Advance Census Report is complete. Of course, if you find more than one unit, you should list the occupants of the units separately and correct the housing information so that it applies to the proper unit. And, if you learn that anyone else lives in the unit, you should complete the list of persons.

62. Special FOSDIC Instructions

Across the top of the FOSDIC schedule are printed instructions for specific steps—nine of them—to be taken to obtain and record the required information. If the Advance Census Report is filled out, follow the instructions for the nine steps shown in italics on the FOSDIC schedule. The paragraphs below explain these steps.

63. Sample Key and Address

You have assigned a sample key letter A, B, C, or D to each unit in your Listing Book. Copy the key letter you assigned to the unit from column (5) in the Listing Book into items P1 and H1 of the FOSDIC schedule. Copy the address from columns (1), (3), and (4) in the Listing Book into item H2.

64. Question B1. "Does more than one family live in this home?"

This is the first question of Section B of the Advance Census Report. It is asked to be sure that each housing unit is enumerated separately and correctly. An answer of "No" to this question probably means that all the people listed on the Advance Census Report should be enumerated as occupying the same housing unit. But, when the answer is "Yes," there should be an entry for the next question on the Advance Census Report "Do they live and eat with your family?" Note the arrow on the form which instructs people when to answer this second question.

65. Application of the Rules for Separating Housing Units

After you apply the rules given in paragraphs 8 to 13, determine how many housing units there are as follows:

a. Family connections not a consideration. If the answer to the question "Do they live and eat with your family?" is "Yes," the people occupy one housing unit. People who live and eat together occupy just one housing unit, regardless of family connections.

b. Two conditions determine "separateness." Each separate housing unit should be listed and enumerated. An answer of "No" to the question "Do they live and eat with your family?" requires additional questions to determine whether separateness exists. If people are reported as living and eating separately, the space they occupy constitutes a separate housing unit provided it has either:

(1) Direct access from the outside or through a common hall, or

(2) A kitchen or cooking equipment which is not shared with the occupants of any other housing unit.

c. Verifying "separateness." If persons are reported as living and eating separately but the space they occupy does not have direct access or separate cooking equipment, they do not occupy separate housing units. When there is neither direct access nor cooking equipment for exclusive use, consider the space occupied by both groups as a single housing unit, even when the "No" box is checked on the Advance Census Report. Follow this rule even when the two families have already been listed on separate Advance Census Reports.

66. Example of Housing Unit With Lodger

An example of a situation in which only one housing unit exists but the "No" reply could be given to the question "Do they live and eat with your family?" follows. A lodger takes his meals out. He does not eat with the family who rents him a room and they do not consider that he lives with them. But he has to go through the family living room to reach his room. Having neither direct access nor cooking facilities, his room is not a separate housing unit. It is part of and should be combined with the unit of the landlord, and the lodger should be enumerated in the landlord's household.

73. Housing Items H5 to H16 (Section D)

Before you copy the information from the ACR to your FOSDIC book make sure that it refers to the housing unit in which the people you have just listed are living. For example, if the respondent reported the information for his entire home, but you find that he has a vacant apartment for rent on the second floor, the vacant apartment should be listed as a separate housing unit. Make the necessary corrections for the original unit before recording the information on the FOSDIC schedule. For example, correct number of rooms (H8) and any other items that might need correction. Corrections would also be needed if two Advance Census Reports are filled out for living quarters that constitute only one housing unit. For example, one report is filled out for the landlord's quarters and one for a lodger who does not have a separate unit. The information for both should be combined on the FOSDIC schedule so that the lodger is listed as a nonrelative in the landlord's housing unit, and, therefore, only one housing line is filled.

74. Items Not Shown on Advance Census Report

The following housing questions which appear on one or both of the FOSDIC schedules, but are omitted from the Advance Census Report, are to be marked on the basis of your observation: Type of housing unit (H3), Access to unit (H4), and Condition (H6). Description of property (H14) appears only on the PH-2 schedule. Occupancy (H7) and vacancy status (H13) are to be marked on the basis of observation and by questioning neighbors, real estate agents, or other reliable respondents.

78. Check for Other Units

After transferring the housing items to the FOSDIC schedule, check to see if there are any other units on this property that must be visited. The householder is asked to fill out items E1 "Does anyone else live in this building or anywhere else on this property?" and E2 "As far as you know, are there any vacant apartments or vacant rooms for rent in this building or elsewhere on this property?" Whenever either one of these questions is answered "Yes," you will know that you have more units to enumerate here. Ask about the specific location of these quarters. The first question will be helpful in houses that have been converted to apartments or at addresses where there are hard-to-find living quarters in the basement, attic, or in the rear. The second question should be asked to be sure that all vacant housing units are enumerated.

81. Ask About Next Unit—Ninth Step (1st Part) FOSDIC Schedule

Make inquiries at each unit about the next unit. Ask for the name of the head, the number of persons, and the best time to find someone at home. Then, if no one is at home at the next unit, you will have the information necessary for your callback record. After reviewing your scheduled callbacks, enter the best time to call in column (8) of the Listing Book. (See par. 121 for additional instructions.)

82. Vacant Unit—Ninth Step (2d Part) FOSDIC Schedule

Try to find out the name of the proper person from whom to obtain information about a vacant unit. The name and telephone number of the person who furnishes information for the unit should be noted in column (19), "Remarks," of your Listing Book.

HOW TO CONDUCT THE INTERVIEW WHEN THE ADVANCE CENSUS REPORT IS NOT FILLED OUT

83. General Methods

When the Advance Census Report has not been filled out, you will have to obtain the information for the FOSDIC schedule by questioning the respondent. Sometimes you may be given an Advance Census Report which is filled out so inadequately that you will find it easier to ignore it and conduct the interview entirely from the FOSDIC schedule.

84. Special FOSDIC Instructions

Across the top of the FOSDIC schedule there are instructions for nine specific steps to be taken to obtain and record the required information. If the Advance Census Report (ACR) is not filled out, follow the instructions for the nine steps shown in heavy type on the FOSDIC form. The paragraphs below explain these steps.

85. Sample Key and Address (First Step)

You have assigned a sample key letter, A, B, C, or D, to each unit in your Listing Book. Copy the key letter you assigned to the unit from column (5) in the Listing Book to items P1 and H1 of the FOSDIC schedule. Copy the address from columns (1), (3), and (4) in the Listing Book to item H2. This is the first of the nine steps on the FOSDIC schedule.

86. How To Identify Housing Units (Second Step) "Does more than 1 family live in this home?"

There are two questions printed on the FOSDIC schedule for the second step. An answer of "No" to first question, asked to be sure that each housing unit is enumerated separately and correctly, probably means that there is only one housing unit in the house or apartment you are enumerating. But, when the answer to the first question is "Yes," ask "Do they live and eat with the family, or do they have separate quarters?"

87. Application of the Rules for Separating Housing Units

After you apply the rules given in paragraphs 8 through 13, determine how many housing units there are as follows:

a. Family connections not a consideration. If the answer to the second question (par. 86) indicates that one or more persons live and eat with the family, everyone in the house or apartment should be enumerated as occupying one housing unit. People who live and eat together occupy a single housing unit, regardless of family connections. The space occupied by second families, lodgers, or other nonrelated persons is part of the common single housing unit.

b. Two conditions determine "separateness." Each separate housing unit should be listed and enumerated. If the answer to the second question is that persons have separate quarters, additional questions should be asked to determine whether these quarters are separate according to census definition. When persons are reported as living and eating separately, the space they occupy constitutes a separate housing unit provided it has either:

- (1) Direct access from the outside or through a common hall, or
- (2) A kitchen or cooking equipment which is not shared with the occupants of any other housing unit.

c. Verifying "separateness." If the answer to the second question is that persons have separate quarters but these quarters have neither direct access nor separate cooking equipment, they do not occupy a separate housing unit. When there is neither direct access nor cooking equipment for exclusive use, consider the space occupied by the two families or one family and lodgers (less than five) as a single housing unit.

88. An Example of a Housing Unit With Lodgers

Here is an example of a situation in which only one housing unit exists but a respondent could report that more than one family lives in his home and occupies separate quarters: A lodger does not eat with the family who rents him a room and they do not consider that he lives with them. His landlord says that there is more than one family and that the lodger has separate quarters. But the lodger has to go through the family's living room to reach his room. He has no cooking equipment in his room but takes his meals out. Having neither direct access nor cooking facilities, his room is not a separate housing unit. His room is part of the landlord's unit and he should be enumerated in the landlord's household.

93. Seventh Step—Items H3 to H5.

Mark the appropriate circles in the housing items at the bottom of the page except when you are enumerating group quarters. Use the appropriate word "house," "apartment," or "rooms," instead of the word "unit" in the questions that have been specified for you to ask.

