C 3.253/3:992

History of the 1992 Economic Census

UNIVERSITY OF MINNESOTA
DEPOSITORY PUBN.
U.S.-C.P.O. D-301-A
146-P
MAR 1993
DOCUMENTS
ST. PAUL CAMPUS LIBRARIES

EC92-R-5

U.S. Department of Commerce
Economics and Statistics Administration
BUREAU OF THE CENSUS

Digitized by Google

Acknowledgments

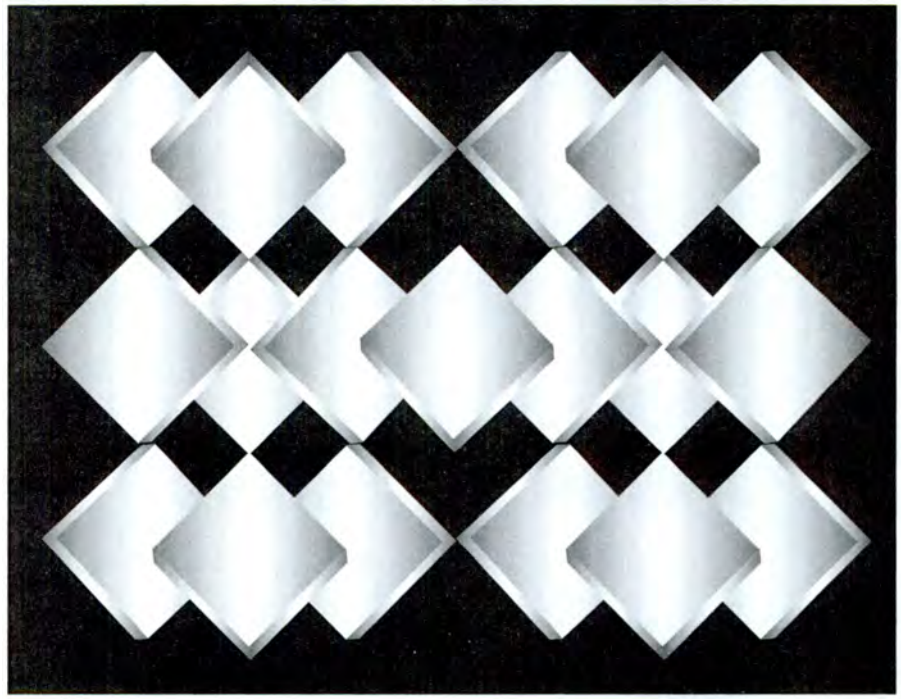
This history was written in the Data User Services Division and in the Program and Development Operations Directorate by **William F. Micarelli,** Economic Census Historian to July 1, 1995 and Acting Chief of the History Staff from July 1, 1995.

The following individuals provided valuable information and critically reviewed the manuscript: **Larry D. Tackett,** Administrative and Customer Services Division; **Irma F. Harahush, Kent C. Hoover, Donna B. McCutcheon,** and **Ewen M. Wilson,** Agriculture and Financial Statistics Division (formerly Agriculture Division); **Lawrence F. Britt, Robert E. Crowther, Sidney O. Marcus, Jack B. Moody, Anne S. Russell, Dennis Shoemaker, John R. Trimble, Yvonne M. Wade,** and **Mark E. Wallace,** Services Division (formerly Business Division); **Barry A. Rappaport, Edward K. Ricketts,** and **A. William Visnansky,** Manufacturing and Construction Division (formerly Construction Statistics Division); **Stanley M. Hyman, Robert A. Marske,** and **Paul T. Zeisset,** Economic Planning Staff (formerly Economic Census Staff); **Alfred R. Brand, Linda D. DiNenna, Mary Kathleen Falk, Donna B. McCutcheon, Kathy L. Scott,** and **John M. Sullivan,** Economic Planning and Coordination Division (formerly Economic Surveys Division); **Dan N. Harding** and **Phyllis Willette,** Geography Division; **Bruce M. Goldhirsch, John P. Govoni, Kenneth I. Hansen, John P. McNamee,** and **Michael J. Zampogna,** Manufacturing and Construction Division (formerly Industry Division); and **Beverly M. Eng,** Economic Planning and Coordination Division (formerly Economic Census Staff).

The staff of the Administrative and Customer Services Division, **Walter C. Odom,** Chief, provided publication planning, editorial review, design, composition, and printing planning and procurement. **Bernadette J. Gayle** provided publication coordination and editing.

Digitized by Google

History of the 1992 Economic Census



Issued March 1996

EC92-R-5

U. S. Department of Commerce
Ronald H. Brown, Secretary
David J. Barram, Deputy Secretary

Economics and Statistics Administration
Everett M. Ehrlich, Under Secretary
for Economic Affairs

BUREAU OF THE CENSUS
Martha Farnsworth Riche, Director

Digitized by Google

Economics and Statistics Administration
Everett M. Ehrlich, Under Secretary for Economic Affairs

BUREAU OF THE CENSUS
Martha Farnsworth Riche, Director
Bryant Benton, Deputy Director
Michael S. McKay, Acting Associate Director for Program and Policy Development
POLICY OFFICE
M. Catherine Miller, Chief
HISTORY STAFF
William F. Micarelli, Acting Chief Historian

SUGGESTED CITATION

U.S. Bureau of the Census, History of the 1992 Economic Census:
U.S. Government Printing Office, Washington, DC, 1996.

For sale by the U.S. Government Printing Office
Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402–9328
ISBN 0–16–037887–7

Digitized by Google

Contents

Page

CHAPTERS

1. Introduction ---------- 1
2. Preparing for the Census ---------- 13
3. Preparation for Mailing Questionnaires ---------- 79
4. Collecting and Processing the Data ---------- 89
5. Geographic Area Coding ---------- 109
6. Collecting the Census in the Outlying Areas ---------- 121
7. Special Programs ---------- 131
8. Transportation Surveys ---------- 139
9. Publication Program ---------- 155
10. The Public Awareness Program ---------- 171

APPENDIXES

A. Historical Development of Economic Censuses in the United States and the Outlying Areas ---------- A–1
B. Provisions of Title 13, United States Code, Relating to the 1992 Economic Census -- B–1
C. Principal Advisory Committees on the 1992 Economic Census ---------- C–1
D. Consultation on the Census Questionnaires ---------- D–1
E. Definitions and Descriptions of Geographic Areas Covered and Codes Used ---------- E–1
F. List of Questionnaires and Record Books, With Selected Facsimiles ---------- F–1

Digitized by Google

Digitized by Google

Contents

Chapter 1.

	Page
1992 Economic Census	2
Legal Authority and Mandatory Nature of the Census	2
Economic Census Over Time	2
Need for Economic Census	3
How the Data Were Classified	3
Classification of Industrial Activity	3
Comparability of Import and Export Data With Data Collected in the 1992 Censuses of Manufactures and Mineral Industries	5
Changes to the 1992 Economic Census Program	5
Content and Scope	7
Retail Trade	7
Wholesale Trade	7
Service Industries	8
Construction Industries	8
Manufactures	8
Mineral Industries	8
Financial, Insurance, and Real Estate Industries	9
Transportation, Communications, and Utilities	9
Truck Inventory and Use Survey	9
1993 Commodity Flow Survey	9
Outlying Areas	10
Puerto Rico	10
Virgin Islands of the United States	10
Guam	10
Northern Mariana Islands	10
Enterprise Statistics Program	11
Survey of Minority-Owned Business Enterprises	11
Survey of Women-Owned Businesses	11
Survey of Characteristics of Business Owners	11
Expenditures	11

Digitized by Google

Introduction

1992 ECONOMIC CENSUS

This census covered retail trade; wholesale trade; service industries; construction industries; transportation, communications, and utilities; financial, insurance, and real estate; manufactures; and mineral industries; and included special programs and surveys of enterprise statistics, women- and minority-owned business enterprises, and characteristics of business owners. In addition, many of the census topics also were covered in Puerto Rico, the Virgin Islands of the United States, Guam, and the Northern Mariana Islands in an enumeration called the 1992 Economic Census of Outlying Areas. As mandated by Public Law 94-229 passed by Congress in March 1976 (incorporated in title 13, U.S. Code), the Census Bureau again took the census of agriculture in conjunction with the economic census as it had done for 1987 and 1982. This law provided greater comparability in the results of the two programs and allowed the Census Bureau to accurately trace the movement of agricultural products through the Nation's processing and distribution network. (For an account of the agriculture census, see 1992 Census of Agriculture History.)

LEGAL AUTHORITY AND MANDATORY NATURE OF THE CENSUS

The 1992 Economic Census was scheduled by law to be taken in 1993 to cover the year 1992. Under title 13, U.S. Code, Congress gave the Census Bureau authority to conduct the census every 5 years for the years ending in "2" and "7." This code also mandated that all economic firms must provide all information requested and also required the Bureau to maintain the confidentiality of information contained in individual records. (See Appendix B, "Provisions of Title 13, U.S. Code, Relating to the 1992 Economic Census.")

ECONOMIC CENSUS OVER TIME

The United States' industrial output was first measured in the 1810 Decennial Census, for manufactures only. This census was taken again in 1820, 1840 (when a series of questions on mineral industries was added), and, thereafter, at 10-year intervals up to and including the year 1900 for manufactures and 1940 for mineral industries.

Because of the increasing dominance of manufacturing in the 20th century, Congress directed that in addition to the full decennial census coverage, there would be a census of manufactures of somewhat lesser scope every 5 years beginning in 1905. From 1921 through 1939, however, these censuses occurred every 2 years. Concentration of the agency's resources on war-related current surveys in the early 1940's required postponement of the next census of manufactures until 1948 (for 1947). That census was again taken in 1955 (for 1954), and for 1958, 1963, 1967, 1972, 1977, 1982, and 1987.

The Census Bureau first collected retail and wholesale trade data in 1930, and in 1933 selected service industries were added to the data-collection operation. These censuses were again taken for 1935, 1939 (as part of the 1940 Decennial Census), 1948, 1954, 1958, 1963, 1967, 1972, 1977, 1982, and 1987.

Information on selected construction industries was first collected in 1930, and again in 1935 and 1940 (as part of the 1940 Decennial Census). Data for the full spectrum of construction industries, however, were not collected until 1968 (for 1967).

Since 1967, all of the above censuses have been taken quinquennially.

The Census Bureau first took the manufacturing census outside the contiguous States and territories in Puerto Rico for the year 1909. Thereafter, with the exception of 1929, a census was taken at 10-year intervals through 1949. The agency conducted the first census of retail trade, wholesale trade, and selected service industries in Alaska, Hawaii, and Puerto Rico for 1939 and again for 1949. The census of manufactures, retail and wholesale trades, and selected service industries also were taken in Puerto Rico for the years 1954, 1958, and 1963, and, since 1967, at 5-year intervals. These censuses in Guam and the Virgin Islands of the United States covered 1958, 1963, 1967, 1972, 1977, 1982, and 1987. Beginning in 1967, there has been a quinquennial census of construction industries in Puerto Rico and, since 1972, in the other outlying areas. Censuses of mineral industries were taken in the Virgin Islands of the United States for the years 1958, 1963, and 1967, but not since then. Retail trade, wholesale trade, and selected service industries, manufacturing, and construction industries were canvassed for the first time in the Northern Mariana Islands in 1983 (for 1982). Economic censuses have never been conducted in American Samoa or the Canal Zone.

Digitized by Google

In the late 1940's, Congress recognized the need for additional transportation data to supplement those collected from existing government or private sources. A census of transportation, therefore, was first taken in 1963. Since 1967, this census (consisting of one or more surveys) has been quinquennial.

Similar enterprise statistics were published in conjunction with each of the economic censuses beginning with 1954.

The Census Bureau first undertook the Survey of Minority-Owned Business Enterprises as a special project in 1969; the ones that followed (for 1972, 1977, 1982, 1987, and 1992) were taken as part of the regular economic census program. This survey provided data on companies by the race and ethnicity of the business owners.

Census also conducted the Survey of Women-Owned Businesses as a special program for 1972, but the 1977, 1982, 1987, and 1992 were taken as part of the regular economic census program. The survey furnished basic statistics (e.g., number of firms, gross receipts, annual payroll, etc.) on businesses owned by women.

The 1977 Survey of the Characteristics of Women Business Owners and the 1982, 1987, and 1992 Characteristics of Business Owners Survey were part of the regular economic census program. They were designed to collect such characteristics as age, education, business experience, etc., of firms owned by Blacks, Hispanics, and other minorities as well as businesses owned by women and nonminority men. (For a more detailed historical account of the economic census programs, see Appendix A, "Historical Development of Economic Censuses in the United States and Outlying Areas.")

NEED FOR ECONOMIC CENSUS

These census programs are the primary source of facts about the structure and functioning of the Nation's economy and yield information essentially for government, business, industry, and the general public. For the Federal Government, they are an important part of the framework for such composite measures as the gross domestic product, and they supply weights and benchmarks for indexes of industrial production, productivity, and price levels. State and local governments use census data to assess and promote economic activity in their jurisdictions.

In the private sector, business firms compare their own internal statistics with published figures for their industry or area, computing market shares, and evaluating their own growth and product lines relative to how and what other businesses are doing. Manufacturers and distributors that sell their products to or through other businesses use the economic census data to study those markets, such as laying out sales territories; locating plants, warehouses, and stores; and making economic or sales forecasts. Small businesses use census statistics about their markets or their industry to enhance their business-opportunity presentations to bank officers or venture capitalists as they seek funds for expansion. Business magazines use census information as technical background for articles.

In colleges and universities, professors use census data in teaching marketing and business management; researchers apply the data in their study of long-term economic trends; and students evaluate the characteristics of different industries in preparation for future job seeking.

Following each census, thousands of people purchased census data, for example, in printed reports or on computer tapes, microfiche, minicomputer diskettes, and compact disc-read only memory (CD-ROM). For 1992, most information was released in printed reports and CD-ROM and the data were available on the Bureau's Bulletin Board and the Internet. Also, trade associations, business journals, and the daily press widely disseminate census facts in various formats. Census statistics are available in most major public and college libraries designated as Government depositories. Information services specialists in the Census Bureau's regional offices (located in 12 large cities) and the staffs of the 24 business and industry data centers and the Department of Commerce's International Trade Administration answer questions about the availability and uses of census data. State data centers and their affiliations in all States, the District of Columbia, Puerto Rico, the Virgin Islands of the United States, and Guam have reports, and some of the affiliates also have computer tapes for their respective areas.

HOW THE DATA WERE CLASSIFIED

The statistical unit for recent economic census programs was the "establishment." An establishment, as defined for economic census purposes, is a business or industrial unit at a single-physical location that produces or distributes goods or performs services, for example, a single store or factory. Many companies or firms own or control more than one establishment, but since those establishments can be located in different areas or can be engaged in different kinds of business, the establishment basis of reporting yielded more precise information by kind of business than data reported for whole companies.

The Bureau obtained data from each establishment whose primary activity fell within the scope of the economic census. In addition, the Bureau identified and included in the census establishments that functioned primarily to administer, service, or support the activities of establishments within the same company as central administrative offices and auxiliaries. The agency obtained individual establishment reports for only in-scope establishments of multiestablishment companies. For convenience, however, the questionnaires usually were mailed to the main office of each company.

CLASSIFICATION OF INDUSTRIAL ACTIVITY

The Census Bureau based the scope and tabulations of the 1992 Economic Census on the 1987 Standard Industrial Classification system, as defined and published by the Office of Management and Budget. Census used the

Digitized by Google

Standard Industrial Classification system to classify establishments by the primary type of activity in which they were engaged to facilitate the collection, tabulation, presentation, and analysis of data. The Government designed the system to promote uniformity and comparability in the presentation of statistical data collected by various Federal and State agencies, trade associations, and private research organizations. (The *Standard Industrial Classification Manual: 1987)* represented a major revision from that of 1972. The Government recognized a number of additional separate industries (especially in the service sector), merged statistically insignificant ones with related industries, and modified the definitions of many of them within the scope of the economic census by shifting products and services from one industry to another within each Standard Industrial Classification division.)

Usually before each economic census, the Office of Management and Budget usually reviewed, and if appropriate, revised the Standard Industrial Classification industry codes to reflect important changes in the economy and the industry structure since the previous enumeration. The amount of modification varied, depending on how significant the changes in the economy were and what the statistical needs of the Bureau and data users were in terms of collection, tabulation, presentation, and analysis of data. While most of the Standard Industrial Classification revision for the 1982 had been accomplished by late 1981, limited budgetary resources in most Federal statistical agencies made it impossible to implement the changes. Therefore, the revisions for 1987 were the first major ones since 1972. (The 1977 revisions were few, limited to corrections of errors identified following the 1972 census.) Again, for 1992, significant changes were made because the scope was changed to include the new census of transportation, communications, and utilities; the new census of financial, insurance, and real estate; and limited changes in those censuses that had been conducted for some time. (For an in-depth discussion of this topic, see chapter 2, beginning on page 62.)

The Standard Industrial Classification system divided the Nation's economic activities into broad industrial divisions (which were identified by letters A through K), two-digit major industry groups, three-digit industry groups, and four-digit detailed industries. For example—

Standard Industrial Classification level	**Example**
Broad industrial divisions	I, Services
Two-digit major groups	Standard Industrial Classification 78, Motion Pictures
Three-digit industry group	Standard Industrial Classification 781, Motion Picture Production and Allied Services
Four-digit detailed industries	Standard Industrial Classification 7812, Motion Picture and Video Tape Production

The structure of the Standard Industrial Classification system was such that, depending on the level of data desired and consistent with confidentiality requirements, the agency could tabulate and publish establishment data on a two-, three-, and four-digit industry code basis. The Census Bureau had also developed an additional system of classifying manufactured products into about 1,500 five-digit product classes and about 11,000 seven-digit industries within the Standard Industrial Classification system.

The Bureau assigned industry codes as follows:

1. Establishments filing census questionnaires. The code for each establishment was dependent on services rendered, products produced or sold, or other criteria as specified in the *1992 Standard Industrial Classification Manual: 1987* and as determined from the reported information.

2. Establishments for which census data were compiled from administrative records.

   a. Establishments with employees. For single-establishment firms in the business, mineral, and manufacturing areas, the most recent codes in the Social Security Administrations' files, classifications from Internal Revenue Service business tax returns, or a code assigned in previous economic censuses and surveys were used. For establishments for which these codes were not sufficiently detailed, codes were based on information reported on a classification form mailed out in a special operation to approximately 181,300 retail; 171,600 service; 18,600 transportation, communications, and utilities establishments; 72,000 financial, insurance, and real estate; 37,300 manufacturing plants; and approximately 3,000 mineral establishments. (No employer establishments in the construction area were contacted in this operation.)

   b. Nonemployers (i.e., those without paid employees). The Internal Revenue Service assigned codes, using a principal industrial activity coding scheme revised on the basis of the 1987 Standard Industrial Classification or by the Social Security Administration or the Census Bureau (using the *Standard Industrial Classification Manual: 1987).*

Industry codes for operating establishments were comprised of the four-digit Standard industrial Classification industry code as a base with fifth and sixth digits for more detailed Bureau industry codes. A seventh check digit was included in the *Industry and Product Classification Manual.* Data for census industry codes having a common initial four-digit Standard Industrial Classification industry code could be aggregated to form a particular Standard Industrial Classification industry.

Codes for central administrative offices and auxiliaries were converted to an Standard Industrial Classification industry basis consisting of one or more two-, three,- or

Digitized by Google

four-digit Standard Industrial Classification industries. In addition to the four-digit Standard Industrial Classification-based industry code, a two-digit prefix preceded the industry code to indicate the type-of-operation distinctions. (See figure 1-1.)

Figure 1-1. **Industry Code Prefixes for Central Administrative Offices and Auxiliaries**

Prefix	Census area	Type of operation
80	Central administrative office or auxiliary.	Central administrative office or auxiliary not specified by kind
81	Central administrative office	Central administrative office for in-scope operations
82	Auxiliary	Research, development, and testing auxiliary for in-scope operations
83	Auxiliary	Warehousing auxiliary for in-scope operations
85	Reserved	Reserved for computer use
87	Auxiliary	Other auxiliary for in-scope operations
88	Central administrative office or auxiliary.	Central administrative office or auxiliary for foreign operations
89	Central administrative office or auxiliary.	Central administrative office or auxiliary for domestic out-of-scope operations

COMPARABILITY OF IMPORT AND EXPORT DATA WITH DATA COLLECTED IN THE 1992 CENSUSES OF MANUFACTURES AND MINERAL INDUSTRIES

The Census Bureau gave high priority to establishing product lines for the 1987 Censuses of Manufactures and Mineral industries because of the need to compare domestic output with imports and exports. Census continued this effort for the 1992 census, where the approximately 56,000 manufacturers who participated in the Annual Survey of Manufactures were asked to report information on the dollar value of exported shipments. (Unlike the census program, the Bureau did not send a check-box questionnaire that called for the percent of manufactured goods or products exported to a sample of small manufacturers who were not mailed a regular questionnaire in the census.)

CHANGES TO THE 1992 ECONOMIC CENSUS PROGRAM

Several important changes were implemented for the 1992 census. This census marked the most significant expansion in the census scope in the past 50 years. For the first time, 1992 covered financial, insurance, real estate industries, communications, and utilities. Also, the Bureau included for 1992 those transportation industries not covered in the 1987 program; that is—

- Standard Industrial Classification 40, Railroad Transportation[1]
- Standard Industrial Classification 41, Local and Suburban Transit and Interurban Highway Passenger Transportation
- Standard Industrial Classification 45, Transportation by Air
- Standard Industrial Classification 46, Pipelines, Except Natural Gas

Thus, about 95 new industries were added, increasing coverage to about 98 percent of economic activity—up from 75 percent for 1987. Based on the results of the 1989 Recordkeeping Practices Survey;[2] the 1989 Transportation, Communications, and Utilities test census; and the 1989 Financial, Insurance, and Real Estate Industries test census,[3] Census used a statistical unit other than the establishment for some of the financial, insurance, transportation, and utilities industries. The agency continued to collect employment and payroll data for each location, but obtained revenue and expense data at the legal-entity level within a State.

Across the censuses and between industries, the basic output measures varies from sales for retail trade establishments, to (1) operating receipts for taxable service establishments, (2) revenue for tax-exempt service establishments, (3) value of shipments for manufacturers, and (4) value of construction for construction establishments.

Among the newly covered industries, there were various industry-specific output measures. Several of these industries had, as operating revenue, items which for most industries were nonoperating such as rents, interest, and investment income, as well as gifts, grants, and contributions. For the 1992 Census of Financial,

[1]Data for railroads collected by other agencies were included in the Census Bureau's publications, but were excluded from the 1992 Economic Census data-collection operation. This also applied to Standard Industrial Classification 45 with respect to large certified passenger air carriers.

[2]In December 1990, the Bureau completed its 1989 Recordkeeping Practices Survey report. The survey targeted large multiestablishment companies and tested the collectability of data items already on the economic census questionnaires, as well as proposed new items. Analysis of the survey's responses revealed problems collecting data for some of the latter, including breakouts of employment by function at the establishment level, space utilization, etc. On the other hand, companies found relative little difficulty in reporting detailed information on purchased services. (For more detailed information, see "1989 Recordkeeping Practices Survey," chapter 2.)

[3]The two test censuses obtained an 80-percent response rate. (For more detailed information, see "1989 Transportation, Communications, and Utilities Test Census" and the "1989 Financial, Insurance, and Real Estate Industries Test Census," Chapter 2.)

Digitized by Google

Insurance, and Real Estate Industries, Census requested total revenue. The supplemental inquiry requesting major sources of revenue separated the components to allow users to tailor output measures for their own use. These sources of revenue also provided important information for identifying secondary activity. For the 1992 Census of Transportation, Communications, and Utilities, the Bureau asked for operating revenue as basic data. However, the broadcasting and cable industries questionnaire contained a supplemental inquiry on nonoperating revenue.

Gross receipts or sales (less returns and allowances) has been the usual dollar volume figure obtained from the Internal Revenue Service for census use. For 1992, the Bureau also requested administrative gross rents and interest income from the Internal Revenue Service for partnerships and corporations. These additional items were used as additional proxy data for nonmail and nonresponse establishments. These data did not comprise total revenue (e.g., dividend and royalty income and net capital gains were not included), but did include additional major sources of revenue for the newly covered industries.

In general, census data are available for, the Nation as a whole, States, metropolitan areas, counties, and places. Some retail trade and service industry data are only available at the ZIP-Code level. For the newly covered industries for 1992, the statistics were made available for the United States and States. For some new industries in the transportation, communications, and utilities and financial, insurance, and real estate industries group, the data also were provided for selected metropolitan areas.

Section 501 of the Internal Revenue Service Tax Code grants exemption from taxation for certain activities, including credit unions, some kinds of insurance companies, fraternal beneficiary societies, and public broadcasting. While planning for the 1992 Economic Census, the Bureau considered whether tax-exempt entities required special treatment in the expanded areas. Since most of these industries derived their revenue in much the same way as their taxable counterparts, Census decided that there would be no differentiation in the basic tabulations.

The lack of data on the contribution of services to the volume of exports had been recognized for some time, and there was increasing interest in collecting export data for the nongoods producing sector. In the 1982 census, therefore, the Bureau requested data on exported services for the first time from selected service industries. In 1987, other industries were added. For 1992, the agency asked respondents to report information on exported services for additional service industries as well as for selected financial services including depository banking, business credit and other nondepository institutions, securities brokers and dealers, and electric utilities.

Construction[4] expenditures were requested for several industries where construction was known to be a potentially significant secondary activity. The item was put on questionnaires sent to real estate owner-operators, land developers, pipeline companies, and communications and utility companies.

In general, the basic content remained substantially the same as that for 1987, with the following enhancements: In the census of manufactures, the number of purchased services was expanded from three to eight, and the Bureau collected additional information on the auxiliary questionnaire. Also, the instructions to those who received a questionnaire for 1992 were clarified. The receipts inquiry for the census of construction industries was completely restructured to improve data quality and response. Inquiries on manufacturing output and materials consumed were streamlined, thus reducing reporting burden and improving the response rate. As a result of the 1988 Women-Owned Business Act, the Census Bureau collected information on women-owned corporations for the first time for 1992.

In an effort to improve and accelerate response, the Bureau implemented several initiatives, including the following:

- Use more effective direct-mail techniques.
- Standardized the size of most economic census questionnaires. They were 8 x 14 inches, but a few questionnaires remained at 8 x 11 inches. The census of manufactures and mineral industries no longer used 10 x 17-inch questionnaires.
- Instructions were improved and transmittal letters were streamlined.

For 1992, the Bureau increased the emphasis on mandatory reporting. Outgoing envelopes were overprinted with a message indicating that a Census Bureau questionnaire was enclosed and that response was required by law. The mandatory message was tried in the 1989 test census and proved effective in increasing the response rate.

The agency implemented more effective followup strategies, including the use of questionnaire followup for single-establishment companies and, for the first time, questionnaire followup for multiestablishment companies through the use of automated printing technologies. (The time, space, and cost associated with manually assembling mailing packages for large complex companies had made questionnaire followup for them infeasible.)

A proactive company contact program was implemented. In December 1991, the agency mailed an information booklet to the 10,000 largest companies, alerting them to

[4]The Bureau also conducted a construction industries test census in 1989, in which questionnaires were sent to 6,000 construction company addresses. The test covered such things as alternative questionnaire design and question sequence. (For more detailed information, see "1989 Construction Industries Test Census," chapter 2.)

Digitized by Google

the upcoming 1992 Economic Census. The booklet provided the companies with some key information. In addition, the 1,000 largest companies were targeted for special handling. They were offered a single Bureau contact person, and the companies were asked to reciprocate by identifying a contact within their respective companies.

In November 1992 (about 1 month before the Bureau mailed the questionnaires), analysts called each company contact person at the 1,000 largest companies to alert them that the questionnaires would soon be mailed and called again in January 1993 to be sure the firms had received the census packages. Firms that did not respond by April 1993 were contacted again by telephone. For those companies that did not report by late June, Bureau analysts again encouraged reporting and/or collected the data by telephone. For 1992, much greater emphasis was placed on the data-collection operation—e.g., an 800 telephone number appeared on all questionnaire mailings. (For the agriculture census, an 800 telephone number was put on questionnaires in the followup operations. For more information, see *1992 Census of Agriculture History*.)

Finally, the Bureau developed and used for the first time an electronic data interchange standard for use only in the 1992 Census of Retail Trade. The agency met with some of the largest retailers that had extensive electronic data interchange experience to encourage them to participate. (While participation was limited to retail trade for 1992, the Bureau anticipated widespread interest in adopting the electronic data interchange standard for reporting in the 1993 Company Organization Survey.)

CONTENT AND SCOPE

The Census Bureau mailed over 4.1 million questionnaires and classification forms beginning in late December 1992, and it asked respondents to return their completed questionnaires to the Bureau's Jeffersonville's data-processing facility by February 15, 1993.[5] (The mailout of questionnaires for the 1992 Truck Inventory and Use Survey began in January 1993 and was completed in November 1993. The questionnaires for the 1993 Commodity Flow Survey were mailed to participants between December 1992 and mid-December 1993. See chapter 8 for details.) In addition, Census obtained data for about 8.7 million nonemployers and small single-establishment companies (which were not sent questionnaires) from Internal Revenue Service and the Social Security Administration administrative records. (See chapters 2 and 4 for details.)

The Bureau asked each company that received a census questionnaire to answer some general questions regarding type-of-business activity, physical location, form of ownership, dollar volume of business in 1992, number of employees, and amount of payroll. Other industry-specific questions were included, depending upon the type of activity or industry. (For information on collecting and processing of data for the censuses of retail and wholesale trades; manufactures; construction, mineral, and service industries; transportation, communications, and utilities; and financial, insurance, and real estate, see chapter 4. For information on the 1992 Truck Inventory and Use Survey and the 1993 Commodity Flow Survey, see chapter 8.; and for minority-owned and women-owned businesses, characteristics of business owners, and enterprise statistics, see chapter 7.)

Retail Trade

The Bureau sent over 1 million questionnaires and classification forms to a sample of single-establishment companies and to all establishments of multiestablishment companies. For 1992, The Bureau selected a stratified sample[6] by kind of business and geography in the mail canvass of single-establishment companies to provide estimates of merchandise-line sales and other industry-specific items for the Nation as a whole and for States and metropolitan areas. The agency used administrative records to obtain information, as for 1982 and 1987, for small single-establishment companies and for all nonemployers not included in the mail sample. This census collected basic statistics such as number of establishments, sales, payroll, number of employees, and organizational status (legal form of organization).

Establishments, classified in approximately 100 kind-of-business categories, all sold merchandise to the general public for personal or household consumption and rendered services incidental to the sale of goods.

Wholesale Trade

The Bureau sent about 422,000 wholesale firms—all those having paid employees—questionnaires in the mail canvass. As in past censuses, the agency considered firms without employees to be statistically insignificant and, therefore, excluded them. The 1992 census collected basic data such as number of establishments, employment, payroll, sales, inventories, operating expenses, operational status (i.e., in operation, temporary or seasonally inactive, ceased operation, and sold or leased to another operator), and legal form of organization (i.e., individual owner (sole proprietorship), partnership, cooperative association (taxable and tax-exempt), government, corporation, or other).

Wholesale establishments, classified in 145 kind-of-business categories, included those primarily engaged in selling merchandise to retailers; to industrial, commercial, institutional, farm, or professional customers; or to other

[5]For a list of the types of questionnaires mailed, by census, see chapter 4.

[6]For the 1987 and 1982 censuses, Census used a 10-percent sample in the mail canvass of establishments below the cutoff to provide estimates of merchandise-line sales and other industry-specific items for the Nation as a whole and for States and metropolitan areas.

Digitized by Google

wholesalers; as well as sales branches or offices of manufacturers and establishments acting as agents or brokers in the purchase or sale of merchandise to such clients or customers.

Service Industries

Approximately 1.1 million questionnaires and classification forms were sent to large- and medium-size single-establishment firms and to all firms known to operate more than one establishment. The census obtained information from existing administrative records of other Federal agencies for all taxable nonemployers (tax-exempt nonemployers were not included in the census) and for selected small-employer companies. (These small employers were single-establishment firms with payroll below a specified cutoff. Although the cutoff varied by kind of business, small employers generally were companies with one to three employees.) The need for specialized data, however, for some kinds of businesses (e.g., advertising agencies) precluded reliance solely on administrative records. For those classifications, the mail universe had a 10-percent sample of companies below the cutoff to provide estimates of receipts by source, facilities operated, and other industry-specific items. For those classifications involving relatively small number of establishments, the Census Bureau included all of them in the mail canvass. This census collected basic information such as physical location; operational status (i.e., in operation, temporarily or seasonally inactive, ceased operation, sold or leased to another operator); ownership, control, and locations of operation; legal form of organization (i.e., individual ownership (sole proprietorship), partnership, government, corporation, or other); taxable receipts\tax-exempt revenue; payroll, and employment. As for previous censuses, data for companies subject to Federal income tax were published separately from data for companies exempt from paying the tax.

Construction Industries

The Nation had about 2 million construction establishments, but only about one fourth of them had paid employees. These establishments included general building, heavy construction, and special trade contractors; and operative or merchant builders. The agency did not send a questionnaire to establishments without paid employees, but compiled data for them from administrative records. It selected about 143,000 establishments listed in the 1991 version of the Standard Statistical Establishment List that had paid employees to receive a questionnaire as follows: (1) every establishment of a multiestablishment company, regardless of the payroll size or industry classification of the establishment; (2) all single-establishment firms, regardless of payroll size, engaged in the following activities: Bridge, tunnel, and elevated highway construction; wrecking and demolition work; or installation or erection of building equipment, not elsewhere classified; and (3) single-establishment firms with paid employees classified in industries other than those listed in (2) above, stratified by payroll size as determined from administrative records. Census sent questionnaires to all establishments in (3) above with 1991 payroll of $480,000 or more. Questionnaires went to between 2 out of 3 and 1 out of 4 of establishments in (3) above with 1991 payroll of $120,000 or more, but less than $480,000, and to 1 out of 5 or 1 out of 8 of such establishments with 1991 payroll of less than $120,000. Establishments classified as operative builders, general contractors of industrial buildings and warehouses, or highway and street general contractors were generally selected at the higher rates, and establishments classified in other industries at the lower rates. This census collected basic data such as number of establishments, value of construction work done, payroll, employment, hours worked, selected expenditures, capital expenditures, and depreciable assets.

Manufactures

For the 459 industries included in this census, about 137,000 small single-establishment companies did not have to file a return. The Bureau canvassed about 254,000 establishments by mail and asked them for basic information such as physical location; employment; payroll; payroll supplements; legal form of organization (i.e., individual proprietorship, partnership, and taxable and tax-exempt cooperative associations); operational status (i.e., in operation, temporarily or seasonally inactive, ceased operation, sold or leased to another operator, and acquired or leased from another operator); ownership, control, or location of operations; capital expenditures; and inventories.

Small-establishment nonmail cases were selected on an industry-by-industry basis. A variable cutoff determined those for which administrative records were to be used in place of a questionnaire. The cutoffs were such that data obtained from administrative records would account for less than 3 percent of the value of shipments for the industry. The Bureau then adjusted these cutoffs so that all single-establishment companies with less than 5 employees were excluded from the mail canvass, while all establishments with more than 20 employees were in the mail enumeration. An abbreviated census questionnaires was frequently used. Of the 11,000 seven-digit products (see page 9), data were collected on about 6,600 in the census of manufactures. (The additional 4,400 products were covered monthly, quarterly, or annually in the Census Bureau's Current Industrial Report surveys.)

Mineral Industries

Using a variable employee-size cutoff, the agency mailed questionnaires to about 19,400 single- and multiestablishment companies that were primarily engaged in mining. Information was obtained from administrative records for about 10,000 single-establishment companies that had fewer paid employees than the required industry cutoff. This census collected basic information such as physical location of establishment; principal activity; employment;

Digitized by Google

payroll; legal form of organization (i.e., individual proprietorship, partnership, and taxable and tax-exempt cooperative association); operational status (i.e., in operation, temporarily or seasonally inactive, ceased operation, sold or leased to another operator, or acquired or leased from another operator); type of operation; employer's cost for fringe benefits; assets, capital expenditures, and retirements; hours worked by production, development, and exploration; cost of supplies; and inventories.

Financial, Insurance, and Real Estate Industries

Census mailed approximately 471,200 questionnaires and classification forms to all large- and medium-size single-establishment companies, plus all companies known to operate more than one establishment (multiestablishment companies). For businesses with no paid employees, Census obtained data from Government administrative records. Both from the questionnaires and from administrative records, Census collected basic statistics on physical location, number of establishments, kind of business or activity, dollar volume of revenue per employee and per establishment, annual and first-quarter payroll, number of employees, and operational status (i.e., in operation, temporarily or seasonally inactive, ceased operation, or sold or leased to another operator), legal form of organization (i.e., individual proprietorship, partnership, cooperative, government, corporation, or other).

Transportation, Communications, and Utilities

The Bureau mailed approximately 186,700 questionnaires and classification forms to all establishments of multiestablishment firms. The firms with establishments in pipeline transportation, telephone and telegraph services, and electric and gas services were sent questionnaires to collect information for each State in which the firms operated. The agency sent all other multiestablishments companies individual questionnaires for each of their physical locations. For single-establishment companies, all establishments were sent questionnaires, except for the trucking industry, where questionnaires were sent to all large- and medium-size single-establishment firms. For small trucking industry single-establishment firms, Census selected a stratified sample (based on a payroll cutoff which varied by kind of business and geography) of the mail canvass to provide estimates for specialized data not available from Government administrative records. The Bureau used these records to obtain information for all nonemployers and for selected small employers not included in the sample. This census collected basic information such as physical location; revenues; payroll; number of employees; operational status (i.e., in operation, temporarily or seasonally inactive, ceased operation, or sold or leased to another operator); ownership, control, and locations of operation; and legal form of organization (i.e., individual owner (sole proprietorship), partnership, government, corporation, or other) for establishments classified in approximately 78 kind-of-business categories. The census excluded all government operations.

Truck Inventory and Use Survey

The Census Bureau selected a stratified probability sample of 153,914 trucks and truck-tractors from an estimated 60 million vehicle registrations on file with motor vehicle departments in the 50 States and the District of Columbia. The agency actually mailed questionnaires in five panels to 152,766[7] truck and truck-tractor owners between January 15, 1993 and November 23, 1993. The 1992 Truck Inventory and Use Survey was substantially the same as for 1987. It covered most private and commercial trucks and excluded vehicles owned by Federal, State, and local government agencies as well as ambulances, buses, and motor homes and some privately or commercially owned vehicles that did not have to be licensed.

The survey items were divided into two types (1) physical characteristics of the Nation's private trucking fleet (such as vehicle type, average weight, type of engine, type of braking system, power steering, fuel conservation, air-conditioning, type and size of body, power axles, axle arrangement of trailer units, and cab type) and (2) operational characteristics (such as base of operation; number of trucks, truck-tractors, and trailers operated from base of operation; area of operation; vehicle miles; weeks operated; miles per gallon; use of vehicle; and types of commodities carried, including hazardous cargo.

1993 Commodity Flow Survey

This survey was conducted to measure commodity flows by modes of transportation.[8] The scope of the 1993 Commodity Flows Survey included all establishments in manufacturing; wholesale trade; mining (except metal mining services, coal mining services, crude petroleum and natural gas, natural gas liquids, oil and gas field services, and nonmetallic minerals services, except fuels); auxiliary establishments to mining, manufacturing, wholesale trade, and retail trade; and catalog and mail-order houses in the census of retail trade and motion picture and video tape distribution in the census of service industries.

The 1993 Commodity Flow Survey sample consisted of a stratified two-stage design in which the first-stage sampling unit was the establishment and the second-stage was the shipping document. The Bureau selected the establishments with a probability proportional to their annual payroll; the agency selected the shipping documents using a systematic selection scheme within each selected establishment.

Beginning in December 1992, the agency mailed questionnaires to 122,983 manufacturing, 6,097 mining, 63,356 wholesale trade, 4,377 retail trade, and 363 service industries—a total of 197,176 establishments. These firms were asked for the following basic data: physical location, operational

[7]This number is smaller than the sample size because 1,148 trucks were out of scope of the Truck Inventory and Use Survey and, therefore, the owners of those trucks were not mailed a questionnaire.

[8]The measure of commodity flows by modes of transportation had last been published as part of the 1978 Commodity Transportation Survey.

Digitized by Google

status (i.e., in operation, temporarily or seasonally inactive, or ceased operation), other physical locations (if any) from which the establishment made shipments during a specific 2-week period, and the total number of shipments made during a specific 2-week period. In addition, the Bureau asked the establishments to provide the following statistics for each shipment sampled: Shipment document number and date of shipment, value of shipment, weight (pounds) of shipment, commodity description and the 5-digit Standard Transportation Commodity Code, whether the shipment consisted of hazardous material, all domestic modes of transportation used, whether the shipment was containerized, origin of shipments, domestic-destination city, State, and ZIP Code, and whether the shipment was an export and, if so, the mode of export and the city and county of destination.

Outlying Areas

Puerto Rico. The Bureau mailed questionnaires to 7,943 retail trade, 1,508 wholesale trade, and 3,425 service establishments (including 117 hotels) in the 1992 census. Since only one questionnaire was used for collecting data for all industries included in the 1992 Puerto Rico census (unlike for previous census years), the questionnaire (except for page 2 which asked for general information germane to all industries covered) was segmented. Since nonemployers were not included for 1992, a field enumeration was not conducted to obtain data from nonemployer establishments in retail trade and service industries. The information gathered included physical location, operational status (i.e., in operation, temporarily or seasonally inactive, ceased operation, or sold or leased to another), organizational status (i.e., individual proprietorship, partnership, cooperative association, corporation, government, or other), dollar volume of business, payroll, employment, principal type of business or activity, and kind of business. For wholesale trade only, the Bureau collected information on type of operation, employment by principal activity, class of customer, operating expenses, type of operation, and inventories. Data on merchandise lines were collected only for retail trade and on commodity lines only for wholesale trade. These statistics were presented by geographic area (i.e., for Puerto Rico as a whole; for the censuses of manufactures and construction industries only, metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas; commercial regions for wholesale trade, retail trade, and service industries; and municipios for wholesale trade only) and by subject matter.

For the census of manufactures, the Bureau sent questionnaires to 1,305 companies to gather data on the number of establishment, employment, payroll, value of shipments, inventories, and capital expenditures.

Statistics similar to those obtained in the construction census in the United States were gathered for Puerto Rico by mail from about 1,086 construction firms with paid employees.

The agency mailed 16,515 questionnaires to establishments for which the Bureau did not have Standard Industrial Classification codes. Between January and April 1993, the Bureau, as part of the stateside mailout, sent about 4,000 Puerto Rico questionnaires to U.S. and Puerto Rico multiestablishment companies with plants in Puerto Rico. (For an explanation of these 4,000 questionnaires, see chapter 6, footnote 1.) All businesses operating during 1992 and within scope of the census coverage were the classified and data tabulated as either retail trade, wholesale trade, service industries, manufactures, or construction industries. (See chapter 6 for details.)

Virgin Islands of the United States. In these islands, the agency used one questionnaire to enumerate by mail employer businesses and industries within scope of the census listed in the Bureau's Standard Statistical Establishment List. For those establishments inscope of the census but not listed in the Standard Statistical Establishment List and for businesses that did not respond to the mail canvass, Census personnel hired by the local government obtained data by physically visiting each establishment. In total,1,339 retail trade, 114 wholesale trade, 1,254 service, 78 manufacturing, and 147 construction establishments were included in the census. The Bureau collected data on physical location; operational status (i.e., in operation, temporarily or seasonally inactive, ceased operation, or sold or leased to another operator); organizational status (i.e., individual proprietorship, partnership, corporation, government, or other); dollar volume of business; payroll; employment; kind of business or activity; class of customer; source of sales or receipts; purchases from other businesses; sources of receipts for hotels, motels, and other lodging places; and ownership, control, and locations of operation. In addition to information for the islands as a whole, data were published for St. Thomas and St. John Islands (combined to prevent disclosure problems), St. Croix Island, and for each of the three major towns (Charlotte Amalie, Christiansted, and Frederiksted). (See chapter 6 for details.)

Guam. The data-collection method used in the Virgin Islands of the United States also was used in Guam. Here, the Bureau personnel hired by the local government obtained data by physically visiting each establishment. In total, 886 retail trade, 154 wholesale trade, 627 service, 240 construction, and 48 manufacturing establishments were included in the census. The information collected was similar to the statistics obtained for the Virgin Islands of the United States. The data were for Guam as a whole and for each of Guam's 19 election districts. (See chapter 6 for details.)

Northern Mariana Islands. In these islands, there was no mail canvass. Rather, interviewers (hired by the Government of the Northern Mariana Islands) obtained data by physically visiting each establishment. In total, 616 retail trade, 60 wholesale trade, 414 selected service, 103 construction, and 73 manufacturing establishments were

Digitized by Google

included in the census. The statistics collected were essentially the same as those for the Virgin Islands of the United States and Guam. Census published the data for the Northern Mariana Islands as a whole as well as for its municipalities (Rota, Tinian, Saipan, and the northern islands). (See chapter 6 for details.)

Enterprise Statistics Program

The 1992 Enterprise Statistics Program was a statistical byproduct of the regular 1992 Economic Census for the United States. This program regrouped census establishment data records under common ownership or control to show various economic characteristics of the owning or controlling companies at the national level. Data also were included on separately reported auxiliary establishments of multiestablishment companies covered in the census. (See chapter 7 for details.)

Survey of Minority-Owned Business Enterprises

In this survey, the Census Bureau mailed questionnaires to 1.2 million companies in the 50 States and the District of Columbia to collect statistics on the race and ethnicity of the business owner — i.e., Black, Hispanic, Asian American and Pacific Islander, American Indian, and "other" minorities. As with the previous five surveys, the 1992 census program presented receipts and employment data by geographic location (States, metropolitan areas, and counties and cities with 100 or more minority-owned companies).[9] In addition, the report included data by organizational status (i.e., individual owner (sole proprietorship), partnership, or subchapter S corporation), industrial classification, and receipts and employment size-class ranges for the minority groups identified above. (See chapter 7 for details.)

Survey of Women-Owned Businesses

This survey obtained basic economic data on businesses owned by women (number of firms, gross receipts, number of paid employees, and annual payroll). Data were collected from a sample of approximately 600,000 businesses in conjunction with the 1992 Survey of Minority-Owned Business Enterprises. This sample included large corporations for the first time for 1992. For sole proprietorships, Federal administrative record data were used to identify women-owned businesses. Census published the information by geographic area (States, metropolitan areas and counties and cities with 100 or more firms owned by women) and by industry, firm size, and organizational status. (See chapter 7 for details.)

Survey of Characteristics of Business Owners

This survey covered about 125,000 companies owned by Blacks, Hispanics, and Asian American and Pacific Islanders in addition to those owned by women, and included a comparison group of businesses owned by nonminority males. Data reflected the characteristics of owners (e.g., age, education, business experience), relationship of owner to business, and business characteristics (e.g., acquisition, before-tax income or loss) for the United States. (See chapter 7 for details.)

EXPENDITURES

The 1992 Economic Census cost $156,072,000. The figures, by fiscal year, were as follows:

Fiscal year	Expenditures
Total	**$156,072,000**
1990	$1,555,000
1991	$17,377,000
1992	$26,650,000
1993	$44,784,000
1994	$37,594,000
1995	$28,509,000

[9]The 1969 survey report, however, only presented data for States and metropolitan areas.

Digitized by Google

Digitized by Google

Contents

Chapter 2.

	Page
Determining Data Needs	15
Introduction	15
Accountants' Booklet	15
Meeting to Critique the 1987 Economic Census	15
1989 Recordkeeping Practices Survey	16
Survey description	17
Questionnaires	17
Interview panel	18
Mail survey	18
Survey results	18
Lessons learned	34
1989 Construction Industries Test Census	34
Description of questionnaires	34
Methodology	35
Response rates	36
Question sequence response rate	36
Item nonresponse	37
Evaluation supplement	43
Conclusions and recommendations	47
1989 Transportation, Communications, and Utilities Test Census	48
Conclusions and recommendations	54
1989 Financial, Insurance, and Real Estate Industries Test Census	55
Conclusions and recommendations	61
1992 Census Changes	62
Retail trade	62
Wholesale trade	63
Service industries	63
Transportation	63
Truck Inventory and Use Survey	63
Commodity Flow Survey	64
Census of Transportation, Communications, and Utilities	64
Financial, insurance, and real estate industries	65
Manufactures	66
Mineral industries	66
Construction industries	66
Outlying areas	66
Enterprise statistics	66
Minority-owned business enterprises	66
Women-owned businesses	67
Characteristics of business owners	67
Product Line Inquiries	67
Congressional Participation	67

Digitized by Google

Page

Consultations for Individual Censuses ---- 68
Retail Trade, Wholesale Trade, and Service Industries ---- 68
Construction Industries ---- 68
Manufactures ---- 68
Mineral Industries ---- 68

Designing and Clearing Census Questionnaires ---- 68

Administrative Records ---- 69
Introduction ---- 69
Determining Administrative Records' Coverage For the Census ---- 70
Obtaining Administrative Records From Other Federal Agencies ---- 71

Company Organization Survey ---- 72
Survey Operations ---- 72
Imprinting the questionnaires, labels, and cards ---- 73
Mailing assembly ---- 73
Receipt of returns and followup operation ---- 73
Postmaster returns ---- 73
Correspondence ---- 73
Completeness and coverage processing ---- 74
Directory processing ---- 74
Closeout and late receipts ---- 74

Affiliation Report ---- 74

Standard Statistical Establishment List ---- 75
Information in the Standard Statistical Establishment List ---- 75
Sources of Standard Statistical Establishment List Information ---- 76
Universe File ---- 76

Informational Mailing ---- 76

Digitized by Google

Preparing for the Census

DETERMINING DATA NEEDS

Introduction

To determine what data should and could be collected in the economic census, the Bureau's program has historically been guided by a number of considerations: Each inquiry had to be consistent with the authority granted by Congress, the data had to furnish needed information, and respondents could provide reasonably accurate answers to the questions without encountering excessive burdens in doing so. Funds appropriated for the census always imposed a practical limitation on the number of inquiries; thus only the most important questions could be included.

Since the Bureau at times asked for information that a respondent might consider sensitive or confidential, another limitation was concern over invasion of privacy. The agency, therefore, had to assure respondents that the information requested was needed by the Government and organizations interested in the Nation's economy, that by law the information was held in strictest confidence, and that published data would not identify information from any individual or organization. (For further details, see Appendix B, "Provisions of Title 13, United States Code...," chapter 7, subchapter I, sections 213 and 214.)

Title 13 invested the overall responsibility for determining the questions to be asked in the Secretary of Commerce, who delegated it to the Director of the Census Bureau. The agency based its selection of the 1992 questions on records from previous censuses, published reports, and recommendations from suppliers and users of data collected in previous economic censuses. These included other Government agencies, trade associations, individual companies, labor unions, and the Census Advisory Committees of the American Economic Association, the American Marketing Association, and the American Statistical Association. (See appendix C for a list of advisory committees and appendix D for a list of trade associations.)

While the above information serves as background, the body of this chapter describes the principal activities the Bureau began in the second half of 1987 to prepare for the 1992 Economic Census.

The agency's initial major tasks were to—

- Create a booklet for accountants.
- Hold an offsite meeting to critique the 1987 Economic Censuses.
- Conduct a recordkeeping practices survey in 1989.
- Undertake three test censuses in 1989 on—
  - Construction industries.
  - Transportation, communications, and utilities (included for the first time for 1992.
  - Financial, insurance, and real estate industries (included for the first time for 1992.
- Institute changes in census coverage.
- Inform Congress.
- Consult government and private data users.
- Design and clear census questionnaires.
- Obtain and use Federal administrative records.
- Conduct Company Organization Survey.
- Mail Affiliation Report NC-9921 in early 1992.
- Update the Standard Statistical Establishment List.
- Conduct an informational mailing in late 1991.

Accountants' Booklet

In its continuous effort to assist respondents, Bureau staff, for example, discussed census plans with representatives of the American Institute of Certified Public Accountants and the National Society of Public Accountants during the planning operations for the 1992 census. In cooperation with these professional groups, the Bureau developed a new booklet, *Accountant's Guide to the 1992 Economic Census*, to assist public accountants in completing questionnaires for their clients. About 60,000 booklets were sent to them in the fall of 1992. Booklets also were supplied to the 51 State societies of Certified Public Accountants. The Bureau invited accountants to request additional copies, and about 3,000 copies were distributed in response to such requests.

Meeting to Critique the 1987 Economic Census

On October 4 and 5, 1988, the Bureau had a 2-day offsite meeting at its Jeffersonville, IN, data-processing facility to (1) review in detail major 1987 Economic and Agriculture Censuses' data collection/processing activities,

Digitized by Google

(2) discuss what went right and why, and what went wrong and why, and (3) identify areas that the staff needed to focus on for the next economic and agriculture censuses.

The meeting's participants consisted of personnel from the Agriculture, Data Preparation, and Economic Surveys Divisions, and the Economic Census Staff (the last two became the Economic Census and Surveys Division in May 1992). Because the meeting focused on centralized data processing, staff from the economic subject-matter divisions, such as Business, Construction, and Industry did not attend.

The participants agreed that the Bureau should—

- Assign one Bureau headquarters person the responsibility for coordinating and monitoring Data Preparation Division's equipment and related needs.
- Develop a plan to overcome the staffing and personnel problems experienced for the 1987 censuses.
- Evaluate the entire multiestablishment assembly operation, identify alternative approaches, and design tests.
- Rethink the entire economic census scope and content, as well as its followup schedule.
- Identify additional label or imprinted information that would expedite mail delivery.
- Review the pros and cons of the economic census due dates.
- Determine more efficient methods to identify "births."
- Evaluate "state of the art" equipment with an eye towards providing enhanced capabilities, such as the data keying equipment used in the 1990 Census of Population and Housing.
- Develop better training materials and provide training for all operations.
- Equipment used to key current survey data should also be used for keying 1992 census information.
- Procure new remote job entry and printing equipment.
- Barcode wands for quality control operations should be identical to those used in the check-in operations.
- Design a progress-reporting system that would be flexible and easy to change as processing operations change.
- Evaluate the availability and cost of more advanced 800 telephone number service. The service should have the ability to switch lines between the economic and agriculture units easily. The service must also provide information on the number of calls received, their duration, location, number of busy signals, etc.
- Evaluate use of interactive terminals to assist operators and expedite processing of the actions required by the call.
- Evaluate the cost/benefits of providing the Reading Unit staff with terminals.
- Establish economic correspondence analyst position.
- Evaluate single-establishment company postmaster return criteria.
- Identify ways to build and maintain an experienced staff in the Directory Unit.
- Install a dedicated printer in the Jeffersonville, IN, data-processing facility's Staging Unit to expedite delivery of referrals.
- Explore possibility of using more powerful coding system using artificial intelligence capabilities, i.e., system learns as it processes.

The Bureau implemented all of the above recommendations.

1989 Recordkeeping Practices Survey

Since the 1810 Decennial Census asked the first manufacturing questions, the Nation's economy has changed tremendously. The country has moved from an economy dominated by agriculture and manufacturing activity to one that is more service-oriented. The economic censuses have reflected this in the nature of the questions and the continued expansion of the industries covered.

