ILLUSTRATIVE EXAMPLES OF ENUMERATION FORMS

Advance Census Report, Form 60PH-5 ................................................................. C
100-percent POSDIC schedule, Form 60PH-1 ......................................................... CII
Household Questionnaire, Form 60PH-7 ................................................................. CIII
Sample POSDIC schedule, Form 60PH-3 (20) ..................................................... CVI

DESCRIPTION OF FORMS

Examples of the principal enumeration forms used in the 1960 Census of Population are shown on the following pages. The Advance Census Report (ACR), shown on page C, was distributed by the post office to each household, to be filled in by the household members prior to the enumeration and held for the enumerator’s visit. The answers recorded on the ACR, together with information obtained through interview and observation, were used by the enumerator to complete the 100-percent POSDIC schedule at the time of his visit. This schedule, shown on page CII, was specially designed for use with POSDIC (Film Optical Sensing Device for Input to Computer), a machine which transferred information from microfilm to magnetic tape. Information was recorded on the form by filling in the appropriate small blank circles.

The Household Questionnaire, shown on page CIII, was used only in the two-stage enumeration areas. It was left by the enumerator at sample households, to be filled in by the household members and mailed to the District Office. It information from this questionnaire was later transcribed to the sample POSDIC schedule (page CVI). If the questionnaire was found to be incomplete, the enumerator obtained additional information by telephone or personal interview. In the single-stage procedure, the Household Questionnaire was not used, because the enumerator obtained all of the sample information by interview and entered it directly on the sample POSDIC schedule. The same ACR’s and POSDIC schedules were used in both the single-stage and the two-stage procedures.

There were two versions of each of the principal enumeration forms—one for use in large cities (Forms 60PH-2, 4, 6, and 8), and the second for use in all other areas (Forms 60PH-1, 3, 5, and 7). The forms shown here are the set used outside large cities. The population questions were the same on both versions, but some of the housing questions differed. There were four variations of the housing section of the sample POSDIC schedule, to provide for 20-percent and 5-percent samples inside and outside large cities. Some questions were included on all versions of the schedule; others were omitted from certain versions because they were not pertinent to the type of area covered or because they were to be tabulated for only a 20-percent or a 5-percent sample of housing units.

Special variations of the 100-percent POSDIC form were used for Alaska and Hawaii to provide for additional race categories, and special variations of the ACR and the 100-percent POSDIC forms were used in New York State to provide for additional information on citizenship.

Facsimiles of each of the enumeration forms and more detailed explanations of their use are given in United States Censuses of Population and Housing, 1960: Principal Data Collection Forms and Procedures.
ADVANCE CENSUS REPORT, FORM 60PH-5

(An illustrative example of this form appears below and on the following page)

(Front)

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 room in which you live.

D1. Do you have a kitchen or cooking equipment? (Check one)
   - For use of the people living in your household only ( Those who live in Section A)?
   - Shared with another household or not cooking equipment?

D2. How many rooms are in your house or apartment? (Count a kitchen as a room but do not count bathrooms)
   - Number of rooms: ___

D3. 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 not property but not inside building: ☐
   - No running water: ☐

D4. 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: ☐

D5. 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: ☐

D6. Is the house, part of the house, or apartment in which you live:
   - Owned or being bought by you or someone else in your household: ☑
   - Rented for cash: ☐
   - Rented without payment of cash rent: ☐

SECTION E—PLEASE FILL SECTION E

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

2. As far as you know, are there any vacant apartments or unused rooms for rent in this building or elsewhere on this property?
   - Yes: ☑ No: ☐

3. Name of person who filled this form
   - Alexander J. Benson

4. Your address (City, State)
   - 314 Bridgeford, Middleboro, Massachusetts

5. Your telephone No.
   - (904) 5387

SECTION F—FOR CENSUS TAKER USE ONLY

1. E.D. No.
2. Page No.
   - a. Recorded on 1 HU,
   - b. Revised.

Fill Inside Page for Population Census

HOLD THIS REPORT FOR THE CENSUS TAKER—DO NOT MAIL

United States Summary

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, 221a. 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.
# ADVANCE CENSUS REPORT, FORM 60PH-5--Con.

(Inside)

## 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.
- Loden 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 business, on vacation, or in a hospital.

### DO NOT LIST—
- College students who are away at college (as who are here only on vacation).
- Persons stationed away from here in the Armed Forces.
- Persons away in institutions, such as a sanitarium, sanitorium, home for the aged, mental hospital.

They will be counted here.

---

<table>
<thead>
<tr>
<th>Names of persons living here on April 1, 1960, and those staying here who have no other home</th>
<th>M</th>
<th>F</th>
<th>M</th>
<th>F</th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>List number</td>
<td>First name</td>
<td>Middle initial</td>
<td>Head of household</td>
<td>Male or Female</td>
<td>White</td>
<td>Race</td>
</tr>
<tr>
<td>----------------</td>
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<td>------</td>
</tr>
<tr>
<td>1</td>
<td>Vernon</td>
<td>Alexander</td>
<td>Yes</td>
<td>M</td>
<td>White</td>
<td>Male</td>
</tr>
<tr>
<td>2</td>
<td>Vernon</td>
<td>Estelle</td>
<td>Yes</td>
<td>F</td>
<td>White</td>
<td>Female</td>
</tr>
<tr>
<td>3</td>
<td>Vernon</td>
<td>Roberto</td>
<td>Yes</td>
<td>M</td>
<td>White</td>
<td>Male</td>
</tr>
<tr>
<td>4</td>
<td>Vernon</td>
<td>Carol</td>
<td>Yes</td>
<td>F</td>
<td>White</td>
<td>Female</td>
</tr>
<tr>
<td>5</td>
<td>Vernon</td>
<td>Alexander, Jr</td>
<td>Yes</td>
<td>M</td>
<td>White</td>
<td>Male</td>
</tr>
<tr>
<td>6</td>
<td>Orange</td>
<td>George</td>
<td>Yes</td>
<td>M</td>
<td>White</td>
<td>Male</td>
</tr>
<tr>
<td>7</td>
<td>Orange</td>
<td>George</td>
<td>Yes</td>
<td>M</td>
<td>White</td>
<td>Male</td>
</tr>
<tr>
<td>8</td>
<td>Orange</td>
<td>George</td>
<td>Yes</td>
<td>M</td>
<td>White</td>
<td>Male</td>
</tr>
<tr>
<td>9</td>
<td>Orange</td>
<td>George</td>
<td>Yes</td>
<td>M</td>
<td>White</td>
<td>Male</td>
</tr>
<tr>
<td>10</td>
<td>Orange</td>
<td>George</td>
<td>Yes</td>
<td>M</td>
<td>White</td>
<td>Male</td>
</tr>
</tbody>
</table>

---

### SECTION B

- Next: Please answer the questions in this section to help the Census Taker count your household correctly.

1. Does everyone live in the house?  
   - Yes [ ]  
   - No [ ]

2. Is anyone listed in Section A who is away from home now?  
   - Yes [ ]  
   - No [ ]

3. Is anyone listed in Section A who is away from home now?  
   - Yes [ ]  
   - No [ ]

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### 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.