94. Eighth Step—Check for Other Units

After completing the housing items for the unit, you should check to see whether there are any other units on this property that must be visited. Ask "Does anyone else live in this building or elsewhere on this property?" and then ask "Are there any vacant apartments or any vacant rooms for rent?" Whenever the answer to either one of these questions is "Yes," you will know that you have more units to enumerate here. Ask about the specific location of these quarters. The first question will be helpful in houses that have been converted into apartments, or at addresses where there are hard-to-find living quarters in the basement, attic, or in the rear. The second question should be asked to make sure that all vacant housing units are enumerated.

95. Ninth Step (1st Part)—Ask About Next Unit

Make inquiries at each unit about the next unit. Ask for the name of the head, the number of persons, and the best time to find someone at home. Then, if no one is at home at the next unit, you will have the information necessary for your callback record. After reviewing your scheduled callbacks, enter the best time to call in column (8) of the Listing Book. (See par. 121 for additional instructions.)

96. Ninth Step (2d Part)—Vacant Unit

Try to find out the name of the proper person from whom to obtain information about a vacant unit. The name and telephone number of the person who furnishes information for the unit should be noted in column (19), "Remarks," of your Listing Book.

HOW TO ENTER THE INFORMATION ON THE FOSDIC SCHEDULE

97. Organization of the FOSDIC Schedule

The permanent record of the 1960 Census of Population and Housing is the information contained on the FOSDIC schedule. The front and back pages of each schedule are divided into three sections:

a. Heading—This section has space for recording the block number (schedule PH-2 only) and the page number. Do not assign a page number to any page on which no population or housing or block number entries are made. A page number should be assigned to a page on which a block number for "no population" blocks has been entered.

b. Population—This section has space for recording as many as 20 people. You will not enumerate that many people on a single page very often because of the rules for using the FOSDIC schedules. (See par. 118.)

c. Housing—This section has space for as many as four housing units. Again, because of the rules for using the FOSDIC schedules, you will not always be able to enumerate four housing units on a single page.

HOW TO DESIGNATE SAMPLE HOUSING UNITS

143. Selecting Sample Housing Units

You will help prepare for Stage II of the census by leaving the Household Questionnaires and the Individual Questionnaires at the right places and for the right persons. The following procedure will tell you which are the right places and persons:

a. Use the "Sample Key Start Letter"—item 2 on the cover of the Listing Book for your assignment will show your "Start Letter." This is the letter, A, B, C, or D, which you are to enter in column (5) of the Listing Book for the first housing unit you list.

b. Assign sample key letters—The "Start Letter" is your first sample key letter and you will assign it to the first housing unit. You will enter a sample key letter in column (5) of your Listing Book for every housing unit in your assignment. You will use the four sample key letters, A, B, C, D, in alphabetical sequence. Start over again with "A" after reaching the letter "D."

151. Duties at Occupied "A" (Sample) Housing Units

a. Your first duty is to complete the enumeration of the unit on the FOSDIC schedule.

b. After that, you are to tell the respondent that additional information is needed for his household and request him to fill out and mail the Household Questionnaire to the Census District Office within three days.

c. Then, enter on the Household Questionnaire the names of all the persons enumerated in the sample unit. Use a separate population section for each person. Since only four names can be entered on one questionnaire, you will have to prepare and leave Individual Questionnaires wherever you enumerate five or more persons.

d. Enter the ED number and the page number of the FOSDIC schedule on which the unit is enumerated in the enumerator's block on the back of the questionnaire, and also on the preaddressed envelope.

152. Duties at Vacant Sample Housing Unit

At a vacant sample unit, collect only the housing information for the FOSDIC schedule, according to

your instructions, but do not leave a Household Questionnaire. Be sure to enter in the Listing Book the name and telephone number of the person or real estate company who gave you the information about the unit.

153. Duties at a Sample Unit Occupied Entirely by Nonresidents

Treat the unit in the same way you would a vacant unit. Remember to fill out ICR's for all persons who say that there is no one to report for them at their homes or who do not know if they will be reported.

ENUMERATION OF GROUP QUARTERS

161. Where Group Quarters Are Found

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

162. Group Quarters Defined

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

164. Classifying Group Quarters and Housing Units in Group Quarters

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

165. 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.

167. How To Record Housing Units Located in Places With Group Quarters

All housing units for staff members and other supervisory personnel should be listed in the same manner as other housing units and assigned sample key letters A, B, C, or D. Such housing units should be listed before the listing of the group quarters for inmates, students, etc.

168. How To Fill the FOSDIC Schedule in Group Quarters

a. Housing units, if any, first. Enumerate the staff members and other supervisory personnel first, together with their families, and fill a housing line for each housing unit. Follow the usual procedures outlined in the nine steps at the top of the FOSDIC schedule.

169. Summary Instructions for Enumerating Various Types of Group Quarters

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

Type of Place	Instructions
a. Institutions: Prisons, jails, reformatories; homes for aged, poor, or incurables; childrens' homes or orphanages; nursing or convalescent homes; mental or tubercular hospitals.	<p>Most of the quarters in institutions will be group quarters.</p> <p>When you find completely separate housing units used as living quarters by the supervisory staff whether in buildings on the institutional grounds or in the buildings housing the inmates, list such separate quarters in the same manner as all other housing units, except that in addition to the address of the unit you also enter the name and type of the institution (orphanage, nursing home, etc.). Complete the population and housing items for each housing unit, marking "house, apartment, flat" in H3. Then combine all inmate quarters with the quarters occupied by resident staff members of the institution who do not live in housing units and list them on a single housing line as group quarters.</p>
b. Rooming house, lodging house.	<p>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.</p> <p>Treat as group quarters all shared living quarters 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.</p>
c. Boarding house, bunk-house.	<p>Treat as group quarters all boarding houses or bunk-houses with five or more boarders unrelated to the person in charge.</p>
d. Convent, monastery.	<p>A convent or monastery constitutes group quarters except for caretaker personnel with separate quarters.</p>
e. Armed Forces installations, including Armed Forces hospitals and prisons.	<p>List as housing units all of the separate living quarters in Armed Forces installations that meet the housing unit definition. Such quarters may be located in separate residential buildings, hospitals, officers' clubs, or buildings used partly for nonresidential purposes. Enumerate these housing units in the same manner as all other housing units.</p> <p>The quarters of all other occupants in Armed Forces installations are to be combined and listed on a single housing line and enumerated as group quarters, that is, all barracks, bachelor officers' quarters, base hospital wards, and transient quarters on the installation are to be combined on one line. See appendix C for detailed instructions for enumerating military personnel.</p>

- f. Dormitory or dormitory-type quarters (e.g., residence hall or club), sorority or fraternity house, nurses' home, general hospital, etc.
- Most of the quarters of these types of places will be group quarters.
- However, you may find some completely separate housing units used as living quarters by the supervisory staff in buildings containing group quarters, such as the apartment of the housemother in a college dormitory or the separate living arrangements of the manager of a mission shelter. List such separate quarters in the same manner as all other housing units.
- Combine the quarters of all other occupants and list them on a single housing line as group quarters.

ENUMERATION OF HOTELS, MOTELS, LODGES, YMCA'S, ETC.

170. Responsibility for Enumerating Hotels and Motels

Large hotels, motels, and similar places having 50 or more rooms for rent to transients are enumerated by special enumerators. You will be told to skip these. For all other hotels, motels, etc., use the procedures outlined in the paragraphs that follow.

171. Procedure for Making Listing Book Entries

a. Write address and name of the hotel, motel, or similar place.

b. Determine from the manager or other responsible person—

(1) How many rooms or suites are in the hotel, motel, etc.

(2) How many rooms are occupied by "nontransients." "Nontransients" are persons whose usual place of residence is the hotel, motel, etc., or those who have no other usual place of residence. If the manager cannot determine which persons fulfill this definition, accept his understanding of "Nontransient."

c. If the number of rooms or suites occupied by "nontransients" is 75 percent or more of the total rooms or suites, consider the hotel as "nontransient."

(1) If the number occupied by "nontransients" is less than 75 percent of the total rooms or suites, consider the hotel as "transient."

172. Procedure for Enumeration of "Nontransient" Type Hotels, Motels, Etc.

a. Listing Book—List in your Listing Book every room or suite of rooms in the hotel, motel, etc., whether occupied or vacant. Each is a housing unit. List in order of room number.

d. Housing information—Fill out a housing line on the FOSDIC schedule for every room or suite of rooms in the hotel or motel. Obtain the information from the manager. You cannot complete the housing section until you know whether the unit is "occupied" or "vacant," according to the following rules:

(1) Occupied units—Fill the housing items specified for occupied units for each unit occupied by persons who are residents of the hotel, motel, etc.

(2) Vacant units—Fill the housing items specified for vacant units for each unoccupied unit and for each unit occupied by persons with usual residence elsewhere. Write "VAC" or "VAC-URE," as appropriate, for the vacant units in item P2.

e. Household Questionnaire—Leave a Household Questionnaire for each occupied unit (see above) having the sample letter "A." Leave an addressed envelope for each unit and arrange to have the management give these forms to the occupant of the sample unit. The sample housing questions for vacant units will be completed by the Stage II enumerator.