The changes that occurred in the 1980's were particularly marked. There was rapid growth in the service sector while the manufacturing sector had to adapt to intense international competition. New technologies, the deregulation of many industries, and the internationalization of the U.S. economy changed the internal structure of domestically owned businesses, affected the ability of many businesses to report census information, and resulted in new data needs for both the Federal Government and the private sector.

Many businesses reorganized and restructured to meet the increasing challenges of deregulation and international competition and to take advantage of sweeping technological advances. This greatly affected the recordkeeping practices of these businesses and might have affected their ability to provide the kinds of information the Census Bureau generally collected. The censuses traditionally obtained data for each establishment (physical location) operated by a company. Many large companies had multiple locations and were required to complete census questionnaires for each one. Some companies told the Bureau that the kind of detailed data needed to measure this changing economy were not available for each of their locations.

In addition to coping with the problems resulting from the changing recordkeeping practices of businesses that had traditionally been included in the censuses, the Bureau planned to collect data for the first time for 1992 from companies in the financial, insurance, and real estate industries; communications; local and interurban passenger transit; transportation by air (except air transportation, scheduled (SIC 4512 pt.)); and electric, gas, and sanitary

Digitized by Google

services. The expansion into these industries represented a real challenge, since the Bureau had little experience with or knowledge of them; they were extremely diverse in nature. Some were characterized by very large companies such as in the communications sector, while others included relatively small companies such as in real estate.

For many of these industries, the establishment was not the proper unit for which to measure economic activity. In banking, for example, many branch banks operated as depositories only. Revenue-producing activities occurred away from the branch at a separate location. The Bureau felt that it might be very difficult for banks to allocate revenue back to each of their branches. One of the fundamental questions Census needed answered was the appropriate statistical unit for which to collect data.

The agency, therefore, began a recordkeeping practices survey in the fall of 1989 to obtain information on the ability of businesses to provide data that would be useful in measuring some of the economy's changes (such as employment by function, contributions for fringe benefits, and capital expenditures, and to determine where, within the organization, data requested in the census were available. The survey would also help the Bureau ascertain the burden imposed upon respondents by the census and determine whether additional questions aimed at measuring some of the economic changes would impose an undue burden on businesses. Finally, the survey would provide the opportunity for the staff to visit businesses to be included in the 1992 Economic Census and familiarize themselves with the operations. The results would help determine census content and general planning. (The Bureau last conducted such a survey in 1976.)

Survey description. The survey consisted of an interview and a mail panel. The former included the largest, most complex firms in each economic sector; the latter consisted of those firms with more than 20 employees, but below the size cutoff for being classified as an interview company (see table 2-1).

Before the sample was selected, staff assigned each multiestablishment company listed on the universe file to an economic sector, based on payroll. These sectors represented industries already in the economic censuses and the new industries to be covered for 1992.

The staff selected probability-proportional-to-size samples based on employment. They included only companies with more than one establishment (multiestablishment companies) in the survey, except for real estate and insurance agents and service industry companies, where single-establishment firms were very important. Firms operating a single establishment were included only in the mail sample. Table 2-1 shows the sectors identified and the employment-size cutoff for the mail and interview panels for each of the sectors. It also shows the number of companies in the universe and the sample for each sector.

Table 2-1. **1989 Recordkeeping Practices Survey Sample Counts**

Sector	Employment range		Number of companies in—			
	Interview companies	Mail companies	Interview universe	Interview sample	Mail universe	Mail sample
MULTIESTABLISHMENTS						
Manufactures and minerals	5,000+	20 to 4,999	464	39	17,094	383
Construction	2,000+	20 to 1,999	43	14	3,071	233
Transportation	25,000+	20 to 24,999	20	19	2,960	195
Wholesale trade	2,000+	20 to 1,999	113	17	16,703	248
Retail trade	2,000+	20 to 1,999	454	25	31,151	125
Services	5,000+	20 to 4,999	240	28	29,812	415
Banking	10,000+	20 to 9,999	32	10	2,693	22
Securities	10,000+	20 to 9,999	9	5	497	41
Insurance	25,000+	20 to 24,999	9	8	921	48
Real estate	2,000+	20 to 1,999	15	11	854	96
Communications	25,000+	20 to 24,999	11	10	480	31
Electric, gas, and sanitary services	10,000+	20 to 9,999	24	16	398	114
Single-establishments	-	20+	-	-	99,166	470

- Represents zero.

Questionnaires. To reduce reporting burden, the survey used more than one questionnaire. Part 1 of each had questions directed to all the companies. There were two interview forms—one for companies that had never participated in prior censuses (out-of-scope companies), and one for those that had. The only differences between the two questionnaires were in the inquiries relating to reporting in past censuses and asked the firms new to the censuses specific questions on how they measured revenue and output.

For the mail companies, there also was more than one questionnaire. Staff sent companies not included in past censuses a questionnaire similar to the one used for the out-of-scope interview companies. The other multiestablishment companies were split into two groups; one group received a questionnaire with half the questions that were

Digitized by Google

on the interview questionnaire and the other contained the remaining inquiries. None of the mail multiestablishment companies had to answer all of the questions, thus reducing the burden. Single-establishment companies received a tailored questionnaire, because they had only one location for which to report.

In addition to part 1, the survey asked each firm to complete one or more attachments relating to the specific sectors in which it operated. There were nine attachments, one for each of the following sectors:

- Part 2, Construction
- Part 3, Manufactures
- Part 4, Financial, insurance, real estate
- Part 5, Retail trade
- Part 6, Services
- Part 7, Wholesale trade
- Part 8, Communications
- Part 9, Electric, [natural] gas, and sanitary services
- Part 10, Transportation

Interview panel. The interview panel consisted of 202 companies, representing all economic sectors of the economy, located across the country. The interview process began in mid-August 1989 and finished in March 1990. About 50 analysts from the Bureau's economic subject-matter divisions visited 161 of the 202 companies. Scheduling conflicts precluded them from visiting the other 41 firms, but the staff asked these firms by telephone to complete the interview questionnaire and return it by mail. Of these, 10 companies returned theirs, bringing the final response rate to 84.7 percent.

During the operation, the analysts tried to schedule two interviews per day based on each company's location. The length of the interviews varied from 45 minutes to 5 hours, with 2 hours being the average. To arrange them, the staff originally contacted the person listed on the 1987 census questionnaire, who was generally someone in the accounting office; in the sectors to be included for the first time for 1992, however, he/she was often someone in human resources or the payroll department. Some companies asked that the interviewers deal directly with their subsidiaries and, if requested, the analysts interviewed personnel from each major subsidiary.

The response by company representatives was overwhelmingly favorable. Very few refused, and many companies expressed the wish that other Government agencies would conduct the same type of survey.

The Bureau obtained some benefits from the interviews that were not part of the survey's planned objectives. For example, each interview produced personal interaction between company representatives and Bureau analysts, and provided the opportunity to discuss the company's problems and needs in relation to the agency's statistical programs. It also established an ongoing relationship with company personnel which would be invaluable to both the company and the agency during the data-collection phase of the 1992 Economic Census.

Mail survey. The mail survey consisted of 470 single-establishment and 1,951 multiestablishment (total 2,421) companies representing all sectors of the economy. Bureau headquarters staff mailed the questionnaires on September 5, 1989, and conducted two mail followups and one telephone followup in February and March 1990.

The mailout package contained the questionnaire, the instruction manual, and a transmittal letter with the name and telephone number of a census analyst who could answer questions about the survey. The agency asked survey participants to return their questionnaires to Washington and not to the Bureau's data processing facility in Jeffersonville, IN. Bureau headquarters received about 500 telephone calls from company personnel asking a variety of questions. Many of these pertained to the definition of an establishment even though the instructions had given this. Once received, survey staff, using specially designed programs, keyed, and tabulated the data on personal computers at their work stations.

The mail panel response rate was 84.9 percent, excluding undeliverable questionnaires, out-of-business companies, and those engaged in activities not covered by the census, such as schools. The response rate (in percent), by sectors, follows:

Construction	84
Manufactures	83
Banks	86
Insurance	92
Real estate	82
Securities	80
Retail trade	77
Services	81
Wholesale trade	84
Communications	92
Electric, [natural] gas, and sanitary services	95
Transportation	83

The survey revealed that many of the companies in the industries that would be included for the 1992 census for the first time did not readily understand what defined an establishment, and did not keep the kinds of records needed for census reporting for each physical location they operated. Many firms that had reported in the censuses for years also seemed to have problems with the term "establishment." As a result, the agency decided that it would highlight the establishment definition in the 1992 census instructions.

Survey results. The survey discovered significant differences in the responses tabulated for the interview companies and those canvassed by mail. For many inquiries, the

Digitized by Google

answers as to the availability of data at the company versus the establishment level were inconsistent. (The 1976 survey produced the same inconsistencies.) For 1989, an analysis of the companies in each panel and telephone calls to a sample of the mail companies explained some of the differences.

Thirty-three percent of all companies in the mail panel operated only two to four establishments. These smaller companies tended to be much more centralized in their recordkeeping and kept less detailed information for each of their physical locations. Many of these companies' representatives said they could provide total revenue/sales and employment data, but additional information would be very difficult to obtain and in many cases would be "guesses." Table 2-2 shows the distribution of multiestablishment companies in each panel in terms of number of establishments owned.

Table 2-2. **Recordkeeping Sample Classified by Multiestablishment Company Size**

Panel	Number of companies (Distribution by number of establishments owned)						
	Total	100+	50 to 99	25 to 49	5 to 24	2 to 4	1
Interview companies	202	154	20	16	12	-	-
Percent of total....	-	76	10	8	6	-	-
Mail companies.....	1,951	124	129	215	741	644	98
Percent of total....	-	6	7	11	38	33	5

- Represents zero.

A review of the mail panel found a number of companies that were listed as multiestablishment firms which were, in fact, companies with only one operating establishment. Many of these were government-owned hospitals included for the first time in the 1987 Census of Service Industries. Many firms reported that information was available only at the company level. In these cases, the company and the establishment were synonymous. Finally, in talking with personnel from a number of companies, the Bureau found that they could, in fact, report the information on each of their locations; they had originally misinterpreted the questions. Because the agency had sent the questionnaires to company headquarters where consolidated information for all operations was available, firms had erroneously checked the company column on the questionnaire. When asked if the information could be reported by location, many said yes—it would just mean going to the location or a different set of records.

Some of the more specific results for the interview portion of the survey follow. The questionnaire asked at what organizational level, within the company, the information could be reported for (1) number of employees (table 2-3), (2) employees by type (table 2-4), (3) contribution for fringe benefits (table 2-5), and (4) dollars spent on various expense items (table 2-6). Some of these items had been included on the 1987 census questionnaires; others were new data items for 1992 that various data users had asked to be collected.

For all of the data items, the Bureau tabulated responses based on the smallest organizational unit for which data could be reported. For example, if the respondent indicated that data were available at both the establishment and company levels, the staff tabulated statistics only for the former. In most cases, if the information was available for the establishment, the data also could be reported for the company. "Other" generally meant subsidiary, division, or some other level of organization between the company and the establishment.

The questionnaire also differentiated between information that was available from a company's records (book value) and information that was not, but could be estimated. Tables 2-3, 2-4, 2-5, and 2-6 show both the estimates and book value combined.

Information is shown for each sector, except for "new services," which includes financial, insurance, and real estate industries; communications; selected transportation (SIC's 41, local and suburban transit and interurban highway passenger transportation; 45, transportation by air, (except air transportation, scheduled); and 46, pipelines, except natural gas; and gas, electric, and sanitary services. The figures do not show those industries separately because of the small sample size for each sector.

For each of the sectors covered in the recordkeeping practices survey, a majority of the companies said that they could report the number of employees by establishment. Table 2-3 shows the results of this inquiry.

Table 2-3. **Number of Employees**

(Percent of total responses)

Item	Data available at—			
	Company level	Establishment level	Other	Not Available
Number of employees for pay period including March 12				
All responses.....	6	87	6	1
Manufactures.....	1	93	5	1
Construction.....	10	68	22	-
Wholesale trade	28	72	-	-
Retail trade.....	14	86	-	-
Services	3	97	-	-
New services.....	9	75	16	-

- Represents zero.

To consider just two items in table 1.3, construction companies had the lowest employment percentage at the establishment level. This was the result of a definitional problem associated with construction establishments, which were defined as a "relatively permanent office, or other place of business, where usual business activities related to construction were conducted." This was usually an office

Digitized by Google

that had been established for the management of more than one project or job and which was expected to be maintained on a continuing basis. Many construction companies, however, did not keep their books in this manner, and reporting any kind of information by "establishment," even number of employees, was difficult. In addition, construction workers at times were employed at more than one location, which added more problems for reporting information for each establishment.

Within the new services area, the Bureau discovered that there were some significant differences in the availability of data. Only 61 percent of the banks and 63 percent of the securities companies visited reported that they had employment data for each of their establishments.

The Bureau also asked companies if they could report information on the number of employees by function. Table 2-4 shows the results.

Table 2-4. **Employees by Function**

(Percent of total responses)

Item	Data available at—				
	Company level	Establishment level	Other	Not available	Not applicable
ADMINISTRATIVE AND MANAGERIAL					
All responses	8	80	9	3	-
Manufactures	4	74	8	14	-
Construction	38	33	3	26	-
Wholesale trade	-	98	-	2	-
Retail trade	17	57	3	23	-
Services	-	71	2	27	-
New services	20	34	32	14	-
OFFICE AND CLERICAL					
All responses	8	60	9	22	-
Manufactures	4	63	8	25	-
Construction	38	33	3	26	-
Wholesale trade	-	88	-	-	12
Retail trade	23	52	3	22	-
Services	-	71	2	27	-
New services	19	33	31	17	-
SALES/SALES SUPPORT					
All responses	9	56	9	26	-
Manufactures	7	58	9	26	-
Construction	42	33	3	22	-
Wholesale trade	-	100	-	-	-
Retail trade	15	56	-	23	6
Services	2	45	1	27	25
New services	14	29	30	11	16
DATA PROCESSING					
All responses	10	64	11	15	-
Manufactures	7	70	9	14	-
Construction	42	29	3	26	-
Wholesale trade	-	98	-	2	-
Retail trade	27	40	10	23	-
Services	-	70	2	28	-
New services	18	32	36	14	-
ACCOUNTING PERSONNEL					
All responses	11	66	8	15	-
Manufactures	5	77	4	14	-
Construction	40	34	-	26	-
Wholesale trade	29	69	-	2	-
Retail trade	26	39	13	22	-
Services	-	70	2	28	-
New services	17	33	36	14	-

See footnotes at end of table.

Digitized by Google

Table 2-4. **Employees by Function**—Con.

(Percent of total responses)

Item	Data available at—				
	Company level	Establishment level	Other	Not available	Not applicable
REPAIR SERVICES					
All responses	9	55	4	15	17
Manufactures	4	71	3	15	7
Construction	42	10	-	22	26
Wholesale trade	28	72	-	-	-
Retail trade	15	39	10	24	12
Services	-	23	2	28	47
New services	11	24	10	11	44
TRUCKING EMPLOYEES					
All responses	4	52	1	12	31
Manufactures	3	65	1	10	21
Construction	3	10	-	23	64
Wholesale trade	2	89	-	-	9
Retail trade	9	26	3	24	38
Services	-	20	2	28	50
New services	6	24	5	12	53
RESEARCH AND DEVELOPMENT					
All responses	11	53	8	12	16
Manufactures	10	67	8	6	-
Construction	-	13	3	2	58
Wholesale trade	28	72	-	-	-
Retail trade	23	16	10	22	29
Services	1	37	1	29	32
New services	10	24	19	10	37
SECURITY EMPLOYEES					
All responses	9	54	9	16	12
Manufactures	3	65	8	14	10
Construction	42	10	-	22	26
Wholesale trade	-	89	-	9	2
Retail trade	23	43	-	23	11
Services	19	32	2	29	18
New services	14	23	36	12	16

- Represents zero.

As table 2-4 illustrates, companies engaged in manufacturing and wholesale trade could most often report information on employees by function for each establishment. There were, however, some qualifications to these data. Many of the companies interviewed indicated that the categories listed did not necessarily match their accounts. Office and clerical personnel that supported their managerial staff could not be considered as managerial, while sales/sales support often included office and clerical personnel even if they were not directly supporting the sales staff.

Companies engaged in wholesale trade could report information on the number of the following types of employees by establishment: (1) selling, (2) sales support, (3) central administrative and auxiliary, (4) manufacturing, and (5) other. Representatives from 85 percent of the companies interviewed indicated that they could also supply information on the number of office and clerical employees at each establishment. The Bureau did not ask if the number of manufacturing employees was available, but the reporting in the 1987 census was good for this category too. Therefore, the agency determined that there would be no change in this area for 1992.

The 1987 Census of Service Industries questionnaires covering legal services; dental and medical laboratories; accounting, auditing, and bookkeeping services; and engineering, architectural, and surveying services also included questions on employees by function. Since the 1987 census captured good data for those categories, the Bureau decided to again collect employees-by-function statistics for 1992 for the above service businesses, but, based on the results of the survey, not to obtain employees-by-function data for new services included in the 1992 census.

In the 1987 report *Auxiliary Establishments*, there was significant nonresponse for employees by function. Even though these data were available for each establishment from a large percentage of the companies interviewed in the 1989 Recordkeeping Practices Survey, about 25 percent of the companies interviewed said they could not report the information. Further, company representatives

Digitized by Google

who indicated that this information was available for their establishments also said the data were very difficult and burdensome to gather. Therefore, the Bureau determined that it would not add employment-by-function inquiries to any additional census questionnaires for 1992.

The censuses have collected information on legally required versus voluntary fringe benefits (i.e., health insurance, pensions, etc.). For manufacturers and construction companies, this information was for each establishment while in the nongoods-producing industries, the data were at the company or subcompany level. None of the censuses had gathered separate data on contributions for health insurance, pensions, and other voluntary purposes. Almost all of the companies interviewed could report separate data on voluntary contributions at some level within their organizations. Manufacturers probably could provide the data for each of their establishments, while construction companies would have more difficulty reporting by establishment. Table 2-5 shows the results of this question.

Table 2-5. **Contributions for Fringe Benefits**

(Percent of total responses)

Item	Data available at—				
	Company level	Establishment level	Other	Not available	Not applicable
LEGALLY REQUIRED (E.G., SOCIAL SECURITY, ETC.)					
All responses	22	63	15	-	-
Manufactures	16	67	17	-	-
Construction	32	62	6	-	-
Wholesale trade	33	67	-	-	-
Retail trade	20	71	9	-	-
Services	21	72	5	2	-
New services	31	41	28	-	-
VOLUNTARY HEALTH SERVICES					
All responses	16	69	14	1	-
Manufactures	6	79	15	-	-
Construction	10	62	28	-	-
Wholesale trade	28	72	-	-	-
Retail trade	34	60	6	-	-
Services	20	72	7	1	-
New services	36	35	25	4	1
PENSIONS					
All responses	16	62	15	1	6
Manufactures	7	69	15	-	9
Construction	10	62	28	-	-
Wholesale trade	29	71	-	-	-
Retail trade	40	52	6	-	2
Services	25	64	8	-	3
New services	34	31	25	4	5
OTHER CONTRIBUTIONS					
All responses	20	63	15	1	1
Manufactures	15	70	15	-	-
Construction	10	62	28	-	-
Wholesale trade	27	73	-	-	-
Retail trade	30	59	6	2	3
Services	25	64	8	2	-
New services	35	31	26	4	4

-Represents zero.

Digitized by Google

The agency decided that it would add these items to the 1992 census because there was a clear and urgent need for the statistics.

The 1987 censuses collected some information on expenses incurred by companies in the operation of their businesses. For manufacturing and construction this information was for each establishment. For the nongoods-producing sector (i.e., wholesale trade, retail trade, and service industries), the Bureau collected the data at a more aggregated level, generally at the company or subsidiary level. At the request of many Government and industry analysts, the recordkeeping practices survey tried to determine if the Bureau could get more information on expenses, especially on purchased services. Table 2-6 lists the expenses (some of which the 1987 censuses got) and an indication of whether the data were available and, if so, at what level of organization.

Table 2-6. **Expenses**

(Percent of total responses)

Item	Data available at—				
	Company level	Establishment level	Other	Not available	Not applicable
COST OF PURCHASED—OFFICE SUPPLIES					
All responses	13	69	1	7	-
Manufactures	1	80	9	10	-
Construction	40	28	25	7	-
Wholesale trade	26	74	-	-	-
Retail trade	17	68	-	12	3
Services	37	56	7	-	-
New services	25	46	25	4	-
ELECTRICITY					
All responses	10	68	10	11	1
Manufactures	1	80	9	10	-
Construction	40	31	22	7	-
Wholesale trade	-	100	-	-	-
Retail trade	26	74	-	-	-
Services	15	52	7	26	-
New services	18	41	22	16	3
FUELS CONSUMED FOR HEAT OR POWER					
All responses	10	68	10	11	1
Manufactures	1	80	9	10	-
Construction	43	28	22	7	-
Wholesale trade	26	74	-	-	-
Retail trade	6	66	13	15	-
Services	15	52	7	26	-
New services	18	38	22	17	5
WATER, SEWER, REFUSE REMOVAL, EXCEPT HAZARDOUS WASTE					
All responses	10	59	10	20	1
Manufactures	1	68	8	22	1
Construction	40	28	22	7	3
Wholesale trade	26	74	-	-	-
Retail trade	6	53	11	23	3
Services	19	41	7	33	-
New services	16	38	19	24	2
HAZARDOUS WASTE REMOVAL OR TREATMENT					
All responses	6	48	8	19	19
Manufactures	-	64	9	22	5
Construction	3	10	22	3	62
Wholesale trade	26	54	-	-	20
Retail trade	3	24	3	12	58
Services	15	27	2	37	19
New services	7	19	11	22	41

See footnotes at end of table.

Digitized by Google

Table 2-6. **Expenses**—Con.

(Percent of total responses)

Item	Data available at—				
	Company level	Establishment level	Other	Not available	Not applicable
REPAIR OF BUILDINGS AND OTHER STRUCTURES					
All responses	8	63	11	16	2
Manufactures	1	71	9	19	1
Construction	47	28	25	-	-
Wholesale trade	26	72	-	-	2
Retail trade	11	55	15	19	-
Services	2	70	5	23	-
New services	17	37	22	16	8
REPAIR OF MACHINERY					
All responses	10	54	11	22	3
Manufactures	1	59	9	31	-
Construction	40	16	25	19	-
Wholesale trade	26	72	-	-	2
Retail trade	14	55	10	21	-
Services	17	45	5	12	21
New services	18	42	23	10	7
COMMUNICATIONS SERVICES					
All responses	13	71	12	4	-
Manufactures	1	84	10	5	-
Construction	43	32	25	-	-
Wholesale trade	26	74	-	-	-
Retail trade	9	68	12	11	-
Services	40	55	5	-	-
New services	25	46	24	5	-
TRANSPORTATION SERVICES					
All responses	12	60	13	10	5
Manufactures	3	69	14	14	-
Construction	40	13	25	3	19
Wholesale trade	28	72	-	-	-
Retail trade	20	54	13	12	-
Services	21	47	6	2	24
New services	20	40	22	9	9
SOFTWARE					
All responses	20	56	14	9	1
Manufacturers	6	69	17	8	1
Construction	13	13	37	37	-
Wholesale trade	44	56	-	-	-
Retail trade	54	20	-	16	9
Services	42	48	3	7	-
New services	32	42	18	8	-
OTHER DATA PROCESSING SERVICES					
All responses	20	58	14	6	1
Manufactures	5	70	16	9	-
Construction	76	24	-	-	-
Wholesale trade	42	58	-	-	-
Retail trade	44	38	6	12	-
Services	42	52	3	-	3
New services	28	41	25	5	2
ADVERTISING					
All responses	25	56	14	3	2
Manufactures	10	72	12	5	1
Construction	40	16	3	3	37
Wholesale trade	46	36	18	-	-
Retail trade	28	54	15	3	-
Services	42	53	5	-	-
New services	49	26	25	-	-

See footnotes at end of table.

Digitized by Google

Table 2-6. **Expenses**—Con.

(Percent of total responses)

Item	Data available at—				
	Company level	Establishment level	Other	Not available	Not applicable
LEGAL SERVICES					
All responses	38	47	14	1	1
Manufactures	28	60	12	-	-
Construction	44	31	25	-	-
Wholesale trade	67	29	-	-	4
Retail trade	78	14	6	3	-
Services	45	52	3	-	-
New services	39	26	35	-	-
ACCOUNTING AND BOOKKEEPING SERVICES					
All responses	32	47	11	4	6
Manufactures	22	59	10	7	2
Construction	44	13	40	-	3
Wholesale trade	52	33	-	-	15
Retail trade	64	18	3	9	6
Services	22	50	3	-	25
New services	46	23	24	1	5
HIGHWAY FUEL EXPENSE FOR TRUCKS OWNED OR LEASED EXPENSE FOR TRUCKS OWNED OR LEASED					
All responses	15	50	8	12	15
Manufactures	9	66	5	10	10
Construction	3	13	22	52	10
Wholesale trade	26	60	12	-	2
Retail trade	20	15	3	29	33
Services	21	29	3	3	43
New services	28	17	21	14	20
INTEREST EXPENSE					
All responses	42	42	15	-	1
Manufactures	30	58	12	-	-
Construction	62	13	25	-	-
Wholesale trade	65	25	10	-	-
Retail trade	89	5	3	-	3
Services	51	48	1	-	-
New services	46	14	39	-	1
RENTAL PAYMENTS—LAND, BUILDINGS, ETC.					
All responses	18	59	15	8	1
Manufactures	10	66	10	13	1
Construction	43	32	25	-	-
Wholesale trade	26	72	2	-	-
Retail trade	14	49	29	8	-
Services	26	58	14	-	2
New services	29	32	36	3	-
MACHINERY, EQUIPMENT, ETC.					
All responses	18	58	14	9	1
Manufactures	6	71	9	13	1
Construction	40	32	25	3	-
Wholesale trade	26	72	2	-	-
Retail trade	27	36	29	8	-
Services	42	41	14	-	3
New services	31	30	30	7	2

- Represents zero.

Digitized by Google

Data users had shown increasing interest in information on contract employees—either temporary or full-time. These individuals were not on the payroll of the company for which they worked but, rather, were supplied through a contract with another company to perform specific jobs.

As a result of this interest, the Bureau asked companies in the survey if they used contract employees and, if so, whether they could report information on the cost of these workers, the total number employed, and the number by occupation. The survey found that 84 percent of the companies interviewed used such employees. This ranged from a high of 92 percent in the new service industries to a low of 49 percent in the other service industries. In many instances, companies reported the cost of contract workers at some level within their organization. A significant number, however, could not provide the total number of contract workers, since records only showed the cost. In fact, in all sectors except services, more than 30 percent of the companies could not furnish information on the number of contract workers employed. Finally, 40 to 50 percent of the companies also could not report the number of contract workers by occupation.

The Bureau, therefore, believed that it would be possible to ask a question in the individual censuses on the cost of contract workers. However, because companies would find it very difficult to provide the corresponding information on the number and job functions of such workers, the Bureau decided that it would not collect such statistics for 1992.

Table 2-7 below shows the results on the availability of data for cost and total number of contract workers by sector. The information for number of contract workers by occupation is shown for all sectors combined, since the results indicated that these kinds of data would not be available regardless of the company organizational level or industry.

Table 2-7. **Contract Employees**

(Percent of total responses)

Item	Data available at—				
	Company level	Establishment level	Other	Not available	Not applicable
COST OF CONTRACT WORKERS					
All responses	19	60	9	9	3
Manufactures	7	77	3	9	4
Construction	54	9	29	9	-
Wholesale trade	35	63	-	-	2
Retail trade	30	10	30	30	-
Services	34	47	19	-	-
New services	32	29	22	16	1
TOTAL NUMBER OF CONTRACT WORKERS					
All responses	11	45	6	35	3
Manufactures	1	59	3	33	4
Construction	45	13	-	42	-
Wholesale trade	35	28	-	35	2
Retail trade	25	-	-	75	-
Services	31	41	15	13	-
New services	11	30	17	40	2
NUMBER OF CONTRACT WORKERS BY OCCUPATION (ALL SECTORS)					
All responses	7	31	2	47	13
Administrative and managerial	7	31	2	47	13
Production	5	31	-	50	14
Office and clerical	10	32	6	50	2
Sales/sales support	5	29	1	53	12
Data processing	10	27	4	50	9
Accounting personnel	5	32	5	49	9
Repair service	5	29	4	45	17
Trucking employees	7	25	3	41	24
Research and development	8	25	4	40	23
Security employees	6	28	7	44	14
Medical employees	5	25	4	40	26

- Represents zero.

Digitized by Google

As with expenses, census data on assets and capital expenditures had been collected for each establishment owned by manufacturing and construction companies. For selected nongoods producing industries, the Bureau had obtained these data at a more aggregated level, generally the company or subsidiary, through an "add on" survey. In addition, the agency's Enterprise Statistics Program had produced information on assets and capital expenditures. Table 2-8 shows the results of the 1989 Recordkeeping Practices Survey questions about the availability of data for these items.

Table 2-8. **Assets**

(Percent of total responses)

Item	Data available at—				
	Company level	Establishment level	Other	Not available	Not applicable
ORIGINAL COST OF DEPRECIABLE ASSETS—MACHINERY AND EQUIPMENT					
All responses	13	73	13	-	-
Manufactures	6	86	8	-	-
Construction	10	62	28	-	-
Wholesale trade	26	65	9	-	-
Retail trade	27	61	9	3	-
Services	22	70	6	2	-
New services	24	37	37	-	2
ORIGINAL COST OF DEPRECIABLE ASSETS—BUILDINGS AND STRUCTURES					
All responses	13	74	13	-	-
Manufactures	5	86	8	-	-
Construction	10	62	28	-	-
Wholesale trade	26	65	9	-	-
Retail trade	28	69	-	3	-
Services	20	70	6	2	2
New services	23	39	37	-	1
ANNUAL DEPRECIATION CHARGES					
All responses	14	73	13	-	-
Manufactures	6	86	8	-	-
Construction	45	29	26	-	-
Wholesale trade	30	61	-	9	-
Retail trade	19	81	-	-	-
Services	15	78	7	-	-
New services	24	36	39	-	1

- Represents zero.

Historically, manufacturers did not have trouble reporting asset information for each of their establishments. While a majority of construction companies could report the original cost of assets for each of their establishments, a significant number only kept these records at the company or subsidiary level. The problem was quite acute for reporting annual depreciation charges, since only 29 percent of the construction companies kept such records for each of their establishments.

The Bureau suspected that part of the problem construction companies encountered in reporting asset and capital expenditure data might be related to the design of the census questionnaire. During the 1989 Recordkeeping Practices Survey, the staff interviewed representatives from a small number of construction companies to determine what kinds of problems they had had in completing the 1987 census questionnaires. They used cognitive interviews[1] to learn what respondents were thinking as they completed their questionnaires. Most of the companies' representatives had a great deal of difficulty understanding the asset and capital-expenditure inquiries. They were confused about what information should be included in each of the categories. Based on these interviews and other research pertaining to the construction questionnaires, the staff revised versions of the construction questionnaires and used them in the 1989 construction test census. The results of that test census and the recordkeeping practices survey would help determine how the 1992 census would ask the assets and capital expenditures questions.

[1]A set of tools to study thought processes and to identify errors that were introduced during the response process. The goals of cognitive interviews were (1) to understand the thought processes used to answer survey items and (2) to use this knowledge to find better ways of constructing, formulating, and asking survey questions.

Digitized by Google

Reporting of this information by the nongoods-producing sector had not been a problem, since an "add on" survey had requested the data at the company or subsidiary level. The Bureau, however, determined not to collect this particular information from the new service industries because there would be no funding to do so.

The survey also asked companies if they could provide data on assets by replacement value and by original cost less accumulated depreciation; 15 percent could report by replacement value while 85 percent could not. All could report the original cost of assets less accumulated depreciation.

There have been varying amounts of detail collected in each of the censuses on capital expenditures. The 1989 Recordkeeping Practices Survey asked about both the availability of answers to the capital expenditure items and also four detail questions. With respect to the former, the survey found that there was not a consistent pattern for the availability of the information. Manufacturers generally could report their expenditures for all industrial equipment for each establishment, but could not provide separate information for factory automation equipment and all other industrial equipment at any level of their organization. Most companies had data on expenditures for information-processing equipment, but those data were not readily available for each establishment for a large number of companies. Many companies simply did not maintain accounts for all of the items. If there was a large capital expenditure for a particular item, a separate account was set up, only to be closed once the expenditure had been completed. Many companies did not even maintain a separate account for information-processing equipment because the expenditures were not consistently large. Purchases of this type of equipment were included in the "other equipment account" and it was very difficult to isolate the data.

Next, the survey asked companies a series of more detailed questions regarding capital expenditures. Table 2-9 lists those inquiries and the corresponding responses.

Table 2-9. **Capital Expenditures—Detail Questions**

(Percent of total responses)

Question	Yes	No
Are data available quarterly on capital expenditures listed?	69	31
Manufactures	68	32
Construction	75	25
Wholesale trade	73	27
Retail trade	77	23
Services	63	37
New services	66	34
Are equipment expenditures detail available separately for new and used equipment?	26	74
Manufactures	24	76
Construction	29	71
Wholesale trade	46	54
Retail trade	31	69
Services	25	75
New services	17	83
Can you report building/structures expenditures separately for the following?		
New construction	61	39
Manufactures	58	42
Construction	48	52
Wholesale trade	70	30
Retail trade	86	14
Services	74	26
New services	50	50
Reconstruction (e.g., additions, alterations, and major replacements)	58	42
Manufactures	57	43
Construction	46	54
Wholesale trade	42	58
Retail trade	83	17
Services	80	20
New services	49	51
Purchase of existing buildings/structures	62	38
Manufactures	54	46
Construction	46	54
Wholesale trade	90	10
Retail trade	79	21
Services	89	11
New services	56	44

See footnotes at end of table.

Digitized by Google

Table 2-9. **Capital Expenditures—Detail Questions**—Con.

(Percent of total responses)

Question	Yes	No
Can your records distinguish between capital expenditures for equipment produced in the U.S. versus equipment produced overseas?	3	97
Manufactures	2	98
Construction	3	97
Wholesale trade	-	100
Retail trade	3	97
Services	1	100
New services	11	89

- Represents zero.

The 1987 censuses requested separate information on expenditures for new versus used capital equipment. As shown in table 2-9, the 1989 survey found that this information was not readily available in company records—a direct result of the Tax Reform Act of 1986, which eliminated the separate depreciation schedules for new and used equipment. Therefore, companies no longer kept this information, since it was not needed for tax purposes. (For more about the impact of the Act.)

Separate data on expenditures for new versus used equipment were extremely important to the Bureau of Economic Analysis for use in developing the gross domestic product. Consequently, the Census Bureau decided, despite the findings of the survey, that it would continue to collect capital expenditures statistics for the Annual Survey of Manufactures' panel as part of the 1992 Census of Manufactures.

The 1989 Recordkeeping Practices Survey also had a question on the availability of information on the cost of intangible investments. These included such items as training, software, and research and development that were not capitalized.

Many data users asked the Census Bureau to include information on capital expenditures for equipment produced in the United States versus that of foreign origin. However, the agency decided not to add that question to the 1992 individual censuses because more than 95 percent of the companies queried could not report the data.

Table 2-10 shows the results; some of these expenses were not applicable to all companies and industries. For example, 24 percent of manufacturing, 64 percent of construction, 26 percent of wholesale trade, 52 percent of retail trade, 21 percent of service, and 48 percent of the new services companies did not have research and development expenditures. For this reason, table 2-10 excludes the "not applicable" responses from the data and the staff recalculated the percentages.

Table 2-10. **Intangible Investments**

(Percent of companies with expenditures)

Item	Data available at—			
	Company level	Establishment level	Other level	Not available
TRAINING				
All responses	20	17	6	57
Manufactures	9	14	4	73
Construction	15	35	10	40
Wholesale trade	32	28	14	26
Retail trade	47	-	3	50
Services	42	24	-	34
New services	39	16	18	27
SOFTWARE				
All responses	27	18	10	45
Manufactures	16	18	7	59
Construction	16	10	5	69
Wholesale trade	54	26	2	18
Retail trade	47	3	-	50
Services	61	21	11	7
New services	29	14	37	20

See footnotes at end of table.

Digitized by Google

Table 2-10. **Intangible Investments**—Con.

(Percent of companies with expenditures)

Item	Data available at—			
	Company level	Establishment level	Other level	Not available
RESEARCH AND DEVELOPMENT				
All responses	32	31	10	27
Manufactures	18	32	14	36
Construction	19	53	9	19
Wholesale trade	70	30	-	-
Retail trade	20	-	-	80
Services	49	45	-	6
New services	61	17	12	10

- Represents zero.

The Bureau determined that it would be impossible to collect cost information on training because a majority of companies did not keep such records. Even the cost of software and research and development would be difficult to obtain in a census, since so many respondents could not provide the information or the items were not applicable to their operations.[2]

The 1986 Tax Reform Act changed the accounting rules for reporting inventories to the Internal Revenue Service. Prior to 1986, the tax code required businesses to report inventories based on the value of the inventories using any Internal Revenue Service-approved accounting method. Starting in 1986, the revised tax code required that selected costs associated with maintaining inventories be included in the value of inventories (e.g., payroll of warehouse employees, etc.). To determine whether companies were changing their method of reporting inventories to the census to match the Internal Revenue Service requirements, two questions concerning the reporting of inventories to the Bureau were included in the survey (see table 2-11). These inquiries did not apply to the services and new services sectors.

[2]The Census Bureau's ongoing research and development survey for the National Science Foundation sampled companies with large research and development programs.

Table 2-11. **Inventories**

(Percent of total response)

Question	Yes	No
Are the inventories reported to the census bureau based on section 263A of the internal revenue service code?		
Manufactures	53	47
Construction	15	85
Wholesale trade	52	48
Retail trade	59	41
For those companies that answered no to the above question, the following question was asked:		
Do you have any plans to convert your method of reporting inventories to the Census Bureau to match those reported for tax purposes?		
Manufactures	12	88
Construction	-	100
Wholesale trade	4	96
Retail trade	-	100

- Represents zero.

The 1988 Annual Survey of Manufactures asked companies if the inventories reported were based on Section 263A of the Internal Revenue Service code, and found that a small percentage of them were. The 1989 Recordkeeping Practices Survey showed that a number of large companies had changed their method of reporting inventories to the Census Bureau. Most of those companies that had not changed, however, had no plans to do so in the future. The staff felt that the fact that the recordkeeping practices survey was for 1989, while the Annual Survey of Manufactures covered 1988, accounted for some of the differences in the two data sets.

In addition to the individual censuses (i.e., manufacturing, construction, retail trade, wholesale trade, service industries), which also had a number of supplemental programs, there were a number of supplemental survey forms mailed as part of the economic census. The Bureau included questions about three of these on the 1989

Digitized by Google

Recordkeeping Practices Survey: (1) the Auxiliary Establishment Report (ES-9201), (2) the Listing of Additional Establishments questionnaire (Form NC-9920), and (3) the Enterprise Summary Report (ES-9100). A discussion of each follows.

The Auxiliary Establishment Report collected information about auxiliary units of multiestablishment companies. (An auxiliary establishment was one that performed management, supervision, general administrative, and supporting services for other establishments of the same enterprise, rather than for the general public or other business firms. The primary functions of these establishments were to manage, administer, service, or support the activities of the company's other establishments. Examples of auxiliary establishments are central offices, corporate offices, accounting offices, computer centers, warehouses, etc.) Many times these auxiliary operations were located at the same physical location as an operating establishment (e.g., a warehouse located at a manufacturing plant). The censuses asked companies with these types of operations to report separately for the operating establishment and for the auxiliary operation. The 1989 Recordkeeping Practices Survey asked these companies if separate data were available for the operating establishment and the auxiliary operation. Eighty-three percent of all companies reported that they could provide separate data for these operations. This response did not vary significantly across the sectors.

Every December prior to the year for which the economic censuses had been taken, listings of additional establishments were mailed to all multiestablishment companies along with the appropriate census questionnaires. The companies were to review the inventory listing of forms received, which showed each establishment owned by the company. If any owned establishments were missing, the companies were to add them to the Listing of Additional Establishments questionnaire (NC-9920) and return it within 7 days. The Bureau, in turn, mailed back to the company the appropriate census questionnaire for each establishment. For many large companies, completing and returning any kind of questionnaire within 7 days was impossible. To gauge the extent of the problem, the Bureau asked the question shown in table 2-12.

Table 2-12. **Listing of Additional Establishments**

(Percent of total responses)

Question	Yes	No
For 1987, Form NC-9920, Listing of Additional Establishments was mailed with the other Census forms in mid-December, but was due back to the Bureau 7 days after receipt. Did you have any problems reviewing the form and returning it within 7 days?		
All companies	31	69
Interview companies	81	19
Mail companies	30	70

The results illustrate that the large interview companies had serious problems in reviewing, completing, and returning the questionnaire within 7 days. This was much less a problem for the smaller mail companies having fewer establishments. As shown in table 2-2, 76 percent of the large interview companies had 100 establishments or more, while 76 percent of the mail companies had 24 establishments or fewer.

When asked the best time to receive the NC-9920 questionnaires, 62 percent of the large companies indicated that mid-November would be better since it would give them more time to review the listing. If received then, most said the questionnaire could be returned in 30 days. Some companies preferred to receive the NC-9920 questionnaire in September and October.

Based on these findings, the Bureau decided to change this part of the census program for 1992, specifically by mailing the inventory listing and questionnaires earlier than had been done in the past.

For 1987, the Bureau mailed each multiestablishment company that had 500 employees or more an Enterprise Summary Report to obtain unduplicated, consolidated company information for the enterprise's[3] domestic activities. Table 2-13 shows a group of questions asked about that report. The figure only includes the responses of the interview companies for these questions, since a large number of the mail cases were not required to complete this form because of their size.

Table 2-13. **Enterprise Summary Report**

Question	Percent
The Enterprise Summary Report collects consolidated information for domestic activities of your enterprise. How do you complete this form?	
Sum up the individual establishment reports	30
Complete the form from company financial statements	56
Tax records	-
Other	14
Do you check the Enterprise Summary Report to make sure it matches the sum of the establishments for applicable items?	
Yes	46
No	54
How do you account for establishments that are bought or sold during the year in the Enterprise Summary form?	
If establishment sold, exclude from Enterprise form	13
Include data for that portion of year the establishment owned by company	55
If establishment bought, include on Enterprise form	18
Other	14

- Represents zero.

[3]An enterprise was defined as a business, service, or membership organization consisting of one or more establishments under common ownership or control. If included all establishments of subsidiary companies where there was more than 50-percent ownership, as well as establishments of firms which the enterprise had the power to direct or cause the direction of management and policies. An enterprise might vary in composition ranging from a single legal entity to a complex family of legal entities under common ownership or control.

Digitized by Google

The fact that 56 percent of the companies completed the Enterprise Summary Report using company financial statements and 54 percent did not match it with the sum of their establishments' reports accounted for the differences found in reviewing the data. Many of the large companies' representatives indicated that they did not check the establishment reports completed at the individual locations, but just returned them. Some even asked the establishments to return the reports directly to the Bureau to avoid the delays and problems associated with coordinating the response to census forms.

The last section of the 1989 Recordkeeping Practices Survey had a number of miscellaneous questions, such as on the time spent completing census questionnaires, electronic reporting, forms design, fiscal- versus calendar-year reporting, ownership of businesses, and record retention. Each of these are discussed below.

Most respondents did not remember how long it took them to complete each of their respective 1987 census questionnaires and, therefore, did not answer that question.

Twenty-four percent of all companies queried expressed interest in filing economic census questionnaires electronically. The survey discovered no significant difference between the interview and mail companies, with 32 percent of the former expressing interest, compared with 24 percent of the latter. In the 1987 Census of Retail Trade, 10 large retail companies with a large number of establishments found it much easier to file via computer tape than to complete hundreds of paper questionnaires. Beginning in 1989, the Bureau studied alternatives to computer tape reporting, such as electronic data interchange. For 1992, the Bureau planned to offer expanded means for filing electronically. The survey asked companies which census questionnaires they would prefer to file electronically (monthly, quarterly, annual, 5-year censuses, or all questionnaires); so few answered the question that the staff could not perceive any definitive preference. Companies which expressed an interest were also asked who within their organizations the Bureau should contact regarding electronic filing. For 1992, the agency planned to focus on large companies and to contact the persons that were identified in the survey.

The survey also asked companies about transmitting data via telephone lines directly to the Census Bureau or filing census questionnaires using a menu-driven diskette. Neither the smaller mail companies (20 percent) nor the larger interview companies (15 percent) were extremely interested in telephone transmittal. A larger percent of the interview companies were interested in filing via diskette, with 44 percent (but only 31 percent of the smaller mail companies) saying such an option might be used if offered.

The Bureau mailed the 1987 Economic Census questionnaires to companies in mid-December 1987 with a due date of February 15, 1988. The agency began publishing information from these censuses in late 1988. To allow staff to process the approximately 4 million questionnaires mailed, tabulate the results, analyze the data, and begin publishing the results in a timely manner, the Bureau had to receive the questionnaires from the companies as quickly as possible. The 1989 Recordkeeping Practices Survey asked the companies a number of questions about filing census questionnaires. The responses are in table 2-14.

Table 2-14. **Completing Census Questionnaires**

(Percent of total responses)

Question	All companies	Mail companies	Interview companies
For the 1992 census, when will be the best time to mail the questionnaires to your company?			
December 1992	30	30	60
January 1993	17	17	18
February 1993	21	21	2
March 1993	31	32	16
Other	1	-	4
What is the earliest date you can complete and return the questionnaires to us?			
January 1993	11	11	1
February 1993	30	30	7
March 1993	17	17	23
April 1993	15	14	18
May 1993	19	19	51
Other	9	9	8
What are the major reasons you can't file by the February 15 due date?			
Too busy because of end-of-year and quarterly closing of books	49	49	78
Information not available on time	21	21	44
Working on annual company reports	26	25	53
Miscellaneous reasons	8	8	24

- Not applicable.

Note: Many companies marked more than one reason why they could not file by February 15, and other companies did not answer the question; therefore, percentages may not add to 100.

The responses are shown for all companies included in the survey and separately for the interview and the mail companies, since for some of the items there were major differences. For the mail companies, there was no "best" time to mail the census questionnaires, with December 1992 and March 1993 being the slight favorite dates. The majority of the large interview companies, however, much preferred to receive the questionnaires in December. Company representatives explained that even though they could not begin working on them until March or April 1993, work was slow in December and the questionnaires could be sorted and distributed to the personnel responsible for completing them.

(The Census Bureau mailed the 1963 Economic Censuses questionnaires in April 1964 rather than in December 1963. The companies took the same period of time to complete and return the questionnaires as it took for the 1987 censuses questionnaires, which were mailed in December of that year. A 4-month delay in mailing meant a 4-month delay in the receipt and processing of the data, which delayed release of the census results.)

Digitized by Google

Based on the results of the 1989 Recordkeeping Practices Survey and the 1963 experience, the Bureau planned to mail the questionnaires in mid-December 1992, the same time frame as for 1987. Forty-one percent of the 1989 survey mail companies indicated that the questionnaires could be completed and returned by the end of February, while 51 percent of the interview companies could not return the questionnaires until sometime in May because between January and March of each year they were closing their books and preparing annual reports.

The agency decided to retain the February 15 due date, but to grant time extensions until May 1 for those large companies that could not complete the questionnaires by the due date.

The 1989 survey also asked companies what the Bureau could do to make it easier to file census questionnaires and whether the companies had a policy about filing them. About a quarter of the mail and 40 percent of the large interview companies reported that the questionnaires would be easier to complete if there were better instructions, a toll-free telephone number, and a description of the data to be collected, well in advance of the census. (Most interview firms' representatives said they needed the list of items a year in advance.) Only 29 percent of the large companies thought a toll-free number would be of assistance, but 41 percent wanted an analyst whom the company could contact regarding any problems with the questionnaires. Many of these large companies' representatives thought that having a Bureau contact would be a tremendous help to them. As a result, the Bureau planned to try a toll-free telephone number in the 1989 Financial, Insurance, and Real Estate Industries Test Census and the 1989 Transportation, Communications, and Utilities Test Census to determine the nature of the calls it might receive in the 1992 census and to determine the number of lines and the type of staff needed.

The 1989 survey also asked multilocation firms whether they had a policy about filing questionnaires. Forty-eight percent of the large interview companies and 32 percent of the smaller mail companies indicated that they only filed questionnaires that were required by law.

For the large companies, the Bureau decided to establish a proactive company contact program for the 1992 census. The agency would assign an analyst as the contact person for each of these companies, and each analyst would be responsible for contacting his/her company to help it regarding particular reporting problems.

The 1987 censuses questionnaires came in various sizes, ranging from 8-1/2 by 11 inches to 10-1/2 by 17 inches. In the 1989 Recordkeeping Practices Survey, companies overwhelmingly preferred an 8-1/2 by 11-inch size questionnaire. Even though this meant that many of the questionnaires would double in size (in terms of number of pieces of paper), many company representatives said that the convenience of a standard-size questionnaire outweighed the fact that it would be thicker. Such a questionnaire could easily be photocopied, fit without folding into a file drawer, and be much easier to work with.

For 1992, the Bureau decided to put as many census questionnaires on 8-1/2 by 11-inch paper as possible, while at the same time taking into account the cost and processing implications. Because the agency would have to imprint data on some of the manufacturing questionnaires, those would be 8-1/2 by 14 inches. Possibly beginning with the 1997 census, these larger forms might also be converted to the smaller size.

The Bureau decided not to include a file copy with the 1992 questionnaires because the majority of companies in the 1989 survey did not use the copy, but rather photocopied their completed questionnaire. Not printing file copies for the 4 million plus questionnaires needed for 1992 would save a substantial amount of money.

The interview and mail companies significantly differed about the placement of instructions. Some large company representatives felt that including all instructions on the questionnaires would make them too long and give the appearance of being more burdensome than they actually were; it would be easier for their individual establishments to have a separate instruction guide. Many of these large companies had completed census questionnaires on an annual basis, knew the concepts and definitions, and thus had less need for detailed instructions.

The survey asked companies about optical character-recognition questionnaires. Forty-three percent of the companies queried were familiar with these. Of that number, almost 25 percent objected to the use of such questionnaires. Therefore, the agency decided not to use them for 1992.

Historically, the census asked companies to report calendar-year information. If, however, their fiscal year ended between October and February, they could report fiscal-year data; otherwise, they were to convert the data to a calendar-year basis. The 1989 survey found that 46 percent of the companies kept their books by calendar year. Of the 54 percent of the companies that operated on a fiscal-year basis, 14 percent found it easy to convert the data to a calendar year; 41 percent, moderately difficult; and 45 percent, very difficult. Of this 45 percent, 58 percent also found not much difference between the two sets of data; 26 percent found the difference varied from year to year; and 16 percent found a great deal of difference in the two sets.

Of the 54 percent who operate on a fiscal-year basis, 65 percent of the companies reported that there was not much difference between the two sets of data; for 8 percent, a great deal of difference; and for 27 percent, the difference varied from year to year.

The last miscellaneous item dealt with ownership of businesses. Public Law 100-533 (Women's Business Ownership Act of 1988, enacted in October of that year) required the Bureau to report in the 1992 Census of Retail Trade, Wholesale Trade, and Service Industries the number of corporations that were women-owned. More specifically, this law would apply to corporations that did not use the Internal Revenue Service form 1120S to file their taxes. The 1120S companies (those with 35 shareholders or less) were included in the 1987 Survey of Women-Owned

Digitized by Google

Businesses, along with sole proprietors and partnerships. The 1989 survey identified the non-1120S corporations and asked if they could report whether the majority of shareholders were women. In addition, the recordkeeping practices survey asked these large corporations if information was available on the race of shareholders. For 1987, the Survey of Minority-Owned Business Enterprises compiled basic economic data on businesses owned by Blacks, persons of Spanish or Latin American ancestry, and persons of American Indian, Asian, or "Other" minority origin or descent. The 1987 survey also had included only sole proprietors, partnerships, and 1120S corporations.

The recordkeeping practices survey discovered that it would be almost impossible for many of the large companies to report information on ownership. Stockholders varied from day to day, and many blocks of stock were owned by institutions for which no sex or race data would be available. Further, ownership of the stock was confidential information in some companies and would not be reported even if it were asked on a census questionnaire.

Finally, there were some general questions about record retention policy. Forty-two percent of those queried had a corporation records-retention policy for all information media; 77 percent of the large interview companies had such a policy, while only 41 percent of the smaller mail companies did. Only 34 percent of all companies questioned provided for disaster recovery of records. Ninety percent of the interview companies, however, had such a program, while only 33 percent of the mail companies did.

Lessons learned. Once the 1989 Recordkeeping Practices Survey had been completed, the Bureau felt that it had gained valuable information. The company contacts the agency had established would be useful during the 1992 census. However, the Bureau determined that a number of lessons learned from the 1989 survey should be considered before a similar survey was conducted in the future. These included the following:

- Many company representatives were not familiar with the kinds of information available for each of the establishments owned by the company. The agency concluded that it must re-evaluate whether the survey should be conducted at the company level or whether it should query individual establishments. Perhaps the Bureau should send questionnaires to and/or interview both company and establishment personnel. Some companies had representatives from their establishments in the meetings or mailed copies of the questionnaire to them for their completion. Others did not, and many of these company personnel were not familiar with the kinds of information available for each of their locations. The entire organization of the survey should be examined.

- The survey showed that staff must completely reevaluate the use of a mail panel. If one is used in the future, the Bureau must redesign the questionnaire to alleviate the confusion encountered in 1989.

- For 1989, the Bureau tested the interview questionnaire before a final one was developed. If a mail questionnaire is employed for the next recordkeeping practices survey, the Bureau should also test a small sample of mail companies to determine if the respondents understand the questions and concepts.

- The agency must include more and better instructions on both the questionnaire and in the instruction guide, and the agency must better explain the establishment concept.

- Census should plan a post-enumeration telephone interview for a sample of the mail respondents to determine if the questionnaire has been understood and completed properly. The Bureau did this to some extent for the 1989 survey because of the differences in the responses of the mail and interview respondents, but it should be an integral part of the next recordkeeping practices survey.

- The Bureau should sharpen the survey's focus. The 1989 survey was very long and detailed. Many of the interviews lasted well over 3 hours. The agency should limit the survey to a few very high-priority, high-payoff questions/issues and concentrate on resolving them.

Finally, out of necessity, the Bureau realized that a recordkeeping practices survey had to occur in the midst of the review of the previous censuses. Such a periodic survey was, however, an important part of the planning process and was viewed by the companies as an extremely worthwhile project. The agency must, therefore, be prepared to devote the time and staff necessary to assure a successful completion of the project, as was done for the 1989 survey.

1989 Construction Test Census[4]

In 1989, the Bureau began research on the 1992 Census of Construction Industries' questionnaires. Center for Survey Methods Research employees carried out the initial phase, which consisted of a series of cognitive interviews[5] with representatives of 10 local single- and multiestablishment construction companies. As a result of those interviews, Center for Survey Methods Research staff drafted an experimental questionnaire which was submitted to the Bureau's Construction Statistics Division and the Economic Census Staff. Working together, these Bureau units designed three variations of that questionnaire and tried all four versions in this test census.