<table>
<thead>
<tr>
<th>Name of visitor (if there are more than 2 names use an additional sheet)</th>
<th>M or F</th>
<th>Male or Female</th>
<th>Is this person—White</th>
<th>Black (Negro, Japanese, Chinese, or other Pacific Islander)</th>
<th>Married</th>
<th>Widowed</th>
<th>Divorced</th>
<th>Single (never married)</th>
<th>Home house number</th>
<th>Home city in town postal zone</th>
<th>Home state</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood, James F.</td>
<td>M</td>
<td>Male</td>
<td>White</td>
<td>Single (never married)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Please answer questions in Sections B and C on back page.
<table>
<thead>
<tr>
<th>Household Number</th>
<th>Name</th>
<th>Relationship</th>
<th>Sex</th>
<th>Color or race</th>
<th>Age</th>
<th>Year of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Doe</td>
<td>Head of House</td>
<td>Male</td>
<td>White</td>
<td>35</td>
<td>1985</td>
</tr>
<tr>
<td>2</td>
<td>Jane Doe</td>
<td>Wife</td>
<td>Female</td>
<td>White</td>
<td>32</td>
<td>1990</td>
</tr>
<tr>
<td>3</td>
<td>Sarah Smith</td>
<td>Daughter</td>
<td>Female</td>
<td>White</td>
<td>18</td>
<td>2003</td>
</tr>
</tbody>
</table>

**Notes:**
- This form is part of the 1980 U.S. Census of Population and Housing.
- It is used to collect information about household members.
- The form includes fields for personal information such as name, relationship, sex, color, age, and year of birth.
HOUSEHOLD QUESTIONNAIRE, FORM 60PH-7
(An illustrative example of this form appears below and on the two following pages. Each questionnaire contained one housing section and four population sections)

(U.S. DEPARTMENT OF COMMERCE
Bureau of the Census)

HOUSEHOLD QUESTIONNAIRE FOR THE
1960 CENSUS OF POPULATION AND HOUSING

Dear Householder:

Thank you for your cooperation in providing the information you have already given the Census Taker. This questionnaire covers the additional items needed to complete the Census.

You will see that questions about your dwelling are on the next page and that questions concerning yourself and each other person in your household are on the following pages. Please study the enclosed example before you start to fill in the form.

Never skip a question just because it does not seem to apply. For instance, an answer of "No" to the question "Did this person work at any time last week?" is just as important as an answer of "Yes." Whenever you do not know the exact answer (such as the cost of utilities or the amount of wages last year) make a reasonable estimate. After you complete the form, please check it over to make sure you have not missed anything.

Federal law states that Census employees must hold all information which you give them in strictest confidence. The statistics published from this Census will not reveal any individual information.

Please mail the completed questionnaire within 3 days in the addressed envelope which the Census Taker has left with you. It requires no postage. Your prompt attention to this request will be appreciated.

Sincerely yours,

Robert W. Burgess
Robert W. Burgess, Director
Bureau of the Census

(Please answer these two questions)

Name of person(s) unless otherwise indicated by check mark.

If it is necessary for the Census Taker to get in touch with you, the best time usually is:

8 to 12 a.m. ☐
12 to 6 p.m. ☐
6 to 9 p.m. ☑

Date filed: April 6, 1960

PLEASE BE SURE THAT—

• the housing questions have been filled,
• the population pages have been filled for all persons whose names have been written in by the Census Taker,
• each "extra person" questionnaire has been filled.

Include the "extra person" questionnaires in the family's envelope when you mail this form back to the Census Office.

TO BE FILLED BY CENSUS TAKER

R6: Number of units in structure

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

If 5 or more—
Fill lines R32, H21, H23A, and H23C in Questionnaire

R27: If PH-1—
Basic prop. (for owner occ.)

1. ab... ☐
1. vb... ☐
2... ☐
HOUSEHOLD QUESTIONNAIRE, FORM 60PH 7-Con.

(Housing section)

PLEASE NOTE: These housing questions begin with number H27 because the Census Taker has already obtained the answers to questions H1 to H26. The term “house” or “apartment” covers your house or part of the house you occupy, or the apartment, flat, or room you rent or own but not a hotel or livery stable. Most of these questions apply to your house or apartment but note that questions H27, H29, and H30 are about the building in which you live. Questions H17 and H18 refer to the building in which you live. See the notes at the beginning of this section for further information.

H17 and H18. Is this house?

On a farm or in a cottage, or in the same building as your farm or cottage?

On a street or in a building not shown or not in the same building as your farm or cottage?

On a block or in a block not shown or not in the same building as your farm or cottage?

On a piece of 10 or more acres, or less than 10 acres?

If on a piece of 10 or more acres, or less than 10 acres, is this house?

On a piece of 10 or more acres?

On a piece of 10 or more acres, or less than 10 acres, or in a building not shown or not in the same building as your farm or cottage?

H19. How many bedrooms are in your house or apartment?

Count rooms where main use is as bedrooms even if they are occasionally used for other purposes.

In your house or apartment, there are no bedrooms.

1 bedroom.

2 bedrooms.

3 bedrooms.

4 bedrooms or more.

H20. About when was this house originally built?

In 1950 or 1960.

1930 to 1950.

1920 to 1939.

1910 to 1929.

1900 or earlier.

H21. How is your house or apartment heated?

Check ONE kind of heat you use the most.

Heated by:

Steam or hot water.

Warm air furnace with individual room registers.

Floor, wall, or electric heat.

Built-in electric units.

Room heater(s) connected to chimney or flue.

Other method—Write in:

Not heated.

H22. Here is a list of foods. In the first column, check those which are used most for cooking. In the second column, check those which are used most for heating water. In the third column, check those which are used most for heating fuel.

(List of foods)

(Cooking Water) Heating fuel

Cool or cold... Water heating fuel heating fuel

Wool... Water heating fuel heating fuel

Gas from underground service connected to the neighborhood.

Washing-dryer combination.

Other fuel.

Washing-dryer combination (single unit).

No fuel used.

H23. Do you have a clothes washing machine?

Do not count machines shared with any other household in this building.

Machine with wringer or separate spinner.

Automatic or semi-automatic machine.

Washing-dryer combination.

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. How many passengers automobiles are owned or regularly used by people who live here?

Count only passenger automobiles owned or regularly used by people who live here.

No automobiles.

1 automobile.

2 automobiles.

3 automobiles or more.

H26. If you live in a trailer, is it:

mobile (on wheels, or can easily be put on wheels)...

on a permanent foundation?

H27. How many bathrooms are in your house or apartment?

A complete bathroom has both flush toilet and bathing facilities.

A partial bathroom has both a flush toilet or bathing facilities, but not both.

No bathrooms, or only a partial bathroom...

1 complete bathroom...

1 complete bathroom, plus partial bathroom...

2 or more complete bathrooms.

H28. Do you get water from:

a public system or privately owned company?

a private well?

a septic tank or cesspool?

other means of sewage disposal?

H29. Is this house connected to a public sewer?

Yes.

No.

H30. Is there a telephone on which people who live here can call?

Yes.

No.

H31. If you pay your rent by the month, what is your monthly rent?

$... per month.

H32. If you pay your rent by the week or other period of time, what is your rent and what period does it cover?

$... per... (week, week, etc.).

H33. Does your house include any land used for farming or orcharding?

Yes.

No.

H34 and H35. In addition to rent, do you also pay tax?

Electricity.

Gas.

Water.

No tax.

H36. How much do you pay for each... tax?

$...

H37. How much do you pay for... utilities?

$...

H38. How much do you pay for... utilities?

$...

H39. How many persons of all ages are in your household?

1...

2...

3...

4 or more...

H40. Is your house or apartment?

in the city?

in the suburbs?

in a rural area?

in a farm area?

in a cottage area?

in a hotel?

in an apartment building?

in a livery stable?

in a convent?

in a college?

in a military camp?

in a hospital?

in a boarding house?

in a hotel?

in a motel?

in a travel trailer?

in a trailer?

in a mobile home?

in a vacation home?