173. Procedure for Enumeration of "Transient" Type Hotels, Motels, Etc.

a. Listing Book—List in your Listing Book only those rooms or suites occupied by persons whom the manager regards as "nontransient." List in order of room number.

d. Housing information

(1) Fill a housing line on the FOSDIC schedule for each room or suite of rooms in the hotel or motel occupied by residents; that is, occupied by persons who usually live here or who have no usual residence elsewhere. Obtain the information from the manager.

(2) In your Listing Book you will have entered the rooms or suites occupied by persons the manager regarded as nontransients. You may discover that the occupants of some of these units are not residents. Conversely, you may discover that some of the rooms the manager regarded as occupied by transients are occupied by persons you will enumerate as residents. The housing units reported in your FOSDIC book must be only those occupied by persons who are residents. Cancel any rooms originally listed if you find they are not occupied by residents. Add any units not originally listed if you find the occupants are residents of this hotel. (See par. 134 for procedure to follow when additional units are found.) Cancellation or addition should be made in the Listing Book and on the FOSDIC schedule.

(3) Do not enumerate any unoccupied rooms or rooms occupied by persons with a usual residence elsewhere.

e. Leaving Sample Household Questionnaires—Leave a Household Questionnaire for each occupied unit having the sample key letter "A." Leave an addressed envelope for each unit and arrange with the management to transmit these forms to the occupant of the sample unit.

PROCEDURE IN SPECIAL SITUATIONS

174. Housing Units Temporarily Occupied by Persons With Usual Residence Elsewhere

Occasionally, you may find a housing unit temporarily occupied by persons all of whom have a usual residence elsewhere. An example is a beach cottage temporarily occupied by a family which has a usual place of residence in the city where they should be enumerated. The following procedure should be used:

a. Population items—Mark sample key letter in P1 and enter "VAC-URE" in P2. Make no further entries in the population items on the FOSDIC schedule.

b. Housing items—Fill out the housing items that you would fill for vacant units.

TRANSCRIPTION FROM YOUR FOSDIC BOOK TO THE SAMPLE FOSDIC BOOK

177. Preparing Sample Schedules for Stage II

Paragraphs 143 to 154 tell you how to prepare for the second stage of the census by designating the sample persons and housing units. In addition, you will have the job of preparing the sample FOSDIC schedule books for the Stage II enumerators. Your Crew Leader will give you a sample FOSDIC schedule book for each ED in your assignment. Your job is to copy all of the information for each sample housing unit and person from your Stage I FOSDIC schedule book to the sample Stage II FOSDIC book. This will be the first step in recording all the information required for sample persons and units on the same schedule.

180. What You Should Copy

You should copy to the Stage II FOSDIC book the housing and population information that you have entered in your Stage I FOSDIC book as follows:

a. For every housing unit to which you have assigned the sample key letter "A"—copy the housing-unit line and all population lines.

POPULATION ITEMS

201. Item P5. Color or Race

Mark the appropriate circle for White, Negro, American Indian, Japanese, Chinese, or Filipino. If the person is of some other race, mark the circle "Other" and write in the specific entry, such as Korean, Hindu, Eskimo. Do not mark "Other" for persons reported as Mexicans, Portuguese, etc. (see par. 202). When information is not available on the Advance Census Report, you may assume the race of the related persons living in the unit is the same as that of the respondent, unless you learn otherwise. It may be necessary to ask the race of unrelated persons (employees, hired hands, lodgers, etc.)

202. Definitions for Color or Race

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

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

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

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

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

203. Mixed Parentage

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

HOUSING ITEMS

213. Definitions of Housing Terms

In the instructions for the housing items, you will find several recurring terms or phrases that have special meanings as they are used in a census. The definitions of these terms are given in paragraphs 214 to 219.

214. Structure Defined

A structure is a separate building that either has open space on all four sides, or is separated from other structures by dividing walls that extend from ground to roof.

215. Detached and Attached Structures

A detached structure has open space on all four sides (figs. 14A through 14C). A one-unit structure is detached even if it has an adjoining shed or private garage. An attached structure has one or more vertical walls dividing it from other adjoining structures. In row houses, double houses, or houses attached to nonresidential structures, each house is a separate attached structure if the common wall between them goes from the ground to the roof (figs. 14D and 14E).

216. Inside and Outside the Structure

To be "inside the structure," equipment must be located in the same building as the housing unit you are enumerating. Such equipment may be located within the housing unit itself, or it may be in the hallway or in a room used by several units in the building. Sometimes it may even be necessary to go outdoors to reach that part of the structure in which the equipment is located. Equipment on an open porch is "outside the structure." Equipment on an enclosed porch, or enclosed by partitions on an otherwise open porch, or in the basement is "inside the structure."

217. Single-Unit and Multi-Unit Structures

A structure that contains only one housing unit is a "single-unit structure" (figs. 14A through 14E). A "multiunit structure" is a structure that contains two or more housing units (figs. 14F and 14G).

218. Determining Whether Equipment Is "For Exclusive Use"

Equipment is "For exclusive use," when it is used only by persons in one housing unit. If equipment is used by lodgers or other persons living in the housing unit, it is still "For Exclusive Use," provided that it is not also used by occupants of any other unit. When a structure consists of only one housing unit, all equipment located inside the structure is "For exclusive use."

219. Determining Whether Equipment Is "Shared"

Equipment is "Shared" if it is also used by occupants of housing units other than the one you are enumerating. Equipment is also "Shared" if it is intended for use by the occupants of a unit now vacant, as well as by the unit you are enumerating or vice versa. Shared equipment may be inside one of the units or may be centrally located where it can be reached by occupants of all units that share it.

220. Items H1 and H2. Sample Key and Address

Fill both these items by copying from the appropriate Listing Book entry. The instructions for them are printed on the top of the FOSDIC form and in the Listing Book.

221. Item H3. Type of Housing Unit

On the basis of observation indicate the appropriate category of the housing unit as follows:

a. House, apartment, flat—Mark this category for every housing unit you identify except trailers.

b. Trailer—Mark this category for each occupied house trailer whether mobile or on a permanent foundation. Vacant trailers and trailers used as extra sleeping rooms are not to be enumerated (see par. 13). Where one or more rooms have been added or built on to a trailer, it should be classified as a "house, apartment, or flat." But, if only a porch or open shed has been added or temporarily attached to a trailer, put it in the "Trailer" category.

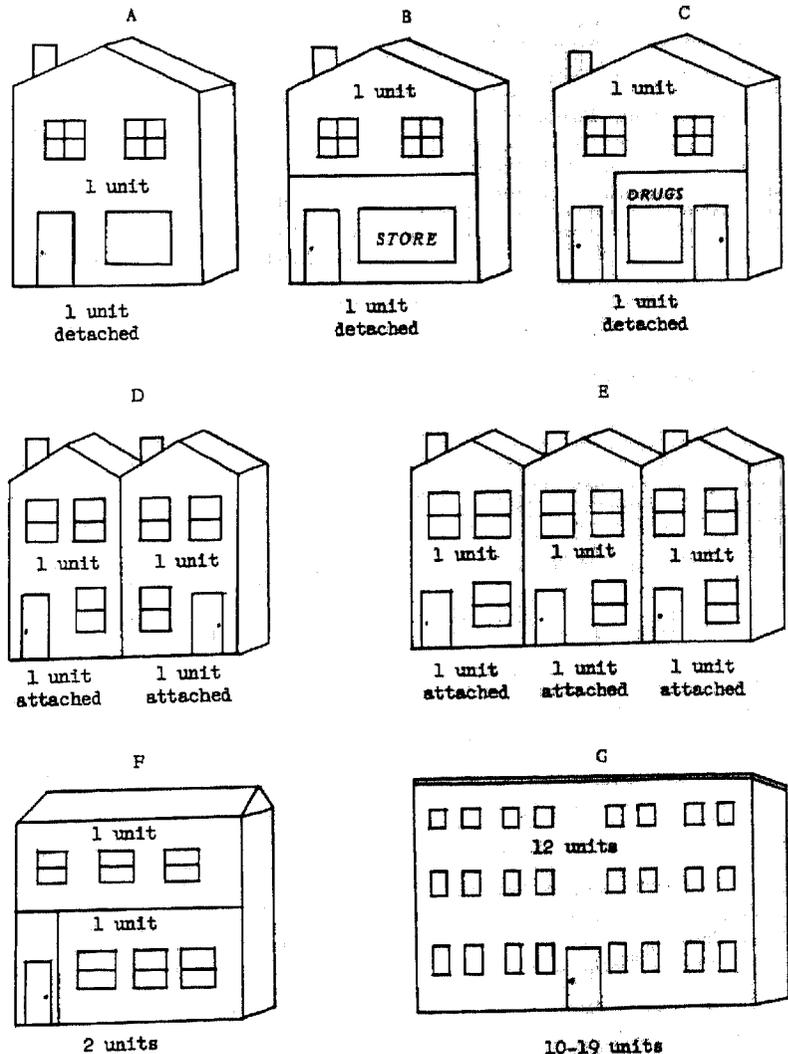


Figure 14.—Number of units in structure.