Description of questionnaires. The test consisted of administering four experimental and one control questionnaire to five panels. Panel 1 used the control questionnaire,

[4]For a comprehensive report, refer to DeMaio, T. J. and Jenkins, C. R. 1991. "Preliminary Results of the Census of Construction Industries 1989 Pretest." Internal Census Bureau Memorandum, April 15, 1991.

[5]See footnote 2.

Digitized by Google

which was basically identical to the one used in the 1987 Census of Construction Industries, except that it was altered to collect information for 1989 rather than 1987. This questionnaire consisted of two sheets of 8 1/2-inch by 14-inch paper with questions printed on both sides, i.e., four pages.

The experimental questionnaire used for panel 2 contained changes in both layout and wording. The 1987 census questionnaire was reduced to an 8 1/2-inch by 11-inch booklet. Reducing the page size and allowing for such changes as more space per question had the effect of increasing the number of pages, and the booklet was 12 pages long. In addition, the first page of the questionnaire consisted solely of key pieces of information (e.g., the mandatory and confidential nature of the data, the due date, definitions of concepts critical to the census) presented to respondents in an easy-to-read fashion. This was a change from putting the information in a separate instruction guide which might or might not be read. A third layout change was the removal of the bold-faced item headings that dominated the item space in the control questionnaire (panel 1); interviews had shown that respondents tended to concentrate on these headings and pay less attention to the questions themselves, thereby missing important information necessary to answer the question. Finally, the kind-of-business activity list, which was a separate sheet in the control questionnaire, was incorporated into the panel 2 questionnaire. Where wording was concerned, content generally did not change, except for two substantive additions in items 18 (type of ownership) and 19 (subcontractor) and a change in the focus of item 15 from dollar value of business done (sales) to receipts and billings. The major changes in question wording were designed to—

- Present all items in a similar format (i.e., questions rather than statements).
- Clarify how respondents from nonconstruction establishments should complete the questionnaire.
- Resolve ambiguities in the meaning of questions.
- Eliminate vocabulary that was unfamiliar to respondents.
- Increase the clarity of instructions to individual questions.

There also was an open-ended item to allow respondents to describe in their own words the kind of work their establishments did, so the test census could collect at least minimal information from respondents who did not answer the kind-of-business and type-of-construction items that appeared later in the questionnaire. The revisions in layout and question wording described for panel 2 were also incorporated into panels 3, 4, and 5.

Panel 3 contained a revised question sequence; the rationale was to introduce questions directly related to construction as quickly as possible. The first four questions dealt with the establishment's employer identification number, physical location, operational status, and the new open-ended work item. The remainder began with items that were directly related to construction. The "total dollar value of business" and all related items that referred to the information provided in this item were moved forward in the questionnaire (e.g., from item 15 to item 5), and the items concerning number of employees, payroll costs, and other costs to the establishment were moved backward (e.g., from item 5 to item 11). The assets, inventories, and organizational status questions came next, and the ending series of questions (ownership or control) were the same as on the control questionnaire (panel 1).

Panel 4 and 5 questionnaires were basically the same as in panel 3, except for the kind-of-business item. Staff developed two versions of this item for panels 4 and 5 that were conceptually different from the kind-of-business question used in the past. For 1987 and earlier censuses, that question was tailored to the business activities of a particular standard industrial classification. The advantage of the variants used in panels 4 and 5 was that they eliminated the need for multiple census questionnaires because the variants included all possible business activities in a single question. In panel 4, using the kind-of-business list in the questionnaire, respondents were to write in all their business activities. Panel 5 preprinted the entire list as part of the question, and instructed respondents to report percentages for the entries that applied to them.

One of the test's goals was to provide the staff with experience in designing questionnaires using forms-imaging equipment. This equipment electronically reproduced an image of each questionnaire, which permitted staff, if need be, to edit reported data. Therefore, the original plan was to design all of the questionnaires for that. However, because forms-design requirements were very time consuming, only one of the questionnaires in panel 1 and one of the questionnaires in panel 3 were designed for this kind of processing. The basic difference between keyed and imaged questionnaires was the color of the typeface—imaged questionnaires contained much more print in a lighter typeface (which also showed up only faintly on the film reader once the questionnaires were optically scanned). As a result, different aspects of the questionnaire were more noticeable to respondents, and this may have affected how they completed the forms.

Methodology. The test census sample consisted of 6,081 establishments in standard industrial classifications 1521 (General Contractors—Single-Family Houses), 1629 (Heavy Construction, Not Elsewhere Classified), and 1799 (Special Trade Contractors, Not Elsewhere Classified). The Bureau selected the sample from those establishments that had received a 1987 census questionnaire. On August 30 and 31, 1990, clerks in the Jeffersonville data-processing center divided the sampled establishments into five approximately equal panels and mailed each establishments the questionnaire version designated for its panel (see table 2-15). The mailing package included a questionnaire and an evaluation supplement which asked for information

Digitized by Google

about respondents' reactions to the questionnaire, problems they had in completing the form, and how long it took to complete it. The respondents were to return their completed questionnaires to Jeffersonville by September 30, 1990. On October 7 and 8, the Jeffersonville staff sent out a followup mailing to all nonrespondents; half of them were sent just a followup letter, while the other half got a letter and another questionnaire. The Jeffersonville office imposed a cutoff date of December 21 to facilitate timely processing; 53 questionnaires received after that date were not processed (keyed) and were excluded from all data analysis. For all other returns, the staff keyed the data using 1987 census procedures and transmitted the information via communication data-link equipment to Bureau headquarters. There, Economic Programming Division employees further processed the information on their personal computers and created a data file, again using 1987 procedures, without clerical review of completed cases.

Response rates. The overall response rate for the test census was 57.8 percent; the table below summarizes information regarding the mail return by panel. The overall response rate to the test census compared favorably with the response rate from the 1987 census for the three standard industrial classifications included in the test, which was 34.5 percent.[6]

[6]Note that these rates are not strictly comparable because the 1987 census rate included cases with imputed data for postmaster returns and other missing data.

Table 2-15. **Test Census Mail Return, by Panel**

	Total	Panel					
		1	2	3	4	5	6
Number of questionnaires mailed	6,081	1,213	1,216	1,215	1,225	1,212
Eligible sample[1]	5,733	1,141	1,135	1,144	1,160	1,153
Returns from eligible sample	3,469	718	631	703	713	704
Usable returns[2]	3,316	690	606	671	691	658
Mail return rate[3]	58%	60%	53%	59%	60%	57%

[1]Excludes postmaster returns and cases that were out of scope (e.g., establishment was out of business or sold prior to 1989, nonemployer establishment, or dissolved partnership).
[2]Excludes questionnaires that were in scope, but were returned without usable information (e.g., comments indicated eligibility, but the questionnaire was not completed).
[3]Defined as the number of eligible sample cases compared with the number of usable returns.

The test census response rate was relatively consistent across panels, with the exception of panel 2, where it was significantly lower than the others. Panels 1 and 4 had the highest mail- response rates, but the small differences between these and the ones for panels 3 and 5 were not statistically significant. Staff concluded that the length and appearance of the booklet were not overwhelming obstacles to response. Staff also thought that perhaps the response rate for panel 2 was the lowest because respondents recognized that the questions were all exactly the same as those that were on the 1987 construction census questionnaire and objected to getting a longer questionnaire under these circumstances. In contrast, respondents in panels 3, 4, and 5 may have noticed that the questions in the test census had been revised and in some cases the sequence had been changed.

Question sequence response rate. In past censuses of construction industries, the Bureau required all respondents to complete their questionnaires and return them as long as their establishments had been in business during the reference year. Some nonconstruction firms, however, received construction questionnaires, and respondents did not see the need to complete them. The instruction guide covered this situation, but since the instructions appeared near the bottom of the first column of the guide, many people did not read them. For the 1989 test census, one of the changes made to the experimental questionnaires was to add an instruction near the beginning that told respondents what to do if their establishments were not primarily engaged in construction activity. The instruction defined a nonconstruction establishment (more than half of the revenues were from activities other than those on the kind-of-construction-activity list in the questionnaire), and specified a required sequence of questions to be completed for these establishments.

Table 2-16 illustrates how well nonconstruction respondents followed the instructions contained on the test census questionnaires.

Digitized by Google

Table 2-16. **Percent and Number of Respondents From Nonconstruction Establishments by Whether They Answered the Required Sequence of Items, by Panel**

Percent of respondents who—	Panel					
	Total	1	2	3	4	5
Answered sequence correctly	24.2	5.1	27.1	20.8	39.3	23.3
Did not answer sequence correctly	75.8	94.9	72.9	79.2	60.7	76.7
Number of respondents	256	39	48	53	56	60

As the table shows, a very small percentage (5.1) of respondents in panel 1 answered the required sequence of items, compared with more than 20 percent in each of the panels that contained the new instruction. This aspect of the evaluation focused on the instruction's burden-reducing feature; that is, when respondents from nonconstruction establishments completed their questionnaires, their task was shorter than that of construction respondents. From this perspective, the Bureau believed that the instruction in panels 2 through 5 was effective.

Another very important aspect of the test was to determine the extent to which the instruction affected respondent burden. The major purpose of the instruction was to encourage nonconstruction respondents to complete and return their respective questionnaires. If nonconstruction firms included in the test census felt that the new instruction increased respondent burden, they may have discarded the questionnaire instead. Since the Bureau did not have any data about its nonrespondents, it could not determine how many of them were from nonconstruction establishments and, therefore, could not directly evaluate this aspect of the instruction. The staff did get some indirect evidence, however, by calculating the percentage of respondents for each panel that was from nonconstruction establishments. If the instruction effectively encouraged respondents from nonconstruction establishments to complete a questionnaire, there should have been (but there were not) more nonconstruction establishments in the Bureau's data base for the experimental panels. Table 2-17 shows that panel 1 had the lowest percentage of nonconstruction establishments, although the differences were small and not statistically significant. While this finding was suggestive, it was not definitive. The staff concluded that better information was needed to assess the effectiveness of the instruction.

Table 2-17. **Percent and Number of Total Respondents by Whether They Represented Construction or Nonconstruction Establishments, by Panel**

Percent of respondents	Total	Panel from:				
		1	2	3	4	5
Construction establishments	92.3	94.3	92.1	92.1	91.9	90.9
Nonconstruction establishments	7.7	5.7	7.9	7.9	8.1	9.1
Number of respondents	3,308	683	605	671	691	658

One potential risk with any instruction was that the wrong respondent would follow it. In this test census, 75 of the 2,408 construction establishments in panels 2 through 5 (or about 3.1 percent) followed the instruction incorrectly and omitted required information. The staff concluded, therefore, that this fact needed to be taken into account when evaluating the instruction. In general, however, its advantages seemed to outweigh the disadvantages.

Item nonresponse. As in the economic census, in this test "item nonresponse" meant not answering a question; "partial response" was calculated for questions that contained multiple parts, and was defined as response to one or more parts of the question but not response to all subparts. The test census results are presented below in four sections that correspond to the four content sections of the questionnaires:

a. Initial section. Company's location and status.

b. Cost. Number of employees, payroll, and other costs.

c. Receipts. The dollar value of business and all items that referred to this figure.

d. Final section. Assets and expenditures, inventories, and ownership or control.

The results below refer to the item number on the test census control (panel 1) questionnaire.

A. Initial section. The first four questions on the 1987 censuses and 1989 test census questionnaires (panel 1) obtained information about nonconstruction aspects of the establishment. In the test census, the staff wanted to move those questions toward the back of the questionnaire. However, items 1 and 2 (employer identification number and physical location of establishment) had to be at the beginning of the questionnaire because they referred to the mailing label, and Bureau analysts needed to quickly compare the information reported in these items with the information on the label. Item 3 (operational status, i.e., in operation, temporarily or seasonally inactive, ceased operation, and sold or leased to another operator) had to again be placed at the beginning of the questionnaire because the response indicated whether the establishment was still in business. In contrast, item 4 (organizational status, i.e., individual proprietorship, partnership, cooperative association, government, corporation, and other) was not needed for substantive reasons at the beginning of the questionnaire and, therefore, the staff moved it to the back as item 21.

Digitized by Google

The staff changed the layout of these four items on the revised questionnaires (panels 2 through 5) from double-banking (two columns) of questions on each page to only one column, to allow plenty of space for write-in entries and to increase the blank space between instructions and questions for easy readability. Other wording changes were intended to improve the clarity of the items: For panels 2 through 5, all of the items were worded as questions. In contrast to this, for panel 1, some were statements rather than questions. The various options listed in item 3 (operational status) in panel 1 were broken down into three separate items in panels 2 through 5 and the layout was simplified.

Table 2-18 shows the results of these changes as they affected item response.

Table 2-18. **Percent of Item Nonresponse and Partial Response for Items in the Initial Section of the Questionnaires, by Panel**

Item[1]	Description	Total	Panel 1	Panel 2	Panel 3	Panel 4	Panel 5
1	EI number[2]	3.5	4.5	2.3	3.0	3.3	4.3
2	Physical location[2]	0.4	0.6	0.5	0.7	0.0	0.5
	Partial response[2]	7.0	15.1	3.5	4.8	5.4	5.9
2a	Street address[2]	1.8	5.4	0.7	1.2	0.7	1.1
2b	Inside boundaries[2]	2.7	2.6	2.5	1.8	3.6	3.0
2c	Municipality[2]	2.1	5.8	1.5	1.2	0.6	1.5
2d	County[2]	3.5	6.7	2.0	4.0	1.6	2.9
3	Operational status[2]	0.7	1.9	0.3	0.6	0.4	0.2
	Partial response[2]	1.4	3.5	0.7	0.8	1.0	0.8
3a	Months active[2]	1.9	4.9	1.0	1.2	0.2	0.9
3b	End-of-year status[2]	0.9	2.3	0.3	0.8	0.7	0.2
	Date stopped operating[3]	0.0	6.2	10.0	12.5	17.6	9.6
4	Organizational status[2]	12.0	2.3	19.2	14.1	13.9	10.5

[1]For comparison, item numbers from panels 2 through 5 have been converted to those of panel 1.

[2]The base for this analysis (3,315) includes respondents from both construction and nonconstruction establishments.

[3]The base for this analysis (73) included respondents from both construction and nonconstruction establishments whose companies were inactive at the end of 1989.

The minor changes to the wording of item 1 were not associated with any differences in item nonresponse. In item 2 (physical location of establishment), nonresponse to the entire item was very small—less than 1 percent in any panel. However, the changes significantly affected the rate of partial response (answering some but not all parts of the question). Panel 1 questionnaires were missing some information for 15.1 percent of the cases, while the corresponding figures for the other panels were all less than 6 percent. For three of the four subparts of item 2, the staff observed significant differences in nonresponse, with panel 1 having the highest rate. It appeared that the revised format was easier for respondents to follow. In addition, when limiting the analysis to panels 3, 4, and 5, the differences between the item-nonresponse rates observed for part 2d (county) were significant. This was puzzling, since the questionnaires used in panels 3, 4, and 5 were identical up to item 16.

The staff found significant differences in rates of both nonresponse and partial response to item 3. Panel 1 had the highest rates of missing information, although levels of missing information in all cases were low. Correspondingly, the subparts of item 3 answered by all respondents tended to have a higher nonresponse rate in panel 1 than in the other panels.

Item 4 (organizational status) was the first instance where the revised sequence/layout changes were ineffective. The item nonresponse rate for panel 1 was significantly lower than for any other panel. The staff associated the large difference to the change in location of the organizational-status item from the front to the back of the questionnaire. In the revised sequence, organizational status was item 21 on page 11 of the questionnaire sent to panel 2 recipients. (The revised sequence for most items was introduced in panel 3.) Thus, the staff concluded that the length of the questionnaire (in terms of number of pages) affected the extent to which respondents completed items at the end of it. In addition, item nonresponse differed significantly between panels 3, 4, and 5. Again, this finding probably was associated with the placement of the item on the revised questionnaire.

B. Cost section. The control questionnaire's (panel 1) items 5 through 9 obtained information on the number of employees in the establishment, the number of construction-worker hours, annual payroll, first-quarter payroll, and employer costs for fringe benefits. Based on the results of cognitive research, the staff revised items 2 through 9 in the panels 2 through 5 questionnaires. A new instruction, pertaining to items 5 through 9, inserted before item 5, told respondents to use Internal Revenue Service Form 941 (Employer's Quarterly Federal Tax Return) to answer those five questions. Then, the staff simplified and shortened the wording of item 5, eliminating many of the specific instructions about whom to include in the count of employees; they changed the wording of question 5 to specify the reference dates, rather than include them (as on the panel 1 questionnaire) only in the column headings; and altered the column-heading format to emphasize that the reference period was one week in the month rather than the entire month.

The Center for Survey Methods Research staff made minor changes in the wording of items 6 (number of construction-worker hours), 7 (payroll), 8 (first-quarter payroll), 9 (employer costs of fringe benefits), and 10 (construction work subcontracted out), which incorporated the information contained in the item headings on the panel 1 questionnaire.

More substantive changes were made to item 11 (materials, components, and supplies). Since research showed that the term "costs" was not specific enough for respondents, the staff included in panel 2 the phrase "job-site, general office, and all other costs" in question 11 to clarify the item's broad intent. Also, staff revised the supplemental instructions in two ways: First, the "exclude" statement was reworded and simplified, since most respondents did not

Digitized by Google

understand its meaning and, second, a new "include" statement was added to provide further clarification about how to handle materials purchased by contractors.

Items 12 (selected power, fuels, and lubricants), 13 (selected purchased services), and 14 (rental or lease of machinery, equipment, and buildings) were combined into a single item as question 12 on the panels 2 through 5 questionnaires. Again, the concept of costs was elaborated to include "job-site, general office, and all other costs." The staff combined these three items into one because this permitted the staff to use the same question item to ask for each of the individual cost items, making it clear to respondents that, conceptually, the response task was the same throughout this series of questions. Only the individual cost items differed. The wording of individual cost items was revised to be more concrete, giving more complete descriptions of the costs involved.

In addition to the above changes, the staff introduced sequence variations in panels 3, 4, and 5 so that the revised sequence of the above items began on page 9; for panel 2, they began on page 3.

The 1989 Construction Test Census revealed significant differences for item 6 in item nonresponse between panels 1, 2 and 3, and no differences in levels of partial response (see table 2-19). The pattern suggested that the minor changes in question wording for item 6 did not have a positive effect on response, since item nonresponse was so much higher for panel 2 than for panel 1. However, since all of the booklet questionnaires had consistently high levels of nonresponse, it seemed that the length of the questionnaire was the main offender. Respondents in panel 2 might have reacted to the length of the questionnaire, even though item 6 appeared near the front (on page 3). For panels 3, 4, and 5, respondents reacted to the length of the questionnaire, since item 6 was on page 9.

Again, in item 7, the staff found differences in the levels of item nonresponse between panels 1, 2, and 3, but not between panels 3, 4, and 5. Differences in partial response rates, however, were also found. The largest differences for both item nonresponse and partial response occurred between panels 2 and 3; this suggested that the revised sequence was a key factor in response here. Table 2-19 presents the rates of item nonresponse for each of the subparts to the item; they were consistently higher than in panels 1 and 2.

Table 2-19. **Item Nonresponse and Partial-Response Rates for Questions in the Cost Section of the Questionnaire, by Panel**

Item[1]	Description	Total	Panel 1	2	3	4	5
5	Number of employees[2]	3.5	2.2	1.6	4.0	4.3	5.2
	Partial response[2]	12.3	14.4	9.8	13.6	13.0	10.6
6	Construction worker hours[3]	16.2	10.4	15.6	16.5	18.4	20.2
	Partial response[3]	1.0	0.8	1.4	0.8	0.9	0.8
7	Annual payroll[2]	4.9	2.8	3.3	5.4	6.1	6.8
	Partial response[2]	10.6	9.3	7.6	13.1	12.3	10.3
7a	Construction[2]	8.3	5.8	6.1	8.91	10.0	10.5
7b	Other[2]	11.9	9.0	7.8	15.2	13.6	13.7
7c	Total payroll[2]	8.8	5.2	6.3	10.1	11.3	10.8
8	First-quarter payroll[3]	14.4	7.4	15.1	18.9	15.9	14.9
9	Fringe benefits[2]	12.1	5.2	13.6	16.2	12.9	13.2
	Partial response[3]	8.2	8.3	7.9	8.4	8.5	7.9
9a	Required contributions[3]	13.8	6.9	15.8	17.6	14.6	14.6
9b	Voluntary contributions[3]	15.9	9.7	17.2	20.0	17.0	16.0
9c	Total contributions[3]	17.1	9.8	17.9	21.0	18.3	18.7
10	Subcontracted work[3]	13.4	5.8	16.9	18.0	14.5	12.7
11	Materials, components, supplies[3]	16.0	9.2	18.1	19.3	18.0	16.2
12a	Electricity[3]	21.4	10.4	23.5	24.8	22.5	21.9
12b	Natural gas[3]	19.8	12.9	21.4	23.3	21.3	20.6
12c	On-highway gasoline[3]	21.4	14.9	23.5	24.8	22.5	21.9

[1]For comparison, item numbers from panels 2 through 5 have been converted to those of panel 1.
[2]The base for this analysis (3,315) included respondents from both construction and nonconstruction establishments.
[3]The base for this analysis (3,059) consisted of respondents from construction establishments.

For items 8 (first-quarter payroll) and 9 (employer costs for fringe benefits), panel 1 item nonresponse was much lower than for any of the other panels. This was also true for the subparts of question 9. The magnitude of the differences between panel 1 and panels 2 through 5 suggested that the booklet format of the questionnaires used in panels 2 through 5 was a critical factor in whether respondents answered the items.

For item 10 (construction work subcontracted out), nonresponse for panel 1 was much lower than for any of the other panels. However, there was a significant difference for question 10 in item nonresponse rates between panels 3, 4, and 5. What caused the significant difference? There did not seem to be anything distinctive about item 10, and the three questionnaires used in panels 3, 4, and 5 differed only in the kind-of-business question, which appeared several pages before item 10.

Digitized by Google

There were the same significant differences in item nonresponse for panels 1, 2, and 3 for questions 11 (materials, components, and supplies), 12 (selected power, fuels, and lubricants), 13 (selected purchased services), and 14 (rental or lease of machinery, equipment, and buildings), but not for panels 3, 4, and 5. Taking these results together, the staff concluded that respondents would be less likely to complete a booklet-type questionnaire if one were used in the 1992 Census of Construction Industries.

C. Receipts section. The next section of the control questionnaire (panel 1) included item 15 (dollar value of business done), 16 (kind of business), 17 (classifying the value of construction work done by type of construction for new construction; additions, alterations, or reconstruction; and maintenance, repair, or service work), 18 (ownership of construction projects: government or private), 19 (work done for other establishments), and 20 (States in which construction work was done).

Staff made more changes to item 15 wording than to any of the other questions. While panel 1 asked a single question about the value of construction work, panels 2, 3, 4, and 5 had four questions about this topic. Separate subquestions covered contract construction work, speculative construction work, and construction work done for the establishment. Then a final part, similar to panel 1, asked for the total value of all construction work. The staff also made changes to the wording of supplemental instructions contained in these subitems, based on problems that had been observed in the cognitive interviews. In the part about nonconstruction activities (that is, other kinds of business), minor changes were made to the wording, and the list of inclusions was expanded to include all these activities, rather than the ones tailored for a specific SIC. Finally, the subpart on total dollar value of business was posed as a question rather than as a statement.

For panels 3, 4, and 5, items 15 through 20 were moved forward on the questionnaires. For example, while the dollar value of business (question 15) appeared on page 5 of the panel 2 questionnaire, that item was on page 3 of the panels 3, 4, and 5 questionnaires. Thus, the placement of items 15 through 20 in the revised sequence was not as dramatically different from the control sequence (panel 1) as the cost-section questions discussed above. (In that section, the placement of items moved backward in the questionnaire differed by five pages.)

Staff experimented more with item 16 (kind of business) than with any other question contained in the 1989 test census. The staff revised this question beginning with the panel 2 questionnaire. The changes included (1) using a question rather than a statement, (2) rephrasing the question to make the link to the dollar-value-of-business item more explicit, (3) listing all other business activities rather than just selected items, and (4) including the list of kinds-of-construction activities, which was a separate sheet in the control-form mailing package (panel 1). The staff maintained these changes in panel 3, and item 16 became question 6. The revised sequence was also used in panels 4 and 5, but the basic response procedure for these two panels was different from the one used for the previous panels: Panels 1, 2, and 3 required respondents to read the list of relevant responses that was part of the question, and to refer to the list of kinds-of-construction activities only in cases where the activities of their establishment were not included in the question. In panel 4, by contrast, respondents had to refer to the list of kinds-of-construction activities for all their activities, find the one(s) that pertained to their establishment, and write each of them in the appropriate answer spaces. In panel 5, staff made the same list part of the question and asked respondents to read through the list and enter responses next to all the activities that were relevant for their respective establishments. These changes enabled the Bureau to use only one questionnaire each for panels 4 and 5, rather than three for panels 1, 2, and 3—one tailored to each of the standard industrial classifications (i.e., 1521, 1629, and 1799) covered in the test.

The staff expanded item 17 (classifying the value of construction work done by type of construction for new construction; additions, alterations, or reconstruction; and maintenance, repair, or service work) to cover all standard industrial classifications in the construction census. That is, this change meant including all the types of construction, for establishments involved in both building and nonbuilding construction, in the response categories. By doing so, the Bureau might use only one questionnaire, instead of a number of tailored questionnaires in the census. The staff incorporated this revision in panels 2 through 5, not just in panels 4 and 5 where the change was needed. Additionally, staff replaced the awkwardly worded question 17 (as it appeared in panel 1 cited in the parenthesis above) with a simplified version (What percent of the amount that you reported in 13a(4) (for the dollar value of construction work by this establishment in 1989) represents work you did as a subcontractor?), and made the link to the dollar-value-of-business item more explicit. The wording of the instructions and the column headings was changed to make them easier to understand, and an example was included on the questionnaire rather than in the instruction guide. Finally, item 17 on the control form was moved forward as item 13 for the panel 2 questionnaire and item 5 for panels 2 through 5 questionnaires.

The staff made only minor revisions to item 18 (ownership of construction projects: government or private). As with item 17, item 18 now contained wording to make the link to the dollar volume of business more explicit. More important, this item would collect additional information beyond what was included on the control questionnaire (panel 1). While it attempted to classify the overall percentage of construction according to government vs. private ownership, panels 2, 3, 4, and 5 also requested a breakdown by the categories introduced in the previous question (i.e., whether the work involved new construction, reconstruction, or repairs). Item 18 in panel 1 was moved forward as item 16 for the panel 2 questionnaire and item 8 for panels 3 through 5 questionnaires.

Digitized by Google

Staff changed item 19 in panel 1 ("Did this establishment do any work for other contractors or builders in 1989?") from a "yes/no" question to item 17 for the panel 2 questionnaire and item 9 for panels 3 through 5 questionnaires requesting percentages. Again, the revised item included phrasing that made the link to the dollar-value-of-business item (15) more explicit.

Item 20 (States in which construction work was done in 1989) in panel 1 was changed from a statement to a question as item 18 for the panel 2 questionnaire and item 10 for panels 2 through 5. Again, the link to the dollar-value-of-business item was explicitly made.

Item-nonresponse and partial-response rates for the items in this section of the questionnaires are shown in table 2-20.

Table 2-20. **Item Nonresponse and Partial-Response Rates for Items in the Receipts Section of the Questionnaire, by Panel**

Item[1]	Description	Total	Panel 1	2	3	4	5
15	Dollar value of business[2]	3.3	3.0	3.3	2.8	2.6	4.6
	Partial response[2]	13.0	10.4	13.1	13.3	13.0	15.2
	New contract work[2]	5.9	(NA)	6.5	5.1	4.6	7.4
	New speculative work[2]	10.1	(NA)	10.1	8.8	9.3	12.3
	New construction for self[2]	10.3	(NA)	9.8	8.8	9.1	13.7
15a	Total construction[2]	7.9	4.5	9.3	8.2	7.8	10.2
15b	Other activities[2]	10.2	10.0	9.4	10.1	9.4	12.0
15c	Total dollar value of business[2]	6.0	7.0	5.6	4.8	4.8	7.9
16	Kind of business[3]	5.4	6.2	6.6	4.5	5.1	4.9
17	Type of construction[3]	13.8	9.9	20.6	17.1	11.2	10.9
	Partial response[3]	12.8	15.8	10.8	12.9	10.7	13.2
18	Project owner ship[3]	18.8	7.4	26.6	25.6	18.0	17.9
19	Work as a subcontractor[3]	21.2	4.7	30.2	28.0	22.4	22.4
20	Site of construction[3]	11.2	5.1	17.4	14.4	10.7	9.4

(NA) Not applicable.

[1]For comparison, item numbers from panels 2 through 5 have been converted to those of panel 1.

[2]The base for this analysis included respondents from both construction and nonconstruction establishments. For item 15, the base equaled 3,315; for items 16 through 20, 3,308.

[3]The base for this analysis consisted of respondents for construction establishments. For item 15, the base equaled 3,059; for items 16 through 20, 3,052.

As the table illustrates, neither the overall item-nonresponse rate nor the partial-response rate for item 15 (dollar value of business) differed significantly across panels. While staff considered this finding encouraging (since substantive changes to the question required three more answers in panels 2 through 5 for a complete response to be obtained), it did suggest, however, that moving the item forward in the questionnaire was not helpful in increasing complete response because item nonresponse did not decline substantially in panels 3 through 5. Review of the results for individual subitems implied relatively few differences. Item nonresponse for the value-of-construction item was significantly different across all panels and for panels I, 2, and 3, with panel 1 having a substantially lower level of missing data. Another important finding involved the total-dollar-value-of-business item (15c): Across all panels, the difference in item nonresponse was marginally significant. Although item nonresponse for 15c was higher for panel 1 than for most of the others, the differences between it and panels 2 and 3 were not significant; however, the dissimilarities between panel 1 and panels 3, 4, and 5 were. The trend toward higher nonresponse in panel 5 was evident for all the subitems, but this was the only one where the discrepancies were significant. Staff was unable to determine why this happened, since the question was identical for all four experimental panels.

Nonresponse for item 16 (kind of business) was not different, even though this question contained the most substantive changes of all the items among panels. The staff observed no differences, either with the addition of the kind-of-business list, the alternative sequence, or the revised wording and format. The results for the remaining items in the receipts section of the questionnaires, however, suggested that a carryover effect was occurring. For items 17 (type of construction), 18 (ownership of projects), 19 (work for other contractors), and 20 (sites of construction), the same pattern of nonresponse was evident: Item nonresponse for panel 1 was substantially lower than for all the other panels, and nonresponse for panel 3 was higher than for panels 4 and 5. Staff observed significant differences between panels 1, 2, and 3 and between panels 3, 4, and 5. One interpretation was that the effect of the booklet possibly outweighed any of the other changes in the experimental questionnaires (panels 2 through 5). This conclusion, however, could not be substantiated because the Bureau did not test a questionnaire with the same wording as panel 1 but in booklet form.

Finally, for this section, staff found significant differences between panels 3, 4, and 5. Since staff observed few differences between the last three panels in previous items on the questionnaire, they felt that four significant differences in a row meant that there was a real response effect.

Digitized by Google

Why was this the case, since there were no differences between panels 3, 4, and 5 in item wording or layout? One possible explanation had to do with inserting the kind-of-business list into the middle of the questionnaire. Because of the question's design, few panel 3 respondents needed to use the list. These respondents may not have gone beyond the list; perhaps they lost interest in the questionnaire. For the most part, test-census respondents were familiar with the questionnaire; they completed it every 5 years, and the kind-of-business list had never before been part of the questionnaire. In contrast, respondents in panels 4 and 5 had to use the list to answer the question. Even though panel 4 and 5 respondents had never seen the kind-of-business list as part of the questionnaire before, they were more actively involved with it, and perhaps were less likely to lose interest.

In conclusion, staff determined that the results for this section of the construction test census did not indicate that moving the questions forward caused a reduced nonresponse rate. One of the major sources of nonresponse appeared to be the inclusion of the kind-of-business item in the booklet questionnaire, and for two of the major items—dollar value of business and kind of business—the staff did not observe any differences among panels.

D. Final section. These were the items at the end of the questionnaire: assets, capital expenditures and depreciation; inventories; and ownership or control. These questions' placement was unaffected by the sequence experiment in panels 3, 4, and 5.

Staff made a number of changes to item 21 (assets, capital expenditures, and depreciation). First, a question was included for panels 2 through 5. (There was no question on the control questionnaire, only an item heading (panel 1); this was the only item for which this was the case.) Further, for panels 2 through 5, there were instructions to guide respondents though the complex matrix and to encourage them to read the subparts before beginning to respond. Cognitive interviews showed that frustration occurred when respondents answered without reading ahead and then discovered they had answered incorrectly. The staff introduced other substantive changes to the panel 2, 3, 4, and 5 questionnaires: It added a third column to collect information separately for vehicles, since they were handled in a confusing fashion on the panel 1 questionnaire. The staff revised the wording of the column headings to specify what was requested in each. Cognitive interviews showed that respondents systematically omitted office equipment because they did not think the Bureau wanted to know that information. The matrix stubs were also reworded and simplified, and space for subtotal figures was added to assist with the calculation of the gross value of depreciable assets.

Staff simplified the content of item 22 (inventories) that appeared on the control questionnaire (panel 1). While it asked separately about the value of inventories for materials and work in progress, panels 2 through 5 requested only a total figure. On their questionnaires, the item was worded as a question rather than as a statement.

Revisions to item 23 (ownership or control) included numbering the items to ask separately about ownership or control. The question wording was also revised to include the definitions of ownership or control, which were buried in the panel 1 instruction guide. Table 2-21 shows the rates of item nonresponse and partial response for items in the final section.

Table 2-21. **Item-Nonresponse and Partial-Response Rates for Items 21 Through 23, by Panel**

Item[1]	Description	Total	Panel 1	2	3	4	5
21	Assets and capital expenditures[2]	18.3	8.2	25.5	22.2	19.2	17.4
21a	Total value at beginning of 1989[2]	27.7	17.6	35.2	32.0	28.5	26.2
21b	Total capital expenditures for new assets[2]	33.9	23.6	41.6	39.0	33.7	32.6
21c	Total value of new vehicles[2]	36.3	25.9	45.8	41.4	35.3	34.3
21d	Total capital expenditures for used assets[2]	38.5	24.4	47.0	43.7	40.2	38.5
21e	Total value of assets retired[2]	36.5	23.9	45.2	43.0	37.2	34.3
21f	Total value at end of 1989[2]	31.3	21.7	38.1	35.9	32.4	29.4
21g	Depreciation charges[2]	31.6	22.7	39.7	35.0	31.5	30.6
22	Amount of inventories[2]	19.3	9.8	25.7	22.0	19.5	20.7
	Partial response[2]	2.2	4.5	2.2	2.4	1.4	2.0
22a	Inventories at end of 1988[2]	21.3	13.7	27.3	24.0	20.6	21.9
22b	Inventories at end of 1989[2]	19.9	10.4	26.2	22.5	19.8	21.6
23	Ownership or control[2]	10.4	3.9	15.4	13.0	10.7	9.6
	Partial response[2]	1.2	0.5	1.4	0.9	1.5	2.0
23a	Owned by another company[2]	10.7	3.9	15.6	13.2	11.1	10.3
23b	Owned other companies[2]	11.4	4.4	16.6	13.7	11.9	10.8

[1]For comparison, items numbers from panels 2 through 5 were converted to those of panel 1.
[2]The base for this analysis (3,308) included respondents from construction and nonconstruction establishments.

For item 21, rates of item nonresponse and partial response overall and for each of the subitems were significantly different. In all cases, differences between panels 1, 2 and 3 were significant. Item nonresponse was dramatically higher in panels 2 through 5 than in panel 1. The staff examined the partial response rates and found that panel 1

Digitized by Google

had more complete data as well, although the differences were not nearly as striking. The results for subitems revealed that in some cases (three out of seven) differences between panels 3, 4, and 5 were significant as well. The trend noted in the previous section (that is, panel 3 had higher nonresponse than panels 4 and 5) continued with less regularity.

For items 22 and 23, the staff found no significant differences between panels 3 through 5, although differences between panels 1, 2, and 3 were apparent. The revised questionnaires contained a question (the organizational status item moved from the front of the questionnaire) in between items 22 and 23. There also were important differences on this item between panels 3 through 5. Therefore, the carryover effect from item 16 (kind of business) appeared to be limited—panel 3 respondents eventually regained their interest or realized that they had more information to provide, but their subsequent response was sporadic.

The nonresponse rates for items 21, 22, and 23 dropped considerably in all panels from those in item 21, but the differences between panel 1 and the other panels were quite substantial. As with the results of the previous questionnaire sections, staff concluded that the booklet-type questionnaire had a greater effect on response rates than any of the other changes tested.

Evaluation supplement. As part of the test census mail-out package to all panels, an evaluation supplement asked respondents to describe the kinds of problems they had in filling out the questionnaires and the specific items with which they had problems. It also asked for more general information, such as the amount of time it took to complete the questionnaires. Approximately two-thirds of those who returned their questionnaires also returned the supplement.

The first item on the supplement got information about completion time from 2,223 respondents. Of that number, 24.7 percent said it took them 2 hours to complete the questionnaire. With few exceptions, respondents' answers were symmetrically distributed around 2 hours. In contrast to this, the percentage of respondents who reported reading the instruction guide differed significantly by panel. Overall, 81.7 percent of 2,282 respondents reported reading the instruction guide. This percentage ranged from a low of 77.4 percent for panel 1 to a high of 86.2 percent for panel 5 (see table 2-22 for the specific percentage, by panel). Staff concluded that changes in the wording and layout of the questions, as well as changes to the kind-of-business item, increased respondents' need to read the instruction guide, but that changes in the sequencing of the items did not have an effect. Also, of the respondents who received an alternative questionnaire, those with the write-in version of the kind-of-business item (panel 4) referred to the instruction guide the least.

Table 2-22. **Percent of Total Respondents to the Evaluation Supplement Who Reported Reading the Instruction Guide, by Panel**

Respondents who said they:	Total	Panel				
		1	2	3	4	5
Read instruction guide	81.7	77.4	82.2	83.3	80.0	86.2
Did not read instruction guide.....	18.3	22.6	17.8	16.7	20.0	13.8
Number of respondents	2,282	483	426	449	481	443

Responses from 1,838 respondents showed that 22.3 percent read the instructions before filling out the questionnaires; 22.5 percent, while filling out the questionnaire; and 55.2 percent, both times.

Table 2-23. **Percent of Respondents Who Reported Reading the Instruction Guide, by Timing of Instruction-Reading and Panel**

Respondents who said they read instructions:	Total	Panel				
		1	2	3	4	5
Before filling out questionnaire	22.3	20.0	19.6	24.5	24.2	22.9
While filling out questionnaire.....	22.5	26.8	24.5	20.2	20.8	20.5
Both times	55.2	53.2	55.9	55.3	55.0	56.5
Number of respondents	1,838	370	342	371	380	375

Staff found the results illustrated above encouraging, since they suggested that respondents referred to the instructions when they encountered problems. The percentage distribution was not significantly different across panels, suggesting that the kind of questionnaire/instruction guide respondents received apparently did not affect when they read the instructions.

In another followup question, for respondents who said they read the instruction guide, the Bureau asked the item(s) for which they used it. For those who answered, 14 percent reported that they referred to the instruction guide for item 15 (dollar value of business), followed by 13 percent for item 16 (kind of business) and 17 (type of construction). From 5 to 12 percent reported they referred to it for "all or most" of the items, or only for items 21 (assets), 11 (materials, components, and supplies), 5 (number of employees), and 12, 13, and 14 (the series of expenditures questions), in that order.

For many of these items, the results differed across panels (see table 2-24). Panel 1 respondents were more likely than others to report referring to the instruction guide for item 16 (kind of business) and less likely than others to report doing so for item 5 (number of employees). These differences appeared to be due to the revised layout and wording of panels 2 through 5 and not to revised sequencing of the items. In item 16, the question header and the subsequent instruction on the control form (panel 1) were

Digitized by Google

combined into a question in the revised questionnaires. This made the item clearer and reduced reference to the guide. For item 5, the instructions on the revised questionnaires were substantially reduced and this increased references to the guide. For item 15, additional subparts were added to the item in the revised questionnaires, and respondents probably needed to refer to the guide more often, simply because they were not familiar with these from previous construction censuses. The staff concluded that the differences were not affected by which version of the kind-of-business question respondents received, since the differences between panels 3, 4, and 5 were not statistically significant.

Table 2-24. **Percent of Respondents Who Reported Reading the Instruction Guide, by Item for Which They Referred to the Guide, and by Panel**

Item[1]	Description	Total	Panel 1	Panel 2	Panel 3	Panel 4	Panel 5
15	Dollar value of business	14.4	9.0	16.0	18.1	15.0	15.2
16	Kind of business	13.5	18.0	9.6	12.6	13.8	11.9
17	Type of construction	13.3	15.1	8.8	13.6	13.1	14.9
21	Assets and capital expenditures	12.4	12.4	11.4	12.0	13.8	12.1
11	Materials, components, and supplies	9.2	7.6	12.5	10.6	9.4	6.8
5	Number of employees	5.7	2.5	10.2	7.0	5.7	4.6
12	Series of expenditure items	5.1	9.4	4.7	3.8	3.2	3.5
	For all or most of the items	8.4	6.7	9.3	9.6	8.1	8.6
	Other items[2]	8.1	19.3	17.5	12.8	18.0	22.5
	Number of respondents	2,020	477	343	398	406	396

[1]For comparison, item numbers from panels 2 through 5 were converted to those of panel 1.
[2]This represents a summary statistic for the remaining items on the questionnaire.

The evaluation supplement revealed that 80.8 percent of the respondents who referred to the instruction guide reported that it answered their questions (see table 2-25).

Table 2-25. **Percent of Respondents Who Reported Reading Instruction Guide by Whether Guide Answered Their Questions, by Panel**

Respondents who said instruction guide—	Total	Panel 1	Panel 2	Panel 3	Panel 4	Panel 5
Answered their questions	80.8	81.6	83.2	80.4	80.4	78.6
Did not answer their questions	19.2	18.4	16.8	19.6	19.6	21.4
Number of respondents	1,611	337	303	326	322	323

Of the 19.2 percent who said that the guide did not answer their questions, a little more than 75 percent reported the items for which they felt the instructions in the instruction guide were incomplete. The items identified by more than 5 percent of the respondents are presented in table 2-26.

Table 2-26. **Percent of Respondents Who Reported That the Instruction Guide Was Incomplete, by Item and Panel**

Item[1]	Description	Total	Panel 1	Panel 2	Panel 3	Panel 4	Panel 5
21	Assets and capital expenditures	17.6	12.9	16.7	22.7	17.1	20.0
16	Kind of business	11.6	19.4	2.8	9.1	9.8	10.0
15	Dollar value of business	10.3	4.8	5.6	11.4	14.6	16.0
17	Type of construction	8.6	14.5	2.8	0.0	7.3	14.0
11	Materials, components, and supplies	7.3	1.6	16.7	4.6	7.3	10.0
7	Payroll for the year	6.4	8.0	8.3	4.6	7.3	4.0
12	Series of expenditure items	5.6	4.8	11.1	6.8	4.9	2.0
	For all or most of the items	7.7	4.8	8.3	20.5	7.3	0.0
	Other items[2]	25.3	29.0	27.8	20.5	24.4	24.0
	Number of respondents	233	62	36	44	41	50

[1]For comparison, item numbers for panels 2 through 5 were converted to those of panel 1.
[2]This represents a summary statistic for remaining questionnaire items.

Digitized by Google

Based on small sample sizes, the results suggested that, for the most part, respondents did not find the instructions in the instruction guide (used for panels 2 through 5) either more or less complete than those used for panel 1. Nonsignificant results, however, might not have been valid, since only large differences between panels could be detected.

The test census found that item 17 (type of construction) was one of the items that exhibited very large and, therefore, statistically significant differences. Respondents in panels 1, 4, and 5 were more likely than respondents in panels 2 and 3 to report that the instructions in the guide were incomplete. This suggested that respondents were more likely to view the instructions for item 17 as complete when they received the questionnaire containing the revised version of that item and the revised, tailored version of item 16 (kind of business). When the Bureau gave the respondents in panels 4 and 5 the questionnaire with the revised version of item 17 and either of the newly formatted versions of the kind-of-business item (the write-in or the list version of 16), these respondents felt that the instructions in the guide for item 17 were not complete. Perhaps a carryover effect was operating here, and these versions of the kind-of-business item had an adverse effect on respondents' perceptions of the revised instructions for the subsequent type-of-construction item (17). This effect (respondents' perceptions of the revised instructions) favored panel 3, while the carryover effect observed in the item nonresponse analysis favored panels 4 and 5.

Table 2-27 shows that very few respondents (17.8 percent of 1,672 respondents) thought that the instruction guide was confusing. However, this result differed greatly across panels. Respondents in panel 1 were less likely to think the instruction guide was confusing than were respondents in panels 2 through 5. Staff felt that perhaps changes made to the guide resulted in respondents thinking it was more confusing rather than less, and this was true regardless of the kind of changes made to the questionnaires. Another reason might have been that the panel 1 instruction guide was more familiar to respondents; the unfamiliar format of the revised guide used for panels 2 through 5 might have contributed to it being viewed as confusing.

Table 2-27. **Percent of Respondents Who Reported Reading the Instruction Guide, as Confusing or Not Confusing, by Panel**

Respondents who said the instruction guide—	Total	Panel				
		1	2	3	4	5
Was confusing	17.8	12.1	17.9	18.6	19.1	21.3
Was not confusing	82.2	87.9	82.1	81.4	80.9	78.7
Number of respondents	1,672	339	307	338	345	343

The evaluation supplement next asked a followup question of those respondents who thought the guide was confusing. Table 2-28 below contains the results for all items that were mentioned by more than 5 percent of the respondents. Twenty percent of those who answered this question reported that the instruction in the guide for item 21 (assets and expenditures) was confusing. Another 16.2 percent reported that the instructions were confusing for all or most of the questions. Except for item 17, these results were not statistically different across panels, which suggested that respondents did not think the revised instruction guide (used for panels 2 through 5) was any more or less clear than the guide used for panel 1 in terms of the particular items respondents specified. Again, the staff noted that the results concerning some of the items—12, 13, and 14 (the series of expenditure questions), 15 (dollar value of business), and 16 (kind of business)—were based on very small sample sizes. Consequently, nonsignificant results for these items might not be valid, since only large differences between panels would be detected. Item 17 exhibited statistically significant differences across the panels. The pattern here was somewhat different than the one mentioned previously (see table 2-26). Here, panel 3 had a high number of reports of confusing instructions compared with panels 4 and 5; previously, panel 3 had a low number of reports of incomplete instructions compared with panels 4 and 5. (In both cases, panel 1 had the highest number of problematic reports.)

Table 2-28. **Percent of Respondents Who Reported That the Instruction Guide Was Confusing, by Item and Panel**

Item[1]	Description	Total	Panel				
			1	2	3	4	5
21	Assets and capital expenditures	20.8	28.1	17.2	15.1	22.9	23.3
17	Type of construction	13.5	28.1	6.9	17.0	5.7	9.3
16	Kind of business	11.5	9.4	0.0	9.4	20.0	16.2
15	Dollar value of business	10.4	9.4	10.3	9.4	8.6	14.0
12	Series of expenditure items	6.8	0.0	6.9	7.6	5.7	11.6
	For all or most of the items	16.2	6.3	20.7	24.5	14.3	11.6
	Other items[2]	20.8	18.8	37.9	17.0	22.9	14.0
	Number of respondents	192	32	29	53	35	43

[1]For comparison, item numbers from panels 2 through 5 were converted to those of panel 1.

[2]This represents a summary statistic for the remaining questionnaire items.

Next, the evaluation supplement asked respondents how well they understood the definitions for "construction" and "construction establishment." Staff believed that understanding the definitions was crucial to respondents' ability to answer the questionnaires correctly. The questionnaires used in panels 2 through 5 contained changes designed to improve respondents' understanding by moving the instructions to the first page of the questionnaires and by simplifying the construction definition. A very large percentage (96.6) of the 2,187 respondents claimed to understand these definitions. Their understanding, however, differed by panel, with respondents in panel 4 claiming to have a better grasp of the definition than any of the others. A very large percentage (97.9 of the 2,163 respondents) also claimed to understand the definition of a construction establishment. These results suggested that the revisions to the definitions were not overwhelmingly successful. However, with

Digitized by Google

such a large percentage of respondents in panel 1 reporting that they understood the concepts, there was not much room for improvement. The test also asked respondents to assess the questionnaire content. About 30 percent of 1,303 respondents said that item 21 (assets and expenditures) was the most confusing item regardless of the questionnaire they received. The staff concluded, therefore, that the revisions made to this item on panels 2 through 5 had not been successful, and that the concept of assets and capital expenditures was inherently confusing to respondents. A smaller number of respondents cited items 12, 13, and 14 (the series of expenditure items), 17 (type of construction), 15 (dollar value of business), 16 (kind of business), and 11 (materials, components, and supplies) as confusing. Of these, only item 17 differed across panels. Respondents in panel 1 were more likely (21 percent) than respondents in panels 2 through 5 (2 to 10 percent) to report that item 17 was confusing. The staff concluded, therefore, that the revised wording and layout of item 17 successfully helped to reduce respondents' confusion. Once again, the sample sizes were small for items, 11, 16, and 17 (for panels 3, 4, and 5) and, therefore, nonsignificant results for these questions might have been invalid.

About 40 percent of 2,060 respondents reported recordkeeping problems in the test. This figure was about twice as high as for other kinds of problems and differed significantly across panels. Respondents in panel 1 reported fewer recordkeeping problems than those in panel 5. It was not clear why this was the case, since for the most part the revisions did not affect the content of the information collected. (One exception to this was the additional information in items 18 and 19 in panels 2 through 5—questions 20 and 21, respectively, in panel 1.)

Another indicator of the importance of the recordkeeping problem was the number of respondents who answered the followup question. Up to this point in the evaluation supplement, the number who listed particular instructions in the guide or items on the questionnaire with which they had a problem was about 200 to 300 individuals. The number of respondents who listed recordkeeping problems, however, rose to somewhat more than 1,100.

Of the respondents who reported recordkeeping problems, 20.3 percent of 1,134 respondents said they had difficulty answering items 12, 13, and 14 (the series of expenditure items). Based on the cognitive interviews they conducted, staff suspected that this was because the respondents did not always keep information in as detailed a manner as these questions asked for. From 5 percent to 15 percent reported problems with items 6 (construction hours worked), 7 (payroll), 9 (fringe benefits), 17 (type of construction), and 21 (assets and expenditures). These results were not significantly different across panels. Differences were observed, however, for items 6 and 9. For item 6, panel 1 respondents more often reported recordkeeping problems than respondents to the alternative questionnaires (panels 2 through 5). The differences were most pronounced, and significantly different, between panels 1, 2 and 3. Changes in the wording and the layout of item 6 apparently helped lessen the recordkeeping problems respondents felt they encountered. The sequence of item 6 and the type of kind-of-business question that accompanied it did not have an effect. With regard to item 9, changes in the wording and layout had the opposite effect: Respondents in panels 2 and 3 had a larger number of recordkeeping problems than those in panels 1, 4, and 5.

Some 12.1 percent of 1,948 respondents reported having other kinds of difficulties; 87.9 percent said they did not. These problems were encountered with items 6 (construction worker hours), 9 (fringe benefits), 12 through 14 (the series of expenditure items) "for all or most questions," 15 (dollar value of business), 16 (kind of business), 17 (type of construction), and 21 (assets and expenditures). The results were not significantly different across panels. However, the sample size for these items was only slightly more than 200 respondents and, therefore, many of the expected counts for the items with which respondents reported having some other kind of difficulty were low; if the sample size had been larger, the results might otherwise have been significant.

The table below shows the percentage of respondents who answered whether the instructions included with the questions were necessary.

Table 2-29. **Percent of Respondents to the Evaluation Supplement Reporting Whether Instructions Included With the Questions Were Necessary, by Panel**

Respondents who said the instructions were:	Total	Panel				
		1	2	3	4	5
Necessary	84.1	84.2	82.4	83.7	83.8	86.4
Unnecessary	15.9	15.8	17.6	16.3	16.2	13.6
Number of respondents	1,981	418	380	374	427	382

The evaluation supplement asked respondents to list the items for which they felt the instructions were not necessary. The responses appear in table 2-30.

Table 2-30. **Percent of Respondents Who Reported That Instructions Were Unnecessary, by Item That Did Not Need Instructions, by Panel**

Item[1]	Description	Total	Panel				
			1	2	3	4	5
2	Physical location of establishment	11.9	16.3	5.6	11.4	12.5	5.9
3	Operational status	11.9	16.3	5.6	11.4	12.5	5.9
1	Employer identification number	10.5	14.3	5.6	8.6	12.5	5.9
4	Organizational status	10.5	16.3	5.6	5.7	12.5	5.9
5	Number of employees	7.7	14.3	0.0	2.9	0.0	17.7
	For all or most questions	25.2	18.4	38.9	17.1	37.5	29.4
	Other questions[2]	22.4	4.1	38.9	42.9	12.5	29.4
	Number of respondents	143	49	18	35	24	17

[1]For comparison, item numbers from panels 2 through 5 have been converted to those of panel 1.

[2]This represents a summary statistic for the remaining questionnaire items.

Digitized by Google

The most frequent response (25.2 percent) was that none of the items needed instructions. This was a surprise to the staff, who felt that it might reflect the views of the minority of respondents who made it all the way through the evaluation supplement. Staff did not find it surprising that between 7.7 percent and 11.9 percent of the respondents reported that the first five items did not need instructions because they concerned the establishment's employer identification number, location, operational status, organizational status, and the number of employees during specific pay periods. Except for number of employees, the results agreed with what the staff found in the cognitive interviews—the first four items were easy for respondents to answer.

The staff was puzzled that respondents in panel 5, like those in panel 1, reported that the instructions were not necessary, since the only difference between panels 2 through 5 was the kind-of-business item that accompanied it.

Table 2-31 shows that 80.2 percent of the 2,112 respondents thought that the questionnaires were either "somewhat easy" or "somewhat hard" to fill out. Only 9.6 percent said the questionnaires were "very easy," and 10.3 percent, "very hard" to complete. These answers suggested that the changes made in the questionnaires used in panel 2 through 5 did not change the basic difficulty of the task respondents faced when completing the census questionnaires.

Table 2-31. **Percentage Assessment of How Difficult the Questionnaire Was to Fill Out, by Panel**

Item	Total	Panel				
		1	2	3	4	5
Very easy	9.6	11.0	11.5	9.5	9.2	6.6
Somewhat easy	39.1	43.1	40.6	37.6	37.3	37.0
Somewhat hard	41.1	39.0	37.8	42.2	41.7	44.5
Very hard	10.3	6.9	10.0	10.7	11.8	11.9
Number of respondents	2,112	436	399	410	456	411

The evaluation supplement's most striking result was that respondents consistently reported difficulty with a particular set of items: They were items 11 (materials, components, and supplies); 12, 13, and 14 (the series of expenditure items); 15 (dollar value of business done); 16 (kind of business); 17 (type of construction); and 21 (assets, expenditures, and depreciation). Of these, items 17 and 21 ranked high most often. Also, instead of specifying a particular item, respondents frequently reported having trouble with "all or most" of the questionnaire items.