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in a vacation home?
HOUSEHOLD QUESTIONNAIRE, FORM 60PH-7--Con.
(Population section)

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2. Name of this person</td>
<td>Vernon, Alexander</td>
</tr>
<tr>
<td>P3. What is the relationship of this person to the head of this household?</td>
<td>[ ] Head</td>
</tr>
<tr>
<td>P4. Where was this person born? If born in the United States, write name of State. If born outside the United States, write name of country, U.S. possession, etc. (For example: Stockholm, Sweden, United Kingdom, etc.)</td>
<td>[ ] Minnesota</td>
</tr>
<tr>
<td>P5. If this person was born outside the United States, was he or she a citizen of the United States at the time of birth?</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>P6. What was this person doing at the time he or she was last in school?</td>
<td>[ ] Never attended school</td>
</tr>
<tr>
<td>P7. Did he or she finish the highest grade he or she attended?</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>P8. Has he or she attended regular school or college at any time since February 1, 1940?</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>P9. Is he or she a public school or a private school?</td>
<td>[ ] Public school</td>
</tr>
<tr>
<td>P10. If this person has ever been married, was the last marriage more than one?</td>
<td>[ ] Once</td>
</tr>
<tr>
<td>P11. When did he or she get married?</td>
<td>[ ] Before 1940</td>
</tr>
<tr>
<td>P12. If this person has ever been married, describe any activity of location where employed.</td>
<td></td>
</tr>
<tr>
<td>P13. Did he or she live in this house on April 1, 1955?</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>P14. Is this a woman who has ever been married?</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>P15. How many children does she have now?</td>
<td>[ ] None</td>
</tr>
<tr>
<td>P16. When was this person born? Born before April 1946</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>P17. Did he or she work any time last week?</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>P18. How many weeks did he or she work last week?</td>
<td>[ ] 1 to 14 weeks</td>
</tr>
<tr>
<td>P19. What was he or she doing?</td>
<td>[ ] Working without pay in a family business or farm</td>
</tr>
<tr>
<td>P20. What was his or her job or business last week? (Check one box for principal reason used last week)</td>
<td>[ ] Bus or truck driver</td>
</tr>
<tr>
<td>P21. What kind of work was he or she doing?</td>
<td>[ ] Stationary engineer</td>
</tr>
<tr>
<td>P22. Did he or she work any time last week?</td>
<td>[ ] Yes</td>
</tr>
<tr>
<td>P23. How many weeks did he or she work last week?</td>
<td>[ ] 1 to 14 weeks</td>
</tr>
<tr>
<td>P24. What was his or her job or business last week? (Check one box for principal reason used last week)</td>
<td>[ ] Manufacturing worker</td>
</tr>
<tr>
<td>P25. If this is a man, has he or she ever served in the Army, Navy, or other Armed Forces of the United States?</td>
<td>[ ] Yes</td>
</tr>
</tbody>
</table>

Enumerations Schedules and Instructions

Questions for next person are on following page.

Page 3
SAMPLE FOSDIC SCHEDULE, FORM 60PH-3 (20)

(An illustrative example of this form appears below and on the following page. As mentioned on page XCVI, the housing section shown here is one version of the housing questionnaire)

(Housing section)

<table>
<thead>
<tr>
<th>Form 60 PH-3</th>
<th>U.S. DEPARTMENT OF COMMERCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1960 CENSUS OF POPULATION AND HOUSING</td>
<td>BUREAU OF THE CENSUS</td>
</tr>
</tbody>
</table>

### 4. If this is a non-

<table>
<thead>
<tr>
<th>Household</th>
<th>Mark below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>A</td>
</tr>
<tr>
<td>Household</td>
<td>B</td>
</tr>
<tr>
<td>Employer</td>
<td>C</td>
</tr>
<tr>
<td>Non-House</td>
<td>D</td>
</tr>
</tbody>
</table>

### 4a. If this is a non-

<table>
<thead>
<tr>
<th>Household</th>
<th>Mark below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>A</td>
</tr>
<tr>
<td>Household</td>
<td>B</td>
</tr>
<tr>
<td>Employer</td>
<td>C</td>
</tr>
<tr>
<td>Non-House</td>
<td>D</td>
</tr>
</tbody>
</table>

#### FOR ALL UNITS AND DUPS (Mark in type 2 F3a)

<table>
<thead>
<tr>
<th>Housing</th>
<th>Mark below</th>
</tr>
</thead>
<tbody>
<tr>
<td>With</td>
<td>A</td>
</tr>
<tr>
<td>Without</td>
<td>B</td>
</tr>
</tbody>
</table>

#### FOR OCCUPIED UNITS

<table>
<thead>
<tr>
<th>Owner-</th>
<th>Mark below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner-</td>
<td>A</td>
</tr>
<tr>
<td>Rent</td>
<td>B</td>
</tr>
</tbody>
</table>

#### FOR VACANT UNITS

<table>
<thead>
<tr>
<th>Owner-</th>
<th>Mark below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner-</td>
<td>A</td>
</tr>
<tr>
<td>Rent</td>
<td>B</td>
</tr>
</tbody>
</table>

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[Table continued on following pages]
EXCERPTS FROM ENUMERATOR'S REFERENCE MANUAL

Field enumeration procedures ................................................................. CX
Detailed instructions for 100-percent POSDIO schedule ................................ CXII
Detailed instructions for sample POSDIO schedule .................................. CXIV
Appendix A .................................................................................. CXXIII

CIX
Excerpts From Enumerator's Reference Manual

The following paragraphs were extracted from the Enumerator's Reference Manual P-210, which was used in the single-stage enumeration areas. Concepts and definitions for the single-stage procedure are identical with those for two-stage areas, but instructions on the method of enumeration necessarily differ. Complete instructions, including items not covered in the paragraphs below, are given in Manuals F-200 and F-200A for the two-stage procedure, and in Manual F-210 for the single-stage procedure.

FIELD ENUMERATION PROCEDURES

DEFINITIONS FOR LIVING QUARTERS

6. Two Kinds of Living Quarters

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

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

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

7. Housing Unit Defined

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

8. Separate Living Quarters Defined

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

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

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

9. Types of Access

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

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

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

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

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 their living arrangements, is one housing unit.

10. Kitchen or Cooking Equipment Defined

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

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

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

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

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

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

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

12. Exceptions to Housing Unit Definition

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

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

(1) Vacant;

(2) Used only for business;

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

13. Examples of Housing Units

Usually a housing unit is a house, apartment, or flat. Sometimes it is a trailer or a hotel room. However, a structure intended primarily for business or other nonresidential use may also contain housing units; 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.

HOW TO DETERMINE "USUAL RESIDENCE"

16. Official Census Date

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

17. Residence Changes After April 1

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

18. Usual Place of Residence

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

19. General Rules for Enumerating Persons in Each Housing Unit

Include the following persons in each housing unit:

a. Members of the household living at home.

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

c. Members of the household who are in a hospital but who are expected to return shortly.

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

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

20. Rules for Determining Place of Residence in Special Cases

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

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

22. College Students

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

23. Students Below College Level

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

24. Domestic Employees

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

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

Enumerate as usual residents at their homes the following:
- Persons temporarily absent from home, visiting friends or relatives, on vacation, or abroad.
- Persons temporarily absent “on the road” in connection with their jobs—persons on business trips, traveling salesmen, railroad men.
- Persons temporarily absent from home in general hospitals or other hospitals where patients usually stay only for a short period.

26. Persons in Institutions

Enumerate as residents of the institution (regardless of length of sentence or stay) persons in workhouses, reformatory, jails, convict camps, detention homes, schools for delinquents, homes for reformed soldiers, orphans, or aged; homes or schools for the blind, deaf, or feebleminded; nursing homes or convalescent homes; asylum or hospitals for the insane, incurables, tuberculosis, or other such institutions where the inmates usually remain for considerable periods of time.

27. Members of Religious Orders

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

28. Student and Trained Nurses

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

29. Officers or Crews of Vessels

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

30. Persons With More Than One Residence

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

b. A few persons may have several homes—for example, a winter home, a summer home, a townhouse, 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 to another of these homes have no usual place of residence and are therefore enumerated where found.