222. Item H4. Access To Unit

Decide whether or not there is direct access or not on the basis of the definitions in paragraph 10.

a. Mark "direct from outside or common hall" in structures with only one housing unit. In regular apartment buildings, the access is usually direct from a common hall and this category should also be marked.

b. Mark "through another unit" for any unit whose occupants must pass through some part of another unit to reach their own quarters.

223. How To Obtain Reply

Item H4 can usually be marked on the basis of observation by noticing the way you come into the unit. When you do not enumerate in the unit, ask how occupants reach their quarters.

224. Item H5. Kitchen and Cooking Equipment

Kitchen and cooking equipment are defined in paragraphs 11 and 40. The term "For exclusive use" is explained in paragraph 218 and the term "Shared or none" is described in paragraph 219. Using these definitions, report this information in the following manner:

a. "For exclusive use"—Mark this circle when the kitchen or cooking equipment is used by the occupants of only one housing unit. You should also mark this circle when lodgers who do not have a separate housing unit use the landlord's cooking equipment.

b. "Shared or none"—Mark this circle when the kitchen or cooking equipment is used by the occupants of two or more housing units or when there is no kitchen or cooking equipment.

225. How To Obtain Information

If you do not see the kitchen or cooking equipment, question the person being interviewed.

a. In a one-unit structure, ask whether there is a kitchen and mark "For exclusive use" if the answer is "Yes"; "Shared or none" if the answer is "No."

b. In a multiunit structure, ask an additional question if the answer to the original question is "Yes" to determine whether the kitchen or cooking equipment is "For exclusive use" or "Shared."

226. Item H6. Condition of Unit

Item H6 calls for information about the quality of housing. It tells how many housing units are not providing adequate shelter and are, in their present condition, endangering the health, safety, or well-being of their occupants. We call such units dilapidated. For the units that are not dilapidated, we need to know how many are in good repair and, therefore, sound; and how many are in need of repair and, therefore, deteriorating (fig. 15).

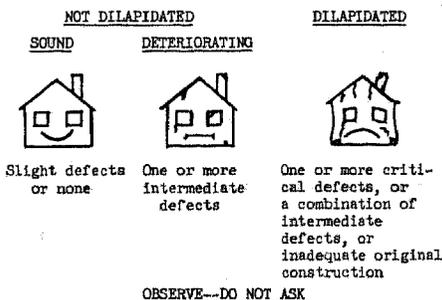


Figure 15.--Sketch illustrating condition of housing.

(Reproduced from filmstrip on condition of a housing unit.)

227. Use of Observation

Judge the condition of housing units by your own observation. Do not ask the respondent about the condition of his unit. Judge each unit by its own structural characteristics and do not be influenced

by neighborhood, age of structure, or the race or color of the occupants. Look carefully at the house itself. Do not judge it by its surroundings, nor by its neat or drab appearance. Illustrations of condition are shown in figs. 16 to 37.

228. Defects Are Only Signs

The particular defects you are to look for were selected because they are signs of structural deficiencies which may themselves be hidden. For example, there may be rotted or termite-ridden joists or beams that only an engineering survey would find. Other defects such as damage to wiring from a leaky roof would be observed only by a more careful inspection than is possible during the census. Many defects can easily be seen, however, and these will help you decide whether a unit is dilapidated or not dilapidated; and if not dilapidated, whether it is sound or deteriorating.

229. Types of Defects

The types of defects you are to look for relate to weather tightness, extent of disrepair, hazards to physical safety of the occupants, and inadequate or makeshift construction. These defects are called (a) slight; (b) of an intermediate nature, or (c) critical, depending on their extent or degree as explained in the paragraphs that follow.

230. Slight Defects Defined

Slight defects are those flaws which are normally corrected during the course of regular maintenance. They do not affect the weather tightness of the housing unit nor do they endanger the safety or health of the occupants. Examples of these flaws include:

- Lack of paint.
- Slight damage to porch or steps.
- Slight wearing away of mortar between bricks or masonry.
- Small cracks in walls, plaster, or chimney.
- Cracked windows.
- Slight wear on floors, doorsills, doorframes, window sills, or window frames.
- Broken gutters or downspouts.

231. Intermediate Defects Defined

Defects classified as intermediate indicate the need of repair if the unit is to continue to provide safe and adequate shelter. They are more serious than those corrected by normal upkeep. Examples include:

- Holes, open cracks, rotted, loose, or missing materials in the foundation, walls, roof, floors, or ceilings, but not over a large area.
- Shaky or unsafe porch, steps, or railings.
- Several broken or missing window panes.
- Some rotted or loose window frames or sashes that are no longer rainproof or windproof.
- Broken or loose stair treads, or broken, loose, or missing risers, balusters, or railings of inside or outside stairs.
- Deep wear on doorsills, doorframes, outside or inside steps or floors.
- Missing bricks or cracks in chimney which are not serious enough to be a fire hazard.
- Makeshift chimney, such as stovepipe or other uninsulated pipes leading directly from the stove to the outside through a hole in the roof, wall, or window.

232. Critical Defects Defined

Critical defects indicate continued neglect or deep and serious damage to the structure. These defects can be corrected only by extensive repairs. In some instances they may be so serious that the structure should be torn down or rebuilt. Examples of critical defects you should look for are:

- Holes, open cracks, or rotted, loose, or missing material (clapboard siding, shingles, bricks, concrete, tile, plaster, or floorboards) over a large area of the foundation, outside walls, roof, chimney, or inside walls, floors, or ceilings.
- Substantial sagging of floors, walls, or roof.
- Extensive damage by storm, fire, or flood.

233. Sound House Defined

In most units that are sound, you will see no defects. However, if there are some slight defects, such as those listed in paragraph 230, you should still mark the housing unit as sound. If you see a large number of slight defects, however, be sure there are no more serious defects, such as an unsafe porch, which is included in the intermediate list and which would take the house out of the sound category (figs. 18 and 19).

234. Deteriorating House Defined

A deteriorating house needs more repair than would be provided in the course of regular maintenance, such as repainting, or nailing down a loose clapboard. A house is to be considered deteriorating when the flaws you see indicate a lack of proper upkeep. One defect serious enough to be listed as intermediate is enough to classify a house as deteriorating. Whenever repairs are needed for a house so that it will continue to provide adequate shelter or protection against the elements, report it as deteriorating (figs. 20 through 25).

235. Dilapidated House Defined

A dilapidated house must have one or more of the following types of defects:

- One or more critical defects (figs. 26 through 31).
- A combination of intermediate defects (figs. 32 and 33). No set number is required. It may be 2 or 3 or it may be 5 or 6, depending on whether these defects taken together indicate that the house no longer provides safe and adequate shelter.
- Inadequate original construction such that it does not provide adequate protection against the elements (figs. 34 and 35).

236. Inadequate Original Construction Defined

A unit is considered to be of inadequate original construction when it is made of makeshift materials or has been inadequately converted from a place not originally intended for living quarters. Examples of inadequate original construction are as follows:

- Shacks, huts, or tents.
- Structures with makeshift walls or roofs, or built of packing boxes, scrap lumber, or tin.
- Structures lacking foundations (walls rest directly on the ground).
- Structures with dirt floors.
- Inadequately converted cellars, sheds, barns, garages, or other places not originally intended for living quarters.

237. Procedure To Follow in Appraising Condition

Look at the outside of the structure as you approach each house or apartment building. If possible, as you go around the block look at the sides and back as well as the front of the structure. During the course of your interview, observe the interior, if you conduct the interview inside. In multi-unit structures, always observe the condition of the halls and stairways. These are good indications of the condition of the whole structure. Report a unit as dilapidated if either the exterior or interior or both have sufficient defects to put in the dilapidated category. When you have decided that a house is not dilapidated, remember to look for defects which will tell you whether or not to classify it as sound or deteriorating.