Another significant result of the evaluation supplement was that the outcome was mixed with respect to questionnaire revisions. A number of the changes designed for panels 2 through 5 did not alter respondents' evaluations of the questionnaires. When a change did make a difference, it was primarily due to changes in the wording and layout of the items themselves, particularly the kind-of-business item. Altering the overall sequence of the items, however, did not have an effect on respondents' assessments of the revised instruction guides or questionnaires. For the most part, changes in the wording and layout of items 5 (number of employees), 6 (construction worker hours), 16 (kind of business), and 17 (type of construction) successfully reduced some of the problems respondents encountered with these particular questions. Changes made to the format of item 16 adversely affected the way respondents felt about the revised instructions in the guide for item 17.

While staff reached definitive results in some areas of the test, like the mail-return and the item-nonresponse rates, the staff did not reach clear-cut conclusions regarding such things as wording changes versus the sequence changes versus the kind-of-business item. There were several reasons for this indecision. The most important had to do with the experimental design of the test. Because all of the experimental panels (numbers 2 through 5) were presented in booklet format, the effects of revised question wording and length of the questionnaires were confounded. Therefore, the staff was not certain whether observed differences between panel 1 and panels 2 through 5 were due to problems with the questionnaire revisions or to the booklet format. However, since the question wording changes were relatively minor and the observed differences in item nonresponse were, for the most part, quite dramatic, staff attributed the differences to the booklet format.

Conclusions and recommendations. Staff analysis showed that—

- The length of the booklet questionnaire did not seem to be a detriment to getting respondents to mail back the questionnaire. Differences in mail-return rates among the panels were relatively small and, for the most part, not significant. Among questionnaires that were mailed back, however, those in a booklet format had substantially less complete information. In most cases, there were differences in item nonresponse between panels 1 and 2. The staff could not tell for sure whether these differences reflected problems with the question wording changes or the length of the booklet format. However, the booklet format may have been a major factor in the observed results.

- There was some evidence that the panel 4 and panel 5 questionnaire versions were preferable to the panel 3 version. Although there was no difference in the level of item nonresponse to any of the versions of the kind-of-business item (which was the only difference among these three questionnaires), there appeared to be a carryover effect on responses to subsequent items due to the inclusion of the kind-of-business list in the panel 3 questionnaire. Response to the items following the kind-of-business item was better in both panels 4 and 5 than in panel 3. There was no evidence that the revised question sequence was superior to the control sequence. There also appeared to be little evidence that other

Digitized by Google

questionnaire revisions besides those in the initial section of the questionnaires were superior to the control version of the questionnaire. This might have been because the effect of the booklet overwhelmed all the other changes made to the questionnaires.

- The question sequence instruction for respondents from nonconstruction establishments was fairly successful, in that most respondents using the revised questionnaires completed the series correctly.
- A fairly large number of respondents used the instruction guide. Information obtained from the evaluation supplement portion of the test census suggested that respondents did use the guide as a reference document: More than 80 percent of respondents reported referring to the instructions, and over 75 percent of these references occurred while the respondent was completing his/her respective questionnaire. Information about the specific revisions to the guide was mixed. On the one hand, more respondents who received the revised version reported reading it; on the other hand, they reported more confusion. Part of the respondents' negative reaction to the changes might have involved a conditioning effect: The same respondents received the questionnaire every 5 years, and good or bad, they became accustomed to it. When the Bureau changed it in the test, the questionnaire became unfamiliar, and this might have been what respondents were reacting to.

The staff strongly recommended that the Bureau not use booklet-format questionnaires in the 1992 Census of Construction Industries. Since all the experimental treatments were incorporated in the booklet format, staff recommendations regarding other changes were very tentative. Staff tentatively recommended the following:

- Do not use the revised question sequence.
- Use the new instruction sequence.
- Do not rule out the use of the revised wording.

While against the use of the control version of the kind-of-business item in booklet form, staff could not make a definitive recommendation on what question version should be adopted for 1992.

1989 Transportation, Communications, and Utilities Test Census

This test census served as the principal evaluation tool to determine the layout and wording of the questionnaires that would be used in the 1992 Census of Transportation, Communications, and Utilities.

The Bureau selected a probability sample of over 3,000 active establishments from the Standard Statistical Establishment List for businesses in the *Standard Industrial Classification Manual*— Standard Industrial Classifications 41 (Local and Suburban Transit and Interurban Highway Passenger Transportation), 45 (Transportation by Air), 46 (Pipelines, Except Natural Gas), 48, (Communications), and 49 (Electric, Gas, and Sanitary Services). The Bureau excluded large certificated passenger air carriers that reported data to the Department of Transportation on that agency's Form 41, Report of Financial and Operating Statistics for Large Certificated Air Carriers, and multiestablishment electric and gas utility companies.

Prior to mailout, Data Preparation Division, the Census Bureau's Jeffersonville, IN, data-processing facility, assembled the mailing packages, which contained a cover letter explaining the purpose of the test census, a machine-labeled questionnaire, an instruction sheet (either CB-1(T-1)X for single-establishments or CB-1(T-2)X for multiestablishment companies), a machine-labeled evaluation sheet (CB-2(E)(X)), and a return envelope.

On October 5, 1990, the packages went out to multiestablishment companies and on October 19, 1990, to single-establishments. Table 2-32 shows the number mailed, by questionnaire type and by panel (where applicable).

Table 2-32. **Number of Questionnaires Mailed**

(Due to adjustments in panel assignment for single- and multiestablishment company followup operations, details for companies are not available)

Questionnaire	Number mailed	Multiestablishments mailed	Single-establishments mailed
Total	**3,190**	**936**	**2,254**
CB-4100, Highway Passenger Transportation	1,095	167	928
Panel 1	347		
Panel 2	398		
Panel 3	350		
CB-4500, Air Transportation	400	120	280
CB-4600, Pipelines	175	164	11
CB-4801, Telephone and Telegraph Communications	230	106	124
CB-4802, Radio, Television, and Cable Television Broadcasting	790		
Panel 1	395		
Panel 2	395		
CB-4900, Electric, Gas, Water, and Sanitary Services	500	72	428

Digitized by Google

Establishments were given 30 days to complete and return their respective questionnaires to Jeffersonville, where the DPD staff checked in the received questionnaires, keyed the data, and sent the statistics to Bureau headquarters in Suitland, MD, via dedicated telephone lines. There, staff copied the information to microcomputers, analyzed the keyed data, and compared them with administrative data contained in the Standard Statistical Establishment List. DPD also sent the questionnaires to Bureau headquarters staff to test a new digital-imaging system[7] for possible use in the 1992 Economic Census.

There were three followup mailings from Jeffersonville between early November 1989 and late January 1990. Table 2-33 shows the dates of each and the number of firms included.

Table 2-33. **Followup Mailings and Number of Firms Included**

Followup	Date	Number mailed
First		
Total		**2,792**
Single-establishments	November 5, 1990	1,948
Multiestablishments	November 13, 1990	844
Second		
Total		**1,181**
Single-establishments	December 17, 1990	691
Multiestablishments	December 18, 1990	490
Third		
Total		**856**
Single-establishments	January 31, 1991	574
Multiestablishments	January 31, 1991	282

The followup procedures for questionnaire CB-4100 varied between the three panels selected for the initial mailout. Staff set up panel 1 as the control panel to measure the variations in the other two. They excluded panel 2 cases from the first followup but included them in the second and third. Establishments in panel 3 were included in all three followup mailings; however, instead of receiving a questionnaire in the second, these businesses got only a letter.

At the time of check-in closeout on February 28 for both single-establishment and multiestablishment companies (including questionnaires received as a result of the three followups), there were 338 and 215 nonresponses, respectively. The Economic Surveys Division; Economic Census and Surveys Division as of May 1992 compiled a list of all delinquent multiestablishment and large single-establishment companies, and analysts in the Business Division's Utilities Census Branch contacted them in a telephone followup during February to determine why they had not filed their respective questionnaires as well as to solicit comments on their questionnaire's content and format and the clarity of the instructions. Data keying finished in early March.

[7]Because this system could not be successfully "married" to other digital equipment that would be used to process 1992 census data, the Bureau decided not to use it.

A major change from prior census and test-census data processing involved the use of a toll-free telephone-assistance number, mentioned in the cover letter, that rang in Business Division's Utilities Census Branch at Bureau headquarters. Companies could telephone for help every work day from October 1, 1990, through March 31, 1991, between the hours of 8:30 a.m. and 5:00 p.m. east coast time. Originally, telephone assistance was scheduled from October through December 1989 but was extended through March 1990 because of the heavy workload. Over the course of the test-census data-processing operation, 297 calls were received, which accounted for 9.3 percent of the establishments included in the test. While most calls did not involve difficult subject-matter questions, staff clarified several items for inquiring respondents. For example—

- Bus terminals. The Bureau had requested revenue data from establishments on both gross ticket sales (made on the accounts of a national bus service) and the commissions received by the station for selling tickets. Some respondents were confused about which data they should report. (The 1992 census instruction sheet clarified the question.)

- Barter income. Television broadcasters sometimes trade commercial time for use of programs. The test census had not adequately addressed this practice. (The 1992 census would have additional instructions for both the revenue and sources-of-revenue inquiries.)

- Pipelines. The Bureau received numerous calls from pipeline companies indicating that revenue was generated by the company and not by a given establishment. (As a result of these contacts, the agency developed employer-identification-based questionnaires for standard industrial classification 46 for the census rather than the establishment-based questionnaires sent out in the test census.)

- Many multiestablishment companies did not understand that they did not have to complete the section of the questionnaire requesting (1) ownership and control and (2) locations of operation. (For the census, the Bureau would add a yes/no screening item to the questionnaire to emphasize the fact that multiestablishment companies could skip this inquiry.)

- Based on the number of telephone calls received relating to receipt of a wrong questionnaire, the agency realized that there were a considerable number of classification errors on the Standard Statistical Establishment List.

The workload for telephone assistance varied considerably from day to day and week to week. As expected, a large number of calls were received for the week ending October 19 after the original mailout of questionnaires. The number increased after each of the three followup mailings, particularly for the week ending November 16 shortly after

Digitized by Google

the first followup mailing to single-establishment businesses and the week ending November 23 for multiestablishment companies. The number of telephone calls received rose only slightly after the second and third followup mailings. The largest percentage of calls came from businesses that had received questionnaire CB-4600, Pipelines, and CB-4801, Telephone and Telegraph Communications.

Two problems of note were encountered during the test census. First, initial planning did not contain much detail regarding the remailing of questionnaires. Bureau staff assumed that they could manually process what few "remails" were anticipated with little difficulty. The fact that the first-followup mailing did not include a questionnaire caused many of the remails. Since the workload was considerably underestimated, a remail system was developed before the secondhand third-followup operations. Second, since the Bureau had expected only a few remails, it had made no provision for automated correction of address labels. Again, after the initial mailout, such a system was put in place.

There were certain questions common to all six test-census questionnaires, such as—receipts/revenue, annual and first-quarter payroll, and employment (number of paid employees) as of March 12, 1989. Table 2-34 shows the response to these basic questions, by questionnaire type. (Note: In tables 2-34, 2-37, 2-39, 2-41, 2-42, and 2-43 below, analysts used the mailout, rather than the mail return, as their base. Some figures reflect multiple responses and thus may overlap.)

Table 2-34. **Percent of Basic Data-Item Response, by Number of Questionnaires**

Questionnaire[1]	Mailed	Receipts/ revenue		Payroll, annual		Payroll, first-quartecr		Employment	
		Total	Percent	Total	Percent	Total		Total	Percent
Total.....	**3,190**	**1,904**	**59.7**	**2,038**	**63.9**	**1,849**	**58.0**	**1,969**	**61.7**
CB-4100	1,095	717	65.5	660	60.3	595	54.3	645	58.9
CB-4500	400	267	66.8	279	69.8	250	62.5	265	66.3
CB-4600	175	85	48.6	103	58.9	101	57.7	103	58.9
CB-4801	230	133	37.8	155	67.4	146	63.5	144	62.6
CB-4802	790	448	56.7	470	959.5	433	54.8	452	57.2
CB-4900	500	254	50.8	371	74.2	324	64.8	360	72.0

[1]See table 3.1 for titles.

In addition to the basic inquiries, each questionnaire (except CB-4500, Air Transportation had "trailer data"; that is, additional inquiries tailored to each type of economic activity covered in the test. A discussion of the response to each of these questions, by questionnaire type, follows.

CB-4100, Highway Passenger Transportation. Approximately 65 percent of the respondents answered the subsidies question. Of this percentage, 10 percent reported that their companies received either cash or noncash subsidies (e.g., fuel, maintenance services) from local, State, or Federal government agencies in 1989.

Only 53.9 percent of the companies provided information on the number of passenger trips made in 1989. Many firms commented that they had problems understanding the inquiry and, therefore, had difficulty reporting. (The Bureau removed this inquiry from the 1992 census questionnaire.)

A total of 67.9 percent furnished data on inventories of revenue-generating equipment. The numbers reported, however, indicated a misreporting of the owned/leased/total values for this type of equipment. Many establishments reported owned equipment (the first column of the inquiry) without a corresponding detail total. Others entered a total without the owned/leased detail. (The Bureau adjusted the computer edits for the 1992 census to adjust for the misreporting in the test census.)

CB-4600, Pipelines. Of the 137 companies that completed and returned their questionnaires, 51.2 percent reported that they did their own construction and provided the value of self-constructed assets. These companies reported details regarding the percentages for new construction, renovation, and maintenance and repair. All but one furnished detail data on the split between (1) buildings and structures and (2) lines and equipment.

CB-4801, Telephone and Telegraph Communications. For item 10, 56.5 percent reported data on revenue by class of customer.

CB-4802, Radio, Television, and Cable Television Broadcasting. In panel 1, 59 percent of respondents answered item 10 on construction activity. In panel 2, 77.6 percent answered item 10 on contributions, gifts, and grants. Four percent reported the value of their contributions, gifts, and grants, and 5.7 percent said they had received money from these sources.

For item 11, 78.6 percent reported information on construction activity.

CB-4900, Electric, Gas, Water, and Sanitary Services. About 68 percent of respondents provided data on item 10, Revenue By Class of Customer.

About 82 percent supplied information for item 11, Exported Energy, and all said that they did not export energy. Staff concluded that businesses had not provided data on exported energy because the questionnaire did not cover multiestablishment electric and gas utilities. (These utilities were covered, by employer identification number, in the 1992 census.)

Digitized by Google

About 73 percent answered item 12, Construction Activity, while 56 percent said they were not involved in construction work of any kind.

All questionnaires asked selected industries about source of revenue, item 9. (See table 2-35.) Of those companies that returned a questionnaire, 63 percent provided data for this question.

The Bureau asked only selected kinds of business to complete the source-of-revenue item. The fourth column in table 2-35 is an estimate of coverage based on those companies that were actually instructed to complete the item as opposed to the third column, which presents respondents as a percent of questionnaires received in Jeffersonville.

Table 2-35. **Source of Revenue (Item 9) Reported, by Questionnaire**

Questionnaire[1]	Number of respondents to item 9	Percent of total receipts	Percent of those instructed to complete item 9
CB-4100	433	52.4	75.4
CB-4500	160	50.5	87.9
CB-4600	41	29.9	45.6
CB-4801	94	50.3	74.6
CB-4802 (panel 1)	180	63.4	
CB-4802 (panel 2)	166	56.5	
CB-4900	187	42.4	*107.5

[1]See table 2-32 for titles.

*Many respondents completed item 9 despite being instructed to skip the inquiry.

The specifications for the data entry called for keying up to three responses to the kind-of-business inquiry. The Bureau made provisions for keying (a) the first three kinds of business reported by each establishment, (b) those firms that reported four or more kinds, and (c) the descriptions for write-in answers. Of the 3,190 questionnaires mailed, 2,245 (70.3 percent) reported kind of business.

The relatively high incidence of multiple kind-of-business inquiries for questionnaires CB-4100, CB-4500, and CB-4801 was indicative of multiple operations at locations in their respective industries. The CB-4100 covered bus terminals, which often reported combinations of local bus, intercity bus, ticket office, etc. The CB-4500 dealt with numerous fixed-base operators that provided air–field operations, charter flights, flight schools, maintenance, etc. The CB-4801 covered telephone companies that were often involved in local telephone exchanges, long-distance operations, cellular operations, equipment sales and services, etc. The 1992 census therefore emphasized the need to mark only one box for the primary kind of business and supplied kind-of-business descriptions which were likely to be identified with these diversified operations.

Table 2-36 below shows that about 11.4 percent of those reporting one kind of business had businesses that did not match the assigned (for mailing purposes) SIC even at the two-digit SIC level. Those that did not match at the three-digit level accounted for 50.7 percent, and those that did not match at the four-digit level, 41.7 percent. These results emphasized the need to improve the Standard Statistical Establishment List classification prior to the 1992 census. This was particularly true for those areas where questionnaire designation was based on three-digit classifications (SIC 481, 482, 491, 492, and 493).

Table 2-36. **Accuracy of the Mail Standard Industrial Classification and Self-Designated Kind-Of-Business Code**

Questionnaire[1]	One kind of business reported	One kind of business reported and mail SIC matched (four-digit)	One kind of business reported and mail SIC matched (three-digit)	One kind of business reported and mail SIC matched (two-digit)	Did not report any kind-of-business information	Other kinds of businesses reported
Total	**2,187**	**1,079**	**1,215**	**1,853**	**58**	**195**
CB-4100	744	331	339	675	10	24
CB-4500	285	129	152	229	10	14
CB-4600	118	70	91	91	2	20
CB-4801	159	85	99	125	7	21
CB-4802	507	323	352	425	12	66
CB-4900	374	141	182	308	17	50

[1]See table 2-32 for titles.

The numbers that appear in the third column represent establishments that reported a kind of business matched at the four-digit standard industrial classification level. The fourth column includes not only matches at the three-digit level but also those that matched as well at the four-digit standard industrial classification level. Finally, the fifth column contains not only those that matched at the two-digit, but those that also did so at the three- and four-digit SIC levels. For example, for questionnaire CB-4100, the number 339 reflects 331 establishments that reported "one kind of business" at both the four- and three-digit levels and 8 only at the three-digit level.

For utilities, the test allowed write-in descriptions for kind of business in two ways—the standard "Other kind of business Describe," and numerous industry-specific write-ins, such as "Other scheduled local service Describe." The latter were necessary due to the diversity of the various activities involved in these industries. Table 2-37 shows data on the use of the write-ins.

Digitized by Google

Table 2-37. **Types of Write-In Kind of Business, by Percent of Total Mailed**

Questionnaire[1]	Mailed	Kind-of-business write-ins provided		Standard write-ins		Industry-specific write-ins	
		Total	Percent	Total	Percent	Total	Percent
Total	**3,190**	**597**	**18.7**	**195**	**6.1**	**344**	**10.8**
CB-4100	1,095	131	12.0	24	2.2	97	8.9
CB-4500	400	83	20.8	14	3.5	59	14.8
CB-4600	175	32	18.3	20	11.4	10	5.7
CB-4801	230	66	28.7	21	9.1	38	16.5
CB-4802	790	156	19.7	66	8.4	78	9.9
CB-4900	500	129	25.8	50	10.0	62	12.4

[1]See table 2-32 for tities.

As part of the test, the Bureau asked respondents to report how long it took them to read the instructions, to compile and review information that they reported, and to record their answers on the questionnaires. Table 2-38 shows the completion time required not only for the 1989 test questionnaires, but also for those not used in 1989 (i.e., CB-4200, CB-4400, CB-4299, CB4701, and CB-4702) but would be in the 1992 census. The table's subtotal reflects the response burden to complete only those questionnaires in the test census.

Table 2-38. **Estimated Response Burden for All Questionnaires to be Used in the 1992 Census of Transportation, Communications, and Utilities**

Questionnaire		Low (in hours)	High (in hours)	Average (in hours)	Estimated number of responses	Estimated annual burden hours
Number	Title					
	All questionnaires	**0.08**	**9.35**	**1,144**	**187,250**	**214,30**
	Subtotal	**0.17**	**9.35**	**1.257**	**167,250**	**210,300**
CB-4100	Highway Passenger Transportation	0.17	8.00	1.08	14,500	15,700
CB-4200	Motor Freight Transportation and Public Warehousing	0.25	4.00	1.28	70,000	89,600
CB-4400	Water Transportation	0.50	2.00	0.91	7,100	6,500
CB-4500	Air Transportation	0.17	8.00	1.08	6,500	7,000
CB-4600	Pipelines (EI report)	1.00	30.00	2.50	3.00	750
CB-4601	Pipelines	0.17	4.00	1.37	250	350
CB-4701*	Arrangement of Passenger Transportation	0.25	4.00	1.06	27,500	29,150
CB-4702*	Miscellaneous Transportation Services	0.25	4.00	1.06	12,200	12,950
CB-4800	Telephone and Telegraph Communication (EI Report)	1.00	50.00	6.00	1,800	10,800
CB-4801	Telephone an Telegraph Communication	0.17	4.00	1.46	3,200	4,700
CB-4802	Radio, Television, and Cable Television Broadcasting	0.17	9.35	1.17	12,200	14,300
CB-4900	Electric and Gas Services (EI Report)	1.00	50.00	5.00	1,200	6,000
CB-4901	Electric and Gas Services	0.17	8.00	1.20	10,500	12,600
CB-4299	Classification Form	0.08	0.75	0.20	20,000	4,000

*For the 1987 censuses, questionnaires CB-4701 and CB-4702 were CB-4700.

EI = Employer identification.

The Bureau also asked respondents if they were reporting for a single–physical location or for multiple locations. As a consequence of the responses, shown in table 2-39, the agency determined that establishments included in the 1992 census would be sent in 1992 form NC-9921, Affiliation Report.

Table 2-39. **Respondents Reporting Single and Multiple Locations**

Questionnaire	Mailed	Single-location questionnaire	Multiple (combined) questionnaires	Combined questionnaires mailed as single-establishments
Total	**3,190**	**[1]1,784**	**[1]246**	**[1]142**
CB-4100	1,095	616	71	62
CB-4500	400	225	23	13
CB-4600	175	81	39	1
CB-4801	230	124	20	8
CB-4802	790	417	52	26
CB-4900	500	321	41	32

[1]The difference between the total of columns three, four, and five and the number mailed (second column from left) is the number of nonrespondents.

Digitized by Google

The agency also requested respondents to identify inquiries that they felt had faulty or confusing instructions or were particularly difficult to answer. Table 2-40 shows the number of respondents reporting problems, by questionnaire type and by item (inquiry).

Table 2-40. **Respondents Reporting Problems, by Selected Questionnaire Types and Items**

Questionnaire	Item	Number of respondents reporting problems
CB-4100	10, Subsidies	3
	11, Ridership	54
	12, Equipment	6
	13, Ownership	8
	14, Certification	1
CB-4500	10, Ownership	1
	11, Certification	4
CB-4600	10, Customer	27
	11, Ownership	6
	12, Certification	0
CB-4801	10, Customer	12
	11, Construction	4
	12, Ownership	3
	13, Certification	0
CB-4801(X1)	10, Construction	1
	11, Ownership	7
	12, Certification	0
CB-4802(X2)	10, Contributions	0
	11, Construction	7
	12, Ownership	1
	13, Certification	2
CB-4900	10, Customer	12
	11, Exported energy	0
	12, Construction	9
	13, Ownership	7
	14, Certification	1

Respondents were asked whether the questions were consistent with standard definitions and recordkeeping requirements. See table 2-41.

Table 2-41. **Number and Percent of Respondents Reporting Whether The Questions Were or Were Not Consistent, by Questionnaire Type**

Questionnaire		Number of respondents		Questions consistent		Questions not consistent	
	Mailed	Total	Percent	Total	Percent	Total	Percent
Total	**3,190**	**1,922**	**60.3**	**1,712**	**89.1**	**210**	**10.9**
CB-4100	1,095	645	58.9	588	91.2	57	8.98
CB-4500	400	237	59.3	219	92.4	18	7.6
CB-4600	175	117	66.9	75	64.1	42	35.9
CB-4801	230	136	59.1	114	83.8	22	16.2
CB-4802	790	451	57.1	418	92.7	33	7.3
CB-4900	500	336	67.2	298	88.7	38	11.3

The Bureau concluded that overall inquiries were consistent with standard definitions and recordkeeping requirements for the respective kinds of businesses—1,712 positive versus 210 negative responses.

Another piece of information gathered was whether respondents owned other companies or were owned by other firms. See table 2-42.

Digitized by Google

Table 2-42. **Respondents Reporting Ownership and Control**

Questionnaire	Single-establishments mailed	Question response	Does your company own other firms?[1] Yes	Is your company owned by another firm?[1] Yes
Total	**2,254**	**1,773**	**130**	**52**
CB-4100	928	687	52	14
CB-4500	280	228	10	4
CB-4600	11	10	4	1
CB-4801	124	103	7	7
CB-4802	483	366	27	18
CB-4900	428	379	30	8

[1]The figure shown in this column represents the number of respondents that answered the question. The difference between the numbers in the response column (third from the left) and the "yes" columns represents the number of respondents that said no.

The Economic Surveys Division updated the Standard Statistical Establishment List for those establishments that reported company affiliation—columns four and five in the above table.

Table 2-43 shows the results of the Bureau's request that respondents report the number of physical locations operated under their employer identification number.

Table 2-43. **Single-Establishment Respondents Reporting One or More Multiple Locations**

Questionnaire	Single-establishments mailed	Reported one location	Reported two or more locations	Number of locations reported	Number reported that were not split into multiestablishments[1]	Number reported that were split into multiestablishments[2]
Total	**2,254**	**1,226**	**72**	**274**	**18**	**54**
CB-4100	928	482	26	100	5	21
CB-4500	280	158	6	20	2	4
CB-4600	11	8	-	-	-	-
CB-4801	124	68	8	37	1	7
CB-4802	483	240	22	89	4	18
CB-4900	428	270	10	28	6	4

[1]Represents companies thought to be single-establishment that reported that they were multiestablishment firms but the Bureau did not split (or attribute) consolidated data to each of the "new" multiestablishment company's single establishments.
[2]Represents companies thought to be single-establishment that reported that they were multiestablishment firms and the Bureau split (or attributed) consolidated data to each of the "new" multiestablishment company's single-establishments.

The Bureau had sent questionnaire CB-4100 to three panels, and the followup operations for each varied. The response rates based on weighted annualized payroll for each were calculated, and an evaluation of the test results showed that there were no significant differences among the followup results for the three panels.

The broadcasting questionnaire, CB-4802, had two variations. One version, CB-4802(X1), was similar to the service tax-exempt questionnaires used in past economic censuses. The other (X2) eliminated the modification for defining tax-exempt revenues as including contributions, gifts, and grants, and instead used the standard wording asking for data on contributions, gifts, and grants in a separate "trailer" data inquiry.

There was significant difference between the X1 and the X2 questionnaires; the latter had a better response rate. Since this questionnaire was also a simplified version of the CB4802(X1), the Bureau planned to use questionnaire CB-4802(X2) in the 1992 census.

Conclusions and recommendations. Based on the results of the test, the staff offered several conclusions that then led to modifications for 1992.

The **1989 Transportation, Communications, and Utilities Test Census** in general.

- There appeared to be no benefit in sending a reminder letter without an enclosed questionnaire close to the due date. These letters should be mailed later with emphasis on the fact that the questionnaires were overdue. While there was little difference between the response rates for panels receiving questionnaire followups and those receiving letter-only followups, the problems encountered in processing remails made it evident that questionnaire followup was preferred.
- The number of telephone calls the Bureau received on the 1-800 number substantially exceeded the staff's expectations. If the test census results held for the 1992 census, the workload would exceed 20,000 telephone calls and the economic census workload as a whole would exceed 300,000. While most of the telephone calls would be routine and could be readily handled by a clerk, analysts would be required to address selected problems. For the test census, less than 10 percent were inquiries about specific data. Most telephone calls were to request a new questionnaire, check on receipt of

Digitized by Google

completed questionnaire, report receipt of the wrong questionnaire, or report out-of-business status, all of which could be handled clerically for 1992.

Questionnaire CB-4100

- Respondents were greatly confused regarding the reporting of revenue data (item 6) for bus stations. Respondents were unsure whether to report total ticket sales or the commissions received for the sale of tickets. (For 1992, the Bureau would clarify the revenue definition.)
- Respondents often reported multiple kinds of business and/or write-in kinds of business for item 8, Kind of Business Activity. Bus stations' respondents did not locate a single description that described their primary business. (The Bureau modified this item for 1992 to list "bus station" at the beginning of the inquiry.)
- For 1992, based on a staff recommendation, the Bureau added several lines to item 9, Sources of Revenue, to help respondents identify such activities as intercity and local charter bus lines, ambulances, and taxicab services, etc.
- The reportability of ridership (item 11) was limited to a very small percentage of respondents. (The Bureau dropped this item for 1992.)
- The agency modified item 12, Inventories of Revenue Generating Equipment, to emphasize the "total" column. (Respondents who provide detail with no total or totals with no detail for 1992 would be contacted to clarify their responses. This information would be used in the 1992 computer edits to assign a kind-of-business code where multiple activities had been reported.)

Questionnaire CB-4500

- Numerous respondents reported multiple kinds of business in item 8, Kind of Business or Activity. The typical air-field operation included numerous activities such as aircraft fueling, repair, rental and charter services, and air-field and hangar operations. (For 1992, the Bureau provided descriptive terms which more often were readily understood by the operators than those used in the 1989 test census.)
- Item 9, Sources of Revenue, lacked the necessary lines to measure the variety of activities performed by nonscheduled carriers and airport services. (For 1992, several new lines were added to measure primary and secondary activities.)

Questionnaire CB-4600

- The numerous telephone calls, comments, and low response to many inquiries indicated that data for the pipeline industry were not available at the establishment level. Consequently, staff drafted an consolidated questionnaire (similar to those covering multiestablishments in the telephone and telegraphy industry and electric and gas utilities) and solicited comments from the industry on its ability to report information on the new CB-4600 questionnaire.

Questionnaire CB-4801

- As a result of comments made by respondents concerning revenue reporting (item 6), the Bureau asked communication companies included in the 1992 census to report data for barter income.
- A number of respondents said that their respective companies did not maintain detailed information for several customer classes listed in item 10, Revenue by Class of Customer. (For 1992, the agency decided to reduce the amount of information it would ask for. This change also applied to item 10 for questionnaire CB-4802.)
- There were two types of problems encountered with item 11, Construction Activity. Many respondents did not understand the inquiry because they felt there was a lack of detailed instructions. Other respondents simply reported that the requested information was not available. (After working with the Bureau of Economic Analysis and the Census Bureau's Construction Statistics Division's staff, Census designed a new inquiry for 1992. This change also applied to item 11 for questionnaire CB-4802 and item 12 for questionnaire CB-4900.)

Questionnaire CB-4802

- Several problems were noted for item 9, Sources of Revenue, covering both the revenue definition and the absence of relevant sources for particular kinds of business. (For 1992, the Bureau made changes to this item to include the reporting of advertising net of commissions, separate sources for radio and television, and separate sources for cable and pay television providers.)

1989 Financial, Insurance, and Real Estate Industries Test Census

This test census served as the principal evaluation tool to examine terminology (industry-specific interpretation), adequacy of the universe frame (e.g., standard industrial classification coding, comparison of administrative data to test census reporting), respondent burden, use of a toll-free information number, and several "housekeeping"/-methodological items, such as varying followup letters and varying emphasis on the legal filing requirement on the mailing envelopes that would be used in the 1992 Census of Financial, Insurance, and Real Estate Industries.

Headquarters staff selected a probability sample of active establishments from the Standard Statistical Establishment List for businesses included in the *Standard Industrial Classification Manual* covering Standard Industrial Classifications 60 (Depository Institutions), 61

Digitized by Google

(Nondepository Credit Institutions), 62 (Security and Commodity Brokers, Dealers, Exchanges, and Services), 63 (Insurance Carriers), 64 (Insurance Agents, Brokers, and Service), 65 (Real Estate), and 67 (Holding and Other Investment Offices).

The Census Bureau's Jeffersonville, IN, data-processing facility assembled the mailing packages, which contained a cover letter explaining the purpose of the test census, a machine-labeled questionnaire[8] (the label contained the establishment's name and address), an instruction sheet (either CB-I(F-1)(X) for single-establishment firms or CB-I(F-2)(X) for multiestablishment companies), a machine-labeled evaluation sheet (CB-1(E)(X)), and a return envelope.

On October 5, 1990, the facility mailed questionnaires to multiestablishment companies and on October 19, 1990, to single-establishment firms. Table 2-44 shows the number mailed, by questionnaire type and by panel (where applicable).

[8]The questionnaires (2,000 for each type) were printed at the Department of Commerce in August and September 1990. All questionnaires were black and white with blue toning.

Table 2-44. **Number of Questionnaires Mailed**

Questionnaire	Number mailed	Multiestablishments	Single-establishments
Total	**4,975**	**1,581**	**3,394**
CB-6001(X1), Depository and Related Institutions	498	262	236
CB-6001(X2), Depository and Related Institutions	498	277	221
CB-6002(X), Trust Facilities and Other Related Institutions	94	50	44
CB-6100(X1), Credit Agencies and Institutions, Nondepository	280	130	150
CB-6100(X2), Credit Agencies and Institutions, Nondepository	280	118	162
CB-6200(X), Securities and Commodities Brokers and Services	468	110	359
Panel 1	233	52	181
Panel 2	235	58	177
CB-6301(X), Life, Accident and Health Insurance Carriers, and Medical Service Plans	129	89	40
CB-6302(X), Property and Casualty and Other Insurance Carriers	240	95	145
CB-6400(X), Insurance Agents, Brokers, and Service	360	23	337
Panel 1	90	5	85
Panel 2	90	6	85
Panel 3	90	3	87
Panel	90	9	80
CB-6501(X1), Real Estate Operators and Lessors	305	44	261
CB-6501(X2), Real Estate Operators and Lessors	305	41	264
CB-6502(X1), Real Estate Agents and Managers	125	9	116
CB-6502(X2), Real Estate Agents and Managers	125	8	117
CB-6503(X), Miscellaneous Real Estate	135	13	122
CB-6700(X1), Holding and Other Investment Offices	566	160	407
CB-6700(X2), Holding and Other Investment Offices	567	152	414

Establishments were given 30 days to complete and return their respective questionnaires to Jeffersonville. In addition to the mandatory provision included in the mailout packages, some envelopes containing questionnaire CB-6400 carried the message that response was required by law. Upon receipt, the staff checked in the questionnaires, keyed the data, and sent the data to headquarters in Suitland, MD, via dedicated telephone lines. There, staff downloaded the information to microcomputers, analyzed the keyed data, and compared them with administrative information in the Standard Statistical Establishment List. Jeffersonville employees also sent the questionnaires to Bureau headquarters staff to test a new digital-imaging system[9] for possible use in the 1992 Economic Census.

The Jeffersonville facility did three followup mailings: The first went to a total of 3,165 single- and multiestablishment companies on November 5 and November 13, 1990, respectively. The second, with a total of 1,166 single- and multi-establishments took place on December 17 and December 18, 1990, respectively. The last, to 820 single- and multiestablishment companies, was on January 31, 1991.

At the time of check-in, closeout on February 28 for both single-establishment and multiestablishment companies (including questionnaires received as a result of the three followups), there were 534 and 309 nonresponses, respectively. The Bureau's Economic Surveys Division (Economic Census and Surveys Division as of May 1992) compiled a list of all delinquent multiestablishment and large single-establishment companies, and analysts in Business Division's Financial Census Branch contacted them in a telephone followup to determine why they had not filed their respective questionnaires. They also solicited comments on questionnaire content and format and the clarity of the instructions. Data keying in Jeffersonville was finished in early March.

A major change from prior census and test-census data processing involved the use of a toll-free telephone-assistance number, included in the cover letter to all but 400 establishments, that rang in the Financial Census Branch. As

[9]See footnote 8.

Digitized by Google

with the 1989 Transportation, Communications, and Utilities Test Census, companies in this test could call for help Monday through Friday from October 1, 1990, through March 31, 1991, between the hours of 8:30 a.m. and 5:00 p.m. east coast time. Originally, telephone assistance was scheduled from October through December 1990 but was extended through March 1991 because of the heavy workload. Over the course of the test-census data-processing operations, 856 calls were received, which accounted for 17.2 percent of the establishments included in the test. Among single-establishment companies, the most prevalent reasons for calling were for specific data information (31.2 percent), requests for remailing questionnaires (31.0 percent), and general information (13.6 percent). Among multiestablishment companies, the most prevalent reasons for calling were requests for remailing questionnaires (26.3 percent), specific data information (25.6 percent), and general information (16.9 percent). Other reasons combined (e.g., extension requests, out of business, out of scope, negative comments, data not available, informing they had already filed, and "other") comprised 24.2 percent and 31.2 percent of single-establishment and multiestablishment company calls, respectively. While most calls did not involve difficult subject-matter questions, staff clarified several items for inquiring callers. For example, many multiestablishment companies did not understand that they only had to complete the questionnaire for the establishment described in the mailing label. There was confusion, in part, because multiestablishment companies only got questionnaires for selected establishments and wondered about reporting for others, which the Bureau explained, were not selected in the test-census sample. (For the census, the Bureau would include a screening item on the questionnaire to emphasize the fact that multiestablishment companies could skip the inquiry requesting a listing of additional establishments.)

The workload for telephone assistance varied considerably from day to day and week to week. However, as expected, the number of telephone calls peaked after each of the three followup mailings, particularly after the first on November 5, 1990. Overall, staff received most calls on Tuesdays and Wednesdays, while the least were received on Thursdays.

As in the transportation, communications, and utilities test census, this test's initial planning did not include much detail regarding the remail of questionnaires. Bureau staff had assumed that it could manually process the few anticipated remails with little difficulty. The fact that the first followup mailing did not include a questionnaire caused many of the remails. A remail system was developed before the second- and third-followup operations. Since the Bureau had expected only a few remails, it had also not made a provision for automated correction of address labels. After the initial mailout, such a system was put in place.

Several questions were common to all 11 test-census questionnaires. These included—dollar volume (revenue), annual and first-quarter payroll, and number of paid employees for the pay period including March 12, 1989. Table 2-45 shows the response to these basic questions, by questionnaire type.

Table 2-45. **Percent of Basic Data-Item Response, by Number of Questionnaires**

Questionnaire[1]	Mailed	Receipts		Payroll		Employment	
		Total	Percent	Annual	Percent	Total	Percent
Total	**4,975**	**3,369**	**68**	**3,291**	**66**	**3,245**	**65**
CB-6001	996	673	68	760	76	760	76
CB-6002	94	64	68	67	71	66	70
CB-6100	560	363	65	356	64	356	64
CB-6200	468	304	65	291	62	278	59
CB-6301	129	79	61	89	69	89	69
CB-6302	240	172	72	154	64	147	61
CB-6400	360	284	79	271	75	273	76
CB-6501	610	421	69	382	63	369	60
CB-6502	250	182	73	174	70	172	69
CB-6503	135	97	72	90	67	88	65
CB-6700	1,133	730	64	663	59	644	57

[1]See table 2-44 for titles.

In addition to the common "basic" inquiries, each questionnaire (except CB-6002(X) and CB-6501(X2)) had "trailer data" or special inquiries; that is, inquiries tailored to specific types of economic activities covered in the test census.

The processing specifications allowed for keying multiple responses to the kind-of-business inquiry—(a) the codes for the first three kinds of business reported by each company, (b) whether there were more than three responses, and (c) the first 20 characters of write-in kind-of-business descriptions. Of the 4,132 questionnaire responses received, 3,778 (91.4 percent) reported at least one kind-of-business information. For details, see table 2-46.

Digitized by Google

Table 2-46. **Response to Kind-of-Business Questions**

Questionnaire[1]	Mailed	Received	Number of respondents who reported kind-of-business data[2]	One or more kind of business reported	Two or more kinds of businesses reported	Three or more kinds of businesses reported	Kinds of businesses write-in[3]
Total	**4,975**	**4,132**	**3,778**	**3,667**	**269**	**62**	**1,080**
CB-6001	996	844	798	796	3	0	46
CB-6002	94	71	69	67	1	0	17
CB-6100	560	406	396	42	12	159	
CB-6200	468	364	327	324	10	5	94
CB-6301	129	107	95	91	19	2	25
CB-6302	240	214	186	178	24	0	66
CB-6400	360	311	296	295	27	15	24
CB-6501	610	501	452	434	72	20	175
CB-6502	250	206	181	32	7	38	
CB-6503	135	106	100	98	10	1	11
CB-6700	1,133	945	859	807	29	0	425

[1]See table 2-44 for tities.
[2]Number that checked a box or wrote in a description.
[3]Whether or not they checked the box, respondents wrote in a description.

Although the Bureau instructed respondents to check only the box that described their primary activity, many of them checked more than one. Some checked all the kinds of activities in which they were involved that they saw listed on the questionnaire, and in the case of real estate managers, agents, brokers, and operators, some respondents checked all the types of property with which they had dealings. In addition, many wrote in descriptions of their activities, some of which were already printed on the questionnaire. (As a result of the test census, the Bureau decided to emphasize that respondents mark only one box for their primary kind of business, and added various kind-of-business description choices to the census questionnaires.)

Table 2-47 shows that only 72 percent of respondents' first choice of kind of business matched the standard industrial classification at the two-digit level that the Bureau used in selecting the test establishments (here called the "mail standard industrial classification"), 59 percent at the three-digit level, and 45 percent at the four-digit level. As with the transportation, communications, and utilities test census, these results emphasized the need to improve the Standard Statistical Establishment List classification prior to the 1992 census.

Table 2-47. **Accuracy of the Mail Standard Industrial Classification and Self-Designated Kind-of-Business Code**

Questionnaire[1]	One kind of business reported	One kind of business reported and mail SIC matched (four-digit)	One kind of business reported and mail SIC matched (three-digit)	One kind of business reported and mail SIC matched (two-digit)	Did not report any kind-of-business information	Other kinds of businesses reported
Total	**3,667**	**1,668**	**2,177**	**2,645**	**446**	**857**
CB-6001	796	499	680	742	55	42
CB-6002	67	34	34	52	4	14
CB-6100	396	142	211	274	80	121
CB-6200	324	118	140	215	38	83
CB-6301	91	45	54	67	18	20
CB-6302	178	62	62	97	21	50
CB-6400	295	272	272	272	14	20
CB-6501	434	131	279	279	63	130
CB-6502	181	77	78	156	24	25
CB-6503	98	82	82	90	7	6
CB-6700	807	206	285	401	122	346

[1]See table 2-44 for title.

The Bureau also asked respondents to report how long it took them to read the instructions, compile and review information that they reported, and record their answers on the questionnaires. Table 2-48 shows the amount of time needed to complete the 1989 test census, so that the Bureau could estimate for the Office of Management and Budget what the response burden would be for the 1992 Census of Financial, Insurance, and Real Estate Industries.

Digitized by Google

Table 2-48. **Estimated Response Burden for 1992 Financial, Insurance, and Real Estate Industries Questionnaires**

Questionnaire		Low (in hours)	High (in hours)	Average (in hours)	Estimated number of responses	Estimated annual burden hours[1]
Number	Title					
	All questionnaires	**0.2**	**4.7**	**1.1**	**400,000**	**[2]461,870**
	Subtotal, standard forms	**0.2**	**4.7**	**1.3**	**353,700**	**415,460**
CB-6000	Depository and Related Institutions	0.2	4.5	1.5	20,000	30,000
CB-6101	Personal Credit Institutions	0.3	2.5	1.2	30,500	36,600
CB-6102	Business Credit and Other Financial Institutions	0.2	4.0	1.1	24,500	26,950
CB-6200	Security and Commodity Brokers and Services	0.2	4.0	1.1	30,000	33,000
CB-6301	Life, Accident, and Health Insurance Carriers, and Medical Service Plans	0.3	4.0	1.9	3,000	5,700
CB-6302	Property and Casualty and Other Insurance Carriers	0.2	4.5	1.3	9,000	11,700
CB-6400	Insurance Agents, Brokers, and Services	0.2	4.5	1.1	31,000	34,100
CB-6501	Real Estate Agents and Managers	0.2	4.5	1.1	71,000	78,100
CB-6502	Real Estate Agents and Managers	0.3	4.0	1.1	61,000	67,100
CB-6503	Miscellaneous Real Estate	0.2	4.0	1.1	23,000	25,300
CB-6701	Holding and Other Investment Offices	0.2	4.7	1.3	28,200	36,660
CB-6702	Trust, Pension, Health and Welfare Funds and Managers	0.2	4.7	1.3	22,500	29,250
	Subtotal consolidated forms	0.5	9.0	5.6	10,300	54,260
CB-6010	Depository and Related Institutions	0.5	9.0	5.4	4,000	21,600
CB-6311	Life, Accident, and Health Insurance Carriers, and Medical Service Plans	0.5	6.0	3.2	3,800	12,160
CB-6321	Property and Casualty and Other Insurance Carriers	0.5	12./0	8.2	2,500	20,500
	Subtotal, short form	0.2	0.3	0.2	36,000	7,200
CB-6499	Insurance, Agents, Brokers, and Service	0.2	0.3	0.2	36,000	7,200

[1]Totals may not equal the sum of the detail due to method of estimation.
[2]Represents the number the Bureau gave to the Office of Budget.

The agency also requested respondents to identify inquiries that they felt had faulty or confusing instructions or were particularly difficult to answer. The following table shows the number of respondents reporting problems, by questionnaire type, and by item (inquiry).

Table 2-49. **Number of Respondents Reporting Problems, by Selected Questionnaire and by Item**

Questionnaire[1]	1 Employer identification number	2 Physical location of establishment	3 Operational status	4 Organizational status	5 Tax status	6 Dollar volume/operating receipts	7 Expenses	8 Payroll and employment	9 Kind of business	10 Type of operation	11 Sources of receipts	12 Special inquiries	13 Ownership, control, and location of operation	14 Certification
Total	**31**	**23**	**7**	**13**	**5**	**137**	**86**	**62**	**94**	**19**	**211**	**48**	**67**	**6**
CB-6001	7	2	0	4	0	49	36	12	3	5	57	4	20	1
CB-6002	0	0	0	0	0	1	1	0	1	0	2	0	0	0
CB-6100	6	3	0	1	2	5	2	5	7	0	28	1	9	0
CB-6200	0	0	1	0	0	13	2	1	10	2	24	15	5	1
CB-6301	0	1	1	0	0	3	4	5	1	2	7	1	2	0
CB-6302	3	1	0	3	1	13	7	3	10	4	12	1	3	0
CB-6400	1	1	1	2	0	8	8	9	3	2	16	9	7	0
CB-6501	7	5	1	0	0	2	8	6	14	0	21	10	5	0
CB-6502	3	2	1	0	0	4	2	3	4	1	6	1	3	1
CB-6503	1	0	0	0	0	3	2	1	1	0	8	4	0	0
CB-6700	3	8	2	3	2	36	14	17	40	3	30	2	13	3

[1]See table 2-48 for titles.

Digitized by Google

The agency asked firms to indicate whether they could report revenue for each of their respective establishments. See table below.

Table 2-50. **Establishment Data Available for Multiestablishment Firms**

Questionnaire[1]	Yes*	Multiestablishment firms	Single-establishment firms with multiple locations[2]	No*	Multiestablishment firms	Single-establishment firms with multiple locations[2]
Total	**558**	**442**	**116**	**449**	**351**	**98**
CB-6001	201	168	33	232	184	48
CB-6002	16	11	5	14	14	0
CB-6100	99	88	11	54	40	14
CB-6200	39	37	2	20	15	5
CB-6301	23	20	3	26	23	3
CB-6302	34	26	8	13	12	1
CB-6400	11	6	5	4	3	1
CB-6501	36	16	20	16	7	9
CB-6502	16	8	8	3	1	2
CB-6503	5	5	0	4	1	3
CB-6700	78	57	21	63	51	12

[1]See table 2-48 for titles.
[2]A single-establishment firm with multiple locations is a company which was mailed as a single-establishment firm and reported that it had multiple locations.
*The question read, "If this establishment is part of a multiestablishment firm (one that regularly conducts business at two or more physical locations), can you report revenue for each establishment? Yes? If no, explain."

The Bureau asked respondents whether the questions were consistent with standard definitions and recordkeeping requirements. See table 2-51.

Table 2-51. **Respondents Reporting Consistent Versus Inconsistent Definitions**

Questionnaire[1]	Mailed	Number of respondents	Response (percent)	Definitions consistent	Definitions not consistent
Total	**4,975**	**3,286**	**66**	**2,898**	**376**
CB-6001	996	714	71	608	106
CB-6002	94	63	67	63	0
CB-6100	560	361	64	326	35
CB-6200	468	292	62	263	29
CB-6301	129	80	62	63	17
CB-6302	240	160	66	127	23
CB-6400	360	262	72	239	23
CB-6501	610	373	61	334	39
CB-6502	250	166	66	144	20
CB-6503	135	86	63	78	8
CB-6700	1,133	729	64	653	76

[1]See table 2-48 for titles.

Digitized by Google

Another piece of information gathered was whether respondents owned other companies or were owned by other firms. See table 2-52.

Table 2-52. **Respondents Reporting Ownership and Control**

Questionnaire[1]	Single-establishments mailed	Question response	Is this company owned or controlled by another company?[2] Yes	Does this company own or control any other company or companies[2] Yes
Total	**3,394**	**2,848**	**183**	**237**
CB-6001	457	400	47	79
CB-6002	44	35	1	4
CB-6100	312	265	14	22
CB-6200	358	289	11	18
CB-6301	40	37	1	6
CB-6302	145	133	5	19
CB-6400	337	295	7	15
CB-6501	525	433	11	8
CB-6502	233	189	6	6
CB-6503	122	93	1	2
CB-6700	821	679	79	58

[1]See table 2-48 for titles.
[2]The figures shown in this column represent the number of respondents that answered the question. The difference between the numbers in the response column (third from the left) and the "yes" columns represents the number of respondents that said no.

The Economic Surveys Division updated the Standard Statistical Establisment List for those establishments that reported company affiliation—columns four and five in the above table.

Table 2-53 shows the results of the agency's request that respondents report the number of physical locations which were operated under their respective employer identification numbers.

Table 2-53. **Respondents Reporting Multiple Locations**

Questionnaire[1]	Single-establishments mailed	Reported one location	Reported two or more locations	Number of locations reported
Total	**3,394**	**2,005**	**[2]189**	**2,111**
CB-6001	457	248	70	493
CB-6002	44	25	5	58
CB-6100	312	193	20	264
CB-6200	358	207	8	227
CB-6301	40	21	6	62
CB-6302	145	89	8	204
CB-6400	337	223	10	247
CB-6501	525	321	25	424
CB-6502	233	129	11	49
CB-6503	122	75	2	4
CB-6700	821	474	24	79

[1]See table 2-48 for titles.
[2]Of the 189 respondents that reported more than one location, the Bureau set up 74 as multiestablishment companies.

Conclusions and recommendations. Based on a review of the test census, staff offered the following general observations and recommendations:

1. The panels of respondents that received questionnaire CB-6400 that had the mandatory reporting message stamped on the envelope appeared to have had higher response rates than those without.
2. Responses indicated that, overall, inquiries were consistent with standard definitions and recordkeeping requirements for the respective kinds of businesses—2,898 positive versus 376 negative responses.
3. Response to the toll-free telephone number was greater than expected and resulted in an extended period of operation; the responses also provided valuable information on the potential workload for the 1992 census. The calls were generally for information which could be provided easily; only a handful of respondents voiced strong objection to the questionnaires.
4. Response to the test census indicated that a number of existing revenue lines needed to be revised and a number of new lines needed to be added. (Lines were revised for the 1992 census.)
5. Kind-of-business descriptions needed to be refined. (For 1992, the staff deleted, revised, and added some descriptions.)

Observations and recommendations regarding specific forms—

Questionnaires CB-6001, Depository and Related Institutions; CB-6002, Trust Facilities and Other Related Institutions; and CB-6100, Credit Agencies and Institutions, Nondepository

- There was a problem having banks and credit unions on the same questionnaire (CB-6001) because these different types of institutions used different terminology. (Rather than have two questionnaires for 1992 (one for credit unions and another for banks), the Bureau tailored separate sets of revenue lines for each group on the same questionnaire.)

Digitized by Google

- It was clear that business credit institutions, personal credit institutions, and trust facilities were not combined in the most appropriate groupings. (For 1992, staff combined trust facilities with business credit institutions, and put personal credit institutions on a separate questionnaire.)

- For banks and credit unions, reporting revenue by establishment was not a valid concept and an alternative method of reporting would be necessary. (For the census, all locations would be considered operating establishments (including those previously classified auxiliary in the Company Organization Survey), revenue and special inquiries would be reported at the State level, and kind of activity, employment, and payroll would still be reported for each location. To report data on a consolidated basis, the Bureau designed a separate questionnaire for multiestablishment banks and credit unions.)

Questionnaires CB-6301, Life, Accident and Health Insurance Carriers, and Medical Service Plans, and CB-6302, Property and Casualty and Other Insurance Carriers

- As with banks and credit unions, the test confirmed that for insurance carriers, revenue frequently could not be attributed to establishments. (For 1992, multiestablishment life, accident, health, medical service plan, and property and casualty insurance carriers would be asked to report data in the same consolidated format as would banks and credit unions.)

- Pension, health, and welfare fund managers were included on questionnaire CB-6302 with property and casualty insurance carriers. These respondents encountered problems in reporting (especially receipts and payroll) data because of the census terminology. Similar problems were encountered by trust fund managers who were included on questionnaire CB-6700. (For the census, the Bureau designed a separate questionnaire for these industries.)

Questionnaire CB-6400, Insurance Agents, Brokers, and Services

- Over 95 percent of the respondents indicated that they were insurance agents or brokers. (For 1992, therefore, the Bureau condensed the number of six-digit kind-of-business designations from five to two—Kind-of-Business 641110, Insurance agents and brokers, and Kind-of-Business 641190, Other insurance-related services, n.e.c.)

- Wording should be clarified to distinguish commissions as revenue of the establishment from commissions as compensation paid to independent agents working out of the establishment. Special instructions should be added to clarify that data on nonemployee agents and compensation paid to these agents (commissions) should not be included in employment and payroll items. (These changes would be implemented for the 1992 census.)

Questionnaires CB-6501, Real Estate Operators and Lessors, CB-6502, Real Estate Agents and Managers, and CB-6503, Miscellaneous Real Estate

- There had been confusion on the part of some respondents over the Bureau's definition of employees and whether respondents should include commissions in their revenue or payroll data. (For 1992, there would be additional instructions for basic data items, revenue lines, and special inquiries addressing how to treat commissions and independent agents.)

- There was misclassification between owner-operators and agents and managers in the administrative records used for determining mail standard industrial classification codes. (Nevertheless, the Bureau decided that, since there were so many establishments in these kinds of businesses, separate questionnaires would be maintained, with the appropriate groups of kind-of-business descriptions and revenue-line choices repeated in different sequences.)

- The special inquiry on leasable and occupied floor space did not have enough detail to provide meaningful information. (For the census, the Bureau decided to drop this inquiry from the operator-lessor questionnaire because a more detailed inquiry by type of building was needed and space and respondent-burden restrictions precluded adding a more complicated special question.)