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

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

32. Citizens of Foreign Countries Temporarily in the United States

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

33. Persons With No Usual Residence

Enumerate as residents of your ED all persons who have no other residence or fixed address. For example, persons staying in your ED on the night of March 31 should be enumerated at the place where they are staying on the date of enumeration.

34. Persons With Usual Residence Elsewhere

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

35. Doubtful Cases

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

HOW TO USE THE INDIVIDUAL CENSUS REPORT AND THE INDIVIDUAL QUESTIONNAIRE

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

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

133. The Individual Questionnaire (Form PH-9)

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

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

If a visitor is reported on an Advance Census Report or during the course of an interview as having stayed overnight on March 31, find out whether he has anyone at his usual residence to report him in the census. If there is no one, you must fill in an Individual Census Report (ICR) for the visitor.

135. Nonrelated Persons Not at Home

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

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

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

163. Lodging or Rooming Houses

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

168. Summary Instructions for Enumerating Various Types of Group Quarters

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

Type of place

<table>
<thead>
<tr>
<th>a. Institutions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prisons, jails, reformatories; homes for aged, poor, or incurable; children’s homes or orphanages; nurseries or convalescent homes; mental or tuberculosis hospitals.</td>
</tr>
</tbody>
</table>

Instructions

Most of the quarters in institutions will be group quarters. When you find completely separate housing units used as living quarters by the supervisory staff whether in buildings on the institutional grounds or in the buildings housing the inmates, list such separate quarters in the same manner as all other housing units, except that in addition to the address of the unit you also enter the name and type of the institution (orphanage, nursing home, etc.). Complete the population and housing items for each housing unit, marking “house, apartment, flat” in H5. Then combine all inmate quarters with the quarters occupied by resident staff members of the institution who do not live in the housing units and list them as a single housing line as group quarters.

b. Roomsing house, lodginghouse.

c. Boarding house, bunkhouse.

d. Convent, monastery.

e. Armed Forces installations, including Armed Forces hospitals and prisons.

f. Dormitory or dormitory-type quarters (eg., residence hall or club, sorority or fraternity house, nurses’ home, general hospital, etc.)

Type of place containing five or more lodgers unrelated to the person in charge when the quarters of the individual lodgers do not meet the rules for separate housing units.

Treat as group quarters all boarding houses or bunkhouses with five or more boarders unrelated to the person in charge.

A convent or monastery constitutes group quarters only for the smaller personnel with separate quarters.

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 non-residential purposes. Enumerate the entire housing units in the same manner as all other housing units.

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.

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 apartments 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.

DetaileD Instructions for 100-Percent FosDSc Schedule

Population Items

185. Item P1

186. Item P2

Name

List in Item P2 the names of all persons who usually live in this housing unit or group quarters, and all other persons staying here at the time of interview who have no usual residence elsewhere.

For vacant units, enter “VAC” and for units occupied by persons with a usual residence elsewhere, enter “VAC-URE.” (See para. 16 through 35 for specific rules on whom to list.)

187. Order of Listing

List the names of all persons who usually live here (as defined in par. 19) or who have no usual residence anywhere else, in the following order:
The head of the unit;  
His wife;  
Unmarried sons and daughters, in order of age,  
oldest first;  
Married sons and daughters and their families;  
Other relatives;  
Other persons, such as lodgers, roomers, maid,  
or hired hands who live in and their relatives who  
live in.  
Persons not related to the head who are living in  
the unit should be listed with their relatives, if  
any. For example, list a lodger, his wife, and  
their children in that order.

188. How To Write Names

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

190. Item P4. Sex

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

191. Item P5. Color or race

a. Mark the appropriate circle for White, Negro,  
American Indian, Japanese, Chinese, or Filipino.  
If the person is of some other race, mark the  
circle for "Other" and write in the specific entry,  
such as Korean, Hindu, or Eskimo. Do not mark  
"Other" for persons reported as Mexicans, Portu- 
guese, etc. (see par. 192).  
b. Even though you write in the race, you must  
not forget to mark the circle for "Other." The  
FOSDIC reads only the circles that are filled and  
pays no attention to writing, unless, of course, it  
gets in the way of the circle.  
c. When information is not available on the  
Advance Census Report, you may assume the race  
of the related persons living in the unit is the  
same as that of the respondent, unless you learn  
otherwise. It may be necessary to ask the race of  
unrelated persons (employees, hired hands, lodgers,  
etc.).  
d. For schedules filled in Alaska (PH-1AL and  
PH-2AL), mark the appropriate circle for White,  
Negro, American Indian, Japanese, Chinese, Fil- 
pino, Alien, or Eskimo. If the person is of some  
another race, mark the circle for "Other" and write  
in the specific entry, such as Korean, Hindu, or  
Hawaiian.  
e. For schedules filled in Hawaii (PH-1HA and  
PH-2HA) mark the appropriate circle for White,  
Negro, American Indian, Japanese, Chinese, Fil- 
pino, Hawaiian, or Part Hawaiian. If the person  
is of some other race, mark the circle for "Other"  
and write in the specific entry such as Korean,  
Hindu, or Tahitian.  
f. Mark the circle for Hawaiian only for a  
person who is fullblooded Hawaiian.  
g. Mark the circle for Part Hawaiian for a  
person of any mixture of Hawaiian with any other  
race, including white.

192. Definitions for Color or Race

a. Puerto Ricans, Mexicans, and other persons  
of Latin-American descent—These are not racial  
descriptions. Mark "White" for such persons un- 
less they are definitely of Negro, Indian, or  
one other nonwhite race.  
b. Italians, Portuguese, Poles, Syrians, La- 
banese, and other European and Near Eastern na- 
tionals—These are not racial descriptions; mark  
"White" for such persons.  
c. Negroes—Mark "Negro" for Negroes and  
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 fullblooded Indians and for persons of mixed  
white and Indian blood if you know the propor- 
tion of Indian blood is one-fourth or more, or that  
they are regarded as Indian in the community where  
they live.  
e. Indians—For persons originating in India  
(except those of European stock), mark "Other"  
and specify as "Hindu." If there is an entry of "Indian"  
on the Advance Census Report be sure you know  
whether the person is an American Indian or an  
Asian Indian.

193. Mixed Parentage

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

194. Item P6. Month and year of birth

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

195. Month

Mark month of birth according to the quarter of  
the year in which it fell, for example:  
January, February, or March—Mark "Jan-Feb-Mar"  
circle April, May, or June—Mark "Apr-May-Jun"  
circle July, August, or September—Mark "Jul-Aug-Sep"  
circle October, November, or December—Mark "Oct-Nov-Dec"  
circle

196. Decade and year

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

197. Year Ending in 00

Even when the person was born in a year ending  
in zero, mark the circle for "00" in the third  
group. For example, to record 1950, mark both the  
decade circle under "50" and the year circle under  
"00." For 1870, mark both the decade circle under  
"70" and the year circle under "00"  

198. Born Before 1850

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

199. Date of Birth Unknown

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

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

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

200. Item P7. Marital status—Is he now mar- 
rried, widowed, divorced, separated, or nev- 
er married

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

201. Definitions for Marital Status

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

202. Visitors

After enumerating persons who usually livehere and those staying here who have no other home, ask whether there was anyone else staying in the unit on the census date—overnight on March 31. You will not list visitors on the FOSDIC schedule if they have a usual residence elsewhere but will fill an Individual Census Report for them if there is no one at home to report them (see par. 124).