238. Cautions for Appraising Condition of Units

Here are some guides to help you appraise the condition of housing units (figs. 36 and 37):

- Neighborhood**—Evaluation of condition should be uniform, regardless of neighborhood or the race or color of the occupants. Follow the same standards whether the unit is in a good or in a poor neighborhood; whether it is in a white neighborhood or a nonwhite neighborhood; whether it is in the country or in the city. Your ED may consist of all sound housing, of all deteriorating housing, of all dilapidated housing, or of a mixture. Judge the condition of each unit on its own merits.

b. Lack of paint—Lack of paint alone does not justify classifying a unit as deteriorating or dilapidated. You should watch for the defects resulting from lack of paint, like rotting, rather than just lack of recent paint. On the other hand, new paint should not keep you from examining a unit for defects.

c. Attractiveness and cleanliness—Disregard the effect of attractiveness or dreariness in the house or its furnishings. Also disregard the level of cleanliness. An attractively decorated and spotlessly clean house can be dilapidated. A dreary or filthy house can be sound. Judge the structural condition of the unit, not the taste or housekeeping standards of its occupants.

d. Age of structure—The age of a structure alone does not necessarily determine its condition. Even brand new buildings of makeshift or inadequate original construction are dilapidated. Houses only 5 or 10 years old may have had exceptionally hard wear and inadequate maintenance and, therefore, may be deteriorating. Other houses built many years ago may still be sound. Old-fashioned facilities or design should not influence your judgment.

e. Brick and other masonry—Do not let the sturdiness of brick and other masonry walls keep you from looking at other parts of the structure.

f. Exterior covering—Simulated stone or imitation brick siding are sometimes used as wall covering on sound houses, but they often may conceal defects in deteriorating or dilapidated houses. When you see walls covered with artificial siding of any type, look for defects in other parts of the structure, particularly in the rear. Where such siding has not been carefully applied, or is coming loose, you can judge condition of the walls by the portion visible beneath the siding.

g. Multiunit structure—If there are defects in parts of the structure common to all units—that is, foundation, roof, walls, steps, public hallways, stairwells, vestibules, etc.—such defects are applicable to all units in the structure. If defects are not common to the entire structure, judge each unit separately.

h. Undergoing repairs—If a unit is undergoing repairs at the time of enumeration, report its condition as you think it will be when the repairs are completed.

i. Structural attachment—Consider attached portions, such as sheds, only if they are used as part of the living quarters. Ignore the condition of sheds, barns, or garages, not used for living purposes.

j. Extent or degree of defects—Remember that differences between the three classifications of conditions are largely a matter of degree or extent.

- (1) The defects in sound housing are those normally corrected by regular maintenance.
- (2) The defects in deteriorating housing are more serious but they do not extend over a large area.
- (3) The defects of dilapidated housing are either so critical or so widespread that the structure should be extensively repaired, rebuilt, or torn down.

239. Item H7. Occupancy

If the unit is occupied, i.e., one or more persons are listed in item P2, mark the first circle.

240. How To Report Vacant Units

Mark one of the three remaining circles for all vacant units—those for which item P2 is marked "VAC" or "VAC-URE" in accordance with the following:

a. Year-round—Although vacant at the time of enumeration, such a unit is usually occupied or intended for occupancy at any time of the year. A unit in a resort area which is usually occupied on a year-round basis should be marked "Year-round." Units used only occasionally throughout the year are classified as "Year-round."

b. Migratory worker—Mark this category if the unit is intended for occupancy by migratory workers employed in farmwork during the crop season.

c. Seasonal—Mark this category if the unit is intended for occupancy during only a season of the year. Include units intended for recreational use, like beach cottages and hunting cabins. Where housing is offered to vacationers in the summer for summer sports and in the winter for winter sports, consider it as seasonal. Also include units held for herders, loggers, and cannery workers in this category.

253. Item H13. Vacancy Status

Mark item H13 for every vacant unit. This item should be marked if item P2 is marked "VAC" or "VAC-URE."

254. Categories Defined

a. For rent—Include units which are for rent and vacant units offered for rent or sale at the same time.

b. For sale only—Include units which are for sale only. A unit which is either "For sale or rent" is to be reported "For rent." The following additional instructions apply to multiunit structures only:

- (1) Individual units in a multiunit structure—In a cooperatively owned apartment building, most individual units are offered "For sale only." However, check to determine that a unit is not for rent.
- (2) Entire multiunit structures—When an entire multiunit structure is offered "For sale only," the individual units in it should be marked as follows:
 - (a) If the individual vacant unit in the structure is offered for rent, report it as "For rent."
 - (b) If the individual vacant unit is intended to be occupied by the new owner, report it as "For sale only."
 - (c) If the individual unit is vacant because it is being held for sale of the entire structure, report it as "Other vacant."

c. Rented or sold, not occupied—If any money rent has been paid or contracted for, but the renter has not yet moved in, or if the unit has recently been sold, but the new owner has not moved in, report it as "Rtd or sold, not occ."

d. For occasional use—If a unit is for weekend or other occasional use, mark "For occasional use."

e. Other vacant—If a unit does not fall into any of the above classifications, report it as "Other vacant." Some examples are:

- (1) Held for settlement of an estate.
- (2) Held for occupancy of a caretaker or janitor.
- (3) Held for sale of an entire multiunit structure (except as described in "For sale only" above).
- (4) Held for personal reasons of the owner or renter.
- (5) Temporarily occupied by persons all of whom have usual residence elsewhere (marked "VAC-URE" in item P2).

255. When To Determine Vacancy Status

Report the status of the vacant unit at the time of enumeration. Do not depend entirely on signs; ask a reliable respondent about the present status. For example, a "For sale" sign may be misleading; some houses for sale are also for rent, and a house with a "For sale" sign might already have been sold.

256. Item H14. Description of Property

This item appears on the PH-2 FOSDIC schedule only. It is to be filled only if the unit is "Owned or being bought" (first circle in item H12) or "Vacant—For sale only" (second circle in item H13). If neither classification applies, skip items H14 and H15.

Note: This information is also called for in item H39 on the back of the Household Questionnaire to be left in "A" units if you are using schedule PH-1.

257. Business Defined

In item H14 the term "business" means only a clearly recognizable commercial establishment, such as a restaurant, store, or filling station. If no commercial establishment exists on the property, it should be classified as having "No business."

258. Categories Defined

On the basis of observation mark the appropriate category as follows:

a. "1 unit: No business"—If the property includes only one housing unit and there is no indication that it also contains a business unit.

b. "1 unit: With business"—If there is only one housing unit on the property and, in addition, you observe a business unit which is part of the same property.

c. "2+ units"—If there are two or more housing units in the structure or if there is only one unit in the structure but other housing units on the property.

259. When To Ask Additional Questions

In order to be sure you enumerate all housing units, you will always have to find out whether there are other housing units in the building or elsewhere on the property. (See pars. 78 and 94.) Therefore, the only time you will need to ask additional questions to complete the "Description of property" item is when you are enumerating a property with one housing unit and observe an adjoining business structure which might be part of the same property. If in doubt, ask whether the business unit is part of the same property, and then mark "1 unit: With business" or "1 unit: No business," as appropriate.

266. Instructions for Housing Items To Be Completed at All Occupied "A" Units

Instructions in paragraph 151c for completing housing items on the Household Questionnaire (PH-7 or PH-8) outlined your duties at occupied "A" units. Among these duties you are to complete one or more housing items. Instructions for these items are given in paragraph 267.

267. Item H20. Number of Units in Structure

Obtain a count of all units, whether vacant or occupied, in the structure containing the sample unit or units.

a. For one-unit structures, mark whether the structure is detached or attached. (See definitions in par. 215 and fig. 14.)

b. For multiunit structures do not classify as attached or detached but enter the total number of units in the structure. This entry should be the same on the Household Questionnaire for each sample unit in the same structure.

268. Instructions for Housing Items To Be Completed At Occupied "A" Units in Structures Containing 5 or More Units

If there are 5 or more units in the structure, you should also complete the questionnaire items listed below. Although tenants in apartment houses will know what fuel they use for cooking (item H22, col. B), frequently they cannot answer questions about when the structure was built, or how it is heated. The best respondent for these questions usually is the resident owner, manager, agent or janitor.

a. Item H20. About when was this house originally built?

b. Item H21. How is your house or apartment heated?

c. Item H22. Questions on fuel used for heating house and water.

d. Item H39. Description of property—If you have completed a PH-1 schedule, you should also fill out item H39. The instructions for filling out this item appear in paragraph 256.

HOUSING UNITS ARE EITHER—
DILAPIDATED OR NOT DILAPIDATED

Figure 16.—
DILAPIDATED houses
no longer provide safe
and adequate shelter.