Questionnaire CB-6700, Holding and Other Investment Offices

- There was a large number of write-in kind-of-business descriptions which were repeats of prelisted choices. (For 1992, the agency reorganized the kind-of-business section to assist respondents in finding their appropriate kind-of-business category.)

- As noted for questionnaires CB-6301 and CB-6302, the Bureau moved trusts, foundations, and pension funds from questionnaire CB-6700 to a separate form tailored for these types of activities for the 1992 census.

1992 Census Changes

Retail trade. In this census, staff increased the number of retail trade broad merchandise lines from 41 to 42 and modified a number of three-digit standard industrial classification codes for retail trade businesses so that the census could publish data for 1992 at the six-digit level. For example—

Digitized by Google

- **539, Miscellaneous general merchandise stores** became **539930, Warehouse clubs 539920, Catalog showrooms 539910, Other miscellaneous general merchandise stores**

- **541, Grocery stores** became **541110, Supermarkets and other general-line grocery stores 541120, Convenience food stores 541130, Convenience food/gasoline stores 541140, Delicatessens**

- **554, Gasoline service stations** became **554110, Gasoline service stations 554120, Truck stops 554130, Gasoline service stations with convenience food store 566140, Family shoe stores 566150, Athletic footwear stores**

Wholesale trade. In this census, staff subdivided a number of four-digit standard industrial classification codes for wholesale trade businesses so that the census could collect data for 1992 at a more detailed six-digit level. For example—

- **5032, Brick, stone, and related construction materials** was broken down to **503210, Brick, block, tile, and clay/cement sewer pipe 503220, Sand, gravel, and stone 503230, Cement, lime, and related products**

- **5051, Metals service centers and offices** had the following detail added **505120, Nonferrous metals service centers and offices 505121, Nonferrous metals service centers 505122, Nonferrous metals sales offices**

- **5084, Industrial machinery and equipment** had the following detail added **508421, Hydraulic and pneumatic (fluid power) pumps, motors, and parts 508422, Other general purpose industrial machinery, equipment, and parts**

- **5085, Industrial supplies** had the following detail added **508530, Hydraulic and pneumatic (fluid power) parts, accessories, and supplies**

- **5094, Jewelry, watches, precious stones, and precious metals** was broken down to **509410, Jewelry, watches, and precious stones 509420, Precious metals**

- **5099, Durable goods, not elsewhere classified** had the following detail added **509950, Compact disks, prerecorded audio tapes, and phonograph records 509960, Fire extinguishers and fire safety equipment 509990, Other durable goods**

In addition, two six-digit 1987 census categories (**517111, Petroleum bulk stations** and **517112, Terminals**) were combined for 1992 into **517110, Petroleum bulk stations and terminals, except liquid petroleum (LP).** Finally, wholesale trade establishments would be asked to report, for the first time, the cost of items purchased for resale.

Service industries. In this census, the Bureau split one standard industrial classification into two kinds of businesses as shown below. New inquiries were planned: For selected industries, export of services would be reported for more industries than for 1987. Also, the staff modified a number of the four-digit standard industrial classification codes so that the census could collect data for 1992 at the six-digit level. For example

- **7331, Direct mail advertising services** became **733110, Mailing list compilers, brokers, and managers 733120, Direct mail advertising services, except mailing list services**

- **7379, Computer related services, not elsewhere classified** became **737910, Computer consultants 737990, Miscellaneous computer services, not elsewhere classified**

- **8031, Offices and clinics of doctors of osteopathy** became **803110, Offices of osteopathic physicians 803120, Osteopathic clinics**

- **8062, General medical and surgical hospitals** became **806210, General medical and surgical hospitals, except government 806220, General medical and surgical hospitals, government**

- **8063, Psychiatric hospitals** became **806310, Psychiatric hospitals, except government 806320, Psychiatric hospitals, government**

- **8069, Specialty hospitals, except psychiatric** became **806910, Non-psychiatric specialty hospitals, except government 806920, Non-psychiatric specialty hospitals, government**

Transportation. For 1992, the Bureau planned a Truck Inventory and Use Survey, a Commodity Flow Survey (which replaced the Commodity Transportation Survey, last conducted in 1984 for 1983), and a Census of Transportation, Communications, and Utilities Industries.

Truck Inventory and Use Survey

A significant change in the 1992 Truck Inventory and Use Survey was that some data items that had historically appeared on questionnaires TC-9501 (used to collect data for small trucks) and TC-9502 (for large trucks) were deleted from both forms or from one or the other. Also, several new questions were added to both forms or to one or the other.

The questions deleted from both questionnaires, and the reasons, were—

- TC-9501 (item 8c) and TC-9502 (item 14c), percent of annual mileage the vehicle carried payloads that filled its maximum cargo size and weighed the maximum cargo weight. (At the request of data users to reduce respondent burden.)

Digitized by Google

- TC-9501 (item 17) and TC-9502 (item 22), horsepower rating of vehicle's engine. (Data were not accurate, either from respondents or from administrative sources.)
- TC-9501 (item 18) and TC-9502 (item 23), size (displacement) of vehicle's engine. (Information was not available from administrative sources.)
- TC-9501 (items 26a and 26b) and TC-9502 (items 32a and 32b), whether the truck or power unit had been in any accidents in 1987 and, if so, how many. (At the request of data users to reduce respondent burden; fatality data were available from administrative records.)
- TC-9501 (item 28) and TC-9502 (item 34), asked for the employer identification number if the vehicle was owned by a company or the social security number if the vehicle was owned by individual. (The 1987 information was insignificant.)

Items deleted only from questionnaire TC-9501, and the reasons, were—

- Items 2a and 2b, whether the vehicle was leased or rented and, if so, for how long, and item 4, if the vehicle had been leased or rented to anyone else. (Usually answered inaccurately for 1987 and the data were insignificant for smaller trucks.)
- Item 22b, operations type (i.e., motor carrier or owner operator), jurisdiction served, kind of carrier, and if the vehicle operated under Interstate Commerce Commission authority. (At the request of data users to reduce respondent burden; very few small vehicles operated in a "for hire" capacity.)
- Item 25, asked if the vehicle was used to haul hazardous materials in quantities large enough to require a special placard, and asked for the types of hazardous materials and the percentage of mileage they were carried. (Small vehicles did not carry large enough quantities of hazardous material to require a placard, and data users were primarily interested in larger vehicles.)

The inquiry deleted only from questionnaire TC-9502, and the reason, was—

- Item 6, number of liftable axles on trailer(s). (Data users were primarily interested in information for the power unit.)

The inquiries added to both questionnaires, and the reasons, were—

- TC-9501 (item 8) and TC-9502 (item 14), number of weeks the vehicle was operated in 1992. (For quality control of annualization and imputation of lifetime miles; the question would contain range-check boxes to minimize respondent burden.)
- TC-9501 (item 11a) and TC-9502 (item 17a), if the vehicle or vehicle/trailer combination was used only for consumer one-way truck rental or as an over-the-road truck tractor. (To serve as a screening question to determine whether vehicle had a home base.)
- TC-9501 (item 11c) and TC-9502 (item 17c), type of home base, if any. (For quality control of tabulation of fleet-size information.)

The inquiry added only to questionnaire TC-9501, and the reason, was—

- Item 7a, vehicle weight. (At the request of data users.)

The inquiries added only to questionnaire TC-9502, and the reasons, were—

- Item 6b, percent of 1992 mileage no trailer was pulled. (At the request of the industry in an effort to obtain more meaningful data.)
- Item 7, percent of 1992 mileage trailer/axle configuration most often pulled. (At the request of data users to determine miles of travel by configuration.)
- Item 12b, exterior length of the individual trailer(s) included in the overall length of the unit. (At the request of data users.)
- Item 22, would ask where the vehicle was primarily refueled. (To determine if a fleet vehicle was subject to alternative fuel mandates under the Clean Air Act Amendment of 1990.)
- Item 26b, would ask for the percent of mileage by kind of service (i.e., truckload, less-than-truckload). (At the request of the industry to measure mileage between general and specialty carriers of the "for-hire" segment.)

Commodity Flow Survey

The new Commodity Flows Survey would obtain statistics on the origin and destination of commodities shipped from manufacturing, mining, wholesale trade, service, and selected retail trade establishments. The Commodity Flow Survey would provide data for States and transportation regions on type of commodity, shipment size, and mode of transportation. In addition, selected tabulations were planned that would present indicators of hazardous materials, containerization, and shipments for export.

Census of Transportation, Communications, and Utilities

This census (an expansion of the 1987 Census of Transportation) would cover the following two-digit standard industrial classification industries:

Digitized by Google

Major group

41 **Local and Suburban Transit and Interurban Highway Passenger Transportation** (411) Local and suburban passenger transportation, (412) taxicabs, (413) intercity and rural bus transportation, (414) bus charter services, (415) school buses, and (417) terminal and service facilities for motor vehicle passenger transportation

42 **Motor Freight Transportation and Warehousing** (421) Trucking and courier services, except air, (422) public warehousing and storage, and (423) terminal and joint terminal maintenance facilities for motor freight transportation

44 **Water Transportation** (441) Deep sea foreign transportation of freight, (422) deep sea domestic transportation of freight, (443) freight transportation on the Great Lakes-St. Lawrence Seaway, (444) water transportation of freight, not elsewhere classified, (448) water Transportation of passengers, and (449) services incidental to water transportation

45 **Transportation by Air, Except 4512 pt.** (452) Air transportation, nonscheduled, and (458) airports, flying fields, and airport terminal services. Data for 4512, air transportation, scheduled, and 4513, air courier services, would be collected by the Department of Transportation

46 **Pipelines, Except Natural Gas** (461) Pipelines, except natural gas

47 **Transportation Services** (472) Arrangement of passenger transportation, (473) arrangement of transportation of freight and cargo, (474) rental of railway cars, and (478) miscellaneous services incidental to transportation

48 **Communications** (481) Telephone communications, (482 telegraph and other message communications, (483) radio and television broadcasting stations, (484) cable and other pay television services, and (489) communications services, not elsewhere classified

49 **Electric, Gas, and Sanitary Services** (491) Electric services, (492) gas production and distribution, (493) combination electric and gas, and other utility services, (494) water supply, (495) sanitary services, (496) steam and air-conditioning supply, and (497) irrigation systems

All questionnaires (seven for transportation, three for communications, and two for utilities industries) would collect information on receipts or revenues by source (to be reported either as a dollar value or as a percent of total receipts and operating revenue). These categories would generally represent types of services performed and be tailored to the kinds of business covered. Many questionnaires also would have special inquiries to collect information about specific kinds of business. For example—

- Motor freight transportation and warehousing establishments (standard industrial classification 42), questions related to transportation services that they purchased from others.
- Communication establishments (standard industrial classification 48), construction activity, revenues by source, and revenues by class of customer.
- Utilities establishments (standard industrial classification 49), questions on revenues by source, revenues by class of customer, exported energy, and construction activity.

Financial, insurance, and real estate industries. This new census would cover the following three-digit standard industrial classification industries:

Major group

60 **Depository Institutions** (601) Central reserve depository institutions, (602) commercial banks, (603) savings institutions, (606) credit unions, (608) foreign banks and branches and agencies of foreign banks, and (609) and functions related to depository banking

61 **Nondepository Credit Institutions** (611) Federal and federally sponsored credit agencies, (614) personal credit institutions, (615) business credit institutions, and (616) mortgage bankers and brokers

62 **Security and Commodity Brokers, Dealers, Exchanges and Services** (621) Security brokers, dealers, and flotation companies, (622) commodity contracts brokers and dealers, (623) security and commodity exchanges, and (628) services allied with the exchange of securities or commodities

64 **Insurance Agents, Brokers, and Service** (641) Insurance agents, brokers, and service

65 **Real Estate (Except 6552, Land Subdividers and Developers, Except Cemeteries** (651) Real estate operators (except developers) and lessors, (653) real estate agents and managers, (654) title abstract offices, and (655) land subdividers and developers

Digitized by Google

67[10] Holding and Other Investment Offices (671) Holding offices, (672) investment offices, (673) trusts, and (679) and miscellaneous investing

All questionnaires (six for financial industries, three for insurance, and three for real estate industries) would request basic identification and operating statistics. Specifically, the questionnaires would collect information on revenues by source (to be reported either as a dollar value or as a percent of the total revenue). These categories would represent typical types of services performed, and would be tailored to the kinds of business covered on each questionnaire. Each questionnaire also would have special inquiries to collect information about specific kinds of businesses. For example—

- Financial industries establishments (standard industrial classifications 60, 61, and 62)would be asked to report finance leasing[11] activity
- Real estate agencies and managers (standard industrial classification 65) would be asked to report the number of licensed agents and brokers and type of compensation (commissions and wages)

Manufactures. In this census, there would be reduced detail (broader categories) for industries that by the time of the 1992 census accounted for a smaller share of the economy (such as standard industrial classification 3312, Steel Works, Blast Furnaces (Including Coke Ovens), and Rolling Mills). For the first time, manufacturing establishments that took part in the Annual Survey of Manufactures would be asked to report, in the census, the cost of expense items for (1) legal services, (2) accounting and bookkeeping services, (3) advertising, (4) software and other data processing services, and (5) refuse removal (including hazardous waste). In addition, question 17A (for 1987) on water use was dropped for all industries for 1992 because of lack of funding.

Mineral industries. In this census, a number of seven-digit product classifications were changed by combining (collapsing) them into new seven-digit product classes. These changes are as follows. For example—

- **10211 03, Crude ores mined: from underground operations** and **10211 05, Crude ores mined: from open pit operations** became **10211 04, Crude ores mined**
- **10311 03, Crude ores mined: from underground operations** and **10311 05, Crude ores mined: from open pit operations** became **10311 04, Crude ores mined**
- **10411 03, Crude ores mined: from underground operations** and **10411 05, Crude ores mined: from open pit operations** became
- **10441 03, Crude ores mined: from underground operations** and **10441 05, Crude ores mined: from open pit operations** became **10441 04, Crude ores mined**
- **10941 01, Crude uranium-vanadium ores shipped; 10941 03, production from underground operations;** and **10941 05, production from open pit operations** became **10941 02, Crude uranium-vanadium ores**
- **10991 11, Crude titanium ores (ilmenite and rutile); 10991 21, Titanium concentrates (ilmenite and rutile); 10993 11, Crude mercury ores; 10993 21, Mercury metal; 10999 11, Miscellaneous crude metal ores, such as antimony, beryllium, rare-each metals, and tin;** and **10999 21, Miscellaneous metal concentrates, such as antimony, beryllium, rare earth metals, and tin** became **10998 11 and 10998 21, Miscellaneous metal crude and concentrates, such as antimony, beryllium, mercury, rare earth metals, tin, and titanium**
- **14810 17, Sinking mine shafts and driving mine tunnels** and **14810 20, Other nonmetallic minerals (except fuels) services** became **14810 19, Other nonmetallic minerals services (except fuels)**

Construction industries. In this census, there was only one significant change for 1992. Item 6, "Construction Worker Hours," which appeared on all 1987 census questionnaires was omitted on the 1992 questionnaires because the 1987 data were poorly reported and the data's principal user (the Bureau of Economic Analysis) no longer required the information.

Outlying areas. The only significant change for 1992 in the outlying areas was that there would be no nonemployer sample for the censuses of retail trade and service industries as there had been for 1987. Census made this decision during its planning operation because the quality of nonemployer data collected prior to 1992 was questionable and the dollar volume of sale/receipts data was insignificant.

Enterprise statistics. The 1992 Enterprise Statistics Program would cover, for the first time, at the company level all the standard industrial classification industries included in the economic censuses. Also, instead of three publications as for 1987, the 1992 program would produce only one: *Company Summary.* The tables that appeared in the 1987 reports *Auxiliary Establishments and Large Companies* would appear in the Company Summary.

Minority-owned business enterprises. For 1992, the Internal Revenue Service would again identify sole proprietorships but, unlike 1987, the Census Bureau planned to

[10]There was no standard industrial classification 66.

[11]Finance leasing is a lease that does not result in a manufacturer's or dealers's profit or loss to the lessor but transfers substantially all the benefits and risks inherent in the ownership of leased property to the lessee.

Digitized by Google

conduct a sample survey to identify partnerships and small (1120S) corporations. Comparative information for all businesses in this universe would be published only for the Nation, the 50 States, and the District of Columbia.

Women-owned businesses. For the first time, the 1992 Survey of Women-Owned Businesses would include information on all corporations owned or controlled by women. In previous censuses, the report included only sole proprietorships, partnerships, and Subchapter S corporations.

Characteristics of business owners survey. There were no significant changes in this survey.

PRODUCT LINE INQUIRIES

The industry detail of the censuses of manufactures and mineral industries would be identical to the detail listed in the *1987 Standard Industrial Classification Manual.* However, the manual provided for coding only to four digits and was intended for coding industries rather than products. For manufactures and minerals, Census extended the standard industrial classifications to five-digit product classes and seven-digit product lines for more specific identification.

As for 1987, information on about 200 mineral and 6,600 manufacturing products would be collected in the 1992 census (in addition to summary statistics on an additional 4,300 manufacturing products for which monthly, quarterly, or annual Current Industrial Reports would be issued).

CONGRESSIONAL PARTICIPATION

The Bureau has long been concerned about reporting burden, and has an established policy of clearing proposed questions with hundreds of appropriate business and industry groups and over 90 Federal agencies, as well as with its public advisory committees representing the American Economic, American Marketing, and American Statistical Associations. Moreover, the Bureau pioneered in the use of administrative-record data (already collected by other Federal agencies) as a substitute for direct census collection. Many of the Bureau's surveys are voluntary and depend entirely upon the cooperation of business and industry. Even for the mandated censuses and surveys where responses are required by law, the Bureau always has depended heavily on public cooperation to obtain high-quality responses in a timely fashion. Any decline in the response rates would raise the cost of statistical collection and delay the publication of results.

Business, industry, and private individuals have been concerned with the steady increase over the years in requests for the filing of reports with various Government agencies. Therefore, they began protesting this "paperwork burden" and more and more constituents contacted their Representatives and Senators about this burden. (Statistical reports accounted for only a small portion of this burden, and questionnaires required by the Census Bureau were a small proportion of the total requirements. Recipients of statistical inquiries, however, did not always differentiate between Census Bureau questionnaires and other agencies' reports (such as tax returns), and the Bureau tended to receive "credit" for more than its share.)

The executive branch of the Government responded to these protests by encouraging its agencies to cooperate closely with Congress to solve the problem. For the 1992 Economic Census, the Census Bureau sent an information kit to all Senators and Representatives in January 1993. (See "Informational Mailing" for a discussion of the kit's content. A similar package had been sent to new media, associations, chambers of commerce, etc. to enlist their support in promoting census response.) The package consisted of a cover letter signed by the Assistant Director for Communications, a business response postcard (asking when the person would use the enclosed material, what parts were useful, and if more information was needed), a booklet, *A Preview of the 1992 Economic Census*, a telephone contact list, five press releases, a fact sheet, a questions and answers sheet about the 1992 census, two cross adds, and a 17 inch x 11 inch poster, "Mark Your Calendar." In addition, the Bureau provided the staff members of the Subcommittee on Regulation and Government Information and the House of Representatives Subcommittee on Census, Statistics, and Postal Personnel with (1) copies of the proposed 1992 questionnaires, (2) copies of requests from other Federal agencies for data to be added to the census questionnaires (with an indication of the Census Bureau's action to date), and (3) lists of all proposed 1992 questionnaires (to orient subcommittee members and establish appropriate controls of the flow of materials).

The number of congressional letters directly related to the 1992 Economic Census was 366; for 1987, it had been 259. Another 161 congressional letters were directly related to the Commodity Flow Survey. As it had for 1987, Census centralized responsibility for preparing responses to congressional inquiries. Economic Census Staff within the Economic Census and Surveys Division prepared all 1992 Economic Census responses, and Business Division staff prepared all responses related to the Commodity Flow Survey. The Bureau determined that the higher volume for 1992 was principally due to increased respondent awareness of the census, but the agency felt reassured because this awareness also was manifest in a better response rate. Another important cause was the increased burden from taking the Commodity Flow Survey at the same time as the 1992 census. (For 1997, the Bureau may conduct these two programs in different years.)

Digitized by Google

CONSULTATIONS FOR INDIVIDUAL CENSUSES[12]

Retail Trade, Wholesale Trade, and Service Industries

The Census Bureau solicited and carefully reviewed recommendations for changes in items to be collected from the retail trade, wholesale trade, and service industries. In the spring of 1990, the Bureau canvassed national trade and professional associations and trade journals with interest in these censuses by mail or telephone to obtain comments and recommendations on inquiries to be added to or deleted from the census questionnaires. Of 329 organizations contacted by the Bureau, recommendations or comments were received from 187. Meetings were held with representatives of 15 of these organizations. Census staff also consulted with Federal agencies (for example, the Bureau of Economic Analysis and the Bureau of Labor Statistics) that used census data as benchmarks or as primary data for their programs, regarding questionnaire content. Finally, the Census Bureau sought suggestions from its advisory committees. In particular, all of the above worked with the Bureau on expanding the scope of the service industries covered by the census.

Construction Industries

From November 1990 to April 1991, the Bureau contacted by mail or telephone 117 leading construction companies and trade associations. After eliciting comments from 46 leading construction companies, trade associations, and Federal agencies about the proposed census questionnaires, the Bureau accepted and implemented some recommendations. These groups also helped make the final questions clear and understandable. However, Census staff rejected some of the proposals because it would be too costly for the agency to obtain the information, or construction companies would find it difficult to supply the data. For example, the National Association of the Remodeling Industry asked that the Bureau not only ask companies to report the total cost for construction work subcontracted out (which Census planned to do for 1992), but to expand the question to collect data on the cost for various types of contracting by quarter, the actual number and kinds of subcontractors used on a job, and the cost to the company for contracting for nonconstruction services, such as accounting, payroll, sales, and advertising.

Manufactures

From October 1990 to January 1992, the Bureau solicited and reviewed recommendations for new industrial data to be collected in the census of manufactures. The agency asked 296 manufacturers, trade associations, and other interested organizations before making a decision on what inquiries would be included in the census. When this decision had been made, the agency met with a number of manufacturers to explain the concepts and instructions associated with the census.

Industry Division's staff prepared a tentative list of primary industries to be covered by the various questionnaires and drafted specifications for the industries. Data on the various manufacturing industries' products and services would be collected on questionnaires, each containing an item listing the primary and chief secondary products frequently reported in past censuses by establishments in these industries. Data for an additional 150,000 small, single-establishment firms would be obtained from Federal administrative records; here, only establishments with payroll would be counted.

Mineral Industries

From January to June 1991, Census consulted various mining companies, trade associations, Federal agencies, and other interested organizations in the course of developing the 1992 questionnaires. Specifically, the Bureau of Mines cooperated with the Census Bureau to resolve certain issues—one was the reconciliation of the Census Bureau's tabulations with the extensive information collected and published by the Bureau of Mines and by the States. Careful consideration was given to minimizing respondent burden while providing needed economic statistics on the mining industries.

In the 1992 census, the Bureau separated 32,000 mining establishments into two groups: the agency would ask companies with five or more paid employees to complete census questionnaires for their establishments.[13] Data for companies with less than five employees would be obtained from administrative records on payrolls, sales, industry classification (and, where available, employment of these firms), and other statistics would be imputed from industry averages.

DESIGNING AND CLEARING CENSUS QUESTIONNAIRES

To meet the August 1, 1992 target date for completing the design, development, and printing of the economic census questionnaires, planning began early in the fall of 1990 among the principal participants: The Economic Census Staff, the Administrative and Publications Services

[12]For a list of Federal agencies and private organizations that provided suggestions, see appendix D. Also, most information pertaining to the 1992 Truck Inventory and Use Survey appears in chapter 8.

[13]Although the Census Bureau defined an establishment much the same for mineral censuses as elsewhere, for mineral questionnaires MC-13A, Oil and Gas Field Operations, MC-131C, Oil and Gas Field Services, and MC-10K, Mineral Contract Services, an establishment was defined as all operations of a company within a State (except offshore operations). For districts within Texas, Louisiana, New Mexico, and California, the agency collected district data on the State establishment questionnaires. Separate questionnaires were also obtained for offshore oil and gas field operations adjacent to coastal States.

Digitized by Google

Division's Forms and Mail Management Branch, and the subject-matter divisions. They considered and decided on size and format of questionnaires, questionnaire identification (form numbers and titles), wording and sequence of standard questions, question placement, file copy requirements, design techniques (e.g., different type of styles), number of digits in key codes, color schemes for the paper and ink, shading, type of processing equipment to be used, and microfilming requirements.

Table 2-54 reflects the number of individual questionnaires required and hours expended for their design and development. (See appendix I for selected facsimiles.)

Table 2-54. **Time Required to Develop 1992 Economic Census Questionnaires**

Census	Number of questionnaires	Number of design hours
Total	**509**	**23,741**
General questionnaires	5	343
Business	171	6,344
(Retail trade—standard questionnaires 38)		
(Retail trade—short forms 7)		
(Wholesale trade—standard questionnaires 42)		
(Wholesale trade—short forms 6)		
(Service industries—standard 38)		
(Service industries— short forms 10)		
(Finance, insurance, and real estate—standard questionnaires 12)		
(Finance, insurance, and real estate—consolidated questionnaires 3)		
(Finance, insurance, and real estate—short form 1)		
(Transportation, communications, and utilities—standard questionnaires 10)		
(Transportation, communications, and utilities—consolidated questionnaires 3)		
(Transportation, communications, and utilities—short form 1)		
Construction industries	22	450
Annual Survey of Manufactures	1	252
Manufactures	291	14,024
Mineral industries	12	1,079
Truck Inventory and Use Survey	2	305
Outlying areas	5	944
(Puerto Rico—2)		
(U.S. Virgin Islands—1)		
(Guam—1)		
(Northern Mariana Islands—1)		

The 1987 censuses had 492 questionnaires that took 18,072.75 hours to design. The additional design time for the 1992 questionnaires was needed because there were more of them than for 1987, with more pages in many instances, and all the forms for manufactures were reformatted for 1992.

The following questionnaire items were standardized wherever possible:

- Authorization (citing the legal authority for the census and emphasizing the confidentiality of answers to inquiries).
- General instructions.
- Physical-location inquiry.
- Employer identification number.
- Operational status.
- Organization status.
- Employment and payroll definitions.
- Company affiliation.
- Certification (name, address, telephone number, etc., of person completing the questionnaire).

At the same time, sizes and formats for bar-coded labels to be affixed to the questionnaires were developed, including an establishment label and a company master label. (For a description of mailing labels, see chapter 3.)

Between May 1990 and June 1992, the Bureau conducted an extensive clearance program of the proposed inquiries. The Business Council on the Reduction of Paperwork, comprised of representatives of each major field of business activity, reviewed the proposed questions. At both the draft and final stages, questionnaires were sent to the House of Representatives and Senate subcommittees responsible for overseeing the affairs of the Census Bureau for comments. No comments were made by either chamber of Congress. (For more information, refer to "Congressional Participation.") Finally, the questionnaires were sent to Office of Management and Budget for final screening and approval. That agency invited the public, through an announcement in the *Federal Register*, to comment on the planned 1992 questionnaire inquiries within 30 days. None were forthcoming, and the Office of Management and Budget usually cleared each type of questionnaire within 50 days after receipt from the Department of Commerce.

ADMINISTRATIVE RECORDS

Introduction

Other Federal agencies' administrative records serve as a significant information source for the Census Bureau's economic statistical programs: their use reduces the cost to the Bureau, minimizes the reporting burden of many firms (particularly the smallest ones), provides mailing and sampling lists for the Bureau's data-collection programs, and supplies means of checking the data reported.

Internal Revenue Service and Social Security Administration information was obtained under provisions of the Internal Revenue Code as amended by the Tax Reform Act of 1976. (Before that, Internal Revenue Service records were available through a series of Executive orders.) Social Security Administration information was acquired through an administrative order of that agency. As with most other data obtained by the Census Bureau, information from administrative records was compiled under the confidentiality provisions of the law under which the Bureau operated (13 U.S.C.), in addition to the confidentiality

Digitized by Google

requirements of each supplying agency. Title 13 prohibited Census from releasing any data that directly or indirectly identified any firm or individual. Moreover, statistics collected by the Bureau could not be used for purposes of taxation, regulation, or investigation; only statistical totals could be published. (See appendix B for the provisions of title 13 that applied to this census.)

Since the 1954 Economic Census, the Bureau had used administrative records extensively to assemble the mailing lists and obtain preliminary industry classifications for establishments. By combining these records with information collected in its Company Organization Survey, the agency was able to identify all establishments to be included in the quinquennial economic censuses.

Determining Administrative Records' Coverage for the Census

Beginning in 1991, the Bureau's first task was to study the composition of administrative records to determine, by employment size, (except by payroll for the censuses of retail trade; wholesale trade; service industries; transportation, communications, and utilities; and financial, insurance, and real estate) which firms could be covered by Internal Revenue Service and Social Security Administration administrative records. The Bureau decided that—

- For retail trade, administrative records could be used to gather data for nonemployers and selected small employers. The nonemployers were all establishments (except direct-selling firms (standard industrial classification 5963)) with no paid employees during 1992. Sales, kind of business, and geographic-location information came from administrative records of firms that reported or projected an annual sales volume of $1,000 or more during 1992. Although consisting of a large number of firms, the nonemployer segment of the nonmail universe accounted for less than about 3 percent of total retail sales in 1987. "Selected small employers" were all single-establishment business firms with paid employees and with payrolls below a specified cutoff, e.g., single-establishment companies engaged in the retail sale of meat and fish products (standard industrial classification 5421) having payroll, projected to a full-year basis, of less than $70,000. Although the cutoff varied by kind of business, the small employer segment generally included firms with one to three paid employees. Also, a variable-rate sample (averaging 20.6 percent across all retail industries) of those firms was included in the mail canvass to provide estimates of merchandise-line sales and other similar specialized data.

- For wholesale trade, administrative records could not be used because the data for agents and brokers reflected mostly commission receipts rather than the gross dollar volume of business conducted. Statistics for the 1992 census, therefore, were collected through a 100-percent mail canvass of employer establishments. (Wholesalers with no paid employees were not covered in the census. Administrative employment and payroll records were used for editing and imputation purposes.)

- For service industries, administrative records could be used to gather receipts, kind of business, and geographic location information for nonemployer firms subject to Federal income tax with reported receipts of $1,000 or more. The nonemployer segment accounted for approximately 11 percent of total receipts of all taxable service establishments in 1987. This treatment also was essentially the same as in the 1987 census. Selected small employers consisted of all single-establishment business firms with paid employees and with payrolls below a specified cutoff that varied by kind of business, e.g., single-establishment companies engaged in general automotive repairs (except diesel repairs(standard industrial classification 7538 pt.)) having payrolls less than $73,000. The small-employer segment generally included firms with one to four employees. Also, a variable-rate sample (averaging 9.6 percent across all service industries) of those firms was included in the mail canvass to provide estimates of the sources of receipts and other specialized data.

- For transportation, communications, and utilities, administrative records could be used to gather data for nonemployers and selected small employers. The nonemployers were all establishments with no paid employees during 1992. Employer cases included all establishments except those operating railroads (standard industrial classification 40) and large certificated passenger air carriers (standard industrial classification 4512 pt.). Data on revenues, kind of business, and geographic location were obtained from administrative records of firms that reported annual revenue volume during 1992. Although consisting of a large number of firms, the nonemployer segment of the nonmail universe was expected to account for less than 5 percent of total transportation, communications, and utilities revenues. Selected small employers were single-establishment motor freight transportation firms (standard industrial classification 421) with paid employees and with payrolls below a specified cutoff. Although the cutoff varied by kind of business, the small-employer segment generally included firms with less than 10 employees. Also, a variable-rate sample (averaging 22 percent across all motor freight industries) of those firms was included in the mail canvass to provide estimates of revenue-line sales and other similar specialized data.

- For financial, insurance, and real estate industries, administrative records could be used to gather data for nonemployers and selected small employers. The nonemployers were all establishments with no paid employees during 1992. Revenue, kind-of-businesses, and geographic-location data were obtained from administrative records of nonemployer firms that reported or projected an annual revenue volume of $1,000 or more during 1992.

Digitized by Google

"Selected small employers" consisted of single establishment business firms with paid employees and with payrolls below a specified cutoff, e.g., single establishment companies engaged in insurance sales and services (standard industrial classification 64) having payroll, projected to a full-year basis, of less than $214,000. Generally these firms had less than eight paid employees. To estimate sources of revenue and other similar specialized data, a variable-rate sample (averaging 11 percent) of small employers was taken for this major group. Otherwise, statistics for the 1992 census were obtained through a 100-percent mail canvass of employer establishments.

- For manufacturing and mineral industries, administrative records were used to gather data on employment, payroll, and value of shipments for small single-establishment companies. Selection of these small establishments was done on an industry-by-industry basis based on annual payroll and the industry classification code. The cutoffs were selected so that these administrative-record establishments accounted for no more than 3 percent of the value of shipments at the total manufacturing level. Generally, single-establishment companies with less than 5 employees were excused from reporting, while those with more than 20 employees were mailed questionnaires.

After this work had been completed, the Bureau estimated that for 1992 it could use administrative records to obtain information for about 10.5 million small businesses. (For a breakdown of the number of establishments in the 1992 census, see chapter 4.)

Obtaining Administrative Records From Other Federal Agencies

Once the Census Bureau decided how administrative records would be used in the 1992 Economic Census, a headquarters staff member of the Economic Surveys Division[14] was given the responsibility of coordinating administrative records activities, including negotiations with the Internal Revenue Service.

The first task was to clarify census specifications to Internal Revenue Service officials and determine how that agency could best provide the required data to the Census Bureau. The Internal Revenue Service agreed to furnish the required administrative records files on computer tape (which had also been done for the most recent censuses). It also agreed to include on selected 1992 tax forms inquiries on whether the companies were still in business at the end of 1992, the number of months they were in operation during that year. That agency provided the Bureau with files (approximately 50 million records) needed for the 1992 census on computer tape from February 1992 through December 1993.

[14]Named the Economic Census and Surveys Division in May 1992.

The Census Bureau and the Bureau of Labor Statistics signed a memorandum of understanding in April 1991 which established the procedures under which Census allowed the Bureau of Labor Statistics access to specific tax information and title 13 data. In addition, the memorandum spelled out the procedures that allowed Census access to certain standard industrial classification information collected under Bureau of Labor Statistics sponsorship. The agreement's purpose was to assist Census in improving the coverage and accuracy of its business classifications included in the Standard Statistical Establishment List by matching those classifications with those in the Bureau of Labor Statistics' Business Establishment List. The memorandum, revised in April 1992, extended the agreement to ongoing programs in which Census would give the Bureau of Labor Statistics quarterly files of unclassified new businesses and partially classified "births."

The Social Security Administration furnished monthly on computer tape certain data (based on classification files established when companies applied to the Social Security Administration for employer identification numbers), such as company employer identification numbers, standard industrial classification codes, and type of activity engaged in by each firm obligated to pay payroll taxes, for approximately 60,000 new business records, which the Census Bureau then used to update its Standard Statistical Establishment List.

Industry codes for employer establishments below the cutoffs for mailing were obtained in the following priority sequence of sources: (a) Prior censuses (every 5 years), (b) current Census Bureau surveys—Company Organization Survey (annually), Annual Survey of Manufactures (annually), current business surveys (monthly, annually), (c) Bureau of Labor Statistics (quarterly), (d) Social Security Administration (monthly), or (e) Internal Revenue Service (monthly) records. The Internal Revenue Service files were matched against those from the census, and the Social Security Administration and industry codes were assigned in the above sequence.

The Bureau of Labor Statistics matched the Census Bureau's files against the Business Establishment List, and then returned them to Census, which used the information from those records that had matched the Business Establishment List to update the Standard Statistical Establishment List. Unmatched records were "returned" to the Standard Statistical Establishment List without standard industrial classification codes. Establishments not coded by the Census Bureau by industry to any of the sources were assigned a code based on trade name whenever possible or were mailed form NC-9923 for unclassified establishments.

Establishments that could not be coded to the full detail necessary for the census were generally mailed questionnaire NC-9923, Affiliation Report, designed to secure a limited amount of geographic and industry information (e.g., physical location, correct standard industrial classification code) necessary for coding. Data were also obtained from regular census questionnaires that were mailed to

Digitized by Google

samples of employer establishments below size cutoffs in various industries. This permitted the Bureau to collect and tabulate data not available from the administrative records.

The Internal Revenue Service furnished Census with administrative record information on magnetic tapes on business receipts, payroll, the principal business activity code, and for proprietorships, partnerships, and corporations, and nonprofit organizations. One Internal Revenue Service file had payroll and employment data and a second set of files contained receipts data for employer and nonemployer establishments.

In the absence of historic codes (its own or from the Social Security Administration), the Bureau converted the principal business activity codes to census industry codes. The industry codes used represented four-digit standard industrial classification codes or combinations of them.

The 1992 census universe was then divided into the following groups:

- Multiestablishment firms, Annual Survey of Manufactures, and out-of-scope establishments
- Large single-establishment and classification-form cases to be canvassed by mail
- Small single-establishment firms for which administrative records would be used to compile census data
- Nonemployers

The first three components were controlled and managed separately throughout all processing stages until they were combined with each other by computer. Nonemployers were not individually identified at this stage of processing.

The Bureau could not complete information for the multiestablishment companies from administrative records. To get an up-to-date list of these establishments, the agency conducted a Company Organization Survey.

COMPANY ORGANIZATION SURVEY

The Bureau designed the Company Organization Survey, first conducted in January 1974 for calendar year 1973, to periodically update the address files of multiestablishment firms contained in the Standard Statistical Establishment List by collecting the information by mail on form NC-9901, Report of Organization. The agency gave each large company a set of imprinted establishment cards to facilitate completion of the survey form. The cards asked each respondent to check the correctness of the company's name and address, major activity, employer identification number, etc. Companies with 50 or more employees were canvassed annually, while smaller companies were enumerated only once between censuses.

Responsibility for the survey operations was divided between Bureau headquarters and the Data Preparation Division in Jeffersonville, IN. Each year, employees at headquarters—

- Designed the survey questionnaires and establishment card.
- Wrote computer, data-entry (keying), and clerical processing specifications for updating the mailing list; sample selection, mailout, check-in, and followup control; precomputer processing; clerical and computer editing; and computer processing. Reviewed and approved computer systems designed for the survey.
- Provided professional support for problem resolution at Bureau headquarters and in Jeffersonville and coordinated the training and supervision of the Jeffersonville clerical staff.

Employees at the Jeffersonville facility—

- Mailed out the questionnaires and imprinted punchcards.
- Clerically processed the returns.
- Performed all keying operations.
- Prepared progress reports.
- Provided support operations, such as writing interim procedures.

Survey Operations

(Since the survey was essentially the same for each of the noncensus years, a discussion of the 1991 survey serves as a model for the other survey years prior to the 1992 Economic Census.) As noted earlier, questionnaire NC-9901 was used to collect the data. The design of the questionnaire was completed in May 1991 and the Office of Management and Budget approved it in October of that year. Questionnaire item 5A, "Establishments of Your Company and Its Subsidiaries, and Their 1992 Employment and Payroll," was imprinted with establishment information previously reported by the respondent, i.e., (1) name, (2) address (physical location), (3) a description of major activity, (4) employer identification number, and (5) a line number (used solely for reference purposes). For each establishment listed, the respondent was asked to correct any errors or omissions, check a box indicating the status of the establishment at the end of 1991, and provide three items of data: (1) employment during the pay period that included March 12, 1991, (2) payroll for the first quarter of 1991 before deductions, and (3) the total annual payroll for 1991 before deductions. The agency furnished blank questionnaires (item 5B) to respondents for reporting any new or omitted establishments and also asked questions at the company level regarding (1) company ownership or control and (2) foreign affiliates.

Digitized by Google

Imprinting the questionnaires, labels, and cards. Staff in Jeffersonville used high-speed printers to imprint the front page of the NC-9901[15] questionnaire, item 5A, and the establishment cards, and to produce address labels for boxes used to mail them to large companies. These activities were completed by the end of 1991.

Item 5A (both on the imprinted questionnaires and cards) was inspected at Jeffersonville on a random-sample basis to ensure that the prelisting of establishment information was complete and correct: An initial review checked for correct formatting and completeness and a detailed sample inspection checked the quality. The sample was based on the number of questionnaires or cards contained on each print file, which was accepted if it contained less than 1 percent of errors. The mailing labels were subjected to a similar review to ensure that (1) all labels had been imprinted, (2) the information contained on each was in the proper format, and (3) the reels did not contain duplicate labels.

Mailing assembly. The Company Organization Survey questionnaires were mailed together with those for the 1991 Annual Survey of Manufactures. The primary reason for this joint mailing was to relieve the respondent of reporting employment and payroll data on both the NC-9901 and the Annual Survey of Manufactures MA-1000 questionnaires.

The agency accomplished the assembly operation by using the mailout control listing, which showed the contents of the mailing package for each company. The Company Organization Survey questionnaire assembly was the most complex part of this operation. Imprinted pages containing items 1 through 4 had to be matched to pages containing item 5A for the same company. Pages having item 5B (which was blank) were then gathered to form the complete NC-9901 questionnaire. If the company was included in the Annual Survey of Manufactures, Jeffersonville staff matched the NC-9901 to the MA-1000 questionnaires for the same company. The appropriate cover letter, return envelope, questionnaires, and cards (if any) were gathered and placed into the appropriate mailing container. For small multiestablishment companies, staff placed the assembled pieces in window envelopes so the imprinted outgoing address on the NC-9901 would be visible. Questionnaires and establishment cards destined for large multiestablishment companies were shipped in boxes to each company's main office. For these companies, preprinted self-adhesive labels were affixed to the boxes.

The mailout assembly was verified to ensure that (1) information for one company was not disclosed to another company and (2) each company's mailing package was complete. This was accomplished by inspecting each package on a 100-percent basis.

Out of a universe of 190,934 active multiestablishment companies, 81,786 questionnaires were mailed to companies on a flow basis in early January 1992.

[15]For more information on this question, see chapter 3.

Receipt of returns and followup operation. The Bureau asked companies to return their respective questionnaires to the Jeffersonville data-processing facility no later than 30 days after receipt. Once returned, the clerical staff opened and sorted the questionnaires and related responses and readied them for check-in. Delinquent companies were sent a reminder letter in one of three followups. In addition, partially delinquent Annual Survey of Manufactures multiestablishment companies were sent an inventory listing showing which questionnaires had not been returned to the Bureau. The closeout date and number of companies in each of the three followups were as follows:

Followup	Date	Number of companies
1	March 3, 1991	33,374
2	April 7, 1991	23,013
3	May 12, 1991	14,054

Headquarters staff also conducted four telephone followups. During the period early March to mid-May, 1991, three of these took place. In the first, 595 nonrespondents were contacted; in the second, 1,670; and in the third, 4,017. In the fourth in early July, 1,271, totally delinquent establishments were contacted.

Postmaster returns. The U.S. Postal Service was unable to deliver approximately 2,944 (or 3.6 percent) questionnaires mailed in the 1991 Company Organization Survey. These were called undeliverable-as-addressed or postmaster returns, and they were generally stamped "Address Unknown," "Moved, Left No Forwarding Address," etc.

Questionnaires not delivered in the initial January 1992 mailout operation were remailed after their addresses had been checked for accuracy. Information from the Internal Revenue Service Business Master File was the main source for updating addresses. Whenever a better mailing address was found, it was keyed at a computer terminal to correct the old address maintained in the control file. Questionnaires returned a second time were referred to analysts who searched several sources (e.g., Standard & Poor's Register) to find a better address. If none was found, the questionnaire was not remailed. Third-time returns also were not mailed again.

Correspondence. The Jeffersonville data-processing office received about 7,500 letters as part of the 1991 survey. Staff there used preprinted form letters, prepared at Bureau headquarters, to reply to frequently occurring inquiries such as requests for time extension and replacement sets of questionnaires.

Correspondence clerks in Jeffersonville read the incoming letters and determined the proper action, based on the correspondence procedures. If form letters were to be mailed, they prepared and assembled the necessary envelopes, letters, questionnaires, and other related enclosures. Correspondence that could not be handled under standard procedures was referred to Jeffersonville analysts for appropriate action.

Digitized by Google

In Jeffersonville, the Correspondence Unit, at the request of analysts and the Directory Unit, also mailed materials to respondents to clarify reported data or to obtain missing information. The Correspondence Unit followed up these cases if replies were not received.

Jeffersonville clerks verified outgoing correspondence processing on a 100-percent dependent verification basis (in which the quality-control clerks directly saw and could be influenced by the production clerks' work). They inspected each package before it was mailed. These clerks recorded the error rates and types weekly, corrected the errors, and then mailed the packages.

Completeness and coverage processing. After check-in, the questionnaires were routed to another Jeffersonville operation for completeness and coverage keying, which consisted of entering (1) name, address, and employer identification number changes, (2) codes indicating remarks, additional establishments, or activity changes, (3) the operational status code, which showed whether an establishment had been closed or sold, and (4) the employment and payroll data. This information was transmitted via a communication system to conversion equipment at Bureau headquarters for computer processing. The computer electrically generated reject listings on equipment in Jeffersonville where the listings were then matched to the questionnaires. A company was put on the listings, for example, if it reported that it had been sold to another firm, if the company had failed to report certain information, or the data did not agree with information contained in administrative records or was significantly greater than what had been reported in previous censuses. Thereafter, the listings and the questionnaires containing the rejected data were referred to directory processing.

Directory processing. The Directory Unit in Jeffersonville processed over 21,000 questionnaires during the 1991 Company Organization Survey. The problem cases referred to the unit generally consisted of company mergers, establishment status changes, and plant-number assignments for additional establishments. Generally, directory clerks used interactive routines at computer terminals to process the questionnaires, and forwarded those with situations not covered in the procedures to directory analysts.

Directory clerks assigned SIC codes to questionnaires that listed additional establishments. Respondents were asked to check a box indicating the major activity (e.g., retail trade, service industry) of each new establishment and to list the principal products or services. Additionally, the clerks coded those prelisted establishments for which respondents had deleted the imprinted major activity and substituted a new one. Questionnaires containing information that could not be coded were referred to analysts for further action.

Because the industry coding and the traditional Company Organization Survey/Annual Survey of Manufactures directory processing were concurrent, there was no separate verification plan for industry coding.

Using a quality-control program, the directory processing operation was verified interactively at a computer terminal. During the interactive processing of coverage items, transaction records were automatically created and stored in the production-hold file in the mainframe computer at Bureau headquarters. Quality control clerks then reworked a randomly selected sample of the cases and quality control transaction records were sent to the quality control hold file in the mainframe computer. Then, a computer program matched these quality control hold-file transactions to the ones in the production-hold file. Based on a predetermined number of critical and noncritical errors, batches of coverage-production transactions were identified as "accepts" or possible rejects. Computer listings displayed these matched results. Transaction batches that were accepted were released and used to update the Standard Statistical Establishment List; the questionnaires were transmitted from the Directory Unit to the appropriate destinations (e.g., directory analysts, microfilming operation, file, etc.). Computer listings were printed for groups containing mismatches between the coverage and quality control transactions. These mismatches were reviewed and a decision was made as to which group of transactions to accept or reject.

Closeout and late receipts. The clerical and keying processing phases of the 1991 Company Organization Survey ended on July 24, 1992. Questionnaires received after this date were reviewed by Jeffersonville staff for major changes (e.g., deleted or added establishments). If major changes were found, mailout-correction documents (EC-21) were prepared for manually correcting the mail packages for the 1992 Economic Census.

AFFILIATION REPORT

In early 1992, the agency sent a two-page letter-size Affiliation Report (NC-9921) only to 380,000 single-establishment companies that were to be covered for the first time in the 1992 Census of Service Industries.[16] The purpose of this mailout was to obtain confirmation that each company had been correctly classified or, if it had not been, to obtain information which would permit the Bureau to properly identify the establishment's business or activity, and mail the correct questionnaire in December 1992. The inclusion of these industries (see listing of standard industrial classifications below) marked the most significant expansion in census scope in the past 50 years: About 95 new industries were added, increasing coverage to about 98 percent of economic activity, up from 75 percent in 1987. The Affiliation Report, which consisted of four items (i.e., physical

[16]In the 1987 censuses, the Bureau sent a two-page letter-size questionnaire (the front and back of a single sheet of paper) to most establishments (the exception being for some retail trade, wholesale trade, and service industries establishments that received larger legal-size questionnaires) for the purpose of determining their correct classification.

Digitized by Google

location, business or activity, ownership or control, and certification), were sent to service establishments believed to be in one of the following standard industrial classifications:

Major group	
41	Local and Suburban Transit and Interurban Highway Passenger Transportation
45	Transportation by Air
46	Pipelines, Except Natural Gas
48	Communications
49	Electric, Gas, and Sanitary Services
60	Depository Institutions
61	Nondepository Credit Institutions
62	Security and Commodity Brokers, Dealers, Exchanges, and Services
64	Insurance Agents, Brokers, and Service
65	Real Estate, except industry 6552 (Land Subdividers and Developers, Except Cemeteries)

In addition, the mailout packages to these establishments would consist of transmittal letters, but not publicity brochures as had been included in 1987.

Following the mailing of report NC-9923, in early 1992, but before the December census mailout, Bureau staff visited about 20 major firms, in all the census economic sectors, with histories of reporting problems. The staff solicited cooperation and established contact points within the companies and the agency to better coordinate data collection in 1993.

STANDARD STATISTICAL ESTABLISHMENT LIST

There is a long history in favor of the general principle that a centrally compiled list of firms and their establishments should be available for multiagency use in statistical sampling. Prior to 1974, each Federal statistical agency was responsible for compiling and maintaining the business register needed for its particular statistical applications. The use of independently developed lists, with attendant differences in definition and coverage, seriously affected the comparability of the economic data gathered by the various agencies and resulted in considerable duplication of effort and costs as well as increased respondent reporting burden. Concerns such as these constituted a substantial part of the criticism of Federal statistical programs.

In 1968, the Office of Management and Budget designated the Bureau of the Census as the focal agency for the development, establishment, and operation of a multipurpose directory on behalf of Federal statistical agencies. Funding for the project started in fiscal year 1972, and the Standard Statistical Establishment List became operational for data year 1974. The Census Bureau, however, was never permitted to share Standard Statistical Establishment List information with other Federal agencies.

The Standard Statistical Establishment List represented an explicit attempt to identify the most useful definition of business establishment units for statistical analysis purposes; to build bridges, when necessary, between these statistical units and legal entities for which tax and other administrative reports were available; and to facilitate more efficient direct use of administrative records for statistical purposes.

Information in the Standard Statistical Establishment List

As noted earlier, the Standard Statistical Establishment List consists of a central multipurpose computerized file of all known multiestablishment and single-establishment employer firms in the Nation. The systems design for computer processing was predicated on a variable word-length record that permitted additional information to be added as desired. Changes to content of the file could be (and were) made at any time.

The establishment was accepted as the basic building block. For the censuses, the establishment was the smallest unit for which key figures of economic activity such as employment and payroll were available. Through the combined use of the employer identification number and the Standard Statistical Establishment List file number, the Bureau could link together and identify the affiliation of parent companies, subsidiary firms, and their establishments throughout all phases of economic activity.

Minimum information for each organizational unit of the company included (1) company name, mailing address, and physical location, (2) industry code, (3) geographic code, (4) legal form of organization, (5) size codes for employment and other economic variables, (6) employer identification number, and (7) Standard Statistical Establishment List file number.

At first, size codes were derived from data collected on the annual Company Organization Survey for multiestablishment companies and from Internal Revenue Service and Social Security Administration records representing first-quarter employment, first-quarter payroll, and annual payroll. Size-class codes covered sales, receipts, and inventories at the establishment, legal-entity, and enterprise levels, using a standard set of size ranges covering

Digitized by Google

each characteristic for all industries. The economic characteristics size-class codes represented the level of total activity (primary and secondary operations) of the particular organizational unit. The Standard Statistical Establishment List could accommodate a limited number of customized size codes to meet unique sampling needs where standard size codes were not satisfactory. (Additional customized codes had to be specified and employed by the user to prevent disclosure of data by subtraction.) The Standard Statistical Establishment List system retained actual administrative data for the current and previous years.

Sources of Standard Statistical Establishment List Information

Initially, information for multiestablishment firms came from Census Bureau records. Such companies not covered by the Bureau's prior economic censuses were identified in a two-stage "out-of-scope" survey[17] in November 1972. In the first stage, as part of the economic census processing, all legal entities with 50 or more employees were canvassed by mail to determine their enterprise structure. Each entity was requested to list all companies it owned or controlled and the name and employer identification number of its controlling company, if any. Information was also requested on employment, kind of industrial activity, and number of businesses operated under that employer identification number. In this stage, the survey did not ask for detailed listings of establishments since the major emphasis was to consolidate those legal entities into their correct enterprise structures. In the second stage, the survey, now called the Company Organization Survey, was conducted in January 1974, covering calendar year 1973, to canvass smaller entities with 20 to 49 employees. In addition, 175,000 small out-of-scope companies (less than 20 employees) were canvassed in 1974, if they were classified in an activity changed by the 1972 standard industrial classification revision. Since 1974, an annual Company Organization Survey for multiestablishment firms ensured that information in the Standard Statistical Establishment List pertaining to each of those companies was updated. (For more information, see "Company Organization Survey.") In addition, the censuses used administrative record employment and payroll data to impute information for companies that were not mailed questionnaires or that failed to complete and return their Company Organization Survey forms.

During noncensus years, the Bureau updated its single-establishment company component of the Standard Statistical Establishment List (approximately 9.3 million records)[18] solely from administrative records. (For information on administrative records.) The Bureau assigned geographic codes from the address information received from the Internal Revenue Service and Social Security Administration. During the census years, the Bureau updated the Standard Statistical Establishment List single-establishment file from administrative records (for such items as payroll and receipts data) and from information reported in the census (e.g., standard industrial classification codes and physical location).

Universe File

For each census since 1977, the Standard Statistical Establishment List served as the universe file to control questionnaire mailing and data processing. The source files (i.e., Internal Revenue Service, Social Security Administration, and Bureau of Labor Statistics records and information obtained in the 1991 Company Organization Survey) were used to update the Standard Statistical Establishment List in July and August 1992 for the last time prior to the December 1992 mailout of questionnaires. Once updated, the Standard Statistical Establishment List served as the single- and multiestablishment universe file for the census.

In the spring of 1993, Census selected the new firms added to the Standard Statistical Establishment List since September 1992 from Internal Revenue Service and subsequent monthly supplements to the Business Master file (new employer, employer identification numbers reactivations, changes in name or address, etc,), the Social Security Administration files (standard industrial classification codes for new employer identification numbers), and Bureau of Labor Statistics classified codes; if the firms met the payroll criteria, the Bureau mailed them the appropriate questionnaire for their industry in one of two "birth" mailings in late winter and early spring 1993.

INFORMATIONAL MAILING

As in previous economic censuses, there was an informational mailing to let large companies know about the forthcoming enumeration and the type of information that would be required. The main reason for this operation was to give these companies time to assemble their records before the period to be covered by the census (calendar year 1992). The 1989 Recordkeeping Practices Survey confirmed the importance of this mailing.

[17]This survey was the forerunner to the Company Organization Survey.