203. Items P2 through P7.

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

Item P3a

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

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

205. Other Relative

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

206. Nonrelative

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

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

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

208. Persons Born in a Hospital

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

209. Persons Born Outside United States

If a person was born in a United States possession, etc., report the full name of the area under the jurisdiction of the United States (for example, Puerto Rico, Canal Zone, Guam, Virgin Islands, American Samoa). If born elsewhere, report the full name of the foreign country, according to international boundaries as now recognized by the United States. If the country of birth is not definitely known, report the name of the province, city, town, or village. Write 'At sea' for persons born at sea.

210. Special Cases

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


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

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

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

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

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

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

Instructions are the same as for item P10.

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

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

215. Move in Same Building

If a person moved from one apartment to another in the same building, mark the year when he moved into the present apartment.
State is divided into cities or towns. Therefore, if a person does not live in a city, he lives in a town. This means you would never mark "Not in a city" for item P13a, but would mark either "This city" (or town) or specify a different city or town.

220. Report Usual Residence
Report the usual place of residence of each person in the unit as of April 1, 1955, and not the temporary residence of anyone away from home then. If a person had usual place of residence on April 1, 1955, report the place where he was staying on that date. For persons then living on a college campus or on a military post, report the college or military post as his residence.

Item P13b

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

a. States other than specified New England States—If the name of a city or town is reported for item P13b, find out whether the person lived inside the city limits of that city or town and mark the appropriate circle. If the area of residence on April 1, 1955, was assigned to the city after that time, mark "No" for question on city limits.

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

Item P13c

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

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

223. Special Cases

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

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

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

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

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

Item P14

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

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

225. Definition of "Regular" School

The highest grade attended in a regular school refers to formal education obtained in graded public, private, or parochial schools, colleges, universities, or professional schools, whether day or night school, and whether attendance was full time or part time. That is, "regular" schooling is that which may advance a person toward an elementary or high school diploma, or a college, university, or professional school degree. Schooling in other than regular schools (e.g., home study schools, correspondence schools, etc.) is not included for the purpose of defining regular schooling. Thus, credits obtained in such schools are not included in the total number of regular schooling years.

226. Exclusion

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

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

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

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

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

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

227. Report Exact Grade

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

228. How To Determine Highest Grade in Special Situations

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

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

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

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

d. Graduate or professional school—For persons who have attended more than 4 years of college, or who have attended professional school (law, medical, dental, etc.) after completion of some years of college, mark the number representing the total number of full school years the person attended college and graduate or professional school. If it was 6 years or more, mark "6 or more."

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

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

Item P15

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

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

Item P16

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

Mark "Yes," regular school for the following:

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

b. Persons who have been enrolled in school or college since January 1, 1960, but who have not actually attended, for example, because of illness (see par. 226 for exception).

c. Children attending kindergarten.

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

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

Mark "No" for the following:

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

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

c. Children attending only nursery school.

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

Item P17

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

Definitions of public and private or parochial schools:

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

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

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

a. Count as work:
   1. Paid work as an employee for someone else.
   2. Work for regular wages or salary.
   3. Work for pay "in kind" (meals, living quarters, or supplies received in place of cash wages).
   4. Work at piece rates, on commission, or for tips.
   5. Active duty in the Armed Forces.
   6. Work in the person's own business, professional practice, or farm.
   7. Work without pay in a business or farm run by a relative; for example, a boy helping in his father's store without pay.
   8. Part-time work: If the person did any work at all last week, such as after school, Saturday, or other part-time work, mark "Yes," even if it was for only one hour.
   9. Volunteer unpaid work for church, Red Cross, etc.
   10. Work done by an inmate of an institution.

b. Do not count as work:
   1. Work around the house, such as the person's own housework, or odd jobs on the person's own house, for example, cutting grass, painting porch, etc.
   2. Work by a student.
   3. Work done by an inmate of an institution.

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

This question should be answered for all persons with "Yes" in Item 22. It refers to the usual number of hours worked last week, regardless of whether the person worked "usual" or "regular" hours. Exclude any time off such as lunch hour and sick leave, but include overtime.

245. Two or More Jobs

If a person had two or more jobs at which he worked last week, add together the time spent at each and mark the circle that includes the total number.
a. Job—A person has a job when he has a definite arrangement with one or more employers to work for pay, full time or part time, every week or every month. A person "on call" to work only when his services are needed is not considered to have a job during weeks when he does not work. Seasonal employment is considered a job only during the season and not during the off season.

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

   (1) Maintains an office, store, or other place of business.

   (2) Uses machinery or equipment in which he has invested money.

   (3) Advertises his business or profession in newspapers, classified section of the telephone book, or other publications, or by displaying a sign, distributing cards, etc.

c. No business—Casual workers, such as handy-men or women, who work for cash, are not considered to have a business during weeks when they do no work.

   Item P26

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

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

252. Date Last Worked

   The date last worked is the most recent year in which the person, any job at all, even for a few days, and not the year he last worked on a full-time job. Dates prior to 1959 are to be grouped into three periods, 1935 to 1958, 1959 to 1954, and 1949 or earlier. If no other period of work is known, mark "Unknown." No work is not included, and full-time work for at least one week is required.

253. Never Worked

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

   Item P27

254. Item P27. Description of job or business.

   a. Fill in Items P27a to P27e for all persons who worked in 1960 on occupations, except those on Item P22.

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

   Item P27a

255. Item P27a. For whom did he work?

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

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

   c. For employees of a government agency report the specific organization for which the person works. Be sure to state whether the organization is federal (U.S. Government), state, city, or any other governmental agency. If the organization is a state agency, City Tax Office, County Highway Commission, State Employment Office, U.S. Naval Shipyards, it is not sufficient to report merely that the person works for the U.S. Government or for the State Government, city government, etc.

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

   Items P27a to P27e

256. Item P27b. What kind of business or industry was this?

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

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

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

257. Multiple Activity Businesses

   a. Some firms carry on more than one kind of business or industrial activity. If the activities are carried on at the same location, describe only the major activity of the establishment. For example, a manufacturer who is engaged in the manufacture of men's clothing, should be reported as working in "Men's clothing manufacturing." If the different activities are carried on at separate locations, describe the activity where the worker works.

   b. If the different activities are carried on at separate locations, describe the activity where the worker works.

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

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

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

Even though a manufacturing plant sells its products in large lots to concerns, manufacturers, wholesalers, or retailers, it should be reported as a manufacturing company. A wholesale establishment, rather than a manufacturer, makes large quantities for resale to retailers, industrial users, or to other wholesalers. A retailer sells primarily to individual consumers or to business customers who make further sales in providing services. They should be reported as service establishments, not as retailers.

259. Manufacturers' Sales Offices

   A separate sales office set up by a manufacturing firm to sell to other business organizations and located away from the factory or headquarters of the firm is reported as "manufacturer's sales office."

260. Government Organizations

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

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

261. Business in Own Home

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

262. Domestic and Other Private Household Workers

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

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

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

   Inadequate

   Adequate

   Agency

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

   Bakery

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

   Box factory

   Paper box factory, wooden box factory, printing factory, etc.

   Club, private club

   Golf club, fraternal club, night club, residence club, boardinghouse.
United States Summary

Inadequate

Adequate

Coal company
Coal mine, retail coal yard, wholesale coal yard.

Adequate

Plastic factory
Plastic materials factory (where plastic materials are made), plastic products plant (where articles are actually manufactured from plastic materials).

Credit company
Credit rating service, loan service, retail clothing store (sometimes called a credit company).

Adequate

Public utility
Electric light and power utility, gas utility, telephonic utility, water supply.

Dairy

Adequate

Railroad car shop
Railroad car factory, railroad repair shop, street railroad repair shop.

Engineering company
Engineering consulting firm, general contracting, wholesale housing equipment, construction machinery factory.