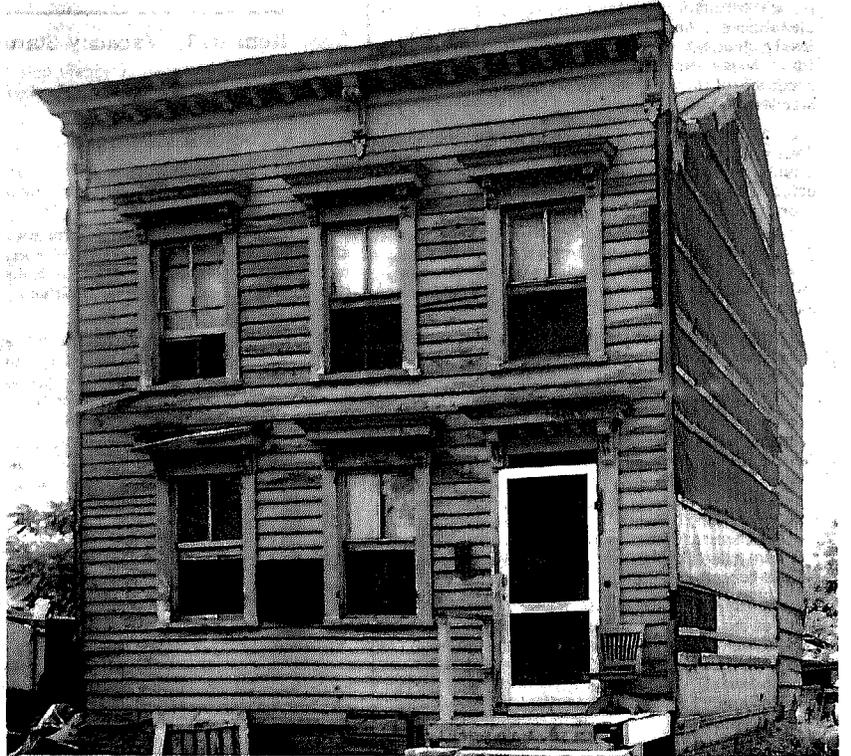


Figure 17.— Houses that are NOT DILAPIDATED are either—



(a) SOUND
and well maintained

or

(b) DETERIORATING
and in need of repair

SOUND houses may have—

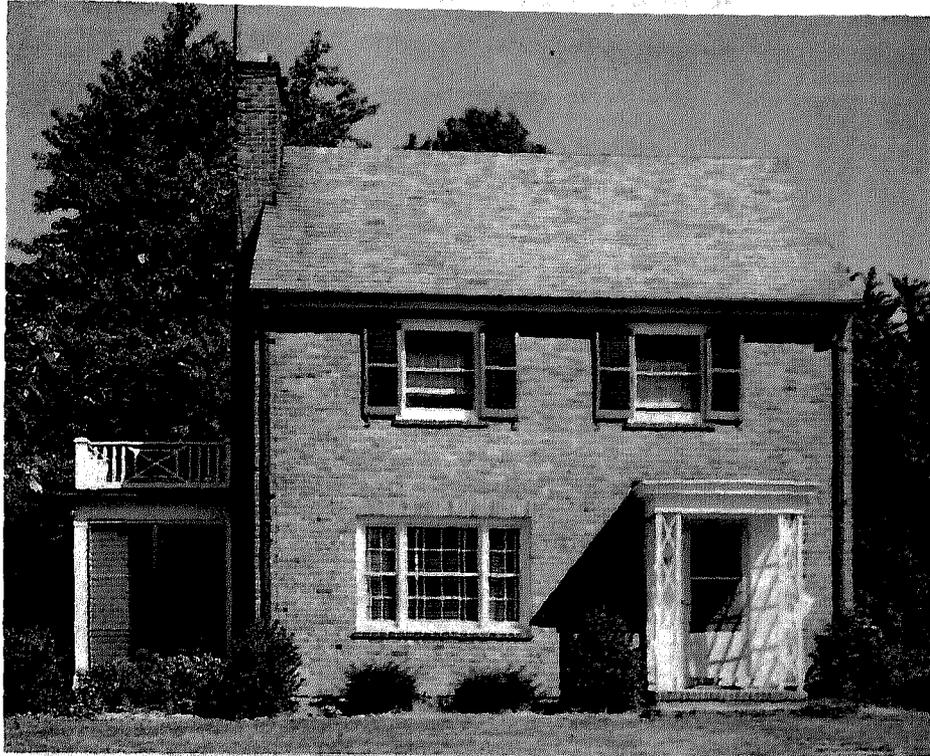


Figure 18.—NO VISIBLE DEFECTS or—

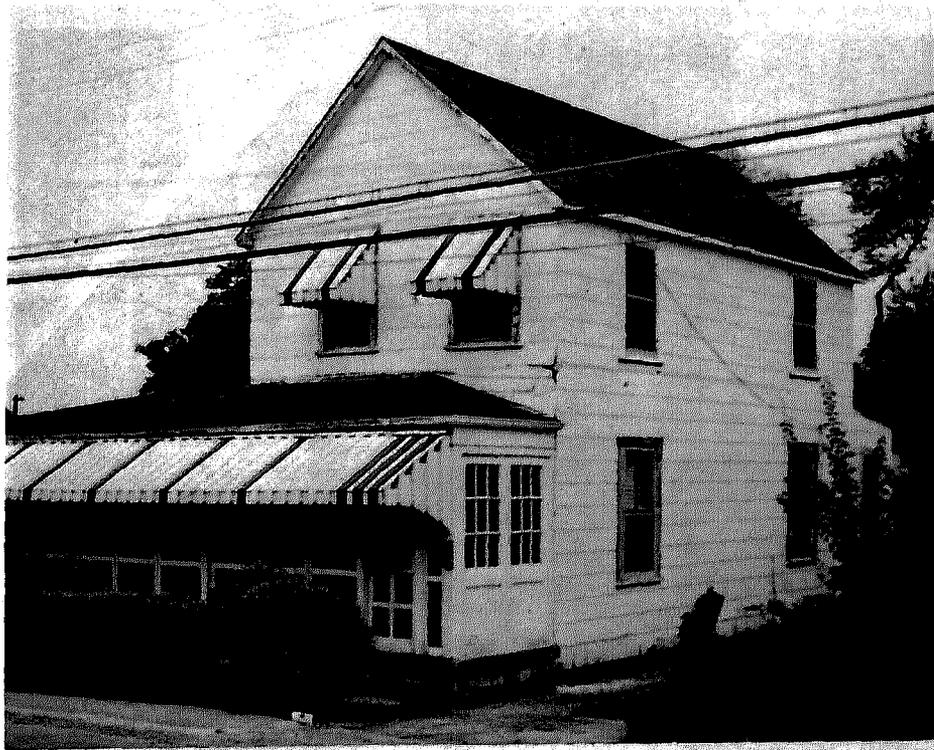


Figure 19.—Only SLIGHT DEFECTS that are easily taken care of by regular upkeep—such as a loose bit of siding or a rusted gutter.

Houses are DETERIORATING if they have—

ONE OR MORE INTERMEDIATE DEFECTS

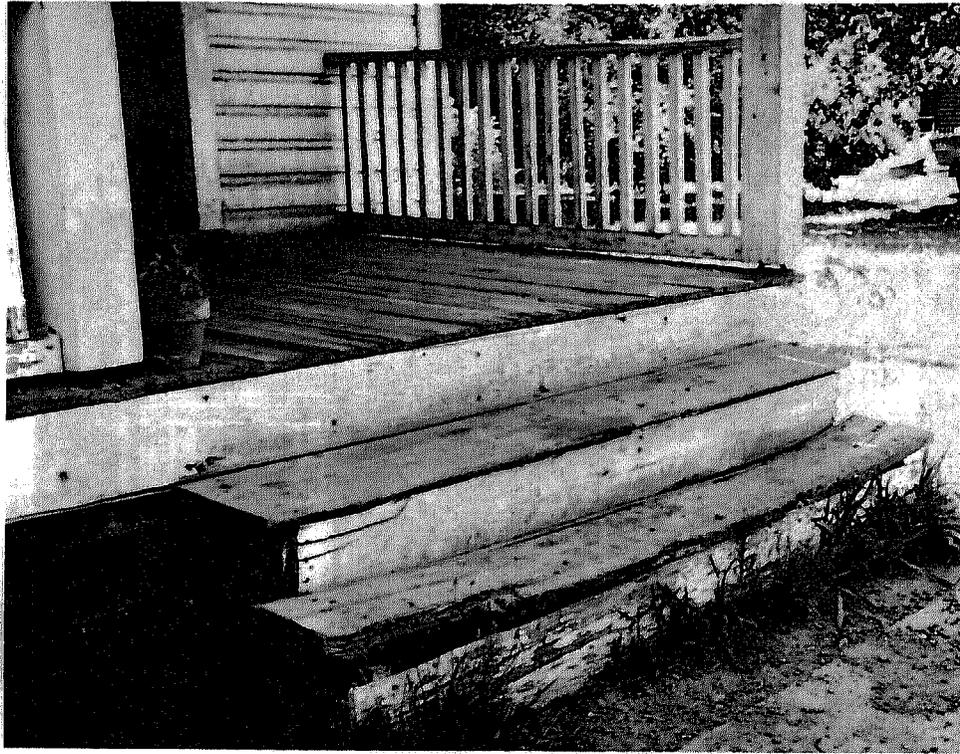


Figure 20.—A shaky and unsafe porch and steps.



Figure 21.—A small area of loose shingles.