[18]At the time of the 1992 census, the single-establishment count was the same. In addition, the Standard Statistical Establishment List contained records for about 197,000 multiestablishment companies having 1.7 million establishments. When the Standard Statistical Establishment List was created in 1974, it contained records for 3.7 million single-establishment companies and 100,000 multiestablishment firms having 900,000 establishments.

Digitized by Google

Subject-matter divisions specified size cutoffs, the questionnaires and instructions to be sent, etc. Bureau staff designed a 79-page booklet, *Preparing for the 1992 Economic Census...Advance Information You Can Use.* This booklet consisted of—

- A brief overview, with general information on the censuses, the legal provisions authorizing them and the confidentiality of reported data, when the questionnaires would be mailed and why they had to be returned, the period covered, how the 1992 questionnaires differed from those used for 1987, a description of Form NC-9901, Report of Organization, and what the mail package would contain.
- Major data items that would be collected from establishments.
- A description of the construction census questionnaires, and an example of one of them, questionnaire CC-1508, Building Construction—General Contractors and Operative Builders.
- A description of the wholesale trade census questionnaires, and an example of one of them, questionnaire CB-5012, Motor Vehicles.
- A description of the financial, insurance, and real estate industries census questionnaires, and an example of one of them, CB-6200, Security and Commodity Brokers and Services.
- A description of the census of manufactures questionnaires and examples of pages 1 through 4 of the 1992 Annual Survey of Manufactures questionnaires (which would be pages 1 through 4 of the census questionnaires), and Form MC-2705, Greeting Cards.
- A description of the mineral industries census inquiries and an example of questionnaire MC-1001, Iron, Ferroalloy, Uranium, and Miscellaneous Metal Ores.
- A description of the retail trade census questionnaires and an example of one of them, CB-5602, Shoes.
- A description of the service industries census questionnaires and an example of one of them, CB-7001, Hotels and Motels.
- A description of the transportation, communications, and utilities census questionnaires, and an example of one of them, CB-4200, Motor Freight Transportation and Public Warehousing.
- A description and examples of the general questionnaires ES-9100, Enterprise Summary Report, and ES-9200, Auxiliary Establishment Report.

From the Standard Statistical Establishment List files, Bureau staff selected approximately 11,000 companies for the informational mailout. The selection criteria were as follows: With the exception of the construction firms (where both single- and multiestablishment companies were included), they chose only multiestablishment service and mineral industries, retail trade, wholesale trade, transportation, and manufacturing firms with 5,000 or more employees. If multiestablishment firms involved in the last four business activities had 25 or more establishments, then the employment-size criterion was 250 to 4,999 employees. The procedure for the clerical mailout operation and the transmittal letters and booklets were forwarded to Jeffersonville. (An extra supply of these booklets was reserved for answering inquiries and for distributing to advisory committees, trade associations, etc.)

Once these materials were received in Jeffersonville, staff there assembled them into packages and mailed them in November 1991. Bureau analysts' names were included in the mailing packages of 1,000 of the largest companies so that each would have a personal contact to answer questions. (For 1987, the number had been 750 companies.) The Bureau also enclosed a response card on which they could provide the name and telephone number of a contact person to answer any census inquiries. Census conducted a followup mailing in February 1992 to those companies that had not returned their response cards. Those that still did not respond were contacted by telephone. The final response rate for the 1,000 largest companies was 100 percent; 90 percent for the next 10,000 that answered. During these followups, the Economic Census Staff put the contact name and telephone number along with any company name or address changes in a database that was merged into the SSEL prior to the December 1992 census mailout.

Digitized by Google

Digitized by Google

Contents

Chapter 3.

	Page
Introduction	80
Census Questionnaires	80
NC-9901, Report of Organization	80
NC-9920, Listing of Additional Establishments	80
NC-9926, Classification Report	80
NC-9923, General Schedule	80
Retail Trade; Wholesale Trade; and Service Industries; Financial, Insurance, and Real Estate; and Transportation, Communications, and Utilities	81
Construction Industries	81
Manufactures and Mineral Industries	81
Other Mailing Pieces	82
Cover Letters	82
Instructions	83
Inventory Listing	83
Mailing Labels	83
Printing and Inspecting Mailing Labels	83
Census Identification Numbers	83
Printing the Questionnaires	84
Quality Control of Materials Prepared by Contract Printers	85
Quality Control of the Imprinting of Questionnaires	85
Printing Cover Letters Used in the Mailout and Followup Operations	86
Printing and Inspecting Mailout and Return Envelopes	86
Single-Establishment Mailing Packages Assembled by Contractors	87
Labeling Operations	87
Mailing Packages Assembled by the Census Bureau	87
Multiestablishment Companies	87
Single-Establishment Companies	88

Digitized by Google

Preparation for Mailing Questionnaires

INTRODUCTION

The preparatory operations for canvassing establishments included in the 1992 Economic Census were very complex and required systematic planning, cooperation, and coordination among the Census Bureau units involved in this economic program. The undertaking also required that the questionnaires be designed and printed; that the proper ones be assembled into mailing packages; that the wrappers and contents be correctly labeled, coded, and printed; and that the correct instructions be included in each mailing package. (For a discussion on the need for new questionnaires, improvement of assistance to respondents, etc., see chapter 2.) A description of the questionnaires and of the preparatory operations follows. (The number of questionnaires printed is on page 20.[1] Some representative facsimiles are reproduced in app. F.)

CENSUS QUESTIONNAIRES

For 1992, the Bureau used 504 different questionnaires to collect economic data in the 50 States and the District of Columbia.[2] While many of the questionnaires were similar to those used for 1987, the Bureau developed some new ones for specific types of economic activities. In addition, there were inquiries for export of services for more service industries; for wholesale trade, the cost of items purchased for resale. There also were new questionnaires (and therefore, new inquiries) for the censuses of financial, insurance, and real estate; and transportation, communications, and utilities because these economic activities were added to the Bureau's economic census program for the first time for 1992. A different form number, assigned to each type of questionnaire, was printed on the address label where it was clearly visible through the envelope window. The agency used colors to differentiate the various types of questionnaires, and it had contractors use two-color printing for some questionnaires. In general, the text was printed in black. Space for responses, headings, or words requiring emphasis was white; all other portions of the questionnaires were shaded in a color. (For more information on printing the questionnaires, see pages 84-86.)

As in the past, there were general questionnaires that related to more than one census. The titles and descriptions of those questionnaires follow.

NC-9901, Report Of Organization

The Bureau sent this questionnaire in the annual Company Organization Survey to multiestablishment companies with 50 or more employees and to a rotating sample of multiestablishment companies with fewer than 50 employees. (See "Company Organization Survey," chapter 2, for further information.) While all multiestablishment companies with 50 or more employees received the first page of the questionnaire, which contained items 1-4 (Certification, Company Ownership or Control—Domestic, Company Ownership or Control—Foreign, and Foreign Affiliates), only those with establishments not within the scope of the economic census were sent the second page, which contained item 5A (Establishments of Your Company and Its Subsidiaries, and Their 1992 Employment and Payroll). The Bureau asked companies to update the imprinted establishment information and to report employment and first-quarter and annual payroll data for each establishment. The agency collected these data so it could assign establishment payroll figures and employment-size codes and to summarize the statistics by standard industrial classification and geographic and employment-size codes for industries not included in the census.

NC-9920, Listing Of Additional Establishments

Because it took a great deal of time to process this form in past censuses, the Bureau did not use it for 1992. Instead, Census provided companies with an 800 telephone number which they could call to request questionnaires for any additional establishments not listed on the inventory listing. (For specific information on the use of this listing, see page 83.)

NC-9926, Classification Report

This form went only to small manufacturing and mineral industry single-establishment companies to obtain specific standard industrial classification codes needed to identify each establishment's activity.

[1]The number of questionnaires and listing books (where appropriate) for the censuses of the outlying areas, the enterprise statistics program, the commodity flow survey, the truck inventory and use survey, and the surveys of minority-owned business enterprises and women-owned businesses is included in the chapters covering these specific subjects.

[2]In addition to these, the Bureau used five different questionnaires for the censuses in the outlying areas; see chapter 6.

Digitized by Google

NC-9923, General Schedule

Staff sent this form to single-establishment companies for which the available industry code was not sufficient to determine the appropriate questionnaire. The reported kind-of-business information helped assign the industry or business classification necessary for either mailing appropriate 1992 questionnaires to establishments, if they were large, or for tabulating administrative-record data, if small.

The majority of questionnaires were used to collect "industry-specific" data. A discussion of these questionnaires follows.

Retail Trade; Wholesale Trade; Service Industries; Financial, Insurance, and Real Estate; and Transportation, Communications, and Utilities

(These five censuses are grouped together here because what applied to one also applied to the other four in most instances. Differences are noted where appropriate.)

The questionnaires for these censuses were similar in the following respects: First, each covered a small homogeneous group of industries, making it possible to tailor the inquiries more closely to the specific industry that received it. Second, the number of inquiries most kinds of businesses had to complete was about the same as for 1987 for retail trade, wholesale trade, and service industries. (Prior to 1992, there was neither a consolidated census of transportation, communications, and utilities nor a census of financial, insurance, and real estate.) Finally, Census again undertook a systematic effort to further update and simplify the remaining inquiries over those used for 1987 for retail trade, wholesale trade, and service industries. As a result of these changes, the process of completing the questionnaires, for the most part, was simple and straightforward.

There were 171 questionnaires for these five 1992 censuses. The general composition and format for the questionnaires were similar to those of recent censuses. Of that number, there were 140 long-form questionnaires which requested basic information on physical location, kind of business, legal form of organization (individual proprietorship, partnership, cooperative association, government, corporation, other), operational status (in operation, temporary or seasonally inactive, ceased operation, or sold or leased to another operator), sales (receipts), payroll, employer identification number, and employment. Wholesale questionnaires also collected data on type of operation, operating expenses, and inventories; service industries questionnaires requested data on Federal income tax status and operating expenses for tax-exempt establishments. Finally, most questionnaires included special inquiries, such as sales by merchandise, commodity, or receipts line; sales by class of customer; and employment by occupation.

The long-form questionnaires described above were complemented by 6 wholesale trade short-form questionnaires; 6 consolidated questionnaires[3] (3 for transportation, communications, and utilities and 3 for financial, insurance, and real estate); and 19 classification forms that were mailed to selected small establishments in retail trade; service industries; transportation, communications, and utilities; and financial, insurance, and real estate. The administrative records of other Federal agencies were the primary source of data for the establishments mailed classification forms, which were necessary only to obtain information for accurate industry and geographic coding. The wholesale trade short-form questionnaires collected data required for wholesale establishments.

Construction Industries

The Bureau used 22 different types of questionnaires (11 standard (long-form) and 11 short-form questionnaires) to collect data from establishments included in the 1992 Census of Construction Industries. In addition to the standard identification questions (location, legal form of organization (i.e., individual proprietorship, partnership, cooperative association, government, corporation, other), changes in ownership during 1992, company affiliation, etc.), these questionnaires contained inquiries on employment; payroll; fringe benefits; value of construction work done; costs for subcontractors; costs for materials, components, and supplies; costs for selected power and fuels; costs for selected purchased services; costs for rental of machinery, equipment, and buildings; capital expenditures; depreciable assets; and inventories. The agency asked respondents to estimate percentages of the dollar value of construction work done for various types of construction and how much was new construction; additions, alterations, or reconstruction; or maintenance and repair work.

The questionnaires also requested percentage breakdowns of government-owned and privately-owned construction, of construction work subcontracted from other contractors, for the location of construction work by State, and by kind of business, in 1992.

Manufactures and Mineral Industries

The Bureau used 291 different manufactures and 12 different mineral industries questionnaires to collect information for 1992. The first two pages of the 213 long-form manufacturing and 10 long-form mineral industries questionnaires contained standard data items (number of employees, payroll, etc.) required for all establishments. The

[3]The Bureau sent these questionnaires only to multiestablishment companies in selected standard industrial classifications where revenue could not be measured at the establishment level. Unlike the standard questionnaires sent to companies to collect data on an establishment basis, the consolidated questionnaires in the census of transportation, communications, and utilities obtained information by employer identification number, by industry and by State. For the census of financial, insurance, and real estate, the consolidated questionnaires collected information by three-digit industry, by State.

Digitized by Google

questionnaires requested statistics for the important products of the particular industry or group of related industries and data for the principal materials consumed. There were also special inquiries on some questionnaires covering such topics as offshore fabrication and number of transportation workers. To reduce respondent burden, modified short-form questionnaires (80 different ones in all—78 for manufactures and 2 for mineral industries) went to small establishments in industries characterized by large numbers of such establishments.

For manufactures, the short forms included standard inquiries on the following:

- Employer identification number.[4]
- Physical location.[4]
- Principal activity.[4]
- Employment.[4]
- Value of products exported.
- New and used capital expenditures.
- Gross value of all depreciable assets.
- Cost of materials.
- Value of inventories.
- Legal form of organization, (individual proprietorship, partnership, cooperative association, government, corporation, other).[4]
- Operational status (in operation, temporarily or seasonally inactive, ceased operation, sold or leased to another operator)[4]
- Products and services of the establishment.
- Rental payments.[4]

For mineral industries, the short forms included standard inquiries on the following:

- Total annual payroll for all employees before deductions.
- Capital expenditures for building, machinery, and mineral exploration and development.
- Cost of supplies.

The nucleus of the 1992 Census of Manufactures was the panel of about 56,000 manufacturing establishments (selected from about 200,000 establishments[5] that were mailed a questionnaire) in the 1991 Annual Survey of Manufactures. The survey covers all large plants and a representative sample of the smaller ones, accounting for more than 65 percent of the Nation's manufacturing activity.

[4]This item also appeared on the mineral industry short forms.

[5]In addition to these establishments, the manufacturing sector also included 150,000 for which administrative records were used to obtain data. Therefore, the total manufacturing universe was about 350,000.

The Annual Survey of Manufactures questionnaire MA-1000(L) served as the first two sheets (pages 1-4) of the 1992 census questionnaire for Annual Survey of Manufactures respondents. It asked for data such as—

- Number of employees.
- Annual payroll for employees.
- Employer's cost for fringe benefits.
- First-quarter payroll before deductions.
- Plant hours worked by production workers.
- Cost of materials and services used.
- Establishment inventories at end of year.
- Depreciable assets, capital expenditures, and retirements.
- Rental payments.
- Total shipments and other receipts.
- Method of valuation for inventories not subject to LIFO (last-in/first-out) costing.
- Cost of purchased services.
- Operational status (in operation, temporarily or seasonally inactive, ceased operation, sold or leased to another operator).

OTHER MAILING PIECES

In addition to the questionnaires, several other printed mailing pieces were required for the 1992 census mailing packages,[6] such as envelopes, cover letters, instruction materials, and inventory listings. The Bureau determined the specific requirements early in 1991 to ensure that these materials would be ready for the assembly operations.

Cover Letters

The cover letter for single-establishment companies informed respondents that Federal law required them to complete and return their questionnaires, that the information provided would be held in strict confidence, and that the deadline for returning questionnaires was February 15, 1993.

Some special situations warranted special letters. For single-establishment respondents in the Annual Survey of Manufactures panel, the cover letter also explained how the annual survey was integrated with the 1992 Census of Manufactures.

[6]For 1987, the Bureau mailed brochures (e.g., "What is the Census of Manufactures?" that briefly described things like why the census was important. The agency did not produce similar ones for 1992 because a 1987 census evaluation study showed that they did not improve the response rate. In fact, many evaluation study participants did not recall seeing the brochures. (For a discussion of this study, see *History of the 1987 Economic Censuses, chapter 11.)*

Digitized by Google

Instructions

While the agency included many of the instructions on the questionnaires, it sent a separate instruction page to all single- and multiestablishment companies with establishments classified in retail trade, wholesale trade, service industries, transportation, communications, utilities, financial, insurance, real estate, or construction, and to some manufacturing establishments, because the questionnaires for them lacked space to include all the instructions. In addition, a separate detailed instruction manual was printed for companies within the Annual Survey of Manufactures panel.

Inventory Listing

Multiestablishment companies received a listing of all of their establishments (including those not within the scope of the 1992 census).

This listing offered the respondent a convenient means of verifying that all establishments of the company were included. If not, they were to call the Bureau's Jeffersonville, IN, data processing facility to request additional questionnaires for unlisted establishments. (As noted earlier, in past censuses respondents added missing establishments on form NC-9920, Listing of Additional Establishments, which was not used for 1992.) The listing also gave multiestablishment respondents a means of control in case the various questionnaires were to be completed by their respective establishments or subsidiaries.

MAILING LABELS

The 1992 mailing labels contained certain information (such as industry and geographic area codes and company name and address) necessary for mailing out and checking in a census questionnaire. The Bureau obtained this information from its Standard Statistical Establishment List. (For a discussion of the Standard Statistical Establishment List, see chapter 2.) Figures 3.1 and 3.2 illustrate the arrangement of information on the mailing labels.

Printing and Inspecting Mailing Labels

Bureau headquarters transmitted to Jeffersonville, IN, via dedicated telephone lines, single- and multiestablishment company name and address information from the Standard Statistical Establishment List. There, high-speed printers printed establishment labels for questionnaires in mailing packages sent to multiestablishment firms. Approximately 2.7 million and 1.3 million labels were printed during September 1992 for single- and multiestablishment, respectively.

(For the number of labels used in the mail followup, see chapter 4.)

The Jeffersonville Support Services Staff periodically checked the mailing labels during the printing process. Using an imprint control list (containing beginning-and-ending information) and a summary of items on the imprint file, this staff inspected the first two pages of labels listed in the file and verified that its information matched the information contained in the list. They also ensured that the labels were in the "3 by 6" format (three labels across the page and six labels down the page), and then examined the labels' format, legibility of the information (labels were not smeared, blurred, too light, etc.), and alignment (labels had to be aligned properly on the page so that when they were cut, the label information would not be destroyed). Next, clerks used a laser wand to scan the first three barcodes of the first page of labels to check for format and readability. If the file failed any of the quality checks, the printing was stopped and clerks took corrective action. They then repeated the check on the last page printed. To verify that the complete file was printed, the last labeled page was compared with the information on the last page of the imprint control list. If the file failed any of the end-of-file quality checks, the problem was located, corrective action was taken, and the defective labels were reprinted. Finally, the Quality Control Section performed a similar, independent inspection of 15 randomly selected pages not yet released to the labeling operation.

CENSUS IDENTIFICATION NUMBERS

The census file number was an important part of each census record for controlling, matching, and processing establishment records.

The Internal Revenue Service's administrative records sent to the Bureau contained a nine-digit employer identification number identifying each company. The census file number was either (1) the nine-digit Internal Revenue Service employer identification number with a preceding zero added by the Census Bureau for single-establishment companies or (2) a six-digit company identification code followed by a four-digit plant or establishment number assigned by the Bureau for individual establishments of multiestablishment companies. For some multiestablishment companies (such as those with more than 10,000 establishments), the seventh digit of the census file number was an alphabetic character. The computer added a check digit to the 10-digit census file number to verify its accuracy during processing.

Digitized by Google

Figure 3.1. **Single-Establishment Mailing Label**

(A) **CFN**—Census file number
01234567897—(123456789) identification (ID) number,
(7) ID number check digit
EI—Employer identification
12-3456789—EI number

(B) **62**—Survey code
1—First digit of sort characters
93—FIPS State code
50—Employment-size code
00—Type-of-operation code[7]
541110—Standard classification code
E—Master sample indicator
5400—Form number

(C) **000**—Correspondence category code or followup letter number
Howard—County name
0123456789—(0123456789) permanent plant number
00100—Sample weight[8]
0001[01]—Tray number/bundle number

(D) **DBA**—Doing business as

(E) **ST**—State
12345-6789—ZIP Code

Figure 3.2. **Multiestablishment Company Mailing Label**

(A) **CFN**—Census file number
12345699917—(1234569991) census file number,
(7) check digit
L—Company size indicator,
(A) Annual Survey of Manufactures indicator

(B) **60**—Survey code
92—Company-employment-size code
3239—Enterprise category code[9]
K—Master sample indicator
9100—Form number

(C) **000**—Correspondence category code or followup letter
0050—Rank[9]
00010—Total number of active establishments

(D) **ST**—State
12345-6789—ZIP Code

PRINTING THE QUESTIONNAIRES

The Census Bureau established seven contracts through the Government Printing Office for commercially printing, folding, gathering, and inserting the census questionnaires into mailing packages. The Government Printing Office awarded the contracts for the period January 1992 through July 1993. Taken together, the contracts covered the production of questionnaires for the censuses of retail trade; wholesale trade; transportation, communications, and utilities; financial, insurance, and real estate; manufactures; and service, construction, and mineral industries.[10] Contractors began printing the questionnaires in February 1992, and delivered the first of these to the Bureau in April 1992 and the last of them in April 1993. Table 3.1 shows the number of questionnaires printed, by census.

Each single-establishment mailout package consisted of a questionnaire (which varied in size), cover letter, return envelope, and instruction sheet. (The 1992 Census of Manufactures did not have separate instructions; for mineral industries, the instruction sheets were collated behind the questionnaire.) The contractors printed, assembled, and sealed packages for the initial and followup mailings. Packages to be used for followup mailings were identical, except they contained a followup letter in place of the cover letter. (For facsimiles of letters and selected questionnaires and instructions, see appendix F.)

The contractors used 50-lb. white offset book paper throughout. They printed the questionnaires for the censuses of retail trade; wholesale trade; transportation, communications, and utilities; financial, insurance, and real estate; and service and construction industries, respectively, with black ink for the base, and peach, blue, pink, salmon, yellow green, or green ink for the shaded areas. The questionnaires for the censuses of manufactures and mineral industries were printed, respectively, in blue and brown ink for the shaded areas. For all the individual censuses, the cover letters, letterhead, and instructions were in black ink.

Table 3.1. **Number of Questionnaires Printed, by Census**

Total	Single-establishments	Multi-establishments	Multi-establishments
Total	13,653,300	10,366,800	3,286,500
Retail trade:			
Questionnaires	2,564,100	1,460,100	1,104,000
Classification forms	467,000	467,000	(X)
Wholesale trade:			
Questionnaires	1,688,100	1,288,500	399,600
Service industries:			
Questionnaires	3,177,200	2,417,100	760,100
Classification forms	587,000	587,000	(X)
Financial, insurance, and real estate:			
Standard questionnaires	1,100,500	929,800	170,700
Consolidated questionnaires	46,000	(X)	46,000
Classification form	209,000	204,000	5,000
Transportation, communications, and utilities:			
Standard questionnaires	470,000	410,100	59,900
Consolidated questionnaires	14,600	(X)	14,600
Classification form	116,000	84,700	31,300
Construction industries questionnaires	478,300	429,900	48,400
Manufactures questionnaires	823,400	504,300	319,100
Mineral industries questionnaires	65,100	37,300	27,800
Report of organization (NC-9901); Items—			
1-4	100,000	(X)	100,000
5A	100,000	(X)	100,000
5B	100,000	(X)	100,000
Affiliation report (NC-9921)	750,000	750,000	(X)
Classification report (NC-9926)	97,000	97,000	(X)
General schedule (NC-9923)	700,000	700,000	(X)

(X) Not applicable.

[7]Establishment's principal activity.
[8]Basis for projecting data from sample establishments to represent universe.
[9]Only required for questionnaire ES-9100.
[10]Similar information for the censuses in the outlying areas appears in chapter 6.

Digitized by Google

Quality Control of Materials Prepared by Contract Printers

The Bureau established three plans—A, B, and C—to check the quality of materials prepared by printers. Plan C was instituted after Jeffersonville Quality Control Section clerks visited the contractors' plants first, to ensure that the quality of printed material met census standards. The clerks inspected samples selected by the contractors. In those instances where no problems were found, the materials were shipped to Jeffersonville, were checked in by the Support Services Staff, and were not reinspected. In those cases where problems were discovered, the clerks worked with the contractors to correct them. When these were shipped to Jeffersonville and checked in by the same staff, they underwent the same quality-control inspection applied to plans A and B samples.

Plans A and B quality-control operations dealt with those materials that had not previously been inspected at the contractors' plants. Quality-control clerks chose the two samples as soon as possible after each shipment had been checked in by the Support Services Staff and prior to its being sent to storage. For the plan-A sample, the first box selected for inspection was the first from the top row of the first pallet (racks upon which boxes were placed); the second, from the top row of the second pallet; etc. For the plan-B sample, the clerks picked one box per package type (i.e., one with assembled mailing packages containing questionnaires, envelopes, etc., for a particular trade area; a second type with the same kinds of materials for a different questionnaire type for the same or different trade area etc.) per pallet to ensure that each one indicated the total number of boxes per shipment. The random selection process was such that at least one package type, per box, per pallet was chosen.

After sample selection for plans A and B, clerks randomly chose in the "initial search" operations an item from the top, middle, and bottom of each sample. They inspected the paper stock, toning, ink color, printing margins, size of address areas, microfilm sensor marks, and package assembly. This process was continued until all sample items had been checked. If clerks found that these items in a sample were defective in the "initial search," they did an "expanded search" in which they checked five items before and five items after the defective item. If an error was discovered in one of the five items before or after the original error, there was an "additional expanded search" in which the clerks checked the five items before and after the latest error. If no further ones were found, the shipment was accepted.

The Quality Control Section accepted a shipment if (1) no sample items were defective, or (2) defective items were found in the sample but not in the initial expanded search, or (3) defectives were found in the sample items and the initial expanded search, but none were found in the additional expanded search, or (4) defectives were found in the sample items and the initial and the additional expanded searches, but none were found in the remainder of the box. In those instances where shipments did not pass quality inspection, the quality-control supervisor contacted the appropriate subject-matter division at Bureau headquarters for further instructions—e.g., send shipment back to contractor for reprinting, set aside for use only if supplies run low, etc.

Quality Control of the Imprinting of Questionnaires

Imprinting of information was required for questionnaires NC-9901 (Report of Organization); NC-9926 (Classification Report); MA-1000(L) (Annual Survey of Manufactures); for the census of transportation, communications, and utilities questionnaires CB-4600 (Pipelines), CB-4800 (Telephone and Telegraph Communications), and CB-4900 (Electric and Gas Services); and for the census of financial, insurance, and real estate questionnaires CB-6010 (Depository and Related Institutions), CB-6311 (Life, Accident and Health Insurance Carriers, and Medical Service Plans), and CB-6321 (Fire, Marine, Casualty, and Surety Insurance Carriers). The Data Systems Branch in Jeffersonville did this imprinting.

During this operation, imprinting operators used laser wands to scan the barcodes periodically for completeness, legibility, and alignment. Specifically, they verified the first five pages of each file or partial reprinted file to ensure that it matched the information contained in the imprint control list. If the file did not, operators stopped printing and notified their supervisor. If, however, the file did, the quality-control checks continued. Next, clerks again scanned the barcodes on the first five questionnaires, and, if they did not read properly, the operators searched for the error, corrected it, and again scanned the barcodes. If they read properly, the operators continued the checks. Last, these employees inspected the printing for legibility and alignment: Every 30 minutes, operators again scanned the first three printed pages for legibility and alignment, and, before and after a ribbon change, they scanned the barcodes on the first two pages of questionnaires for readability. Defective pages were "x'd" out, reprinted, and checked again. The operators also verified that complete files had been printed. Once the imprinting had been completed, the Data Systems Branch released the questionnaires along with an imprint control list of each file and a summary of items in the file to the Quality Control Section. There, clerks selected a variable sample based on the number of imprinted questionnaires listed in each file. For example, if the file listed 500 questionnaires, 7.0 percent were sampled; if it showed 6,000 questionnaires, 0.5 percent were sampled. Files listing less than 125 questionnaires were inspected on a 100-percent basis. Clerks used the samples to perform a final format check and to ensure that each questionnaire type contained "mandatory" information (e.g., NC-9901 contained imprinted establishment data, and questionnaire NC-9926 and the transportation, communications, utilities, financial, insurance, and real estate questionnaires contained imprinted kind-of-business or activity information).

Digitized by Google

PRINTING COVER LETTERS USED IN THE MAILOUT AND FOLLOWUP OPERATIONS

Commercial printers, hired under the Department of Commerce or Government Printing Office multiple-award or continuous contracts, printed more than 9 million letters (mailout and followup combined): mailout letters (form EC-G-L1) in June 1992, and the followup letters (forms EC-G-L11 through -L34) in August 1992. (For similar information for the Truck Inventory and Use Survey and the Commodity Flow Survey, see chapter 8; for the outlying areas census, see chapter 6.) The quantity printed, by type, follows:

Letters	Quantity
Total	**9,418,400**
EC-G-L1(A)	35,000
EC-G-L1(W)	572,000
EC-G-L1(R)	576,000
EC-G-L1(RC)	248,000
EC-G-L1(S)	913,000
EC-G-L1(SC)	306,000
EC-G-L1(C)	168,000
EC-G-L1(U)	97,000
EC-G-L1(UC)	47,000
EC-G-L1(F)	282,000
EC-G-L1(FC)	98,000
EC-G-L1(G2)	60,000
EC-G-L1(M)	77,000
EC-G-L1(MN)	13,500
EC-G-L1(MS)	90,500
EC-G-L1(MNS)	6,500
EC-G-L1(MU)	220,000
EC-G-L1(OS)	5,000
EC-G-L11(A)	40,000
EC-G-L11(G)	35,000
EC-G-L11(W)	297,000
EC-G-L11(R)	380,000
EC-G-L11(RC)	125,000
EC-G-L11(C)	97,000
EC-G-L11((U)	58,000
EC-G-L11(UC)	20,000
EC-G-L11(F)	173,000
EC-G-L11(FC)	64,000
EC-G-L11(S)	608,000
EC-G-L11(SC)	155,000
EC-G-L11(M)	97,800
EC-G-L11(MN)	11,800
EC-G-L11(MU)	240,000
EC-G-L21(A)	30,000
EC-G-L21(W)	234,000
EC-G-L21(R)	280,000
EC-G-L21(RC)	101,000
EC-G-L21(C)	86,000
EC-G-L21(U)	50,000
EC-G-L21(UC)	15,000
EC-G-L21(F)	156,000
EC-G-L21(FC)	50,500
EC-G-L21(G)	20,000
EC-G-L21(S)	494,000
EC-G-L21(SC)	126,000
EC-G-L21(M)	65,400
EC-G-L21(MN)	7,800
EC-G-L21(MU)	180,000
EC-G-L22(MU)	20,000
EC-G-L31(A)	10,000
EC-G-L31(W)	191,000
EC-G-L31(R)	223,000
EC-G-L31(C)	75,000
EC-G-L31(U)	44,000
EC-G-L31(F)	136,000
EC-G-L31(S)	402,000
EC-G-L31(M)	31,800
EC-G-L31(MN)	3,800
EC-G-L31(ML)	110,000
EC-G-L32(MF)	35,000
EC-G-L33(PS)	20,000
EC-G-L34(PH)	5,000

PRINTING AND INSPECTING MAILOUT AND RETURN ENVELOPES

The Bureau used many different types of envelopes to accommodate different questionnaire sizes. The agency obtained envelopes under eight contracts with private printers. The types and quantities of envelopes printed were as follows:

Envelope type	Quantity
Total	**22,417,000**
EC-1(I)	3,400,000
EC-1 (Blank)	650,000
EC-1(F1)	2,224,000
EC-1(F2)	1,579,000
EC-1(F3)	1,087,000
EC-1(CORR)	200,000
EC-1A(I)	160,000
EC-1A(F)	150,000
EC-1A(CF)	50,000
EC-2A	360,000
EC-2(0)	2,153,000
EC-2(Blank)	600,000
EC-2(R)	2,046,000
EC-2(S)	3,244,000
EC-2(W)	1,369,000
EC-3(I)	140,000
EC-3(Blank)	125,000
EC-3(F1)	95,000

Digitized by Google

Envelope type	Quantity
EC-3(F2)	65,000
EC-3(F3)	50,000
EC-3(CORR)	20,000
EC-3A(F)	10,000
EC-3A(Blank)	120,000
EC-3A(I)	30,000
EC-4(0)	350,000
EC-4(Blank)	125,000
EC-4A(0)	40,000
EC-4A(Blank)	120,000
BC-76(E)	990,000
BC-358	590,000
BC-2016	275,000

At the printing contractors' plants, Jeffersonville clerks opened a specified number of boxes of each type and checked a random number of envelopes from each box for proper size, color, printing, size and location of windows, and gumming. Envelopes printed for multiestablishment companies were sent to the Jeffersonville facility for the assembly operation; see below. No significant problems were encountered in this operation.

SINGLE-ESTABLISHMENT MAILING PACKAGES ASSEMBLED BY CONTRACTORS

At their printing facilities, contractors assembled all single-establishment questionnaires, except the MA-1000(L) forms and the NC-9926 classification reports, into mailing packages. (See below for information on these two forms.) Jeffersonville staff were also "on site" at the contractors to monitor the operation. No major problems were encountered. The printing companies assembled 4,445,000 single-establishment packages. Beginning in April 1992, these packages arrived at the Jeffersonville facility on a flow basis in 1992. Staff verified package content before the questionnaires were labeled.

LABELING OPERATIONS

At Jeffersonville, automatic labeling machines affixed the labels to the various questionnaires from September to November 1992. Each work unit delivered to the machine consisted of stacks of questionnaires (for multiestablishment companies), prestuffed envelopes (destined for single-establishment firms), and imprinted address labels for those questionnaires. Staff loaded each labeling machine with pages of labels and a stack of questionnaires with the same form number; the machine cut the labels from the pages. It applied them to multiestablishment company questionnaires (not in envelopes) and (through the envelope windows) to single-establishment questionnaires already stuffed in envelopes.

During the operation, staff inspected labeled questionnaires, and manually stopped the machine when certain types of consistent errors occurred, e.g., labels were mutilated or blank labels were applied. If the latter occurred, staff removed the questionnaires containing them while the machine continued to operate, discarded defective and mutilated labels, and typed and affixed new ones to the questionnaires. The labeling machine automatically stopped only when jams occurred.

During the process, inspectors recorded information for quality-control purposes about any defective labeling they discovered. Possible defects included—

- Incorrect questionnaires for the particular label affixed.
- Label or questionnaire mutilated.
- Incorrect feeding of materials into the labeling machine.
- Address information not visible through the envelope window.
- Label not attached to a questionnaire.

MAILING PACKAGES ASSEMBLED BY THE CENSUS BUREAU

Jeffersonville employees on the Support Services Staff (for the NC-9926 classification reports) and in the Census Processing Branch (for the MA-1000(L) and all multiestablishment questionnaires) assembled mailing packages primarily on the basis of information contained on the preprinted mailing labels and a control listing. These listed all information required to mail and check in a census questionnaire. Clerks added instruction booklets, cover letters, and other materials to the mailing packages in accordance with detailed instructions.

Multiestablishment Companies

Headquarters staff compiled mailout control listings of establishments by company to assist Jeffersonville clerks assemble questionnaires into company mailout packages. Using the multiestablishment company control listings and procedures, clerks gathered enclosures (such as cover letters and return envelopes) for each multiestablishment company and placed the material in its folder. (For a discussion of the creation of these listings, see "Census Control Files," chapter 2.) Staff verified all assembled Annual Survey of Manufactures multiestablishment questionnaires on a 100-percent basis, and they corrected errors upon detection. Clerks checked to see that the packages had the following materials:

- MA-1000 questionnaire (pages 1 through 4 of the manufactures census questionnaire for Annual Survey of Manufactures establishments).
- Other than pages 1 through 4 of the manufactures questionnaire.
- Instruction manual for firms receiving an Annual Survey of Manufactures questionnaire.

Digitized by Google

In addition to the verification operation conducted for all Annual Survey of Manufactures questionnaires, clerks using laser wands inspected the barcodes on all questionnaires (including those for Annual Survey of Manufactures companies) for multiestablishment companies to verify that the correct contents had been assembled for each company. In addition, clerks ensured that the first six digits of the census file number on every labeled mailing container agreed with the same digits on each questionnaire within it.

In some cases, the late return of 1991 Company Organization Survey questionnaires necessitated changes in the mailing packages, e.g., because of relocated or new establishments. In these cases, Jeffersonville clerks noted the changes on a correction document (EC-21), which was used later to ensure that all changes had been made in the mailing packages for these companies.

Some companies requested that their mailing packages receive special handling so they could provide the required information more conveniently. For example, some asked that questionnaires for each of the subsidiaries be sent to the subsidiary's headquarters; others wanted the questionnaires sequenced in some special manner in the mailing package (usually by the company's own store or plant number).

Between late September and mid-December 1992, Jeffersonville staff assembled, verified, corrected, and sealed all mailing packages for most of the approximately 165,000 multiestablishment companies. No significant problems were encountered during these activities.

Single-Establishment Companies

The procedures for assembling mailing packages for single-establishment companies receiving the MA-1000(L) questionnaires and the NC-9926 classification reports were basically the same as those for multiestablishment companies, i.e., private contractors printed the questionnaires and shipped them to the Jeffersonville facility. There, data were imprinted on these questionnaires and classification reports; these materials and the cover letters, instruction booklets, and return envelopes were packaged in a mailing envelope; and the 61,490 packages were subjected to a 100-percent verification.

Digitized by Google

Contents

Chapter 4.

	Page
Processing Data From Administrative Records	90
The Mail Canvass	91
Mailout of Questionnaires and Classification Forms	91
Check-In of Receipts	91
Preliminary sorting of receipts	91
Bar-code check-in and sorting	91
Disposition of checked-in mail receipts	92
Correspondence	92
Reading operation	92
Processing of Bureau-originated correspondence requests	92
Mailout and assembly operations	92
Correspondence with single-establishment questionnaire processing	92
Census file number research	93
Followup Operations	93
Mail followup	93
Telephone followup	101
Results	101
Processing Questionnaire Data	101
Multiestablishment Data-Completeness and Coverage Processing	101
Multiestablishment Quality Control Program	102
Microfilming	102
Data Entry Operation and Data Transmission	103
Control File Match	104
Control File Match Referral Processing	105
Single-Establishment Coverage Processing	105
Industry and Kind-of-Business Coding	105
Self-designated and computer-assigned coding	105
Clerical coding	105
Subject-Matter Divisions' Complex Editing	106
Format (screening) edit	107
Balancing edits	107
Standard industrial classification or kind-of-business edit	107
Imputation, tolerance, and special-inquiries edits	107
Coverage-control and matching edits	107
Resolution of problems	107
Data Tabulation and Disclosure Analysis	107

Digitized by Google

Collecting and Processing the Data

PROCESSING DATA FROM ADMINISTRATIVE RECORDS

The Census Bureau obtained about 140 million records on computer tape from the Internal Revenue Service between January 1992 and December 1993 and approximately 60,000 Social Security Administration birth (new business) records monthly during the same time period. The Internal Revenue Service furnished the following files on a weekly, monthly, or annual basis:

- Business master file, which contained each legal entity's employer identification number, business name, address, and principal industrial activity code.
- The Business Master File entity change file, which supplemented the Business Master File with changes in name, address, etc.
- Employer quarterly Federal tax return file, which consisted of all firms that reported Federal payroll withholding taxes. This file included the employer identification number, total number of employees as of the March 12 pay period, total quarterly payroll, taxable tips, and payroll subject to the Federal Insurance Contribution Act.
- Business tax return files, which had selected business related information such as revenues, returns and allowances, months in business, and Principal Industrial Activity code for all corporations, partnerships, sole proprietorships, and nonprofit organizations.

The Social Security Administration provided its—

- Birth classification file, which contained all legal entities applying for and receiving employer identification numbers for the first time. The file included the employer identification number, business name, address, standard industrial classification code, legal form of organization, and "birth-reason" code (e.g., started a new business, acquired an existing business).

The Bureau received administrative records on a flow basis and edited the records by computer to eliminate erroneous information before processing could continue. Then, the staff added administrative-records information to the Standard Statistical Establishment List, a central multipurpose computerized file of all known employer multiestablishments and single-establishments in the country. (The multiestablishment portion of the Standard Statistical Establishment List was updated annually by the Company Organization Survey. For a discussion of the Standard Statistical Establishment List and more information on the Company Organization Survey, see chapter 2.) Although Census updated the Standard Statistical Establishment List periodically, the first one specifically for the 1992 Economic Census was completed in August 1992.

Additional administrative record information (e.g., births (new businesses); Standard Industrial Classification codes; name and address changes; 1992 second-, third-, and fourth-quarter payroll; receipts) arrived at Bureau headquarters throughout most of 1993 and the agency used the information to mail questionnaires to new businesses. Throughout census processing, the Bureau also used the administrative data in the Standard Statistical Establishment List to edit incoming questionnaire data on a flow basis.

During each update operation, the staff merged and unduplicated new administrative records and then matched them to the Standard Statistical Establishment List. They added establishments not found in the Standard Statistical Establishment List to the list as births; however, they used new administrative records that matched records already in the Standard Statistical Establishment List to update each establishment's payroll, employment, Standard Industrial Classification code, and address information contained in the Standard Statistical Establishment List. Using sophisticated computer programs, staff imputed missing quarterly payroll and March 12 employment data for the administrative records portion of the Standard Statistical Establishment List in a final closeout operation in late summer 1993. Administrative records data for nonmail and delinquent cases were sent to the appropriate subject-matter divisions for processing. (Name and address information obtained from administrative records between closeout and the end of December 1992 was used to mail questionnaires in the third-quarter "birth" mailout conducted in April 1993.) Economic Census and Surveys Division[1] staff merged administrative-records data for mail cases with information collected directly from establishments before the combined data

[1]Prior to May 1992, this division was two—the Economic Census Staff and the Economic Surveys Division.

Digitized by Google

were sent on a flow basis to the appropriate subject-matter divisions for processing. (For further information, see "Processing Questionnaire Data.")

Staff identified, accumulated, and edited administrative records of nonemployer firms (i.e., active businesses with receipts but without payroll). Businesses not meeting minimum receipts criteria for census coverage and probable duplicates of employer businesses were removed from the files. Finally, the nonemployer universe was transmitted to the appropriate subject matter division for further processing. (For further information, see "Subject-Matter Divisions' Complex Editing.")

THE MAIL CANVASS

Mailout of Questionnaires and Classification Forms

By December 16, 1992, the Census Bureau mailed approximately 3.95 million questionnaires and classification forms. This was about 250,000 more than for 1987. In late March and early April, supplemental mailings covered 201,892 firms that had gone into operation in the third quarter of 1992. The number of questionnaires and classification forms mailed for the 1992 Economic Census by type of form and by census is shown in table 4.1. Excluded are forms mailed in the censuses of outlying areas, the survey of minority-owned business enterprises, the survey of characteristics of business owners, the survey of women-owned businesses, the truck inventory and use survey, and the commodity flow survey. The figures for these programs can be found in chapters 6, 7, and 8 respectively.

Table 4.1. **Number of Establishment Questionnaires and Classification Forms Mailed, by Type**

Census	Total	Single-establishment		Multiestablishment questionnaires
		Questionnaires	Classification forms	
Total	**4,150,779**	**1,974,421**	**886,129**	**1,290,299**
Retail trade	1,060,971	372,445	181,392	507,134
Wholesale trade	421,632	284,278	(X)	137,354
Service industries	1,068,020	628,090	171,623	268,307
Transportation, communications, and utilities	186,697	117,797	18,687	50,213
Financial, insurance, and real estate	471,205	281,527	72,049	117,629
Construction industries	143,247	132,411	(X)	10,836
Manufactures and MA-1000 (ASM)	253,638	148,851	[1]37,379	67,408
Mineral industries	19,379	9,022	[1]3,139	7,218
Report of Organization (NC-9901)	61,902	(X)	(X)	61,902
General Schedule (NC-9923)	401,860	(X)	401,860	(X)
Enterprise Summary Report (ES-9100)	12,813	(X)	(X)	12,813
Auxiliary Establishment Report (ES-9200)	49,415	(X)	(X)	49,415

(X) Not applicable.

[1]This is the Classification Report NC-9926.

Check-In of Receipts

The check-in operation began on December 21, 1992 at the Bureau's data-processing facility in Jeffersonville, IN. There, the check-in system ensured that the flow of incoming mail (i.e., questionnaires, classification forms, "undeliverable as addressed"[2] mail returns, and correspondence—including requests for time extensions to complete and return the questionnaires) was expedited and that only establishments for which questionnaires were delinquent would be included in the followup mailings.

Preliminary sorting of receipts. As a result of an agreement with the U.S. Postal Service, the post office sorted all 1992 census mail into six groups (based on Post Office Box) before it delivered the mail to the Jeffersonville facility in order to facilitate subject processing. There, clerks assigned batch numbers and check-in codes to batches of up to 10,000 returns and forwarded them to bar-code check-in machines. (See "Bar-code check-in and sorting" below.) Clerks opened the returns when the bar codes were not present or visible. Batch numbers and checkin codes were assigned to batches of questionnaires or letters and clerks manually wanded or keyed the check-in action. (See below.)

Bar-code check-in and sorting. During this operation, each seven-digit batch number was entered into the laser bar-code machine's microprocessor. All other control information for each batch was automatically inserted by the microprocessor. This included, for example, the date and two-digit check-in codes listed on the check-in batch cover sheets for each batch of group 1 envelopes. (The two-digit check-in code was unique to the type of batch being checked in—undeliverable as addressed vs. good single-establishment questionnaires.) After each batch number was entered, the machine processed about 10,000 envelopes per hour, capturing the bar-code information. The laser sorters automatically opened the envelopes and sorted them by trade area or within trade area by form number appearing in each questionnaire's bar code. Rejected envelopes were rebatched and submitted for manual wand/key checkin.

For wand/key batches, the operator passed the wand over the bar code of each questionnaire or piece of mail to create a check-in action for each census file number. If the wand could not read the bar code or there was none present, the operator manually keyed the census file number at the wand/keyboard terminal.

Check-in actions from the laser sorter and wand/key operators were validated on a data-entry system in the Jeffersonville data-processing facility and then transmitted to the Bureau's Charlotte, NC, facility where the actions were posted to the central files.

[2]In earlier economic censuses, undeliverable as addressed were called postmaster returns.

Digitized by Google

Questionnaires for single-establishment companies with undeliverable as addressed check-in codes were remailed using the most current address available along with the third-quarter births. For single-establishment companies with undeliverable as addressed check-in codes received subsequent to the third-quarter birth mailing, the correspondence program generated a labeled questionnaire. These questionnaires were printed in Jeffersonville and mailed as part of the correspondence mailout and assembly operations.) The original undeliverable as addressed mailing packages were destroyed.

Disposition of checked-in mail receipts. Questionnaires received from the sorting equipment were removed from their envelopes by clerks and retained in the same groups created by the sorters. Questionnaires received from the wand/keyboard machines were sorted manually and merged with the laser sorter receipts. The classification forms were forwarded to the Standard Industrial Classification Unit for industry coding, and all questionnaires without correspondence were sent to the Microfilming Unit. Questionnaires with attached correspondence were sent to the Correspondence Processing Unit.

Correspondence

Reading operation. Clerks read and categorized each piece of respondent-originated correspondence). If the correspondence required category-code keying, all pertinent information (e.g., three-digit correspondence category code, six-digit time extension date, etc.) was circled, underlined, or annotated. Then, these clerks keyed the correspondence. The remaining respondent-originated correspondence was processed as follows:

- If the respondent-originated correspondence did not require a response, it was sent to the Central Files Unit.
- Congressional letters were checked in and then referred to Bureau headquarters for reply.
- Correspondence which had no apparent census file number was researched for a number and then processed by the reading clerks. (See page 93, Census file number research.)
- Correspondence which could be processed without a census file number (e.g., letters requesting materials) were forwarded to the Mailout Unit for handling.

When certain predesignated types of problems arose (for example, a multiestablishment firm reported that it had merged with another company), they were referred to the unit with the expertise to solve the problem. All respondent-originated correspondence that the reading clerks could not categorize was given to correspondence analysts for handling.

Processing of Bureau-originated correspondence requests. The subject-matter staff (Construction Statistics and Industry Divisions, etc.) sent problem referral sheets (EC-52) or annotated questionnaires to the Correspondence Unit to generate Bureau-originated correspondence requesting missing questionnaire data or explanations for inconsistent data entries. The interactive keying routine was used to enter the correspondence category codes, census file numbers, and other pertinent information into the data base. Usually, these transactions were processed overnight. The data base was updated and the electronic printing system generated the materials (letters, forms, labels) to be mailed.

Bureau-originated correspondence that required a reply was held in a suspense file until one was received. Replies were matched to the materials in the suspense file, and then all materials were sent to the originating unit. If a reply was not received within 28 days, the printing system generated another package for mailing. If a reply was not received within the next 28 days, the respondent's census file number was put on a delinquent list and given to the originating unit for resolution.

Mailout and assembly operations. The clerks in these operations were responsible for (1) assembling system-generated letters and questionnaires into packages for remailing (e.g., undeliverable as addressed and requests for questionnaires); (2) preparing photocopied or typed enclosures; (3) gathering materials for respondents; (4) typing for analysts; (5) preparing envelopes and other types of mailout containers; and (6) maintaining the suspense file, which included matching incoming replies to Bureau-originated correspondence to filed materials and distributing them to the originating unit, and distributing materials for Bureau-originated correspondence for which replies had not been received.

The mailout and assembly area was the central depository for census supplies such as questionnaires, preprinted form letters, instruction manuals, flyers, brochures, envelopes, mailing boxes, etc.

Correspondence with single-establishment questionnaire processing. Correspondence clerks processed questionnaires with attached correspondence before the questionnaires were microfilmed to avoid having to hand-feed the correspondence through the microfilming equipment. The clerks read and categorized the letters and, where appropriate, transcribed any data onto

Digitized by Google

the questionnaires. Correspondence that could be processed independently of the questionnaire, such as publication requests, was detached from the questionnaire and keyed interactively. The questionnaires were then microfilmed and sent to the data-entry operation. Correspondence that was not processed independently, such as a letter containing information that could not be transcribed to the questionnaire, was detached and the questionnaire was microfilmed. The correspondence was reattached to the questionnaire after microfilming and sent to the data-entry operation.

Census file number research. Some respondent-originated correspondence was received without census file numbers. These cases were sent directly from check-in to the research area in the Correspondence Unit where the research was done on computer terminals using a special search-for-census file number routine. If the census file number was found, it was marked on the letter and given to the reading clerks; if not, the clerks determined if the correspondence could be processed without a census file number, whether to send a letter to the respondent to get the census file number, or whether to refer the case to a correspondence analyst.

Followup Operations

There were four mail and five partial telephone followups for the 1992 Economic Census. The former, conducted from Jeffersonville, IN, took place between February 25 and July 18, 1993. The latter, at both headquarters and Jeffersonville, occurred from March 9 through June 1, 1993. The check-in segment of the Standard Statistical Establishment List was used to determine which establishments were delinquent and, therefore, included in the followup operations.

Mail followup. In the December 1992 mailout packages, Census asked establishments to return their questionnaires to Jeffersonville by February 15, 1993. However, the staff knew, based on past census experience, that many companies would fail to meet the due date. Therefore, they scheduled four mail followups to remind delinquent companies of their legal obligation to report.

Mailing labels used in all the followup mailings were produced by high-speed printer at the Jeffersonville facility. The quantity mailed, by type of followup letter or notice, is shown in table 4.2. (See chapter 3 for the number of followup letters and notices printed.) Quality-control operations were implemented to review the printing of all mailing labels and listings. (The quality control for printing the followup mailing labels was the same as that for the original mailout; see chapter 3.) Once the printing and quality-control operations were completed, the labels were mechanically applied to the mailing pieces.

Table 4.2. **Number of Followup Forms Mailed, by Type**

Followup	Form number	Quantity
1	EC-G-L11	772,651
2	EC-G-L11	157,481
	EC-G-L21	438,297
3	EC-G-L21	167,441
	EC-G-L22	14,617
	EC-G-L31	294,690
4	EC-G-L32	9,183
	EC-G-L33	4,920
	EC-G-L34	341

The following criteria, which varied slightly for each followup, were used to determine whether a company would be included in one or more of the followups. It would be included if—

- A questionnaire had not been received and a time extension had not been requested, or
- A time extension for filing had been granted at the company's request (either by mail or by telephone) but the time extension date had expired prior to the scheduled closeout date for the particular followup.

The company would be removed from the followup program if—

- A questionnaire was returned as a good receipt or as a undeliverable as addressed.
- Data were obtained as a result of correspondence or a telephone call.
- Special circumstances existed (such as questions regarding the need to report being resolved by analysts at headquarters).

Followup procedures were similar for both single- and multiestablishment companies, except for partially delinquent multiestablishment companies (i.e., those with at least one satisfied and one unsatisfied questionnaire). If after the second followup, questionnaires had been received from some but not all the establishments of a multiestablishment company, a listing of the names and addresses of the establishments that had not yet reported was prepared and sent to the parent company, along with the appropriate followup letter. (See pages 95-100 for illustrations of some of the followup letters used.)

Digitized by Google

The first through fourth (last) followups and the companies covered were as follows:

- **First followup.** All delinquent single-establishment companies (except those that had been mailed a classification form (see below) received an EC-G-L11 followup letter and a new questionnaire and totally delinquent multiestablishment companies were sent a followup letter EC-G-L11.

- **Second followup.** All delinquent single-establishment companies that had received general schedule NC-9923, classification form NC-9926, or the retail trade (CB-5299, CB-5499, CB-5599, CB-5699, CB-5799, CB-5899, or CB-5999) or service industries (CB-7299, CB-7397, CB-7398, CB-7399, CB-7599, CB-7699, CB-7998, CB-7999, CB-8097, or CB-8099) classification forms received followup letter EC-G-L11 along with a new questionnaire. Other delinquent single-establishment companies received followup letter EC-G-L21 and a new questionnaire. Totally delinquent multiestablishment companies were sent followup letter EC-G-L21.

- **Third followup.** Delinquent third-quarter births and delinquent single-establishment companies that had received classification forms received followup letter EC-G-L21 and a new questionnaire. Other single establishment companies were sent followup letter EC-G-L31 and a new questionnaire. Partially delinquent multiestablishment companies were sent followup letter EC-G-L22 and a listing of questionnaires not yet received; totally delinquent multiestablishment companies, EC-G-L31.

- **Fourth followup.** Partially delinquent multiestablishment companies (those which had at least six establishments that had failed to report, representing more than 50 percent of the company's establishments) received a legal ("Title 13") followup letter EC-G-L34, while the other partially delinquent multiestablishment companies received a "soft" followup letter EC-G-L33, which did not threaten the nonrespondent that further noncompliance would require the Bureau to refer the case to the Department of Commerce's General Counsel. Small totally delinquent multiestablishment companies (those with fewer than 10 establishments and fewer than 50 employees) were sent letter EC-G-L32 and new questionnaires.

Table 4.3. **Number of Followup Letters Mailed to Single- and Multiestablishment Companies**

Followup	Number of letters mailed in each followup			
	1993 mailing dates	Single-establishment companies	Multi-establishment companies	Total
1	Mar. 2-10	702,865	69,786	772,651
2	Apr. 6-21	555,750	40,028	595,778
3	May 12-26	432,310	44,438	476,748
4	July 13-23	-	14,145	14,145

Digitized by Google

Figure 1. **Followup letter EC-G-L11.**

EC-G-L11(G)
(1992)

UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

In reply refer to:
Bureau of the Census
1201 East Tenth Street
Jeffersonville, IN 47134-0001

FROM THE DIRECTOR
BUREAU OF THE CENSUS

Your 1992 Economic Censuses questionnaire is overdue. We are enclosing another report form. **Please complete and return your census form within 10 days.**

The Census Bureau conducts the economic censuses every 5 years. The censuses provide our single most important measure of economic performance, as well as useful information about your industry and geographic area.