Adequate

Rayon factory
Rayon chemical factory (where cellulose is made into fiber), rayon textile mills (where fiber is made into yarn or woven fabric), rayon dress manufacturing (where cloth is made into garments).

Express company
Motor freight, railway express agency, railroad car rental (for Union Tank Car Company, etc.), armored car service.

Adequate

Repair shop
Shoe repair shop, radio repair shop, blacksmith shop, welding shop, auto repair shop, machine repair shop.

Factory, mill, or plant
Steel rolling mill, hardware factory, aircraft factory, flour mill, hosery mill, commercial printing plant.

Adequate

School
City elementary school, private kindergarten, private college, state university, etc. [Distinguish between public and private, including parochial, and specify the highest level of instruction provided such as junior college, senior high school, etc.]

Foundry
Iron foundry, brass foundry, aluminum foundry.

Adequate

Tailor shop
Tailoring and cleaning shop (provides a valet service), custom tailor shop (makes clothes to customer's order), men's retail clothing store.

Fur company
Fur dressing plant, fur garment factory, retail fur store, fur wholesaler, fur repair shop.

Adequate

Textile mill
Cotton cloth mill, woolen cloth mill, cotton yarn mill, rayon thread mill.

Laundry
a. Own home laundry (for a person doing laundry for pay in her own home).

Adequate

Terminal
Bus terminal, railroad terminal, boat terminal, truck terminal, airport.

b. Laundering for private family (for a person working in the home of a private family).

c. Commercial laundry (for a person working in a laundromat, hand laundry, Chinese laundry, French laundry, or similar establishment).

d. Self-service laundry (for a person working in an establishment where the customer brings her own laundry and pays a fee to use the washing machine or other equipment).

Lumber company
Sawmill, retail lumber yard, planing mill, logging camp, lumber wholesaler.

Adequate

Transporation company
Motor trucking, moving and storage, water transportation, air line, street railway, taxi cab service, subway, elevated railway, railroad, petroleum pipeline, car loading service.

Mine
Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit.

Adequate

Water company
Water supply, irrigation system, water filtration plant.

Nylon factory
Nylon chemical factory (where cellulose is made into fiber), nylon textile mill (where fiber is made into yarn or woven cloth), women's nylon hosiery factory (where yarn is made into hosiery).

Well
Oil drilling, oil well, salt well, water well.

Adequate

Office
Dentist's office, physician's office, public stenographer's office, life insurance agency.

Item P27d

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

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

265. Sufficient detail

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

266. Caution on Occupations of Young Persons

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

267. Other Cautions

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

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

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

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

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

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

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

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

Inadequate

Adequate

Adjuster
Claim adjuster, brake adjuster, machine adjuster, complaint adjuster, insurance adjuster.

Agent
Freight agent, insurance agent, sales agent, advertising agent, purchasing agent.
<table>
<thead>
<tr>
<th>Inadequate</th>
<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caretaker or custodian.</td>
<td>Servant, janitor, guard, building superintendent, gardener, groundskeeper, sexton, property clerk, locker attendant, valet, butler.</td>
</tr>
<tr>
<td>Stock clerk, shipping clerk, sales clerk, statistical clerk, file clerk.</td>
<td></td>
</tr>
<tr>
<td>Custodian.</td>
<td>See &quot;Caretaker&quot; above.</td>
</tr>
<tr>
<td>Doctor.</td>
<td>Physician, dentist, veterinarian, osteopath, chiropractor.</td>
</tr>
<tr>
<td>Engineer.</td>
<td>Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, aeronautical engineer.</td>
</tr>
<tr>
<td>Entertainer.</td>
<td>Singer, dancer, acrobat, musician.</td>
</tr>
<tr>
<td>Farmworker.</td>
<td>Farmer—owner, operator, tenant or sharecropper who is self-employed. Farm manager—for the person hired to manage a farm for someone else. Farm foreman—for the person who supervises a group of farmhands or farm helpers. Farmhand or farm helper—for those who do general farm work. Fruit picker or cotton picker—are examples of persons who do a particular kind of farm work, rather than general farm work. When the place of work is a ranch, indicate specifically rancher, ranch manager, ranch foreman and ranch hand or helper, as shown above for similar types of farmworkers.</td>
</tr>
<tr>
<td>Fireman.</td>
<td>Locomotive fireman, city fireman (city fire department), fire fighter, ammunition fireman, fire boss.</td>
</tr>
<tr>
<td>Foreman.</td>
<td>Specify the craft or activity involved, as foreman-carpenter, foreman-truck operator, etc.</td>
</tr>
<tr>
<td>Laborer.</td>
<td>Sweeper, charwoman, porter, janitor, stevedore, window washer, car cleaner, section hand, gardener, hand trucker.</td>
</tr>
<tr>
<td>Layout man.</td>
<td>Patternmaker, sheet-metal worker, compositor, commercial artist, structural steel worker, boilermaker, draftsman, copper smith.</td>
</tr>
<tr>
<td>Mechanic.</td>
<td>Auto mechanic, dental mechanic, radio mechanic, airplane mechanic, office machine mechanic.</td>
</tr>
<tr>
<td>Nun.</td>
<td>Specify the type of work done, if possible, as housekeeper, art teacher, organist, cook, laundress, registered nurse.</td>
</tr>
<tr>
<td>Nurse.</td>
<td>Registered nurse, nursemaid, practical nurse, nurse’s aide, student professional nurse.</td>
</tr>
<tr>
<td>Office worker.</td>
<td>Typist, secretary, receptionist, comptometer operator, file clerk, bookkeeper, physician’s attendant.</td>
</tr>
<tr>
<td>Salesman.</td>
<td>Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (route man), fruit peddler, newshaw.</td>
</tr>
<tr>
<td>Supervisor.</td>
<td>Typing supervisor, chief bookkeeper, stenographer, kitchen supervisor, buyer, cutting and sewing foreman, sales instructor, route foreman.</td>
</tr>
<tr>
<td>Teacher.</td>
<td>Mathematics professor, 11th grade physics teacher, 4th grade teacher. For teachers, the entry should tell the grade taught (1-12) and the subject specialty, if any. For elementary school teachers who teach many subjects, an entry such as “4th grade teacher” is satisfactory. For those who specialize, both the subject and grade level should be reported such as “11th grade physics teacher.” College teachers should be recorded by subject and title, such as “English instructor” or “History professor.”</td>
</tr>
<tr>
<td>Technician.</td>
<td>Medical laboratory technician, dental laboratory technician, X-ray technician.</td>
</tr>
<tr>
<td>Tenter.</td>
<td>Cement tenter, instrument tenter, engine tenter, battery tenter.</td>
</tr>
<tr>
<td>Trucker.</td>
<td>Truck driver, trucking contractor, electric trucker, hand trucker.</td>
</tr>
</tbody>
</table>

### 269. Item P27e. Class of worker

a. This item answers the three following questions:

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

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

### 270. Cautions

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

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

This includes also compensation by tips, piece rates or pay in kind, if received from a nonsalaried source, even though the source is a large corporation or a single individual. Work for wages or salary for settlement houses, churches, unions, and other nonprofit organizations is also included. War veterans who work for a private employer may also receive VA subsistence payments; they should be reported as employees of a private company, not as government workers.

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

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

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

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

#### 274. Working Without Pay in Family Business or Farm

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

#### 275. Special Instructions

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

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

c. Farmworkers—Special care should be taken in reporting class of worker for persons working on farms. See pages 268 and 269. A person who operates a farm for himself is reported as self-employed in his own business whether he owns or whether he rents the land. Persons who have their own equipment and provide services to farmers such as a combine operator or a cotton-picking machine operator, should be reported as self-employed. A farm manager, farm foreman, land, or helper who works for wages or salary would generally be an employee of a private company or individual. However, some of these workers are employed on government-operated farms, such as a State Agricultural Experiment Station or a county old folks’ home. Furthermore, a helper helps a family farm, and hence the worker may be in the family. Be sure to verify the class-of-worker questions if there is any uncertainty about whether these workers were reported correctly.
d. Partnerships—Two or more persons who operate a business in partnership should each be reported as self-employed in his own business. The word "own" is not limited to one person.