Other INTERMEDIATE DEFECTS include—

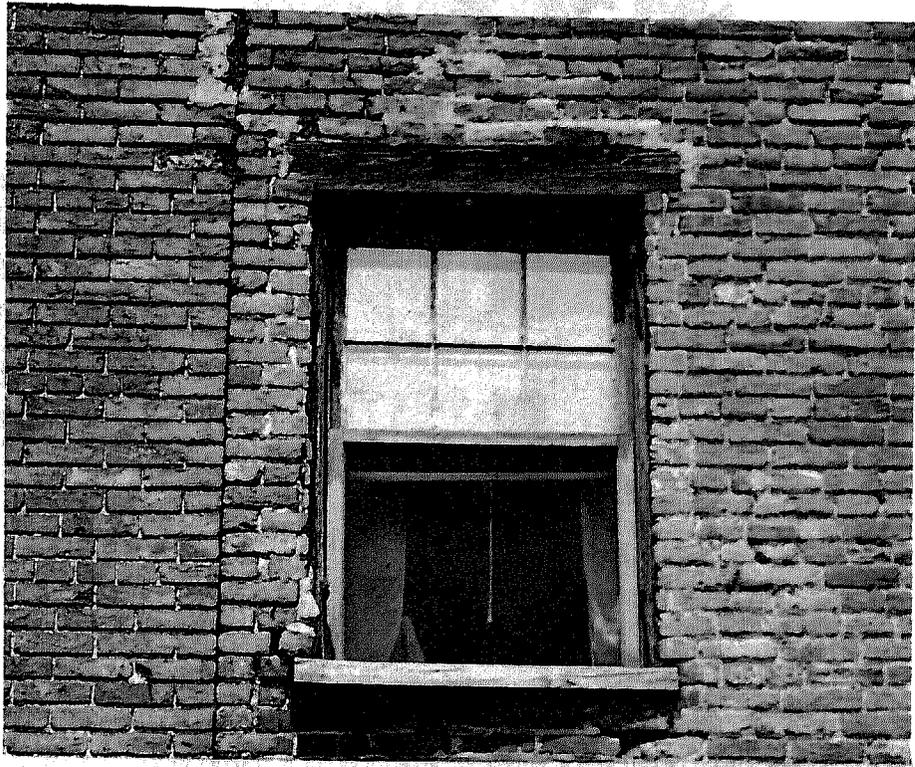


Figure 22.—A loose window frame and loose bricks over a small area.



Figure 23.—Deep wear on floors and doorsills.

These DETERIORATING houses show INTERMEDIATE DEFECTS

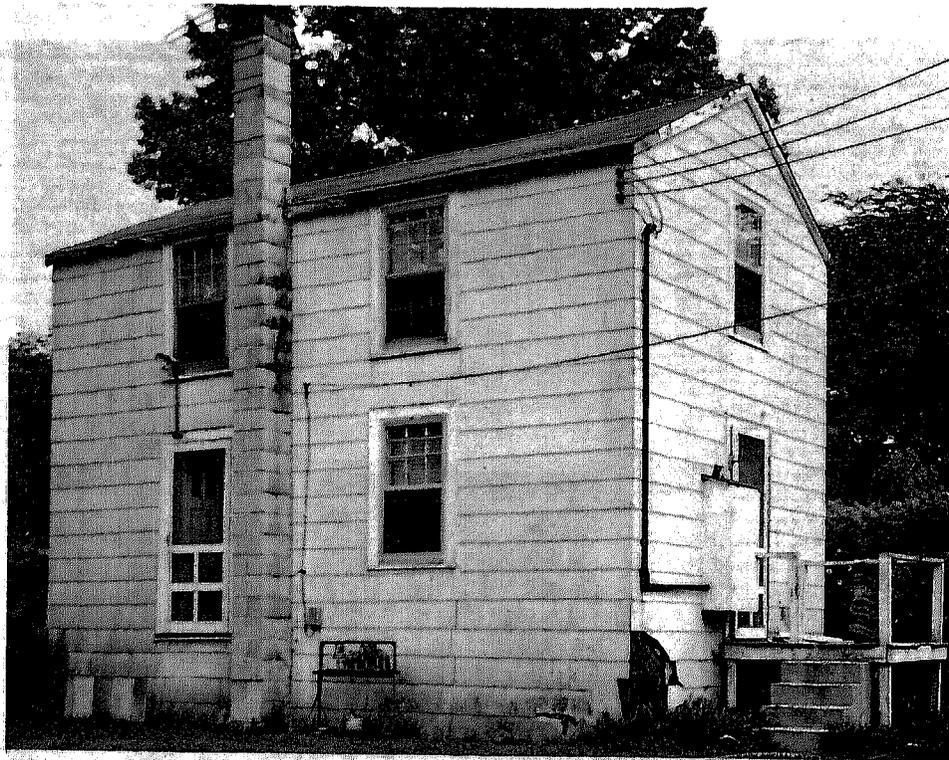


Figure 24.—A shaky porch and a small area of missing material near the foundation.



Figure 25.—Lack of paint alone is only a slight defect, but continued neglect of painting may result in more serious defects—such as rotting window sills and deep wear on porch and steps. Also the chimney of this house is sagging.

Houses are DILAPIDATED if they have—

ONE OR MORE CRITICAL DEFECTS

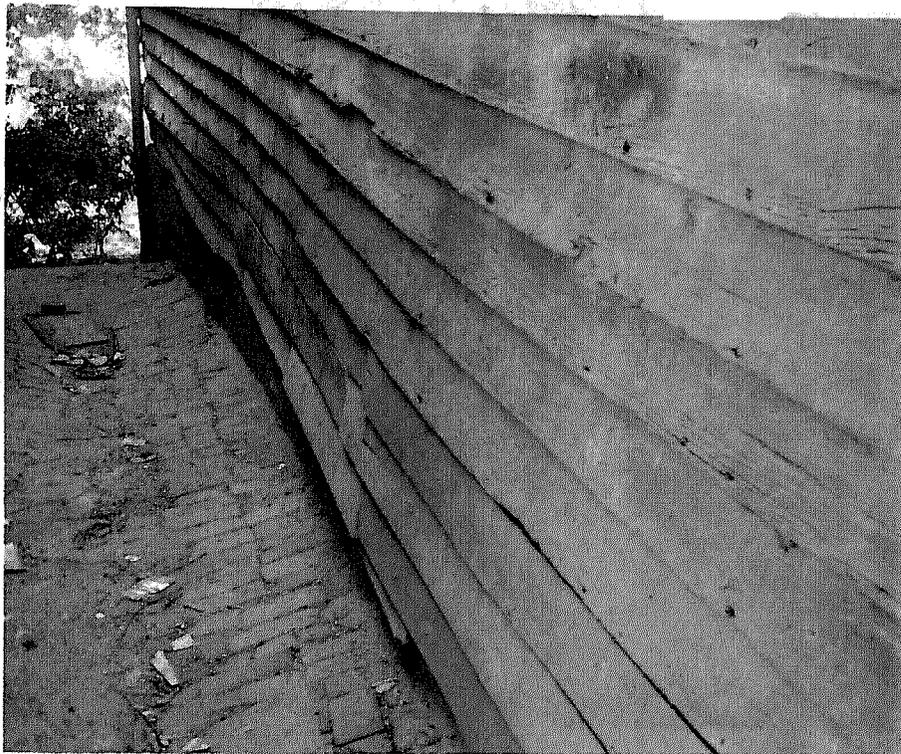


Figure 26.—A bulging wall.

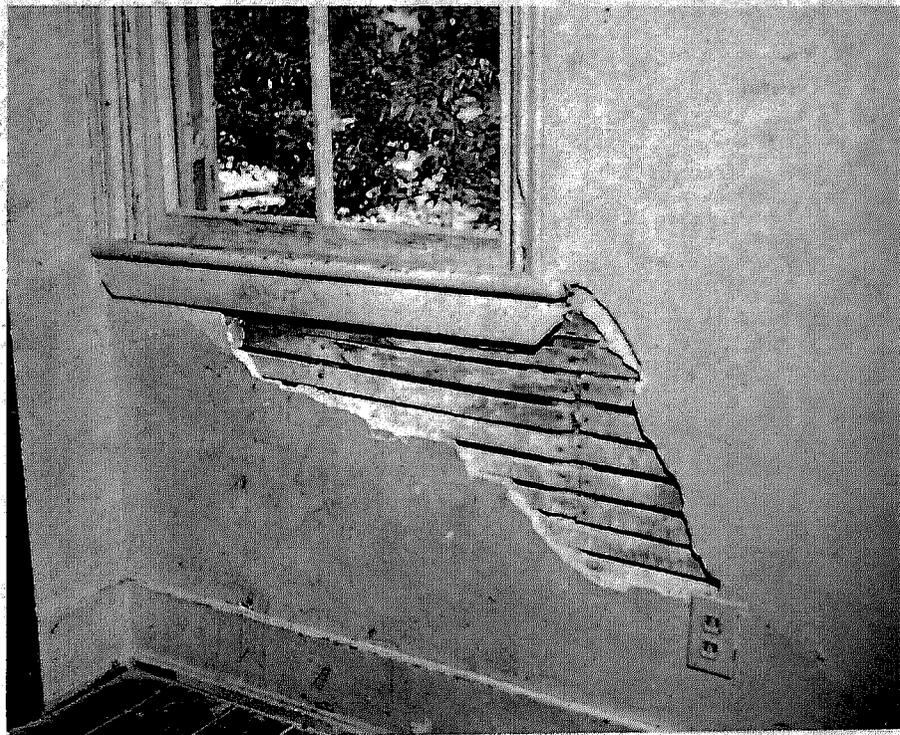


Figure 27.—A large area of missing plaster.