Title 13, United States Code, requires your response to this census. By the same law, your response is confidential. Only sworn Census Bureau employees will see your form, and the information will be used only for statistical purposes.

Thank you for your cooperation.

Sincerely,

Barbara Everitt Bryant

Barbara Everitt Bryant

Enclosure

P.S. Be sure to make a copy of the census form for your records!

Digitized by Google

Figure 2. **Followup letter EC-G-L21—Front.**

EC-G-L21(G)
(1992)

UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

OVERDUE NOTICE

In reply refer to:
Bureau of the Census
1201 East Tenth Street
Jeffersonville, IN 47134-0001

FROM THE DIRECTOR
BUREAU OF THE CENSUS

Your 1992 Economic Censuses questionnaire is overdue.

This form was due February 15. We are enclosing another report form. **Please complete and return your census form within 10 days.**

Title 13, United States Code, **requires your response** to this census. You may be subject to penalties for not returning this form. Applicable provisions of the law are shown on the back of this letter.

The law also specifies that your response will be kept confidential. Only sworn Census Bureau employees will see your form, and the information will be used only for statistical purposes.

Thank you for your cooperation.

Sincerely,

Barbara Everitt Bryant

Barbara Everitt Bryant

Enclosure

Digitized by Google

Figure 4. **Followup letter EC-G-L22—Front.**

EC-G-L21(NU)
(1992)

UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

OVERDUE NOTICE

In reply refer to:
Bureau of the Census
1201 East Tenth Street
Jeffersonville, IN 47134-0001

21M

FROM THE DIRECTOR
BUREAU OF THE CENSUS

Your 1992 Economic Censuses questionnaires are overdue.

These forms were due February 15. **Please complete and return your census forms within 10 days.**

Title 13, United States Code, **requires your response** to this census. You are subject to penalties for not returning the forms. Applicable provisions of the law are shown on the back of this letter.

The law also specifies that your response will be kept confidential. Only sworn Census Bureau employees will see your forms, and the information will be used only for statistical purposes.

If you have questions about the economic censuses, call our **toll-free number (1-800-233-6136)** Monday through Friday, 8 a.m. to 8 p.m. eastern time. A supervisor may monitor the call to ensure accurate and courteous service.

Thank you for your cooperation.

Sincerely,

Barbara Everitt Bryant

Barbara Everitt Bryant

P.S. If book figures are not available, you may use reasonable estimates.

Digitized by Google

Figure 5. **Followup letter EC-G-L31—Front.** (The text was the same for letter EC-G-L34.)

EC-G-L31(NL)
(1992)

UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

OVERDUE NOTICE

In reply refer to:
Bureau of the Census
1201 East Tenth Street
Jeffersonville, IN 47134-0001

31M

FROM THE DIRECTOR
BUREAU OF THE CENSUS

Your 1992 Economic Censuses questionnaires are overdue. The forms were due February 15.

Please complete and return your census forms immediately. If book figures are not available, **you may use reasonable estimates.**

Title 13, United States Code, **requires your response** to this census. As we noted previously, you are subject to penalties for not returning the forms. Applicable provisions of the law are shown on the back of this letter.

The law also specifies that your response will be kept confidential. Only sworn Census Bureau employees will see your forms, and the information will be used only for statistical purposes.

If we do not receive your completed census forms **within 2 weeks,** we may refer your case to the General Counsel of the Department of Commerce.

If you have questions about the economic censuses, call our **toll-free number (1-800-233-6136)** Monday through Friday, 8 a.m. to 8 p.m. eastern time. A supervisor may monitor the call to ensure accurate and courteous service.

Thank you for your cooperation.

Sincerely,

Barbara Everitt Bryant

Barbara Everitt Bryant

Digitized by Google

Figure 6. **Followup letter EC-G-L33—Front.**

EC-G-L33(PS)
(1992)

UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

OVERDUE NOTICE

In reply refer to:
Bureau of the Census
1201 East Tenth Street
Jeffersonville, IN 47134-0001

FROM THE DIRECTOR
BUREAU OF THE CENSUS

Your 1992 Economic Censuses questionnaires for part of your company are overdue. The forms for the establishments shown on the enclosed list were due February 15.

Please complete and return your census forms immediately. If book figures are not available, **you may use reasonable estimates.**

Title 13, United States Code, **requires your response** to this census. As we noted previously, you are subject to penalties for not returning the forms. Applicable provisions of the law are shown on the back of this letter.

The law also specifies that your response will be kept confidential. Only sworn Census Bureau employees will see your forms, and the information will be used only for statistical purposes.

If you have questions about the economic censuses, call our **toll-free number (1-800-233-6136)** Monday through Friday, 8 a.m. to 8 p.m. eastern time. A supervisor may monitor the call to ensure accurate and courteous service.

Thank you for your cooperation.

Sincerely,

Barbara Everitt Bryant

Barbara Everitt Bryant

Enclosure

P.S. If book figures are not available, you may use reasonable estimates.

Digitized by Google

Telephone followup. Analysts at Bureau headquarters in Suitland, MD, were responsible for all large multiestablishment companies in the five telephone followups. Using worksheet listings, generated at the Jeffersonville data-processing facility, staff contacted medium-size multiestablishment companies during the first four telephone followups when the workload of incoming calls permitted. In addition, listings of both single- and multiestablishment companies were generated and used by that staff to contact those companies during the fifth (final) followup when time permitted.

The following companies were contacted in the telephone followup:

- **First followup (early January-mid-February).** Totally delinquent companies were called to verify receipt of questionnaires, to verify company contact, and to answer questions.
- **Second followup (mid-March).** Totally delinquent companies were called to determine their filing status.
- **Third followup (late March-early April).** Totally delinquent companies with time extensions were called to confirm that they could meet their requested filing date.
- **Fourth followup (late April).** Totally delinquent companies were called to determine their filing status.
- **Fifth followup (early June).** Totally and partially delinquent companies were called to determine their filing status.

Results. After the final closeout of receipts on October 29, 1993, 2,531,357 (88.5 percent) single-establishment companies and 1,148,984 (89 percent) establishments of multiestablishment companies had returned their questionnaires or were satisfied.

PROCESSING QUESTIONNAIRE DATA

Multiestablishment Data-Completeness and Coverage Processing

The Bureau designed the multiestablishment data-completeness and coverage operations to verify that (1) all establishments had been accounted for, (2) all essential individual establishment and company data had been reported, and (3) the information was accurate. After check-in was completed, all multiestablishment company questionnaires were batched by company employment size (based on the company's prior year employment size). The questionnaires then underwent data-completeness and coverage keying simultaneously.

Using a dedicated computer system (interfaced with the Standard Statistical Establishment List and capable of supporting 400 interactive terminals), the 1992 questionnaires were keyed to determine if they met predetermined coverage and completeness criteria.

Such items as company name, address, activity changes, and operational status (in operation, temporarily or seasonally inactive, ceased operation, or sold or leased to another operator) were keyed. The data keyers also scanned the data completeness items (i.e., reported employment and payroll figures) to ensure that the numbers had been rounded correctly. This keyed information was stored on disks and transmitted to Charlotte, NC, twice daily. Edits were used in Charlotte to produce referral listings which were printed in the Jeffersonville data-processing facility. A system of question and answer computer-display programs was used to process coverage referrals, as was a series of research and display routines to access Internal Revenue Service administrative and Standard Statistical Establishment List information.

The questionnaires in Jeffersonville were sent to the completeness-coverage staging area where they were held until the data-completeness and coverage-referral listings were printed.

The data-completeness processing program summed the reported first-quarter payroll of all establishments of a company with the same employer identification number and compared this total to the first-quarter administrative record data reported to the IRS for the employer identification number. In addition, it summed and compared current-year reported data to prior-year data at the establishment and company level based on predetermined ratios and parameters. The program flagged for analytical review combined data problems (e.g., establishment questionnaires showing company totals by employer identification number but no information for each of its other establishments), company-level discrepancies in employment and first-quarter and annual payroll data when compared with prior-year figures, and unusual individual establishment relationships between current- and prior-year data. If the data did not match, further in-house research was conducted, the company was called or contacted by mail if necessary, or the Standard Statistical Establishment List information was corrected to solve the problem. Multiestablishment company coverage processing involved incorporating company affiliation changes (including mergers and acquisitions), adding new establishments, deleting closed businesses, etc., in the Standard Statistical Establishment. These coverage operations provided a current, standardized, and unduplicated Standard Statistical Establishment List of companies and their establishments.

As a result of the electronic edits at headquarters, the computer generated data-completeness and coverage listings for multiestablishment firms. Companies were matched by alpha number[3] against the listings and the following actions were taken:

1. The questionnaires with no data-completeness or coverage referrals were sorted by census (wholesale trade, mineral industries, etc.) and then were sent to be

[3]This number was the first 6 digits of the 10-digit census file number. The Alpha number identified the multiestablishment company and the last four digits identified the company's individual establishments.

Digitized by Google

microfilmed. Questionnaires with no data-completeness referrals, but with coverage referrals, were sent to the coverage processing area for resolution. (See item 2 for further information.) If both data-completeness and coverage problems existed, the questionnaires were sent to an analyst for data-completeness resolution, and then to the coverage processing area for coverage resolution (see item 2 for further information). If a data completeness but no coverage problem existed, the questionnaires were sent only to an analyst for problem resolution. In all of the above cases, the questionnaires were sent for microfilming and data-entry keying after any problems were resolved.

2. There were individual programs to resolve coverage referrals (i.e., new establishments added to a company, company affiliation problems, duplicate establishments in the file, and miscellaneous remarks). Clerks used the coverage-referral listings to identify the types of referrals and the specific establishments involved. To resolve any problems, the clerks accessed questionand answer computer-display routines corresponding to the coverage referrals. Based on the routines' predetermined parameters, clerks identified coverage referrals failing resolution; then they referred those cases to coverage analysts for resolution, using a system of displayed referral messages and codes.

   Clerks processed questionnaires based on total company employment size. When possible, they sorted coverage referrals by type of referral code to achieve expedient and efficient processing. If the coverage referral involved the entire company (e.g., company affiliation or merger referral), all questionnaires were retained together for processing. Using the referral flags, current- versus prior-year data comparisons, public sources (e.g., Dun & Bradstreet, Standard & Poor's), and contact with the companies, the analysts reviewed the multiestablishment data-completeness referral listings of the largest companies first to resolve the problems. In most cases, Bureau personnel solved the problems by obtaining the correct employer identification number, obtaining the component parts of the combined data reported, or determining the proper operational status of the firm (in operation, temporarily or seasonally inactive, ceased operation, or sold or leased to another operator). Coverage analysts used computer terminals to key the completeness Standard Statistical Establishment List corrections into the computer. Resolved questionnaires also were microfilmed and then data-entry keyed.

The Multiestablishment Coverage Unit also handled multiestablishment mailing packages returned by the U.S. Postal Service as undeliverable; the clerks working in that unit made continuing attempts to locate new addresses for these undeliverable as addressed, utilizing the interactive routines and public sources cited above. If the clerks located a new company address, they updated the Standard Statistical Establishment List and the Mailout and Assembly Operations Unit remailed the package. If a new address was not found, the clerks sent the mail package to a coverage analyst for resolution.

Multiestablishment Quality Control Program

Using a quality-control program, quality control personnel verified the multiestablishment coverage-processing operation interactively at a computer terminal. During the interactive processing of coverage items, the computer system automatically created transaction records which were stored in the production hold file in the mainframe computer. Quality control clerks then reworked a randomly selected sample of the cases and sent the quality-control transaction records to the computer's quality control hold file. Then, a computer program matched the quality control hold file transactions to those in the production hold file. Based on a predetermined number of critical and noncritical errors, the computer identified batches of coverage production transactions as "accepts" or possible "rejects." Next, the computer generated listings displaying these match results. Accepted transaction batches were released and used to update the Standard Statistical Establishment List, and the questionnaires were sent to microfilming and data-entry keying. Computer listings were printed for groups containing mismatches between the coverage and quality-control transactions. Quality control personnel reviewed these mismatches and made a decision as to which group of transactions to accept.

Microfilming

Personnel microfilmed all questionnaires (except retail trade and service classification forms; NC-9926, Classification Report; NC-9901, Report of Organization; NC-9923, General Schedule). Single- and multiestablishment questionnaires were microfilmed just prior to the data-entry keying operation. During microfilming, the equipment also imprinted an eight-digit serial number on each questionnaire—the first four digits identified the microfilm reel number and the last four, the microfilm frame. (During the control-file match computer operation, this serial number was inserted, by census file number, into the Standard Statistical Establishment List.)

Questionnaires were held in the microfilming unit until the film had been processed and determined acceptable, and then they were forwarded to the data-entry operation. Microfilming personnel sent copies of the film to the appropriate subject-matter areas in Jeffersonville and subject-matter divisions at headquarters for referral and research purposes.

The microfilm was kept at headquarters for a period of about 5 years (or until the next census had been completed). Thereafter, each economic subject-matter division either kept the microfilm indefinitely or sent the microfilm to the Federal Records Center in Suitland, MD.

Digitized by Google

Data Entry Operation and Data Transmission

Data entry (or keying), the process of transcribing data responses on both single- and multiestablishment questionnaires into machine-readable formats and transmitting them to a computer system, was accomplished on minicomputers located at the Jeffersonville data-processing center. An input program controlled the entry equipment and performed preliminary edits on the data; messages and instructions shown on the terminal screen guided the operator through the questionnaires.

The screener/keyer operation enabled keyers to resolve such general respondent errors as—

- **Range entries.** Respondent reported data as falling between a lower and upper limit. (The number represented by the midpoint was keyed.)
- **Multiple entries.** Respondent entered two or more sets of numbers in the same data block. (The entries were added and the total was keyed.)
- **Nonnumeric.** Respondent reported data as an alphabetic representation. (The word was converted to numeric.)
- **References to previous data.** Respondent used terms such as "same," "all," and "ditto" as an abbreviated method of entering data. (The same number reference was keyed.)
- **Data out of block.** Respondent entered data out of the data block and on the line of the data block. (The number on the line was keyed.)
- **Fractions/decimals.** Respondent entered only a fraction or decimal or a combination of a whole number and fraction or decimal. (The fractions or decimals entered with a whole number were ignored and the whole number was keyed. A "1" was keyed if only a fraction or decimal was entered.)
- **Incomplete response.** Respondent reported data without showing all digits. (Zeros were keyed to the right of the reported digits.)
- **Data reported in dollars.** Respondent entered data in all columns. (Data only from the millions and thousands columns were keyed. Responses in the shaded dollars column were ignored.)

Some respondent errors were too complex for the keyer to resolve; subject-matter analysts reviewed and researched these cases at a later date. These errors were highlighted by keying the data as entered on the questionnaires along with a special symbol that could be interpreted in edit programs for referring the data records. These types of errors included—

- **Bracketed entries.** Respondent made one data entry for more than one line in an item and indicated the lines included with a bracket. (The data were keyed followed by an ampersand [&] symbol.)
- **Altered descriptions.** Respondent changed or added to the preprinted description, changing its meaning. (The data were keyed followed by a dash [-] symbol.)

This standardized data-keying method gave the operators the ability to key many varied types of questionnaires without extensive retraining.

The keyers received their work units from the microfilming operation in batches of 50 to 200 questionnaires, an amount selected because it was the average number of questionnaires a keyer could handle within a work shift. To control each batch as it flowed through the keying operation, a control sheet identifying the contents and indicating such items as the batch number (which included a two-digit prefix that identified the questionnaire type) and the number of questionnaires was included with each batch.

In general, the data entry program provided data entry paths for top down, front to back keying of the questionnaires. Once a questionnaire number was keyed, the appropriate set of data entry screens was displayed. As closely as possible, the data entry system supported the concept of "key what you see in the order you see it."

There were three basic formats used for keying data responses—

1. **Fixed field.** Data were keyed into a fixed field without keying a key code or line code in the preceding field. If data existed, the keyer determined its corresponding data entry field by comparing the item description on the questionnaire to the data entry field names on the screen. Because the screens' input fields were designed to match the order of data on the questionnaires, the time required to learn a new program was minimized.

   Items generally keyed into fixed format fields were the questionnaire identification and coverage information, address changes, person-to-contact and telephone number, information regarding opening of new locations, and the basic data for sales/receipts/revenues, employment, payroll, and kind-of-business codes.

2. **Keycode data pair.** The key code, a three-digit number preprinted within a cell to identify its data, was keyed preceding the data. Edits ensured that no keycode was keyed without corresponding data and that no data were keyed without its preceding, corresponding keycode.

   Most check-box data and single-data responses for special inquiry items were keyed as keycode data pairs. Special inquiries were questionnaire specific and could range from no special inquiry to an inquiry within 40 or 50 questions. Data entry screens provided the exact number of keycode data pair input fields required for the specific questionnaire keyed.

3. **Line coded data.** The line code, a three-to-nine-digit number preprinted to identify a row of data cells extending across two or more columns, was keyed preceding the data on that line. Most items requiring multiple data responses for the same item were keyed

Digitized by Google

in this format. Merchandise and commodity lines, receipt or revenue lines, products shipped and materials used, and many other similar items required the keying of two or more data cells for each line item. Data entry screens provided the maximum number of line codes data sets required for the questionnaire number keyed.

The data-entry system contained many edit checks to ensure keying of valid codes and data that were within acceptable ranges. Some of the various edits include—

- Checks to verify that entries were numeric.
- Mandatory keying of specific fields.
- Field boundaries to prevent keying a value too large for the field.
- Value-table checks to validate key codes and State abbreviations.
- Range checks.

In addition to these edits, various messages were displayed during the data-entry operation. These messages alerted the keyer to check for the presence of kind-of-business codes on the questionnaires and specified the procedure to follow based on the code. Errors were corrected by rekeying the items.

Data entry keying captured respondent information supplied on census questionnaires. Before the data could be processed, the records from data entry had to be correctly translated, with absolute certainty, to output records. The objective of this reformatting was to read records released from data entry and convert the data to variable-length records useable by the control file match program. (See below.) One variable-length record was created for each questionnaire regardless of the number of data entry screens required for its keying.

The use of variable-length-output records required moving the input data exactly to the sections or fields specified and eliminating the filler once required to make records the same length.

A single output record was divided into eight sections with an always present first section containing indicators that described the other seven optional sections. Of the seven optional sections, four were a set length. For example, the address section, if it occurred, was always the same length. The other three optional sections contained data of the same length, but the number of occurrences could vary. The key code data section accommodated from zero to 999 keycode data pairs.

The section indicators were used in calculations to determine the sections' exact lengths. The sum of those lengths determined the length of the record and the sum of the record lengths determined the length of the output file.

The output files were controlled and transmitted through the Control and Tracking System. A data entry batch's status was updated at each stage of the processing, and those that were ready to be transmitted to Charlotte, NC, were assigned a status of 99. Four times a day, an automatic "sweeper" program checked for status-99 batches that had not yet been transmitted. These were sent for further processing in the control file match operation; thereafter, the data were sent to the economic subject-matter divisions at Bureau headquarters in Suitland, MD.

Control File Match

The control file match was an operation that enabled the computer to edit keyed questionnaire data by comparing them with existing information in the Standard Statistical Establishment List control file. This file contained Internal Revenue Service administrative record data and census historical data for each company, including name and address. (For a detailed description of the Standard Statistical Establishment List, see chapter 2.)

The control file match operation was performed on a flow basis so that the subject-matter divisions could begin their editing of the keyed and matched data in the early phase of the data-collection operation. The control file match consisted of the following five major functions:

1. **Initial control file match.** This was an edit operation to match the census file number of keyed data records to census file numbers in the Standard Statistical Establishment List file. Duplicate census file number records and keyed data records that did not match the Standard Statistical Establishment List information were identified.
2. **Single-establishment coverage edits.** This edit identified records of all single-establishment companies reporting any of the following changes in ownership or operation:
   - **Company affiliation.** Companies reporting that they were owned by another company or that they owned another company.
   - **Sold establishments.** Companies reporting that they had been sold to another company.
   - **Multiple locations.** Companies reporting operations at more than one location.
   - **Remarks.** Companies with other types of operational changes, such as idle or closed.
   - Changes to the employer identification number (also known as the Internal Revenue Service tax number).
3. **Blank record edit.** This edit identified totally blank questionnaires.
4. **Inter-census transfer edits.** These edits identified business activities out of scope of the particular census (e.g., wholesale trade activity reported on a census of manufactures questionnaire).
5. **Release and referral of edited reports.** Data records accepted by the control file match formatted various Standard Statistical Establishment List data files and

Digitized by Google

transmitted to the appropriate subject-matter division for complex data editing. Data records not accepted were stored in a temporary referral file on the computer, and later a referral listing was sent to Jeffersonville. There, census personnel printed for each record either (1) a referral document to resolve the problems identified or (2) a label to mail the appropriate questionnaire to an establishment.

Control File Match Referral Processing

In Jeffersonville, each referral document was matched and attached to the appropriate questionnaire. If there were ownership or operation changes, the questionnaire was handled as noted below in the section on single-establishment coverage processing. Referrals for missing data were handled by mailing a new questionnaire or form letter, calling the company by telephone, or inserting the data from other information on the questionnaire. If the questionnaire had other types of industry related data problems, it was sent to the appropriate subject-matter area for resolution and correction. After all problems were resolved, the questionnaires were sorted by trade area, assigned new batch numbers, and passed under a wand. These wand actions were transmitted to headquarters where they were processed to release the keyed data records in the referral file to the appropriate subject-matter division for complex data editing.

Single-Establishment Coverage Processing

The single-establishment coverage processing operation corrected and updated the Standard Statistical Establishment List for company structure and affiliation changes reported on the census questionnaires. Census personnel identified companies owned by other companies or which owned other companies, and they added new multiestablishment firms to the control file as necessary. They also added new multiestablishment companies to the Standard Statistical Establishment List control file when a single-establishment company reported two or more locations where business was being conducted. Corrections were made to the control file for single-establishment companies that had been sold, closed, or were idle.

Clerks sent questionnaires for single-establishment companies with coverage referrals to the coverage-processing unit with documents attached that identified the type of referral. Coverage clerks processed these referrals by accessing several interactive computer routines similar to those used to process multiestablishment coverage cases. The clerks then sent questionnaires with complex coverage problems to analysts for resolution. After the coverage problems were solved, a wand read the bar codes on the questionnaires to identify the census file numbers; then the previously keyed data were released for complex data editing. The quality-control operation for single-establishment coverage processing was the same as that for multiestablishments.

Industry and Kind-of-Business Coding

Each establishment was assigned an industry or kind-of-business code based on the establishment's principal economic activity. For the 1992 Economic Census, the following three methods were used in this operation: (1) Self-designation by respondents based on kind-of-business activities preprinted on the questionnaire, (2) computer-assigned coding, and (3) manual coding by clerks or analysts based on the respondent's written description of the business activity. In addition, the clerical coding was augmented by a computer-assisted coding system. The computer-assisted coding operation was conducted at headquarters during the complex editing operations. The clerical screening and control file match processing operations identified those cases that had to be clerically coded. These operations took place in Jeffersonville prior to complex editing.

Self-designated and computer-assigned coding. About 85 percent of the establishments to which questionnaires were mailed were assigned preliminary four- to six-digit SIC codes prior to the census based on information in the Bureau's files. This permitted each establishment to be sent the specific questionnaire designed for the assigned industry code. Each type of questionnaire contained a primary activity section and/or a product (or merchandise or commodity line) or source-of-receipts section. If the questionnaire type had only the primary activity section, the respondent was asked to mark the box that best described the establishment's primary activity. The box checked determined the industry or kind-of-business code. On questionnaires containing product or source-of-receipts inquiries relating to a specific industry (or industries), respondents were requested to indicate the dollar volume (or percentage distribution) of sales, receipts, or shipments for the various types of products or services. Based on the mix of products or services, the computer assigned the appropriate industry or kind-of-business code. When a respondent for a small establishment ("size" was determined by the value of sales or receipts, which varied by industry and by census) did not report data on mix of products or services, but checked the "Other" box on the questionnaire and provided a written description of the establishment's activity, the same kind-of-business code given to the establishment prior to mailing the questionnaire was assigned. (For the censuses of retail trade; wholesale trade; service industries; communications, transportation, and public utilities; and financial, insurance, and real estate, clerks and not the computer made the assignment.) Questionnaires received from large establishments that contained write-in entries were clerically assigned a kind-of-business code (see below).

Clerical coding. Using computer-assisted or manual coding, clerks coded questionable cases. As part of this operation, the Standard Industrial Classification Problem-Solving Unit resolved or arbitrated differences

Digitized by Google

among subject-matter divisions as to the proper industry code for questionable or disputed activities. Where written-in descriptions were unclear or otherwise inadequate for assigning industry codes, professional staff in this unit either wrote to or called the company to resolve the uncertainties on the questionnaire. Once all problems had been resolved, establishment data that were clerically coded were released for complex editing. As noted above, clerical coding was divided into the two operations—computer-assisted coding and manual coding. The former (1) reduced the time needed to manually look up an standard industrial classification code, (2) increased the consistency in selecting the correct standard industrial classification code, (3) improved the training of coders, and (4) systematically identified and coded new descriptions of products and activities. The Standard Industrial Classification Problem-Solving Unit used the system to code the following cases:

- General Schedules or transportation, communications, utilities, financial, insurance, real estate, and services not elsewhere classified affiliation forms (NC-9921).
- Questionnaires that were out of scope of the particular census for which respondents had received a questionnaire (intercensus transfers). In most cases, the specific industry or activity did not appear among the kinds of business preprinted on the questionnaire, and the respondent wrote in a description of the activity. On selected questionnaires for industries with known classification difficulties, particular industries in other economic sectors were listed. For example, an activity in item 8 titled "Printing or Publishing—Describe" (a manufacturing activity) was listed on the service industries questionnaire for miscellaneous business services (form CB-7303).
- All unclassified new establishments based on descriptive information in the company name (name coding).

The system consisted of a series of computer programs that directed the coder through different paths based on his or her responses to questions posed by the system. (The coder's response was determined by information on the questionnaire and cues from the computer.) In addition to the computer programs, the system had a dictionary file of approximately 18,000 items that described various types of economic products and activities.

Working at an interactive computer terminal, the coder first determined if there was any information available to select the appropriate standard industrial classification division, (e.g., wholesale trade), and a key word—that is, one that best described the establishment's primary activity. After selecting the standard industrial classification division, the coder entered a key word of no more than 14 characters into the system. (This character limit was based on the computer program parameters.) The system next searched the dictionary to find a matching description and then displayed all descriptions from the selected standard industrial classification division within the dictionary that matched the key word. The coder could select a description or the terminal could continue to display others based on different words until a description was found that better matched the one on the questionnaire. When no other information was available, the coder used descriptive clues in the company name. When the coder selected a classification, the system automatically updated the establishment's standard industrial classification code in the Standard Statistical Establishment List.

When the coder could not select a description that matched the key word or when the key word did not match the description in the dictionary, the system (1) displayed a message directing the coder to send the questionnaire to an analyst for coding or (2) generated a letter to be sent to the respondent for clarifying information.

Unlike the computer-assisted coding operation, manual coding took place in the subject-matter problem-solving units[4] where clerks coded—

- Questionnaires received from large companies where the kind-of-business, product, or source-of-receipts description was written in and for which information was not available for computer assignment of the code.
- Intradivisional transfers (that is, establishments reclassified in another census within the same subject matter division area, e.g., retail trade, wholesale trade, or service industries in the Bureau's Services Division and manufacturing and mineral industries in the Manufacturing and Construction Division).
- "Splitter" cases (single-establishment questionnaires reporting that the company operated at more than one location).
- Report of Organization (NC-9901) form.

In this operation, the coder used the *1992 Industry and Product Classification Manual* to look up the activity of the establishment and to determine the correct industry or kind-of-business code. (This manual was an internal Bureau document containing a list of product and activity descriptions based on the standard industrial classification system.) After selecting the correct code, the clerk entered it on the questionnaire. The standard industrial classification code was then computer keyed, and the code for the establishment was later updated in the Standard Statistical Establishment List.

Subject-Matter Divisions' Complex Editing

Beginning in April 1993, establishment records that had passed the control file match edits, or for which control file match referrals had been resolved, underwent complex editing in the subject-matter divisions (Services Division for retail trade; wholesale trade; service industries; transportation, communications, and utilities; financial, insurance, and real estate; Manufacturing and Construction Division for construction industries and manufacturing and mineral

[4]For the censuses of manufactures and mineral industries, a computerized "keyword alphabetic dictionary" was used to facilitate product coding. This dictionary contained over 86,000 descriptive key words.

Digitized by Google

industries). The records at this stage included both reported and Standard Statistical Establishment List data. In general, the principal objectives of the complex editing were to validate the data for each establishment and ensure consistency among the data. Because products, kinds of business, etc., differed in the various censuses, the complex edits, categorized below, also differed in detail and/or sequence between censuses.

Format (screening) edit. Generally, each complex-editing sequence began with a format or screening edit, to inspect each establishment record for (1) valid questionnaire and identification numbers and classification, industry, and geographic area codes, (2) the presence of data for key items (e.g., employment and payroll), and (3) missing data. In addition, for all censuses the edit checked all keycodes for data reported by respondents to ensure that the codes were valid or "legal," and that all reported data were within acceptable ranges.

Balancing edits. In these edits, the values of the detail lines (e.g., merchandise- and commodity-line sales) were checked to ensure that the sum was equal to a corresponding control total (e.g., total sales). Data for detail lines having small differences were adjusted.

Standard industrial classification or kind-of-business edit. This edit used certain information reported by respondents (for example, products shipped, merchandise lines sold, and self-designated kind of business) to assign the most accurate industry or kind-of-business classification. If this failed, the classification was determined using information from administrative records or 1987 (historic) codes. In addition, for the censuses of wholesale trade and construction industries and for selected activities in the censuses of manufactures and mineral industries, a sub-industry code was assigned on the basis of the type of operation conducted at the establishment.

Imputation, tolerance, and special inquiries edits. Basic data (i.e., employment, payroll, sales/receipts/revenue/value of shipments, operating expenses, and inventories) and special inquiry data were tested in these edits for reasonableness and internal consistency. Where applicable, operating values were checked, and unit-price relationships were tested and adjusted where both physical quantity and value or cost data were collected (e.g., products and materials). If the relationship of one item to another was outside specified tolerance limits, which varied by industry and size category, the reported values were flagged. Selected values for flagged items, as well as selected items not answered on the questionnaire, were imputed based on information from administrative records, the values of other reported items, or program parameters that varied by industry classification and establishment size.

Coverage-control and matching edits. For manufacturing and mineral industries establishments, part-year reports resulting from changes in company affiliation were identified and checked to ensure that control-file-match coverage edits had been performed correctly. These coverage-control and matching edits also assigned flags to identify situations, such as establishments that were new or had gone out of business, to ensure that the questionnaires were handled correctly for complete, but unduplicated, coverage. Finally, 1992 Annual Survey of Manufactures establishment records were matched to the 1991 Annual Survey of Manufactures data file to ensure that the 1992 Annual Survey of Manufactures records were complete. If not, the edits imputed the missing data based on the 1991 Annual Survey of Manufactures data file.

Resolution of problems. As a result of the complex-edit operations, establishment records either passed or failed. Those that passed were held for subsequent tabulations. For the censuses of manufactures and mineral industries, both reject and referral edits were used. Establishments that failed the reject edits had to be resolved before the data could be tabulated. Establishments that failed the referral edits were not rejected but flags were assigned to those cases before the data were tabulated. Those failing one or more edits were assigned flags indicating the cause(s) for failure.

The problem-solving clerks or analysts were sent a listing of census file numbers[5] representing each failed record and their corresponding questionnaires. Those employees made the necessary corrections based on information obtained through review of the data reported on the questionnaire, correspondence, telephone calls, or other reported or historical information. Based on the edit programs for the different censuses and the type of edit failure, the method for handling corrections varied. Generally, clerks and analysts made appropriate corrections and immediately reedited the rejects as many times as necessary through the complete complex-edit program to ensure that all edit-failures had been corrected and no new ones created.

Data Tabulation and Disclosure Analysis

Prohibited by Title 13 of the U.S. Code from disclosing information about an individual company, the Bureau developed a computerized disclosure-analysis system that identified and withheld from publication data that might have revealed information about individual companies. A reference symbol "(D)" was substituted for the withheld figure. The statistics were suppressed not only if they would, by themselves, be disclosures, but also to prevent values from being derived by addition or subtraction. Analysts reviewed the tables to ensure that such disclosures had been properly suppressed. For some tables, analysts combined

[5]For the censuses of manufactures and mineral industries, clerks were sent a listing of primary plant numbers instead of census file numbers.

Digitized by Google

programmed to analyze geographic data and select suppressions to give publication preference to higher order levels—e.g., national over State, State over metropolitan statistical area, metropolitan statistical area over county, etc.—and to publish data for places rather than balance-of county areas. There also were preference-order levels for industry data—two-digit industry group levels over three-digit industry totals, which had preference over four-digit industries, etc., and specific industries had priority over "miscellaneous" or "not elsewhere classified" categories.

Subject-matter analysts prepared specifications and computer programmers created the programs and routines necessary to summarize the data, and produced various analytical tabulations, listings, and the final publication tables. The analysts tested the programs and the respective subject-matter staffs analyzed the results to ensure that all requested materials had been provided and that the programs' formats and contents were acceptable. The programs and routines were used to—

- Summarize the data to the most detailed industry and geographic levels required for publication and, in turn, to summarize the detail-level summaries to broader summary levels.
- Determine which detail data should be suppressed to preserve the confidentiality of individual company data.
- Compute medians, means, or percentages.
- Produce the output documents necessary to permit analysts to review the tabulations.

For 1992, the Business, Construction Statistics, and Industry Divisions produced a minimal amount of hard-copy listings for the censuses of retail trade; wholesale trade; service industries; transportation, communications, and utilities; finance, insurance, and real estate; manufactures; and construction and mineral industries. For analysis, the Business, Construction Statistics, and Industry Divisions used the minicomputer to perform interactive analytical routines, implemented as data-base management system applications, using a set of files containing establishment data from the censuses. The division staffs designed these files to provide the essential analytical data fields available from paper listings in past censuses.

The interactive analytical routines (1) provided rapid access to the data by means of user-initiated inquiries, (2) integrated and manipulated data, and (3) recorded corrections and remarks provided by the user. The selected records collected by the various routines were displayed on the monitor for review. During this operation, problem records were identified and corrected, and the system reedited the corrected record.

For the censuses of manufactures and construction and mineral industries only, the information was tabulated to produce preliminary industry data. For the other economic censuses, the data were tabulated to produce final data. Subject-matter analysts carefully reviewed the analytical listings and tabulations to ensure that the usual statistical relationships existed, the data were reasonable and consistent with similar information from previous censuses and surveys (or that unusual differences could be explained), and various tests of acceptability were met. They investigated questionable figures, usually by identifying unusual data for individual establishments, and made necessary corrections to the computer record for the specific establishment(s). After the data were reviewed, corrections made, and disclosure analysis completed, the statistics were ready for publication in the manufactures and construction and mineral industries preliminary reports or the final reports for the other censuses.

Later, Construction Statistics Division's subject-matter analysts produced tabulations and analytical materials for the construction industry's final reports. For the censuses of manufactures and mineral industries, most of the tabulations needed for the final reports were produced at the time the preliminary reports were prepared to aid in analyst review. The summary data were again analyzed, especially at more detailed levels not included in the preliminary reports. After the data were reviewed and corrections made, the computer and analysts repeated disclosure analysis. The statistics were then published in the final reports. (For information on the types of publications issued and their content, see chapter 9.)

Digitized by Google

Contents

Chapter 5.

	Page
Introduction	110
Preparing the Reference Files	112
Economic Geographic Reference File (EGRF)	112
File creation	113
Products derived from the EGRF	113
Recode files	113
Duplicate names file	114
Publication geographic stub file	114
Geographic reference manual	114
Geographic appendixes to the census reports	115
City Reference File	115
Creating the 1992 city reference file	115
Products derived from the city reference file	116
Address Reference File	116
Preparing the TIGER data base for geocoding	116
Intermediate file: The TIGER address range file	117
Modifying files for matching/coding purposes	117
Geographic Coding Operations	117
Computer Geographic Coding	117
Modules	118
Clustering	119
Early tabulation	119
Production	119
Clerical Geocoding	120
Clerical coding universe	120
Clerical coding operations	120
Problem referrals	120

Digitized by Google

Geographic Area Coding

INTRODUCTION

To publish tables of economic activity by legally or administratively established and statistically defined geographic entities[1], the Census Bureau assigned geographic codes to the data records for the 1992 Economic Census. This process was known as geocoding. To be geocoded, each establishment covered for 1992 had to have address or supplemental information that provided the physical location. In late 1989, the Geography Division estimated that 21 million establishment records would have to be geocoded.

A Geographic Economic and Agriculture Interface Committee, established in November 1989 to plan the geographic coding operation, consisted of representatives of the Bureau's Agriculture, Business, Construction Statistics, Economic Census and Surveys[2], Economic Programming, Geography, and Industry Divisions, and the Office of the Director. In early August 1992, the committee decided the following:

- **Geographic code structure.** The 1992 geographic code structure (described in this history's appendix E) would be similar to that used for 1987 with the following exceptions:
  - Geography Division would modify its TIGER (Topologically Integrated Geographic Encoding and Referencing) data base (created in the late 1980's for the 1990 Census of Population and Housing) to accommodate, for the first time, the economic census geographic code structure.
  - In addition to regions, divisions, States and statistically equivalent entities, counties and statistically equivalent entities, consolidated cities, "places" (see appendix E), and metropolitan areas, the structure also would include congressional districts and, where possible, census tracts[3] or block numbering areas[4], and census blocks[5].
  - Population size criteria for places included in the economic census geographic code structure would be based on the 1990 census or any special census the Bureau conducted at the request of State or local governments after the 1990 census.
  - Boundaries legally in effect on January 1, 1992, and provided to the Census Bureau for States, counties, consolidated cities, and places would be those recognized for the 1992 Economic Census. The metropolitan areas recognized would be those definitions effective June 30, 1993.
  - The economic census would geocode records to congressional districts[6] based on the boundaries established for the 103rd Congress.
  - The structure would permit the economic subject-matter divisions (i.e., Business, Construction Statistics, Economic Census and Surveys, and Industry) to publish data for consolidated cities.[7] This treatment would be consistent with the decennial census.

[1]State; metropolitan area, which consisted of metropolitan statistical area(s), consolidated metropolitan statistical area(s), and primary metropolitan statistical area(s) (the last were large metropolitan areas, i.e., with over 1 million population and meeting other specified criteria; primary metropolitan statistical area(s) were subdivisions of consolidated metropolitan statistical areas); county; and place (including special place-level records, such as special economic urban area—that is, selected minor civil divisions in Michigan, Minnesota, New Jersey, New York, Pennsylvania, Wisconsin, and New England) (see appendix E).

[2]Prior to May 1992, the Economic Census Staff and the separate Economic Surveys Division.

[3]A census tract was a small, relatively permanent division within a metropolitan area county or selected nonmetropolitan county, delineated for the purpose of presenting census data. They were designed to be relatively homogeneous and to contain between 2,500 and 8,000 inhabitants at the time of establishment. Census tracts could be split by any subcounty geography entity.

[4]A block-numbering area was an area defined for the purpose of grouping and numbering census blocks in areas where census tracts had not been defined. Block-numbering areas did not cross county boundaries, and while they were similar to census tracts, block-numbering areas were not census tracts. Also, they could be split by the boundaries of any subcounty geographic entity.

[5]A block was a geographic area bounded on all sides by visible features such as streets, roads, streams, and railroad tracks, by nonvisible boundaries such as city, town, or county limits, property lines, and short imaginary extensions of a street or road. Blocks used for tabulating decennial census data did not cross census tracts or block number area boundaries, or other tabulation boundaries like minor civil division lines and city limits.

Data were not published for congressional districts, census tracts/block numbering areas, or blocks because of insufficient funds. Data users could obtain information at those geographic levels, however, on a reimbursable basis. Census tract/block numbering areas and block data might have had to be aggregated or suppressed to avoid disclosure.

[6]Because of litigation and redistricting, these congressional districts' codes were not final until November 1992.

[7]These had consolidated governments that also consisted of separately incorporated municipalities. In the past, the Bureau had published data only for the separately incorporated municipalities (semi-independent places) and the "remainder" of the consolidated city.

Digitized by Google

- The structure would recognize special economic urban areas in four additional States: Michigan, Minnesota, New York, and Wisconsin.[8]
- The economic census would use both the Federal Information Processing Standards and census State codes, Federal Information Processing Standards county codes, and both Federal Information Processing Standards and census place codes.

- **Geographic coding operation**
  - Geography Division would geocode the initial mail file (which consisted of the names and addresses of single- and multiestablishment companies that would be sent questionnaires) on a flow basis between September 15 and October 15, 1992. (The 1992 Economic and Agriculture Census Interface Committee had discussed the possibility of having the Economic Programming Division do this, but concluded that there was not enough storage space on that division's computer to support the needs of geocoding in addition to those for Standard Statistical Establishment List processing.)
  - The Economic Program Division would send only one address per establishment to Geography Division for geocoding. For establishments in the mail canvass, this would be the mail address; for establishments covered by administrative records, this would be the physical location address, if present. (Otherwise, the Economic Programming Division would send the mail addresses that would have been used had the establishments been included in the mail canvass.)
  - Since metropolitan area definitions were not finalized until June 30, 1993, the Census Bureau had to perform a recoding operation after that date to assign metropolitan area codes for final data tabulation and publication purposes. In addition, the Geography Division would have to undertake some special processing for the New England States during the initial geocoding operation so that the records could be recoded to the new metropolitan area definitions.

    The special processing would be as follows:

    - Since minor civil divisions were the individual components of metropolitan areas in New England States, Geography Division would have to assign unique four-digit place codes to all minor civil division level entries for the six States. Then division personnel would be able to assign final metropolitan area codes to all records based on these place codes. (This level of initial geocoding, however, was at a more detailed level than what the Bureau had planned for its final publications, i.e., only those minor civil division's/special economic urban areas with 10,000 inhabitants or more. For the New England States, therefore, the Bureau also had to recode the records' place codes between initial geocoding and final data tabulation and publication.
  - The Geography Division, as much as possible, should have address-range coverage for all qualifying economic census places for which a unique structure number/ street name type-of-address system existed.
  - For geocoding purposes, historic geographic codes would be defined as 1987 census geographic codes, if those codes were available. The historic geographic code would be important in some instances as a tie breaker.[9]
  - The census of manufactures and mineral industries would have special coding needs, such as offshore areas and, therefore, would be treated the same for the 1992 census as they were for 1987.
  - The Industry Division determined that in most cases for past censuses of mineral industries, the county reported by a respondent was more reliable than the in/out information[10] establishments reported, and that the previous census geographic code was often more reliable as well. Therefore, since the Industry Division requested that previous census geographic coding and/or county alpha[11] codes be given more weight in the coding of mineral industry records, that division should handle this anomaly with its own special edits.
  - The geocoding algorithm would use tie breakers in the following order:
    - County alpha.
    - Historic geocode.
    - In/out information.
    - Place type.
    - Rural route address type.
    - City reference file primary flag.
    - Social Security Administration State and county codes.

[8]Prior to 1992, special economic urban areas were recognized only in Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, Pennsylvania, Rhode Island, and Vermont.

[9]A tie existed when there was more than one set of State, county, and place geographic codes for an address. In these instances, a tie-breaking rule was used: The final geographic code was selected based on information contained in the address itself or other information from the establishment's record (e.g., county name, Social Security Administration State and county geographic codes, whether the establishment was physically located inside or outside the legal boundaries of a place, place type, rural route address, and geographic codes from the 1987 Economic Census).

[10]This information was obtained from a subpart of the physical location question which asked whether each establishment was physically located inside or outside the legal boundaries of a place.

[11]This was the first several digits of a county name.

Digitized by Google

- In those instances where Geography Division could assign a block code, the level of geographic coding would be based on the sponsoring division's geocoding requirements. While Geography Division would assign a "level of coding achieved" flag, the economic subject-matter divisions would define, by standard industrial classification code, the level of geocoding required.

- The county name reported on each questionnaire would be keyed only if it differed from the county name in the mailout label.

- Subject-matter analysts would correct Standard Statistical Establishment List address information and assign the new geographic code(s) to that list in those instances where addresses reported by establishments in the census did not match the information in the Standard Statistical Establishment List.

- **ZIP Codes.** The Economic Programming Division would assign the sixth through ninth digits of the ZIP Codes to the universe file, which contained all single- and multi-establishment records. In addition, all respondent-reported nine-digit ZIP Codes would be added to the universe file.

- **Block-level coding.** The ability to geocode an establishment to the census block level would be dependent on address quality and the extent to which the TIGER data base had address-range coverage. (The committee estimated that the Geography Division would be able to code about 60 percent of all records to the block level. In fact, the division computer geocoded only 40 percent of those records to the block level due in large part to the quality of the incoming addresses.) One of the benefits of geocoding to the block would be to tabulate smaller and more flexible levels of geography, including subplace levels and even concentric circles. Also, the Geography Division would not have to geocode again every record which did not have physical-location changes or block splits.[12] That division would match the geographic codes on these records to a conversion file to determine the geocode for future censuses.

- **1992 establishment cluster files.** Using data provided by the Geography Division, the Business Division, assisted by the other subject-matter divisions, would identify all establishment clusters.[13] After Business Division provides specifications outlining its requirements for the establishment cluster operation, the Geography Division would produce the cluster files.

- **1992 geographic tabulations**[14]. After the Business Division provides the Economic Programming Division with the necessary specifications, the latter division would perform the geocoding operation for the censuses of retail trade; wholesale trade; service industries; transportation, communications, and utilities; and financial, insurance, and real estate. The Decennial Management Division would do the geocoding for the 1993 Commodity Flows Survey.

- **1992 clerical geocoding process.** Geography Division would clerically geocode approximately 40,000 economic census records that had an importance flag indicator and the lowest confidence level as defined by the subject-matter divisions. The Geography Division would receive these records in one delivery from the Business Division after these problem records were identified during analytical review.

- **Bureau-originated correspondence.** For the 1987 census, form letters were sent to establishments to obtain additional physical location information. Few results were obtained from these form letters; the Bureau did not have similar letters for 1992.

- **Evaluation study of the 1992 geocoding system.** There would not be a formal evaluation study of this system, but one would be planned for 1997.

PREPARING THE REFERENCE FILES

The formats of the 1992 Economic Census reference files (i.e., economic geographic reference file,[15] city reference file, and address reference file, were basically the same as for the 1987 censuses; however, from January 1991 to October 1992, the Geography Division updated the 1992 files to reflect the requirements of the 1992 geocoding system. Each of these files is discussed below.

Economic Geographic Reference File (EGRF)

The 1992 economic geographic reference file was a concise and easily maintained base file of about 50,000 records (see below) that covered all 50 States, the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Northern Mariana Islands. It contained the geographic code structure required to—

- Tabulate economic census data for specific geographic entities.

- Edit all other economic reference files.

[12]Block splits were instances where the original block was divided by a legal or statistical boundary (e.g., minor civil division or place) and the Bureau made two or more blocks out of the original area. The "new" blocks had the same basic identification, but had different suffixes (e.g., block 102 became blocks 102A and 102b).

[13]A cluster was defined as a group of 10 or more establishments which had the same basic address and the same standard industrial classification code.

[14]This tabulation provided establishment counts based on the mail file of records by geographic entity (at the place level). Service Division analysts would review data for places that had substantial increases or decreases, looking for systematic geocoding errors.

[15]Prior to the 1992 census, the file was named the economic geographic information reference tape.

Digitized by Google

- Produce the recode files, geographic stub file (also known as the publication geographic stub file), the Geographic Reference Manual, and the geographic appendixes needed for the census publications.

File creation. Using independent sources, Geography Division clerically and by computer updated the 1987 economic geographic information reference tape (which served as the basis for the 1992 economic geographic reference file) to fit the 1992 geographic code structure. Among these sources were—

- Lists of new incorporations, disincorporations, mergers, and other boundary and name changes that affected governmental units and occurred through January 1, 1992 (based on the annual Boundary and Annexation Survey information received from officials of incorporated places and counties).
- The Office of Management and Budget's changes in both the inventory of and the components of metropolitan area.
- A list of towns in New England, New York, Wisconsin, and townships in Michigan, Minnesota, New Jersey, and Pennsylvania that qualified as special economic urban areas.
- The appropriate Federal Information Processing Standards publications.
- Selected 1990 census population reports.

After each update cycle, the mainframe computer edited the economic geographic reference file to check for consistency in the file. The computer displayed any economic geographic reference file record that failed one or more of the checks on a reject list with an error message describing the reason(s) for failure. In addition to errors found by the economic geographic reference file edits, the computer detected inconsistencies when the economic geographic reference file was used to edit the other reference files. Once constructed, the economic geographic reference file contained the following:

- One record consisting of the name and current (January 1, 1992) and historic (January 1, 1987) geographic codes for each census region, census division, metropolitan statistical area, consolidated metropolitan statistical area, primary metropolitan statistical area, State or State equivalent, county or county equivalent, consolidated city, place or place part, and congressional district (part within place part).
- One record representing the United States as a whole, in the same format as a State record, with a State code of "99."
- A county record for "undistributed" mineral industry data for each State and the District of Columbia.
- State and county records for the Federal and State offshore geographic areas for the 1992 Census of Mineral Industries.

Products derived from the economic geographic reference file. The following five products were derived from this file:

1. **Recode files.** The Geography Division created three recode files for the 1992 census operations:

   - **County/place code change file.** The purpose of the county/place code change file was to convert the 1987 geocodes to the 1992 code structure. The file contained one record for every 1987 place (or place part within a county) that had had a change to its county or place code. For example, this file might include a place that had disincorporated since 1987, or a place that had a code change to maintain the alphabetical sequence of the places. The Geography Division provided a one-to-one recode on this file. For example, if one 1987 place had split into two places for 1992, the file recoded the 1987 place to only one of the 1992 places. The Geography Division created this file from the 1987 publication geographic stub file, the 1992 economic geographic reference file, and manual corrections.

   - **County alpha recode file.** The purpose of the county alpha recode file was to convert the Federal Information Processing Standards county code to a six-character abbreviation of the county name, which was printed on the questionnaire mailing label. The Economic Census and Surveys Division performed the county alpha recode operation after the county/place changes had been made. This file, which the Geography Division created from the 1992 economic geographic reference file, contained one record for each 1992 county or county equivalent.

   - **Special economic urban area and metropolitan area recode file.** The Bureau based its geographic area tabulations for the 1992 Economic Census on January 1, 1992 boundaries for States, counties, and places, but June 30, 1993 boundaries for metropolitan areas. Because geocoding began in September 1992, before the final metropolitan area boundaries were known, the Economic Census and Surveys Division used the special economic urban area and metropolitan area recode file to recode economic census tabulations to metropolitan area codes. The Office of Management and Budget used county boundaries to define all metropolitan areas, except those in New England; there, it used county subdivisions boundaries (minor civil divisions (usually towns) and cities) to define metropolitan areas. Because minor civil divisions

Digitized by Google

were not part of the economic census code structure, the Geography Division staff treated each minor civil division as if it were a place in order to allow for subsequent metropolitan area tabulations. (Those minor civil divisions treated as places for economic census purposes were referred to as special economic urban areas. The data tabulations included only those special economic urban areas with 10,000 or more population.) When the "final" metropolitan area boundaries became known after June 1993, the Geography Division reassigned those New England special economic urban areas with fewer than 10,000 population to either "balance of metropolitan area" or "balance of county."

The special economic urban area and metropolitan area recode file contained a record for each non-New England county and each New England minor civil division that had an metropolitan area code change between the 1992 preliminary and the 1993 final versions of the publication geographic stub file. For New England, the record also had information for each New England minor civil division that did not qualify for separate tabulation.

2. **Duplicate names files.** The duplicate names file identified each place (or place equivalent) name that occurred more than once in a given State. The file included only those names that referred to places recognized for the economic census. If two or more places had identical names, but not all of them qualified for publication, then this file listed only the qualifying place(s). For example, for the decennial census of population and housing, in Pennsylvania there were two boroughs named "Centerville"; only the Centerville borough in Washington County had more than 2,500 persons and was included in the file. The Centerville borough in Crawford County had less than 2,500 persons and was not recognized for the economic census.

   Each duplicate names file record included a place name, State code, county code, place code, and political/statistical area description. The duplicate names file was used to append the county name to the place name where needed to distinguish two or more places with identical names. For places with the same name that were located in one county, the political/statistical area description uniquely identified the places; this situation primarily occurred in Puerto Rico and States having special economic urban areas.

3. **Publication geographic stub file.** The staffs of the subject-matter divisions used this file to insert geographic entity names in the stubs of the many publication tables, that is, the name of the geographic entity in the left column (stub) or in the boxhead. The Geography Division provided a preliminary publication geographic stub file to those divisions in November 1992, and the final file in September 1993.

   This file contained all the information necessary to convert the geographic codes associated with establishment records to the publication geographic entity names for publications and other data products. The stub file had one record for each of the following:

   - Metropolitan area (metropolitan statistical area/consolidate metropolitan statistical area/primary metropolitan statistical area).
   - Region.
   - Division.
   - State or State equivalent (included the 50 States, the District of Columbia, Puerto Rico, Guam, the Northern Mariana Islands, the Virgin Islands of the United States, ships at sea, three offshore areas, foreign establishments, and nationwide establishments).
   - County or county equivalent (economic census-recognized counties including parishes in Louisiana and other county-level entities, plus offshore areas and "undistributed," which was used for industries with operations not designated to specific counties).
   - Consolidated city.
   - Place and place part within county (economic census recognized places only).

   For consolidated cities that contained separately incorporated places, this file had a record for each consolidated city, each separately incorporated place that qualified for economic census recognition, and each consolidated city balance. Each place record included the place description, which distinguished between various types of places and the ways they related to metropolitan and urban areas. The name field included political/statistical area description only for special economic urban areas.

4. **Geographic reference manual.** In September 1993, the Census Bureau released the *Geographic Reference Manual*, series EC92-R-1, a printed report that covered the 50 States, the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, the Northern Mariana Islands, and offshore areas. It contained the codes assigned to the geographic areas for which the Bureau tabulated data for the 1992 Censuses of Retail Trade; Wholesale Trade; Manufactures; Transportation, Communications, and Utilities; Financial, Insurance, and Real Estate; Service, Construction, and Mineral Industries, and Agriculture.

   The manual consisted of 12 tables in the following sequence:

   - States and statistically equivalent areas.
   - Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas.

Digitized by Google

- Metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas by State.
- Counties.
- Consolidated cities.
- Places.
- Places by county.
- Special economic urban areas.
- Places located in more than one county.
- Census of mineral: offshore areas.
- Places in 1987 not in 1992 Economic Census.
- Places in 1992 not in 1987 Economic Census.