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

f. Work for pay "in kind"—Pay "in kind" includes board, supplies, and food, such as eggs or poultry on a farm. This is considered pay except for a member of the family (see working without pay in family business or farm, par. 274).

Persons who work for pay "in kind" should be reported as employees of a private company or individual.

g. Work on an odd-job or casual basis—This should be reported as work of an employee for a private company, business, or individual. For example, the babysitter employed in other householder's house should be reported as self-employed.

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

(1) A clergyman, such as a prison chaplain, working in a civil service job is reported as a government employee.

(2) A clergyman, not attached to a particular church organization, who conducts religious services in various places on a fee basis is reported as self-employed in his own professional practice.

i. Item P26a.

276. Item P26a. (If the worked last week—"Yes" in P22)—What city (or town) did he work in last week?

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

277. How to Fill

a. In States other than specified New England States

(1) Not in a city—Mark this circle if the person did not work in a city, town, or village, but only in the county outside, and skip to item P26c.

(2) This city—Mark this circle if the person worked in the city or town in which he is living.

(3) Different city—Enter the name of the city or town where it is different from the one in which he is living.

b. In specified New England States—The situation in the New England States of New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut is different. Here, the entire area of the State is divided into cities or towns. Therefore, if a person did not work in a city, he worked in a town. This means you would never mark "Not in a city" for item P26a, but would mark either "This city" (or town) or specify a different city (or town).

278. Which Job

Report the location of the job described in Item P27.

279. More Than One Location

a. Central headquarters—For a person who reported to a specific address each day and then traveled about in connection with his work, the location of the place at which he reports to work, his headquarters, should be entered as the location of his job, e.g., in the case of a person who reports to a central garage, railroad worker who reports to a railroad terminal.

b. No central headquarters—If a person works in several cities or towns of his main job, enter the name of the place where he worked most last week. If, however, he worked mostly outside of cities and towns, in a county or in several cities, mark "Not in a city" and enter in Item P26c the name of the county where he worked most last week. In the specified New England States listed in par. 277 above, do not mark "Not in a city" in this situation.

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

a. In States other than specified New England States—Mark this item for each person who worked either in a city or town, or any other city or town as recorded in Item P28b.

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

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

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

b. Other county—Enter the name of the county or independent city and the State for persons working outside their county of residence (see par. 282).

c. Foreign country—Enter the name of the country for persons who worked outside the borders of Canada, Mexico, or in some other foreign country during the reported week.

282. Special Cases Relating to "Different County" Entry

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

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

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

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

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

283. Item P28d. If he worked last week—"Yes" in P22—How did he get to work?

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

284. Worked at Home

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

285. Other Definitions for Item P29

a. Railroad—In transit by railroad.

b. Subway—In transit by railroad.

c. Bus, streetcar—In transit by railroad.

d. Walk only—Mark "Walk only" for persons whose only means of getting to work is walking.

e. Other means—Includes trucks, motorcycle, bicycle, etc.

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

This question should be answered for all persons who have worked or have been in the Armed Forces since 1950. If the question about the year 1959 reminds the respondent that the person being reported has, in fact, worked more recently than the year marked in Item P28, make the necessary change in the earlier item.

287. Work Last Year

"Work" has the same definition as for Item P29. Report any work at all, for pay or in own business or family business, or on farm, from January through December 1959. Count part time as well as full time jobs and active duty in the Armed Forces.

288. When To Fill Items P31 to P33

If the person worked at all in 1959, items P31, P32, and P33 must be filled in 1959 in 1959, either full time or part time, if paid salary, part time, and military service.

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

289. Item P31.

290. Item P32. How much did he earn in 1959 in wages or salary from all jobs? (Before taxes, bond deductions, etc. Include commission and tips.)

Enter an amount or mark "None," for all persons who worked in 1959. Do not leave blank. Enter an amount to the nearest whole dollar, not dollars and cents. Worker who earned $25,000 if the amount was more than $25,000. If the exact amounts are not known, the respondent's best estimate is satisfactory.
s weekly or monthly amount is given, multiply it by the number of weeks or months worked at that rate of pay and enter the total for the year. See paragraphs 300 and 301 for instructions on use of Federal Income Tax Form.

291. General Definition of Wages or Salary

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

292. Some Types of Wages and Salaries

a. Piece-rate payments-Money received for work done at a specified amount per piece.

b. Commissions-Money received by a person for transacting business for another person.

c. Tips-Rooms received as supplements to wages for service rendered to the customer.

d. Bonuses other than military bonuses-Payments made by employers to employees as supplements to wages and salaries, for example, bonuses for services on the basis of a percentage of the profits and "Christmas gifts" of employers to employees. Military bonuses are not wages and salary and should be entered in Item P34.

e. Gifts-Gifts from employers are to be counted as wages or salary. Occasional gifts from friends or relatives are not to be included in any of the income items. Periodic gifts or contributions for support from a person outside the household should be entered in Item P34.

f. Salaries of corporation officials-The salary received by an official of a corporation is wage or salary income, just as the wages of a laborer who works for the same corporation. The official's salary is not "income from own business" even though he may own stock in the corporation.

g. Armed Forces' pay-Money received as payment for services in the Armed Forces. This includes basic pay plus rental and subsistence allowances (but not Rent-free quarters), longevity pay, flight pay, etc. Bond purchases or voluntary dependency contributions should not be deducted in computing pay; however, standard family allowances should be deducted.

h. National Guard training pay-Pay received for training period in the National Guard.

293. Receipts Not Counted as Wages or Salary

a. So-called "salaries" which some owners of unincorporated businesses pay themselves-Such "salaries" are to be included as "Income from own business" in item P33.

b. Reimbursement for travel and other expenses-Such receipts are merely repayment for expenses incurred in connection with the job; they are not income.

c. Pay in kind-Pay in kind (food, lodging, etc., given to an employee) is not counted as income, even though received as payment for work performed. Items P32 to P36 refer only to money income.

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

Enter an amount or mark "none" for all persons who worked in 1959, including those who have no such businesses, professional practices, partnerships, or farms. Enter "Losses" above the amount shown in the schedule.

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

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

296. Income From Own Business or Professional Practice Defined

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

a. Total money receipts-Value of all goods and services rendered, including the value of any inventory, rent, interest, or dividends for each person. If you are interviewing, read the complete question at least once in each household, pausing slightly after each type of income mentioned, so the respondent will understand what is asked. Enter the total amount received during the year from all these sources. If a weekly or monthly amount is given, multiply it by the number of weeks, months, or quarters and enter the total for the year.

b. General definition-For item P34 report all kinds of money income except that received in direct return for work done as an employee (P33) or in own business, professional practice, partnership, or farm (P33). Some types of "other" income:

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

(2) Annuity-Money received as return on an investment wherein a person purchases the right to receive a monthly, annual, or other periodic payment of money.

(3) Contributions-Money received periodically from persons who are not members of the household, such as allotments received from members of the Armed Forces and money received by parents from children not living with them.

(4) Dividends-Money received by the stockholders of a corporation or association. Include the so-called "refunds" received by stockholders on their GI insurance premiums.