Other CRITICAL DEFECTS include—



Figure 28.—A deep hole in the foundation and missing siding.

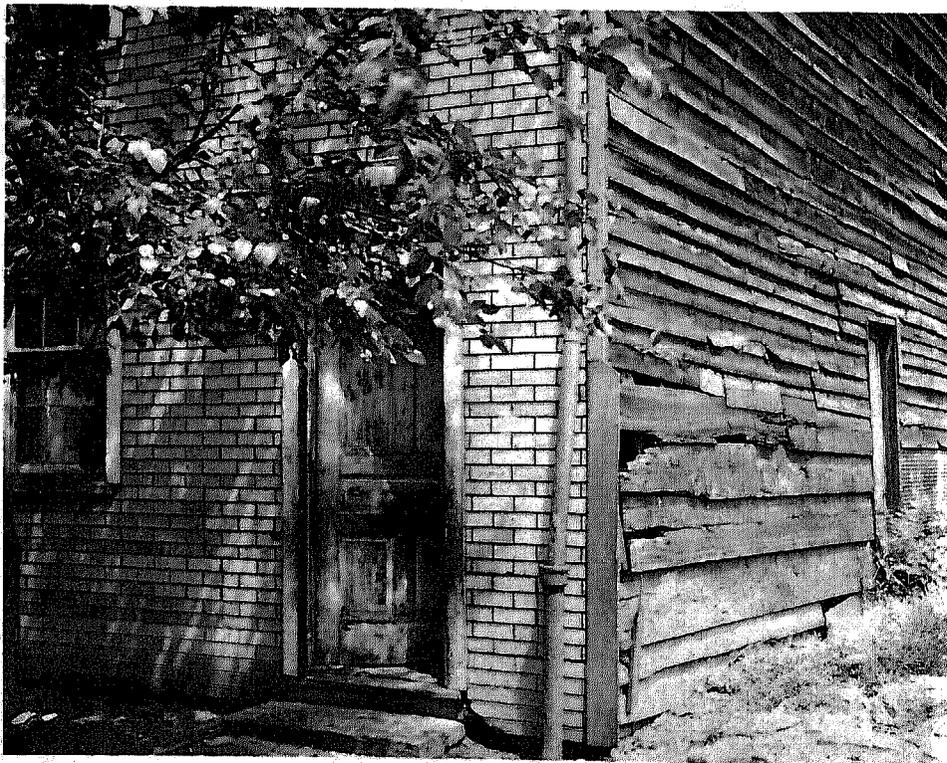


Figure 29.—A large area of loose and rotted siding. Look carefully at other parts of the structure when you see artificial covering on outside walls.

These DILAPIDATED houses show CRITICAL DEFECTS—



Figure 30.—Noticeable sagging is a CRITICAL DEFECT.



Figure 31.—Extensive damage by fire or storm makes a house dilapidated.

Houses are DILAPIDATED if they have—

A COMBINATION OF INTERMEDIATE DEFECTS

so that they no longer provide adequate shelter



Figure 32.—These intermediate defects in chimney, flashing, and wall, when combined, are indications of other defects throughout the structure.

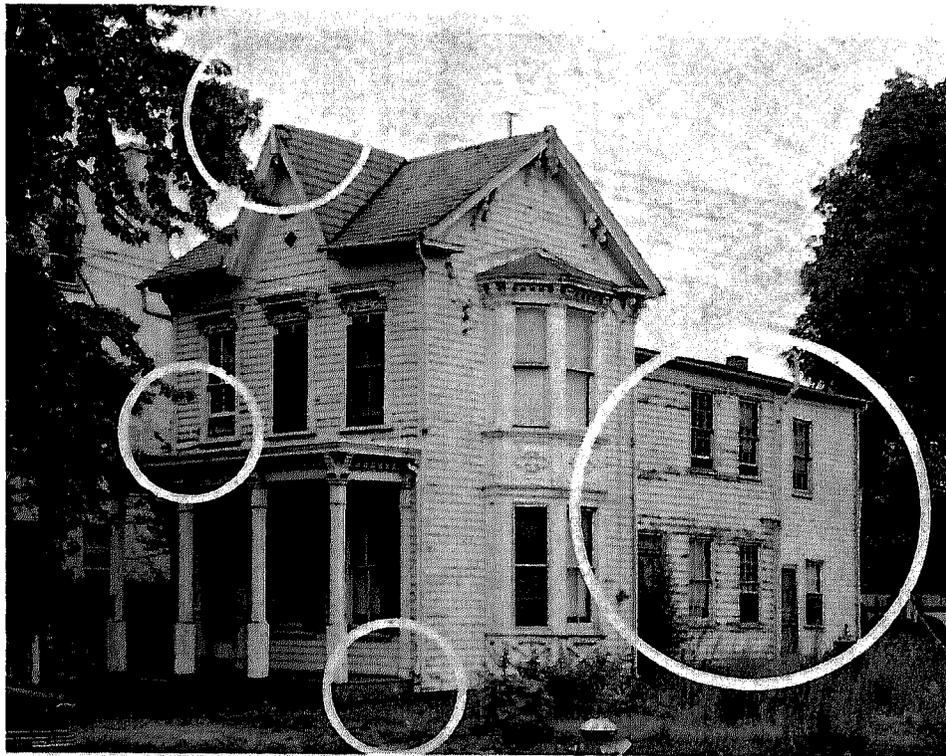


Figure 33.—Missing shingles, loose clapboards, porch damage, and a slight sag at the back of the house, call for extensive repairs. In combination, they are evidence of inadequate and unsafe housing.

Houses are DILAPIDATED if they are of—

INADEQUATE ORIGINAL CONSTRUCTION

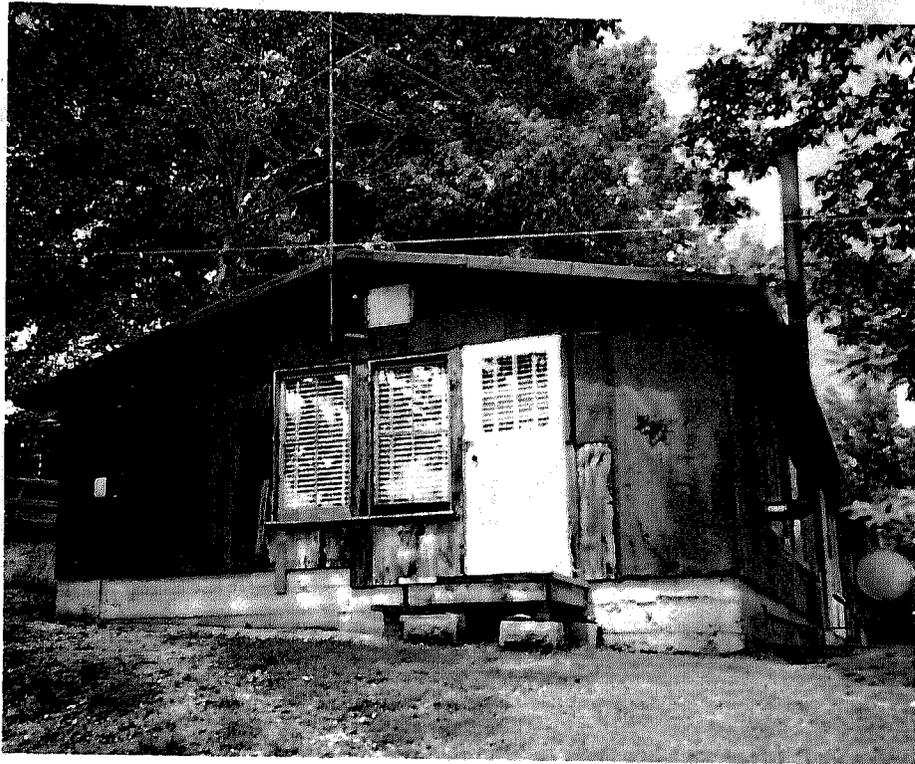


Figure 34.—Makeshift material and makeshift chimney.



Figure 35.—Inadequate conversion of a shed not intended for living purposes.

CAUTIONS in appraising condition—



Figure 36.—Not all houses with artificial siding are dilapidated as in figure 29. Many have been restored and are sound. Judge each house on its own merits—not by the neighborhood or by the race or color of the occupants.



Figure 37.—Observe brick or other masonry structures carefully—both inside and out. These cracks and sagging window sills are critical defects because they are signs of structural damage you cannot see. They also indicate broken plaster and sagging floors inside. This is a dilapidated house.