298. Some Types of Income From Own Business

a. Fees-Charges for professional or other services rendered. The net income (less minus expenses incurred in the professional practice) should be entered as "Income from own business" in item P33.

b. Partnership-An unincorporated business in which two or more persons contract to do business together and share the profits. The net income received by a person from a business in which he worked as a partner should be entered as "Income from own business" in item P33.

c. Royalties-Money earned by a writer, composer, or artist in the form of royalties for his work should be entered as "Income from own profession" in item P33. For example, the sale of patents, trademarks, formulas, and money received from property producing gas, oil, copper, timber, etc., which is owned but not operated, should be entered as "Income from other sources" in item P34 and not in item P33.

d. "Salaries" of owners-Some owners of unincorporated businesses may pay themselves a "salary." Such "salaries" also should be included with "Income from own business" in item P33.
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(5) Estates and trusts—Periodic payments received from an estate or trust fund. Lump-sum receipts from estates or trust funds, however, are not income.

(6) Gambling gains—Money received from gambling, games of chance, prizes, etc. Gambling losses should not be deducted from income. If the person is a professional gambler, the net income should be entered in item P35.

(7) Gifts—See paragraph 292a.

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

(9) Insurance payments—Periodic payments received from paid-up endowment policies, annuities or life insurance policies of a deceased person. Lump-sum insurance payments, however, are not income.

(10) Interest—Money received for the use of money. Notes, bonds, bank deposits, and postal-savings certificates are the most common sources of interest. If U.S. savings bonds have been cashed, the difference between the amount received and the original cost is to be included as interest.

(11) Military family allowances—Family allowances received by relatives of members of the Armed Forces. In addition to such allowances, servicemen may attain home voluntary allowances. Such receipts should also be included in item P34.

(12) Pensions—Periodic payments received by a person who has retired from active work, such as: Money received from old-age or survivor's insurance under the Social Security or Railroad Retirement Acts and money received from the Bureau of Old Age and Survivors Insurance as permanent disability insurance payments; old-age pensions received from States, counties, or other local governments; Civil Service pensions for retired government workers; veterans' pensions paid to disabled veterans; military pensions paid to retired members of the Armed Forces; and other retirement benefits paid by a former employer or by a union, either directly or through an insurance company.

(13) Rent income—Cash rents received from property, less the costs incurred by the landlord in connection with the property. Costs include depreciation, taxes, repairs, insurance, interest on mortgages, real estate agent commissions, etc. Do not include as expenses the cost of permanent improvements on the property or property made to reduce a mortgage. If the person is the owner and operator of a real estate business, the net income should be reported as "income from own business" in item P33.

(14) Roomer or boarder income—Crops receipts from roomers or boarders. Less all expenses such as the cost of food served to boarders, laundry, share of the wages paid to a servant for cleaning, share of the rent paid for the house or the estimated share of the taxes, depreciation, interest, etc. The net receipts should be entered in item P34 when the roomers or boarders are enumerated as members of a housing unit. If the respondent was the owner and operator of a lodginghouse, enumerated as a group quarters, the net income should be entered as "income from own business" in item P33.

(15) Royalties—See paragraph 298c.

(16) Social Security—This term covers many types of government payments made under the social Security Act, including some which are also listed separately in question P34. It includes periodic payments such as old-age and survivor's and permanent disability insurance payments, old-age supplements received from States, counties, or other local governments; Civil

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

<table>
<thead>
<tr>
<th>Source of income</th>
<th>Item on census schedule</th>
<th>Form 1040A, line</th>
<th>Form 1040W, line</th>
<th>Page</th>
<th>Schedule</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>P32</td>
<td>5</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>Income from own business</td>
<td>P35</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>8</td>
</tr>
<tr>
<td>Income from own farm</td>
<td>P33</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>9</td>
</tr>
<tr>
<td>Income from partnership business</td>
<td>P34</td>
<td>-</td>
<td>3</td>
<td>H</td>
<td>-</td>
<td>11</td>
</tr>
<tr>
<td>Pensions and annuities</td>
<td>P44</td>
<td>-</td>
<td>3</td>
<td>E and Part I, line 4</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest</td>
<td>P44</td>
<td>-</td>
<td>5(b)</td>
<td>E</td>
<td>Part II, line 4</td>
<td>-</td>
</tr>
<tr>
<td>Dividends</td>
<td>P45</td>
<td>-</td>
<td>(a) total dividends</td>
<td>3</td>
<td>A</td>
<td>2 and 5</td>
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<tr>
<td>Estates and trusts</td>
<td>P44</td>
<td>-</td>
<td>3</td>
<td>H</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rent and royalties</td>
<td>P44</td>
<td>-</td>
<td>3</td>
<td>G</td>
<td>Line 2 (not bal. 2)</td>
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</tr>
<tr>
<td>Total &quot;income from other sources&quot;</td>
<td>F44</td>
<td>6</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

302. Receipts Which Are Not Income of Any Type

Some money receipts are not considered income and are not to be included in any part of items P32 to P44.

a. Allowance—Money given to cover living expenses by one member of a family to another in the same household.

b. Borrowing—Money borrowed from a bank, finance company, relatives, or other sources.

c. Cash received for sale of personal property—Money received in cash sale of personal property by persons who are not in the business of selling such commodities.

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

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

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

g. Withdrawals of savings—Money obtained from the withdrawals of bank deposits, the sale of U.S. savings bonds, or other assets. Only the interest received from bank deposits, bonds, etc., or items, is income (see par. 299b(10)).

303. How To Handle Respondent's Questions

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

a. If the respondent fears that the income data will be disclosed to other persons or to other government agencies, explain that you, as well as all other Census employees, are sworn to keep the answers confidential. The law provides heavy penalties of imprisonment and fines for disclosures.
307. Doubtful Cases

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

HOUSING ITEMS

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

This question, which appears on PH-3 schedule
only, applies to all occupied and vacant housing
units and group quarters except those in "2" or "ED's" (ED's which are marked "Z" on the
cover of your portfolio).

362. Definitions

Use the following definitions to help you mark
correctly:

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

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

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

363. How To Obtain Replies

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

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

364. Item H18a and H18b. Last year,
1959, did sales of crops, livestock, and other
farm products from this place amount to ($250), ($300) or more?

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

365. How To Mark

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

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

b. Place—The “place” is the same as described
under Item H17 above.

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

366. How To Obtain Replies

If respondent recently moved to the place ex-
plain that items H18a and H18b refer to sales
made from this place during 1959 by anyone—
himself or the previous occupants. If he does
not know about previous occupants’ sales, get
the best estimate available, either from him or
from a neighbor.
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b. Group quarters receiving the same type of care—In institutions where patients of several types all receive the same type of care, you should create a separate group quarters for each type of inmate. For example, in a home for the aged you may find persons who are blind or deaf in addition to being aged. Since the blind and deaf persons do not receive special care in a separate location, they should not be enumerated in a separate group quarters.

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

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

a. Long-term medical care—The term "hospital" is sometimes used in connection with places providing long-term medical care. However, such places providing long-term medical care are to be considered institutions rather than general hospitals and are to be enumerated according to the procedures set forth in the section of this appendix entitled "Enumeration in Institutions" (a list of institutions providing specialized medical care is given in paragraph 2c).

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

18. Difference in Enumeration Procedure in General Hospitals and Institutions

The major difference in procedure distinguishing general hospitals from institutions is that in general hospitals, only those patients who have a usual place of residence outside the hospital are to be enumerated. Patients living in the hospital, regardless of their usual residence, are to be enumerated. Individual Census Reports for patients having a usual residence elsewhere will be given to the Census District Office and matched against appropriate records. The name of any patient not having a usual place of residence elsewhere will be entered on the Schedule 1 of the Census schedule as a resident of the hospital. Such patients should be marked "nonrelative" in item P3.

19. Types of Persons and Living Quarters

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

a. First, list the staff members and their families who are living in housing units.

b. Next, list one group quarters for all other persons. Enumerate the staff members in group quarters first and then the patients with no usual place of residence other than the hospital.