5. **Geographic appendixes to the census reports.** In 1993, Geography Division staff developed two types of files that were published as appendixes in the relevant census reports for each area: (1) Geographic notes and (2) metropolitan area. The geographic notes identified—
   - Economic census-recognized places that were in more than one county and the names of the counties in which each multicounty place was located.
   - Special economic urban area balances and economic census recognized incorporated places excluded from them.
   - Differences between 1987 and 1992 economic census recognized geography and the geographic changes that caused them—i.e., new incorporations, disincorporations, annexations, detachments, name changes, consolidations, mergers, and new counties.
   - Anomalous situations that involved economic census geography (for example, all consolidated cities, selected census designated places in Hawaii, and places recognized for the census even though they did not meet the criteria for economic census recognition).

The metropolitan area appendix identified the components of each metropolitan area by county name, minor civil division name, and State abbreviation in the New England States (CT, ME, MA, NH, RI, and VT), and county name and State abbreviation in all other States.

City Reference File

The geocoding system used the city reference file to assign geocodes to post office or city name, state abbreviation, and five-digit ZIP Codes, the so-called "last line" of an address. The city reference file contained 125,497 records—121,386 "basic" records and 4,111 "variant name" records. The variant name record, contained different spellings of the post office names with their corresponding post office name equivalents.

Because postal geography and census geographic boundaries generally did not coincide, each city reference file record included "flags" that (1) described the relationship between the record's post office name and place name, when there were more than one set of geocodes for a given post office name and ZIP Code combination, (2) ranked the sets of geocodes that existed for a given post office name, ZIP Code, and State abbreviation combination, and (3) ranked the sets of geocodes that existed for a given post office name and State abbreviation combination.

When processing "last-line" address information, the geocoding system had to select from multiple place codes that were legitimate for a given post office name, State, and ZIP Code. For example—

- When a place was served by a single ZIP Code, such a ZIP Code often extended beyond the boundaries of the place. Without further address information, any addresses within the adjacent territory also would be assigned the place code associated with the single ZIP Code post office name.
- The selection of one place code from multiple place codes occurred whenever more than one incorporated place was served by the same five-digit ZIP Code. This often occurred in metropolitan areas because people would use the name of an metropolitan areas central city; that is, their residence or business was located in a suburb, but they used the central city name in the last line of the address. Without further address information, the city reference file would have selected a set of geocodes by using the flags referred to above.

In general, therefore, geocodes assigned solely on the basis of a match to the city reference would not be as accurate as geocodes assigned on the basis of matches to the city reference file and the address reference file.

Creating the 1992 city reference file. Between September 1990 and September 1992, geography staff researched and computer created the city reference file. They began by matching the 1987 city reference file and the 1990 geographic areas file, which was a file similar to the city reference file that the Bureau used for place-of-work coding in the 1990 Census of Population and Housing. Staff used information from the following sources to enhance the city reference file:

- The U.S. Postal Service's city/State and cross reference files.
- Economic geographic reference file.
- Boundary and annexation file.

Staff matched the city/State and cross reference files to the city reference file to—

Digitized by Google

- Add new ZIP Codes and post office names.
- Update existing post office geography.
- Delete out-of-date postal information.

Next, the economic geographic reference file was matched to the city reference file to—

- Update the city reference file with the 1992 census geography.
- Edit the geographic codes in the city reference file.

Staff next combined the results of a number of boundary and annexation surveys to update the census geography in the city reference file from its previous base of January 1, 1987 to January 1, 1992.

In addition to reviewing the results of the file matches described above, geography staff manually researched and assigned the flags described previously and reviewed variant spellings of post office names.

Products derived from the city reference file. As noted above, the final 1992 city reference file used by the Geography Division for geocoding contained a total of 121,386 basic records and 4,111 variant name records, for a total file of 125,497 records. In September 1992, the Geography Division distributed a modified version containing 101,841 records, which did not include the variant name records or all the flags and geographic codes from the city reference file, to the economic census subject-matter divisions to facilitate their individual review of the geographic coding results. At the same time, the Geography Division enhanced the city reference file used for geocoding by adding new ZIP Codes to produce, by November 1993, a city reference file containing 126,856 records. The Data User Services Division then made the city reference file available to data users on computer tape, enabling them to assign 1992 Economic Census geographic codes to their own address files.

Address Reference File

The geocoding system used the address reference file, also known as the generic geocoding reference file relational data base, to assign geocodes to street addresses. The address reference file, which was created from an extract of the Census Bureau's Topologically Integrated Geographic Encoding and Referencing (TIGER) data base, contained over 16.5 million records, making it the largest of the reference files.

Each address reference file record included a—

- Street name (including prefix and suffix directionals and types), shopping center name, or airport name.
- Address range (low and high addresses for each street segment) for each street name.
- Parity flag (even side of street, odd side of street, or both sides) for each street name.
- ZIP Code (five-digit).
- Federal Information Processing Standards State code.
- Federal Information Processing Standards County code.
- Place code.
- Census tract number/block numbering areas number.
- Census block number, including block suffix.

Preparing the TIGER data base for geocoding. To achieve a more current and comprehensive address reference file for geocoding, the Geography Division enhanced the TIGER data base by (1) inserting the 1992 Boundary and Annexation Survey results, (2) restructuring the TIGER data base to accommodate the boundaries and geocodes of the economic census-recognized geographic entities, and (3) matching the TIGER data base to the file of addresses (address control file) that was used for the 1990 census enumeration.

The boundary and annexation survey identified annexations and detachments, new incorporations and disincorporations, mergers and consolidations, and name changes. The geocoding for 1992 required that the Geography Division insert January 1, 1992 boundary information obtained from the 1992 BAS into the TIGER data base by June 1992, for all States; counties; MCD's in New England and MCD's with 10,000 or more population in Michigan, Minnesota, New Jersey, New York, Pennsylvania, and Wisconsin; incorporated places that had 2,500 or more population; and consolidated cities. The 1992 Boundary and annexation Survey provided updates for the above five types of entities.

As with a decennial census, the economic census captures a moment in time from the standpoint of both data and geographic area. The TIGER restructuring referred to above involved "capturing" the boundaries and geocodes of economic census recognized geographic entities at a given point in time and making them the official geographic names, boundaries, and geocodes for the 1992 census. To accomplish this, the Geography Division modified the TIGER data base to include the economic census geocode structure, and then transferred the geocodes from the economic geographic reference file to the TIGER data base via a computer match. For the 1992 Economic Census, the Geography Division updated block the 1990 Census of Population and Housing block numbers (including suffixes) to reflect 1992 boundaries. (Since no 1992 census data were published at the block level, the Bureau did not have to concern itself with suppression issues.)

For the 1990 Decennial Census, the TIGER data base contained address ranges for the approximate extent of the 1980 census urbanized areas,[16] but not entire metropolitan areas. These address ranges covered about 55 million

[16]These areas for the 1980 Decennial Census consisted of a central city or cities and the surrounding closely settled territory or "urban fringe" containing a minimum of 50,000 persons and meeting other specified criteria.

Digitized by Google

addresses, representing about 54 percent of the Nation's housing units. After the 1990 Decennial Census, the Geography Division enhanced the TIGER data base by matching it to the city-style addresses contained in the Bureau's file of 1990 census residential addresses; a city-style address typically was in structure number/street name form (for example, "378 Canyon Rim Road"). Geography staff estimated that the TIGER data base for 1992 contained address ranges that covered over 85 million addresses, representing over 80 percent of the Nation's housing units.

Due to time constraints, the staff had to begin extracting data for the address reference file, by county, from the TIGER data base before all 1990 census addresses had been inserted. Nevertheless, this operation benefitted the 1992 census geocoding, as it was nearing completion at the time the staff began the extraction process.

Intermediate file: The TIGER address range file. To take advantage of existing software, Geography staff extracted selected data from the TIGER data base and loaded it into a flat, sequential file called the "TIGER address range file." Ultimately, they extracted the address reference file from that file after enhancing it with ZIP Codes, +4 add-ons, and shopping center and airport information.

Staff updated five-digit ZIP Codes in the TIGER address range file and inserted +4 add-ons (i.e., four more digits) by matching this file to the U.S. Postal Service's ZIP+4 File. Whenever Geography Division achieved a match on street name, staff superimposed the address ranges from one file onto those from the other, breaking the ranges as necessary. For example, if one file had address ranges 102-140, 142-180, and 182-220, and the other file had address ranges 102-160 and 162-220, four address ranges resulted: 102-140, 142-160, 162-180, and 182-220. These four address ranges replaced the ones that existed in both files and became the address ranges for the address reference file. Eighty percent of the address ranges in the address reference file received +4 add-ons and, when necessary, updated ZIP Codes.

After the TIGER address range file/ZIP+4 file match, the Geography Division added approximately 12,000 shopping center and airport records to the TIGER address range file. Staff obtained a file of airport names and associated locational information (latitude/longitude coordinate values) from the Federal Aviation Administration. Using the TIGER data base, the Geography staff assigned geocodes to each airport's latitude/longitude coordinate values. They obtained most shopping center names and locational information (address, city, State, ZIP Code, and block-level geocodes) from the workplace file that the Census Bureau used for the 1990 Decennial Census place-of-work coding. They supplemented that information with shopping center names and addresses from a commercial source.

Modifying files for matching/coding purposes. The Geography Division modified its reference files to improve the efficiency of the matching operation and, thus, the geocoding itself. Several improvements involved resolving inconsistencies in the presentation of the same information that otherwise would have caused a nonmatch. For example, **standardization**, which was performed on all street, airport, and shopping center names, converted all alphabetic characters to upper case, eliminated punctuation, parsed each name into its components, and standardized the abbreviations and conventions used in the components. **"Prepping"** (i.e., preparing) consisted of (1) calculating Soundex values[17] for street names and (2) replacing each mixed parity record with two records (one each for the odd and even address ranges). In **names consistency**, a computer program compared all street names within a block of data to all other street names within that same block of data, then calculated similarity scores. (A block of data was all records that had both the same economic Federal Information Processing Standards county code and street name Soundex value.) For each pair of street names that had a similarity score of 93 or more, the program replaced the name that occurred less frequently in a file with the name that occurred more frequently. For example, if "Walnut Hill" occurred 10 times in a block of data and "Walnuthill" twice, then "Walnuthill" was replaced by "Walnut Hill" in the file. In addition to dealing with space inconsistencies, as the above example illustrates, this program similarly dealt with pluralization and spelling inconsistencies.

In the next step, staff transferred information from the TIGER address range file to the address reference file, which was now ready to use for coding economic establishment addresses.

GEOGRAPHIC CODING OPERATIONS

Staff intensely analyzed the early geographic coding production runs to ensure that the 1992 census geographic coding system, described below, was performing as expected.

Computer Geographic Coding

A Geography Division-designed coding system monitored the computer geographic coding operation and provided information on the—

- Method used to code each establishment address based on the summary coding flag (see page 119, item (4)) assigned to the address.
- Classification of geographic (e.g., street number/street name addresses) vs. nongeographic (e.g., post office box) addresses.
- Comparison between the geographic codes assigned for the 1992 census and those assigned for the 1987 program.

[17]A process in which phonetic spelling was used to set up a computer algorithm for geocoding and matching purposes.

Digitized by Google

- Level at which ties occurred. (Ties occurred only in the detail or header modules. A tie existed when there was more than one set of State, county, or place geographic codes associated with either the header or detail match.)

- Tie-breaking rule that was used to break a tie if one occurred. (See page 119, item (2) for explanation.)

Modules. The 1992 computer geographic coding system itself consisted of five computer coding modules. While every address was computer geocoded, not all were processed through every module:

- The **front-end module** prepared each establishment address (as contained in the Standard Statistical Establishment List, Internal Revenue Service records, etc.) for geographic coding. It—

  - Standardized the address by formatting it to resemble the appropriate address reference file address record and analyzed the address in order to assign the address-type flag. This flag classified the second line of the establishment's address as to type of address (e.g., post office box, structure number/street name, building name, intersection).

  - Used the standard industrial classification code to assign the "level of coding required" flag, which indicated the level of geography required by the subject-matter divisions to tabulate their respective economic census data.

  - Checked for consistency between the State abbreviation and the ZIP Code.

  - Assigned a preliminary State code based on information contained in the address records contained in the Bureau's Standard Statistical Establishment List to identify the State in which the establishment was probably located.

  - Assigned a State abbreviation and a State code to an address based on the information contained in each single-establishment record when the post office name and State abbreviation were not present and the ZIP Code either was not present or consisted of all zeros (00000).

  - Assigned a "ships-at-sea" or a "foreign" geographic code if the State abbreviation was YY or ZZ, respectively.

  - Assigned State, county, and place geographic codes to any establishment with an incomplete or garbled address, based on whatever address information was either available or identifiable.

- The **header module** matched the post office information in each establishment's address to the city reference file and extracted all possible geographic codes from the city reference file for the match. All matches between the post office components (post office name, State abbreviation, and ZIP Code) of an establishment's address and the city reference file were identified and ranked from best (a perfect match) to worst (no match).

  Some imperfect matches resulted from establishment address errors (e.g., misspelled post office names or transpositions of digits in the ZIP-Code field), while other imperfect matches resulted from errors/omissions in the city reference file. When matching the post office name in the establishment's address to the one in the city reference file, the Geography Division used a character-matching algorithm to score name similarities on a scale of "0" (no match) to "10" (perfect match). The header match program accepted addresses with a score of 8 or above; it processed further those with 7 or less. If the post office name in the establishment's address contained any common abbreviations, the header-match program substituted the full spelling for the abbreviations and a match to the CRF was attempted again. If this failed, the header-match program tried a statewide name match. Prior to this point, all attempts to match the city reference file were limited to a local area defined by ZIP Codes. If the establishment's address still did not precisely match a post office name, the match program forcecoded the establishment's record; that is, it was given a flag indicating the assigned codes were questionable.

  When the header module assigned more than one set of geographic codes for a post office name, State abbreviation, and ZIP Code combination, all sets of geographic codes proceeded to the decider module. (See below.)

  The header module applied a header confidence flag to each set of geographic codes it assigned. The flag indicated the extent to which a match was achieved between the above three post office components of the establishment address (noted above) and the city reference file.

- The **detail module** matched the establishment's street address information (for establishments with structure number/street name or building name addresses) to the address reference file and assigned geographic codes to them. The detail match program selected the most probable match between the street address components listed in the establishment's address and the address reference file street address components. The latter included the street or building name, structure number ranges, ZIP Code, street type, and direction(s). Staff used a character-matching algorithm, similar to the one described for the header module, in the street name match part of the detail module. When this module assigned more than one set of geographic codes for the street address, all sets of geographic codes proceeded to the decider module.

  The detail module applied a detail-confidence and a detail name-match flag to each set of geographic codes it assigned. These flags indicated the extent of the match achieved between the street address information on the establishment's address and the address reference file.

Digitized by Google

- The **decider module** used all the information available from the matches made in the header and/or detail modules and assigned the final set of geographic codes and a summary coding flag. The decider module consisted of the following programs: (1) intersection, (2) tie-breaker, (3) 1992 vs. 1987 geographic code comparison, and (4) summary.

1. The intersection program compared the header module's State, county, and place geographic codes with those from the detail module and identified which of the header and detail geographic codes were the same.
2. If more than one set of geographic codes was assigned, the tie-breaker program selected the final geographic code based on information contained in the address itself or other information from the establishment's record (e.g., county name, Social Security Administration State and county geographic codes, whether the establishment was physically located inside or outside the legal boundaries of a place, place type, rural route, and geographic codes from the 1987 Economic Censuses).
3. The 1992 vs. 1987 geographic codes comparison program indicated whether there was agreement or disagreement between the 1992 and 1987 geographic codes in order to identify unexplained geographic code changes between census years.
4. The summary program examined each flag assigned in the previous modules before assigning a summary coding flag, which indicated the overall quality of the geographic codes assigned. During this process, a "mail" flag was assigned to nongeographic addresses (e.g., post office box) if there was a tie at the level of coding required. The mail flag alerted appropriate subject-matter division analysts that additional address information was needed to assign better geographic codes.

After the computer processed the addresses through one or more of the above four modules, the **legality module** compared each address to the economic geographic reference file to ensure that only legal geographic codes had been assigned.

Clustering. After computer coding of the initial census employer universe files (also known as the Standard Statistical Establishment List) was completed, all establishments in the universe were processed in a clustering operation, based on mail addresses in lieu of physical-location addresses. The goal here was to identify potential geographic code errors resulting from mailing addresses rather than physical-location addresses being submitted for geocoding. Potential problems identified by this process included (1) establishments that used their accountants' addresses for mailing purposes, (2) establishments that were franchise operations, and (3) potential multiestablishment companies that used their central offices' addresses for mailing addresses.

The clustering operation covered the following address types: Buildings, malls, intersections, structure number/street name addresses, post office boxes, and "in-care-of" addresses.

To identify the clusters, the addresses were sorted by—

- ZIP Code.
- Street or building name.
- Street or building type.
- Directional suffix.
- Directional prefix.
- Structure number.
- Four-digit standard industrial classification code.
- State, county, and place geographic codes.

Addresses were clustered on the first six address components listed above and on the first three digits of the four-digit standard industrial classification code. The minimum cluster size was 10 establishments at the same address and with the same standard industrial classification code.

Geography staff prepared a summary cluster listing for each subject-matter division's review in the sort sequence specified above. After reviewing that listing, each subject-matter division requested and received individual establishment lists by trade area, by standard industrial classification code, and by minimum cluster size.

Early tabulation. After the clustering operation was completed, Geography staff prepared preliminary geographic tabulations for retail trade establishments, showing the total number of establishments coded to each State, county, and place. The computer further separated the tallies by the—(1) address type, (2) summary coding flag, and (3) cluster flag. The Business Division compared the tabulations to the 1987 census results and reviewed large discrepancies to identify major problems in the geographic coding algorithm or reference files.

Production. The Geography Division computer-coded the initial census employer universe file between mid-September and mid-October 1992. The Geography Division then provided the Economic Programming Division with copies of the computer geocoding production system, match modules, and reference files. The Economic Programming Division undertook the remaining geocoding operations including the coding of administrative records and physical-location responses through November 1993.

The computer coding system processed approximately 21,400,000 records, which consisted of the following:

Total	**21,400,000**
Initial employer universe file	6,800,000
Physical-location response coding	2,600,000
Administrative records coding	12,000,000

Digitized by Google

Clerical Geocoding[18]

After the Geography Division completed computer coding of the initial census universe file of approximately 6,800,000 employer records, professional staff developed criteria to select candidates for clerical coding. These criteria were designed to include as clerical candidates (1) cases with low-confidence geographic codes (either header or detail), (2) "important" establishments (those with a specified minimum payroll size, by standard industrial classification code), and (3) those with unexplained geographic code changes between 1987 and 1992. In addition, only establishments flagged as having geographic addresses were eligible for selection as clerical candidates.

Clerical coding universe. The final clerical coding universe was chosen by selecting a limited number of cases from the clerical coding candidates. Because of budget constraints, the Geography Division only could clerically code 40,134 cases. In addition to these cases, its analysts reviewed force-coded and front-end coded addresses.

To meet the census schedule, selection and clerical coding of establishment addresses began before responses to the physical location question were available. Some clerically coded responses were later unduplicated with physical location responses by comparing coding cycle numbers.

[18]Establishments in Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands were assigned geographic codes during the field enumeration.

Clerical coding operations. From March through June 1992, the Data Preparation Division in Jeffersonville, IN, geocoded and keyed the update transactions for all of the establishment addresses within the clerical coding universe. Clerks researched the location of each establishment's address, corrected the computer-assigned geographic codes as necessary, and assigned a summary coding flag. They found higher confidence geocodes in 48.6 percent of the clerical universe, typically replacing place level codes with block-level codes. They also determined that nearly half (49.8 percent) of the machine-assigned codes could not be improved. The remaining 1.6 percent were unchanged because clerical research could not find a place code to confirm or contradict the machine-assigned code. The Data Preparation Division then submitted a transaction file of the clerically assigned geocodes to Bureau headquarters. Upon passing a legal codes edit, Geography Division staff used the transaction file to update the clerical universe.

Problem referrals. During their review of data tabulations (see chapter 4), subject-matter division analysts found several thousand individual establishments—primarily from retail trade; wholesale trade; and transportation, communications, and utilities—that had questionable geographic codes. Using reference materials (e.g., commercial maps and city directories), Geography staff between September and October 1993 researched these codes. If the problems could not be resolved, the cases were sent to the Jeffersonville facility for more extensive research. The referrals were returned to the subject-matter division at headquarters, which then retabulated the data using the corrected geographic information.

Digitized by Google

Contents

Chapter 6.

	Page
Introduction	122
Puerto Rico	122
Coverage	122
Data Collection Methods	122
Census Organization	122
Preparatory Work	123
Company organization survey	123
Printing questionnaires, letters, and envelopes	123
Census questionnaire	123
Instruction manual	124
Selecting and training the office and field staffs	124
The Enumeration	124
The mail enumeration	124
The followup operation	125
Processing the Data	125
The Virgin Islands of the United States and Guam	126
Coverage	126
Data Collection Methods	126
Census Organization	126
Preparatory Work	126
Company organization survey	126
Printing questionnaires and record books	126
Census questionnaire	126
Record book	127
Maps	127
Instruction manuals and training materials	127
Enumerators' and crew leaders' kits	127
Selecting and training the enumeration staff	127
The Mail and Field Enumeration	127
Processing the Data	128
The Northern Mariana Islands	128
Coverage	128
Data Collection Method	128
Organization of the Census	128
Preparatory Work	128
Printing questionnaire and record book	128
Census questionnaire	128
Record book	129
Maps	129
Instruction manuals and training materials	129
Enumerators' and crew leaders' kits	129
Selecting and training the field staff	129
The Field Enumeration	129
Processing the Data	129

Digitized by Google

Collecting the Census in the Outlying Areas

INTRODUCTION

The 1992 Economic Census of Outlying Areas covered Puerto Rico, the Virgin Islands of the United States, Guam, and the Northern Mariana Islands. The census program in these four geographic areas is discussed in that order. Although there were similarities between the census in Puerto Rico, the Virgin Islands of the United States, Guam, and the Northern Mariana Islands, there were enough differences to warrant a separate discussion of them.

PUERTO RICO

Coverage

The following kinds of businesses were covered for 1992 in Puerto Rico:

- Construction industries, standard industrial classifications 15 through 17 and 6552.
- Manufacturing, standard industrial classifications 20 through 39.
- Wholesale trade, standard industrial classifications 50 and 51.
- Retail trade, standard industrial classifications 52 through 59.
- Services, standard industrial classifications 472, 70 through 79 (except 702 and 704), and 8072, 8111, 84, 871, 8731, 8732, 8734, and 874 (The stateside census covered standard industrial classifications 70 through 89, except 821, 822, 863, 865, 866, and 88.).

Data Collection Methods

Unlike the 1987 operation, for 1992 the Census Bureau collected data primarily by mail. Since nonemployers were not included for 1992, a field enumeration was not conducted to obtain data from nonemployer establishments in retail trade and service industries. The mailout, which took place from the agency's Jeffersonville, IN, data-processing office, consisted of sending a questionnaire either in English (OA-9820) or Spanish (OA-9819) to all companies with paid employees, which were identified from the Census Bureau's Standard Statistical Establishment List and classified as being within the scope of the census. The census instructed recipients to complete and return their questionnaires to Jeffersonville, IN.

The use of only one questionnaire offset the problem of Puerto Rico having a large number of unclassified cases on the Standard Statistical Establishment List. In past censuses, some establishments received the wrong questionnaire for their type of business. This delayed data processing until the questionnaire was remailed and returned to the Census Bureau.

Census Organization

The census was taken under a joint agreement with the Puerto Rico Planning Board. The Bureau designed and translated the questionnaires into Spanish, planned and conducted the mail and followup activities, processed and tabulated the data, and prepared the census publications. The Puerto Rico Planning Board cooperated by publicizing the census program through newspapers, television, and radio; and obtaining data for off-track betting and lottery agents.

To conduct the census field work, the Bureau opened a temporary area office in Hato Rey, Puerto Rico in January 1993. A private office building that met specified requirements was selected as the site. A Field Division employee was relocated to Puerto Rico and assumed responsibility as office manager. The remaining office and field staff were recruited by the office manager in cooperation with the Puerto Rico Government.

The office manager's staff were primarily short-term workers who were employed for no more than 180 consecutive days (i.e., 1 intermittent office supervisor, 8 intermittent office support staff, 1 intermittent field supervisor, 2 short-term field operations assistants, 12 short-term followup enumerators, and 10 short-term telephone operators).

The Puerto Rico field enumerators, under the supervision of the crew leaders, conducted personal followups for large single-establishment companies. The office staff handled a variety of control, research, and payroll functions; however, the primary function was to undertake telephone followup of establishments that had not returned their questionnaires.

All personnel, except the office manager and the above 10 intermittent appointments, were paid by the hour through the New York regional office. The hourly rates for the staff

Digitized by Google

ranged from a low of $7.04 for followup enumerators and office personnel to a high of $10.95 for the supervisors. Field operators assistants received $8.84 an hour. All of these figures represented basic pay rates. In addition, all staff received a 10 percent cost-of-living adjustment to their basic pay rate. Persons involved in the 1992 Census of Agriculture were paid the same rates per hour.

Preparatory Work

Company organization survey. To update the Bureau's multiestablishment company address files (needed to mail census questionnaires), there is a company organization survey every year between censuses. The last of these surveys prior to the 1992 Economic Census was undertaken in January 1991. The staff mailed companies form NC-9901, Report of Organization, which requested each establishment's name and address, employer identification number, principal business activity, number of employees, and first-quarter and annual payroll data. (For a detailed description of the company organization survey operation, see chapter 2, and for an NC-9901 facsimile, appendix F.)

Printing questionnaires, letters, and envelopes. In mid-1991, Census Bureau and Puerto Rico Planning Board representatives agreed on the content of the census questionnaire. Bureau headquarters designed the questionnaire and letters for the census. The Government Printing Office in Washington, DC, hired commercial printers to produce a total of 275,000 copies of the questionnaire–200,000 in Spanish of the questionnaires OA-9819 and 75,000 copies in English of the questionnaires OA-9820. The Department and a private contractor hired by the Government Printing Office printed information sheets to accompany the questionnaires–200,000 copies in Spanish and 75,000 in English. Also printed for initial mailout were 50,000 copies of cover letter EC-PR-L1 for single-establishment companies and 5,000 copies of cover letter EC-PR-L2 for multiestablishment companies. For "birth" mailing to single-establishment firms in April 1993, 1,000 copies of cover letters EC-PR-L3 were printed. For all three, Spanish text appeared on one side and English text was on the reverse side. The printer also prepared 10 different followup letters (EC-PR-L11(MU), -L21(MU), -L21(SU), -L22(MU), L23(SU), -L24(SU), -L31(MU), -L32(MU), -L33(MU), and -L34(MU)) in Spanish on one side and English on the other, a total of 123,000 copies in all). Finally, several firms hired by the General Services Administration printed envelopes for the one questionnaire, EC-1PR(I), -1PR(F), -1PR(A), -2PR, and -2PR(A)–a total of 308,000. During January and February 1993, the various printers shipped all of the above materials to the Jeffersonville, IN, data-processing center where machines sorted, labeled, and inserted the questionnaires into envelopes and bundled the envelopes by ZIP Code.

Census questionnaire. Some of the items appearing on the questionnaires used for the 50 States and the District of Columbia were not appropriate for Puerto Rico; consequently, the Bureau modified the Puerto Rico questionnaire. To provide data of maximum utility to the Commonwealth government and other users of census information, questions were tailored to meet user needs. Where possible, the staff took items that were similar for both Puerto Rico and the United States and covered them by the same instructions.

The Bureau mailed a Spanish-version questionnaire to all single-establishment companies and sent an English version to all multiestablishment companies.

Since only one questionnaire was used for collecting data for all industries included in the 1992 Puerto Rico census, the questionnaire (except for page 2 which asked for general information germane to all industries covered) was segmented. For example, while construction establishments received the same questionnaire as businesses involved in retail trade, wholesale trade, service, and manufacturing activities, construction establishments were required to complete only those pages that dealt with construction activities.

The questionnaire asked for the following general information:

- Dollar volume of business.
- Employer identification number corrections.
- Operational status (in operation, temporary or seasonally inactive, ceased operation, or sold or leased to another operator).
- Organizational status (i.e., individual proprietorship, partnership, cooperative association, corporation, government, or other).
- Ownership, control, and locations of operation.
- Payroll.
- Employment.
- Principal type of business activity (i.e., wholesale; retail; services; hotels, motels, and other lodging places; manufactures; construction; and other).

Construction establishments were asked to provide data for the following items:

- Kind of activity.
- Dollar value of business (new, maintenance, development, etc.).
- Type of construction (building, nonbuilding, new, repair).
- Employment and hours worked, quarterly.
- Payroll.
- Construction work subcontracted out.
- Selected costs (electricity, fuels, communication, repairs, materials, etc.).
- Work for other contractors or builders.

Digitized by Google

- Ownership of construction projects.
- Assets, capital expenditures, and depreciation.

Retail establishments were asked to provide data for the following items:

- Kind of business.
- Under-roof floor space.
- Franchise holders.
- Class of customer.
- Merchandise sales.

Wholesale establishments were asked to provide data for the following items:

- Kind of business.
- Type of operation (merchant, sales branch, broker).
- Employment by principal activity (selling, support, administrative, manufacturing).
- Class of customer (builders, exporters, households, etc.).
- Operating expenses.
- Dollar volume of business.
- Inventories.
- Storage space.
- Commodity sales.

Service establishments were asked to provide data for the following items:

- Kind of business.
- Merchandise sales (separate from services provided).

Hotels, motels, and other lodging places were asked to provide data for the following items:

- Kind of business.
- Sources of receipts (rooms, meals, packaged liquor, merchandise, etc.).
- Number and type of accommodations
- Operational status (Puerto Rico Tourist Encouragement Law).

Manufacturing industries were asked to provide data for the following Items:

- Kind of business.
- Shipments and other receipts.
- Employment and hours worked, quarterly.
- Payroll.
- Selected costs (electricity, fuels, materials, contract work, etc.).
- Inventories (year end 1991 and 1992).
- Capital expenditures.
- Value of products made and contract work performed by customer location.
- Special inquiry: Domestic corporation, nondomestic corporation under section 936, or other nondomestic corporation

Instruction manual. The Bureau prepared an office operations manual that contained instructions for staff to use during the field and telephone followup operation covering single-establishment nonrespondents.

Selecting and training the office and field staffs. As noted earlier, the Hato Rey office manager was responsible for selecting the office and field personnel. During January and February 1993, the manager and his office and field supervisors administered written tests and interviewed applicants at the area office for the various short-term positions such as clerks and keyers.

The field supervisor conducted a 3-day training session for crew leaders in Hato Rey in March 1993. The training included a study of the Bureau's organization and supervisory relationships, administrative procedures, technical aspects of the enumeration, crew leaders' duties and responsibilities, mock enumeration, and group discussions of the field canvass training experience.

Crew leaders had 2-day training sessions for their respective enumerators in their districts in early April 1993. These sessions included a review of all enumeration materials, technical aspects of the enumeration, mock interviews, and group discussions of the training.

The Enumeration

The mail enumeration. In March 1993, the Jeffersonville, IN, data-processing center mailed 31,899 questionnaires to single-establishment companies with paid employees in Puerto Rico, as follows: 7,943 retail trade, 1,508 wholesale trade, 3,425 selected service industries, 117 hotels and motels, 1,086 construction industries, and 1,305 manufacturing, plus 16,515 unclassified establishments. Between January and April 1993, as part of the stateside mailout, approximately 4,000[1] Puerto Rico questionnaires were mailed to U.S. and Puerto Rico multiestablishment companies with plants in Puerto Rico. All recipients, regardless of location, were asked to return their questionnaires to the Jeffersonville data-processing office in April.

The mailout packages consisted of the following:

[1]This figure is the combined total for the questionnaires sent to establishments in retail trade, wholesale trade, service and construction industries, and manufacturing, and to hotels and motels.

Digitized by Google

- A questionnaire.
- A cover letter.
- Instruction sheet.
- Publicity brochure.
- Return envelope.

The followup operation. Prior to the followup operations, the office supervisor and headquarters analysts, using a training guide prepared by the Bureau headquarters Agriculture Division, trained both the field and telephone personnel who would contact businesses that did not respond to the mail enumeration.

For the three mail followups of single-establishment firms and the four followups for multiestablishment firms (the latter took place at the same time as the multiestabishment followups for the 50 States–between February 25 and July 18, 1993), a computer system at Bureau headquarters generated mailout labels in Jeffersonville, IN, (by way of a checkin and followup system) for establishments that had not returned completed questionnaires. In Jeffersonville, labeling equipment mechanically affixed the pressure-sensitive labels to blank questionnaires and assembled the followup materials for mailing.

The followup periods and the approximate number of establishments contacted in each are shown in table 6.1.

Table 6.1. **Number of Followup Forms Mailed in Puerto Rico**

Followup	Followup letter number	Number mailed
1	[1]EC-PR-L21(SU) [2]EC-PR-L11(MU)	[1]30,000 [3]491
2	[2]EC-PR-L21(MU) [1]EC-PR-L22(SU) [2]EC-PR-L22(MU)	[3] [4]349 [1]20,000
3	[1]EC-PR-L23(SU) [2]EC-PR-L31(MU) [2]EC-PR-L33(MU) [2]EC-PR-L34(MU)	[1]15,000 [3] [5]309
4	[2]EC-PR-L32(MU)	[6]206

SU=Single-establishment.
MU=Multiestablishment.

[1]Sent to single-establishment firms between April 6 and June 8, 1993.
[2]Sent to multiestablishment firms at the time of the Stateside multiestablishment followup operations.
[3]This number represents a company and not an establishment count.
[4]This is the combined number for those multiestablishment companies that received the EC-PR-L21(MU) and -L22(MU) letters.
[5]This is the combined number for those multiestablishment companies that received the EC-PR- L31(MU), -L33(MU), and -L34(MU) letters.
[6]This is a company and not an establishment count.

Between March and June 1993, field and telephone followup activities were conducted. The largest establishments were assigned to field staff which set up appointments and personally visited each establishment to obtain a completed questionnaire. The remaining nonresponse establishments were assigned to telephone unit staff. This staff performed research to obtain telephone numbers and then assigned the cases on a priority basis (largest ones according to annual payroll) for calling. Completed work was verified, checked in, and forwarded to the Jeffersonville, IN, data-processing center for further processing.

At the end of the followup operation, the total response rate was 75 percent. Of this total, the individual response rates were as follows: retail trade, 77.4 percent; wholesale trade, 83.7 percent; service industries, 82.3 percent; manufactures, 84.3 percent; construction industries, 75 percent; and establishments that were unclassified, 70.6 percent.

Processing the Data

Unlike the 1987 census program, the initial data-processing activities took place in Jeffersonville, IN, and not in the temporary census area office set up in Hato Rey, Puerto Rico. In Jeffersonville, the staff checked in and sorted all single-establishment company questionnaires using scanners and sorting equipment. Pre-identified large establishments were sorted mechanically from the remainder of the incoming questionnaires. Clerks then opened all checked-in questionnaires and sorted them into the following categories:

- Undeliverable as addressed.
- "2 + packages" (envelopes containing two or more single-establishment questionnaires).
- Correspondence (unattached and attached).
- Questionnaires containing remarks.
- Questionnaires with write-in entries.
- Questionnaires for large establishments.
- Questionnaires for all other establishments.

All Puerto Rico multiestablishment companies were handled along with U.S. owned companies. (For a discussion of the checkin and control of receipts of census materials from stateside companies, see Chapter 4, "Collecting and Processing the Data.") After the Jeffersonville, IN, data-processing center received the required number of questionnaires for each company, the questionnaires were sent to the Outlying Areas Unit in the Jeffersonville facility.

On a rotating basis, Census Bureau analysts and support staff stationed in Suitland, MD, traveled to the Jeffersonville data-processing center to process and handle the outlying areas work. In addition, one bilingual Jeffersonville clerk was assigned to support this operation. Analysts spent the majority of their time reviewing large establishments for reporting errors, incorrect entries, and potential splitter cases[2]. In addition, they resolved any 2+ cases,

[2]These were instances where a company had been mailed a single-establishment questionnaire, but the responses given in the company organization items indicated it had operations at more than one physical location.

Digitized by Google

correspondence, or SIC referrals. The Jeffersonville clerk performed standard industrial classification coding and translated write-in entries. The large majority of questionnaires which did not have remarks or write-in entries were simply held in this area. After all review work was completed, all questionnaires were released for batching and data keying at the Jeffersonville data-processing facility.

Data keying consisted of entering the information on keying equipment, using software developed by the Census Bureau, which then electronically transmitted the data to and stored the data on minicomputers located at the Bureau's Charlotte, NC, regional office. Working on office computers in Suitland, MD, staff edited and tabulated the data stored on the minicomputers in Charlotte, NC. Analysts reviewed the summary data; tables were then produced and then electronically transmitted to the Government Printing Office in Washington, DC, for publication. (See chapter 9.)

THE VIRGIN ISLANDS OF THE UNITED STATES AND GUAM

Coverage

The 1992 census covered establishments in construction and manufacturing industries and retail trade, wholesale trade, and services (see page 122).

Data Collection Methods

Using questionnaire 0A-9873 for the Virgin Islands of the United States and questionnaire OA-9863 for Guam, the 1992 enumeration consisted of a mail canvass of employer businesses and industries listed in the Census Bureau's Standard Statistical Establishment List. For those not listed and for businesses that did not respond to the mail canvass, Census personnel obtained data by physically visiting each establishment and first listing in a record book 0A-9851 that the business was in scope of the census and then entering the information on questionnaire 0A-9873 or OA9863.

Census Organization

The Census Bureau was responsible for designing and preparing the census questionnaires; providing master maps for the field enumeration and delineating enumeration districts; training the project manager; and processing, tabulating, and publishing the data. The Guam and the Virgin Islands of the United States governments were responsible for recruiting, hiring, and training enumerators; maintaining administrative and financial records (although the Bureau provided funding); checking in the record books; initially screening these books; and transmitting all record books, questionnaires, and related materials to Bureau headquarters.

There was no separate census area office in the Virgin Islands of the United States or Guam; rather, the Office of the Acting Chief Economist, Virgin Islands of the United States Department of Economic Development and Agriculture, in Charlotte Amalie, directed the census operations. The Chief Economist served as the project manager and was responsible for appointing the 2 crew leaders and 8 enumerators, who handled all clerical operations and the field enumeration. A representative of the Guam Department of Commerce administered the census on that island. This person served as the project manager and directed the enumeration from his office. The project manager for Guam hired 4 crew leaders and 16 enumerators for the census there.

Preparatory Work

Company organization survey. This survey played a part in the census operations for the Virgin Islands of the United States. For a description of the survey's role in these islands, see the information provided for the Puerto Rico census on page 123.

Printing questionnaires and record books. In consultation with the governments of the Virgin Islands of the United States and Guam, the Bureau developed one questionnaire for each area in the spring of 1992 to collect data from all employer businesses and industries classified as in scope for the census. The questionnaire was sent to the Government Printing Office in Washington, DC, which hired a commercial printer to provide 6,000 questionnaires and 25,000 pages for the record books. (See appendix F for selected facsimiles.) In addition, the U.S. Department of Commerce printed 250 covers (OA-9851) for these books.

The Government Printing Office printed a total of 8,500 EC-VIL1 cover letters for the Virgin Islands of the United States and 3,000 EC-G-L1 cover letters for Guam.

Census questionnaire. The questionnaire (OA-9873, printed only in English) had considerably less detail than its counterpart used for the census in Puerto Rico. It was used to collect the following data for all the economic activities covered in the islands:

- Class of customer.
- Dollar volume of business.
- Employer identification number.
- Employment, full- and part-time.
- Kind of business or activity.
- Number and type of accommodations (guestrooms and residential) as of December 31, 1992 for hotels, motels, and other lodging places only.
- Operational status (in operation, temporarily or seasonally inactive, ceased operation, or sold or leased to another operator).

Digitized by Google

- Organizational status (individual proprietorship, partnership, cooperative association, government, corporation, other).
- Ownership, control, and locations of operation.
- Payroll, annual and first-quarter.
- Physical location of establishment.
- Purchases from other businesses (for the Virgin Islands only).
- Source of sales and receipts for hotels, motels, and other lodging places only.

Record book. This book (OA-9851) contained space for the following:

- Name of business and mailing address and name of owner.
- Census file number.
- Was the establishment in operation at any time during 1992?

The covers of the record books showed the geographic area, enumeration district number and name, and enumeration district, and had space for inserting the names, addresses, and telephone numbers of the crew leaders and enumerators, and the date the case was assigned to an enumerator.

Maps. The maps used for Guam and the Virgin Islands of the United States were computer-generated (using the TIGER file data base). As the enumeration and followup activities took place in 1993, enumerators were encouraged to update the roads, names, and other geographic features on the maps. The master maps were divided into many enumeration district maps for the Virgin Islands of the United States and for Guam that enumerators used in canvassing the islands.

Instruction manuals and training materials. Once the content of the questionnaire was determined, the Bureau prepared instruction and training materials. The basic document for training the field staff was an interviewer's instruction manual (OA-9877). This manual set forth the enumerators' duties and responsibilities and provided detailed instructions for each census item. The book also included a list of the kinds of businesses that were in scope of the census and a detailed description of each. A crew leader's manual (92-A21(OA)) described the crew leaders' duties and responsibilities. There also was an instructor's guide for training field enumerators (92-A22(OA)). Finally, an enumerators manual (92-A20(OA)) spelled out the role these individuals would play in the census.

Enumerators' and crew leaders' kits. In the spring of 1993, Bureau headquarters sent all necessary materials to the Virgin Islands and Guam and the staffs there prepared the enumeration kits for canvassing establishments. Each kit consisted of a record book, an interviewer's instruction manual, a name card, a map, and questionnaires.

Selecting and training the enumeration staff. A senior staff member from headquarters trained the project manager in Charlotte Amalie, Virgin Islands of the United States and Agana, Guam. The manager for each area was responsible for selecting all enumeration personnel. Before hiring individuals to carry out the census operations, each project manager tested and interviewed prospective employees to determine suitability. Each project manager and the Bureau senior staff member conducted a 1day training program on June 8, 1993, in Charlotte Amalie, St. Thomas, and a 1-day training program on June 9, 1993, in Christiansted, St. Croix, for the two crew leaders and eight enumerators. A 2-day training program was conducted in Agana, Guam on July 6 and 7, 1993. Training included a study of information similar to that used for Puerto Rico. (See page 124.) The classroom instruction was followed by 1 to 4 hours of on-the-job training.

The Mail and Field Enumeration

This operation, started in June 1993, covered 1,339 retail trade, 114 wholesale trade, 78 manufacturing, 1,254 service, and 147 construction establishments in the Virgin Islands of the United States and 886 retail trade, 154 wholesale trade, 48 manufacturing, 627 service, and 240 construction establishments in Guam.

For those businesses that received a questionnaire by mail from Jeffersonville, IN, they were instructed to complete their respective questionnaires and return them by mail to Jeffersonville, IN. For those establishments that did not receive a questionnaire by mail, information was obtained in a field canvass. During this enumeration, enumerators listed new establishments (which had not been mailed a questionnaire) in their record books, entered data on questionnaires, and followed up establishments that had not returned their respective "mail" questionnaire to Jeffersonville, IN.

If enumerators were twice unable to interview the owner or manager of an establishment, they obtained basic data (e.g., kind of business, number of employees) from an employee or by personal observation. In those instances where a respondent refused to provide information to an enumerator, the crew leader or project manager personally performed the followup visit.

Enumerators met periodically with their respective crew leaders to report the number of establishments enumerated, hours worked, and miles driven. Crew leaders telephoned this information weekly to the project manager. Crew leaders again reviewed each of their respective enumerators' work when it had been completed. The field enumeration was completed in September 1993.

Digitized by Google

Processing the Data

For those questionnaires that were mailed to the Jeffersonville, IN, data-processing center, staff performed consistency checks and standard industrial classification coding when necessary, and then put these forms in a holding area until the staff received the record books and questionnaires used in the field enumeration in the Virgin Islands and Guam.

For those businesses that were personally canvassed, data processing began in the Virgin Islands of the United States and Guam. The operation consisted of manually checking the record books to ensure that they contained each firm's name and address. Next, the project managers and the crew leaders screened the questionnaires to ensure that each establishment had reported information for at least one of the following: Sales, annual or quarterly payroll, or number of employees. The questionnaires also had to contain each firm's name and address. Once the basic screening requirements were met, the crew leaders and enumerators grouped the record books and questionnaires by enumeration district, packaged them into cartons, and shipped the cartons to Bureau headquarters in Suitland, MD. There, staff manually performed consistency checks and assigned standard industrial classification codes where necessary. Then, all questionnaires were shipped to the Jeffersonville, IN, data-processing center where they were merged with the mail receipts, batched, and sent to data keying. Once data-keying had been completed, the Jeffersonville, IN, staff shipped the questionnaires back to Bureau headquarters in Suitland, MD, while the keyed data were electronically transmitted to Suitland. There, the data were computer edited, corrected, analyzed, and data tables were produced for publication. (See chapter 9.)

THE NORTHERN MARIANA ISLANDS

Coverage

The 1992 census covered establishments in construction and manufacturing industries and retail trade, wholesale trade, and services (see page 122).

Data Collection Method

A personal canvass was conducted in the Northern Mariana Islands to collect all the data. (See page 129.)

Organization of the Census

The Census Bureau was responsible for designing and preparing the questionnaire (OA-9883) for the Northern Mariana Islands and record books (OA-9852); planning the field enumeration; providing maps for the field enumeration and technical documents for management and field personnel; training the project managers; and processing, tabulating, and publishing the data. The government of the Northern Mariana Islands was responsible for recruiting, hiring, and training the enumerators, maintaining administrative and financial records (although the Bureau provided funding), delineating enumeration districts, preparing enumerator assignments, checking in and preliminarily screening questionnaires and record books, and controlling the transmittal of all census materials to Bureau headquarters. Headquarters staff was then responsible for sending the questionnaires and record books to the Jeffersonville, IN, data-processing center for data keying. (See page 129 for further information.)

A representative of the Northern Mariana Islands Department of Commerce and Labor administered the census operations. This person served as the project manager and directed enumerations from his offices. The project manager for the Northern Mariana Islands hired 25 enumerators and 4 crew leaders. The crew leaders and enumerators handled all clerical operations and the field enumeration.

Preparatory Work

Printing questionnaire and record book. In the spring of 1992, the Bureau prepared in English one questionnaire (OA-9883) for the Northern Mariana Islands in consultation with that government. Census headquarters then sent these questionnaires to the Government Printing Office in Washington, DC, which contracted with a commercial printer to provide 3,500 questionnaires (OA-9883) and 2,500 pages for the record books for the Northern Mariana Islands. In addition, the Government Printing Office printed 50 covers for these books for the Northern Mariana Islands. In April and May 1993, the printers shipped all materials to the Jeffersonville, IN, data-processing center; staff there sorted the questionnaires and assembled the record books. These employees then shipped the questionnaires and record books to the Northern Mariana's Department of Commerce and Labor. (See appendix F, for selected facsimiles.) There were no cover letters.

Census questionnaire. Questionnaire OA-9883 collected information for the censuses of retail trade, wholesale trade, services, and construction and manufacturing industries on the following:

- Business or activity.
  Citizenship status.
- Dollar volume of business.
- Employer identification number.
- Employment, full- and part-time, number of proprietors and partners, and number of unpaid family members.
- Operational status (in operation, temporarily or seasonally inactive, ceased operation, or sold or leased to another operator).
- Organizational status (individual proprietorship, partnership, cooperative association, government, corporation, other).

Digitized by Google

- Ownership, control, and locations of operation.
- Payroll, annual and first-quarter.
- Physical location of establishment.
- Class of customer.
- Source of sales or receipts (types of merchandise, construction, service, etc.).

Record book. This book (OA-9852) contained space for the following:

- Name of business and mailing address and name of owner.
- Census File number.
- Was the establishment in operation at any time during 1992?

The cover of the record book showed the enumeration district identification number and had space for inserting the names, addresses, and telephone numbers of the crew leaders and enumerators.

Maps. The maps used for the Northern Mariana Islands were computer-generated (using the TIGER file data base). As the enumeration and followup activities took place in 1993, enumerators were encouraged to update the roads, names, and other geographic features on the maps. The master maps were divided into enumeration district maps for these islands that enumerators used in canvassing the islands.

Instruction manuals and training materials. For a discussion of these materials used in the Northern Mariana Islands, see the information on this subject for Guam and the Virgin Islands of the United States on page 127.

Enumerators' and crew leaders' kits. In the spring of 1993, Bureau headquarters sent all necessary materials to the Northern Mariana Islands and the staff there prepared the enumeration kits for canvassing establishments. Each kit consisted of a record book, an interviewer's instruction manual, a name card, a map, and questionnaires.

Selecting and training the field staff. A headquarters senior staff member trained the project manager for the Northern Mariana Islands, on Saipan. The manager was responsible for selecting the field personnel. Before hiring them, the managers tested and interviewed applicants to determine suitability. They each conducted a 2-day training program (on June 29, 1993, in the Northern Mariana Islands) for the crew leaders and enumerators.

The Field Enumeration

Since there was no mail enumeration for this area, enumerators personally enumerated 616 retail trade, 60 wholesale trade, 414 selected service, 73 manufacturing, and 103 construction establishments in the Northern Mariana Islands.

The field enumeration and followup operations occurred between July and September 1993. Enumerators recorded data on the questionnaires for all establishments classified as in scope by the census.

If enumerators twice were unable to interview the owner or manager of an establishment, they obtained basic information (e.g., kind of business, number of employees) from an employee or by personal observation. In those instances where a respondent refused to provide information to an enumerator, the crew leader personally made the followup visit.

Enumerators met periodically with their crew leaders to report the number of establishments enumerated, hours worked, and miles driven or flown. This information was telephoned weekly to the project manager. There were no quality-control enumeration districts.

Processing the Data

Once the Northern Mariana Islands field staff completed its respective data-collection operations, the staff checked in the questionnaires, record books, and related materials. The staff reviewed the questionnaires to make certain that each establishment had reported information for all of the following: Sales, annual or quarterly payroll, or number of employees. The questionnaires also had to contain each firm's name, address, and employer identification number. Enumerators obtained missing information by contacting the establishments by telephone, followup visit, or personal observation.

Once the basic screening requirements had been met, the Northern Mariana Islands staff sent the questionnaires and record books to Bureau headquarters for consistency review. Once completed, the questionnaires and records books were sent to the Jeffersonville, IN, data-processing center for data keying. The staff then packaged the questionnaires in cartons and shipped them to Bureau headquarters in Suitland, MD. The staff also electronically transmitted the keyed data to and stored the data on minicomputers located at the Bureau's Charlotte, NC, regional office. Working on office computers in Suitland, MD, staff edited and tabulated the data stored on the minicomputers in Charlotte, NC. Analysts reviewed the summary data; tables were then produced and then electronically transmitted to the Government Printing Office in Washington, DC, for publication. (See chapter 9.) The entire data-processing operation for the Northern Mariana Islands took place from late June to late August 1993.

Digitized by Google

Digitized by Google

Contents

Chapter 7.

	Page
Introduction	132
1992 Enterprise Statistics Program	132
The Mail Canvass	132
Data collection	132
Data Processing	133
Disclosure Analysis	134
1992 Survey of Minority-Owned Business Enterprises	134
Explanation of Terms	134
Industry Classification	135
Comparability With the 1992 Economic Census	135
Change in the 1992 Survey Methodology	135
Data Collection	135
Survey methodology	135
1992 Survey of Women-Owned Businesses	137
1992 Survey of Women-Owned Businesses' Methodology	137
1992 Characteristics of Business Owners Survey	138

Digitized by Google

Special Programs

INTRODUCTION

The 1992 Economic Census special programs consisted of the 1992 Enterprise Statistics program, the 1992 Survey of Minority-Owned Business Enterprises, the 1992 Survey of Women-Owned Businesses, and the 1992 Characteristics of Business Owners Survey.

1992 ENTERPRISE STATISTICS PROGRAM

The 1992 program, the ninth in a series begun in 1954, regrouped census data for establishments under common ownership or control in order to show various economic characteristics of the owning or controlling firms. The program's primary contributions to the economic analysis of U.S. industrial organization was in its unique ability to relate each company's data directly with its component establishment statistics and to provide statistics based on measures (i.e., number of employees, receipts, assets) of total company size. Additionally, the Census Bureau collected separate data for the economic census and published statistics about auxiliary establishments.[1]

Each company covered in one of the economic censuses was classified in an enterprise industry category, which was a grouping of four-digit standard industrial classification industries adapted for the purpose of consolidating establishment data into company aggregates.

The Census Bureau's implementation of the integrated census program in 1954—the coordinated collection and tabulation of comparable data for activities covered by the various censuses—made it possible to relate company-level data to establishment data. Thus, a measurement of the integration and diversification of the Nation's enterprise system became available. The 1954, 1958, and 1963 projects covered companies primarily engaged in retail trade, wholesale trade, manufactures, and mineral and selected service industries. Since 1967, the Bureau has included construction activities, because a census of those industries had been reinstituted as part of the economic censuses. Since 1977, coverage of service industries continued to expand. For the 1982 year only, the agency included data from the agriculture census, and the 1987 program included selected data from the transportation census. For the first time, the 1992 program covered (1) the census of transportation, communications, and utilities and (2) the census of financial, insurance, and real estate.

The 1992 program's data were derived from a mail canvass (see below) conducted as part of the economic census and from information collected in that census.

The Mail Canvass

The Government Printing Office hired commercial printers to print questionnaires ES-9100, Enterprise Summary Report, and ES-9200, Auxiliary Establishment Report. The printers delivered questionnaires ES9100 (40,000 copies) and ES-9200 (130,000 copies) to the Jeffersonville data-processing center in August 1992. (For more information on the inspection of the questionnaires and a discussion of the followup letters and notices, mailout and return envelopes, the mailing labels used, and the labeling and assembling operation, see chapter 3. Also see Chapter 4, "Collecting and Processing the Data," for a list of followup letters and selected facsimiles.)

Data collection. The Census Bureau used ES-9100 to collect unduplicated, consolidated company totals on the following:

- Employment, first-quarter.
- Payroll, annual and first-quarter.
- Net sales and operating receipts.
- Advertising services purchased.
- Rental payments.
- Cost of fringe benefits.
- Capital expenditures (excluding land and mineral rights).
- Changes in accumulated depreciation.

[1]An auxiliary was an establishment where employees were primarily engaged in performing supporting services for other establishments of the same company (e.g., its mines, factories, retail stores, etc.), rather than for the general public or for other business firms. Auxiliaries included such diverse activities as research, development, and testing laboratories of manufacturing firms developing new or improved products primarily with the company's own funds; general administration; supervision; purchasing; accounting; warehouses for the company's merchandise; garages for the company's vehicles; trading-stamp redemption stores; milk receiving stations; and sales promoting offices.

Sales branches and sales offices of manufacturing and mining companies were not classified as auxiliaries, but as wholesale trade establishments. Similarly, auxiliaries did not include commercial laboratories primarily engaged in research, development, and testing of products for other business firms on a fee or contract basis or warehouses serving the public.

Digitized by Google

- Gross value and changes in gross value of depreciable assets.
- Total asset.
- Foreign asset.
- Current asset.
- Value of inventories.
- Royalty payments.
- Research and development.

Questionnaire ES-9200 asked each company to identify and report separately as auxiliary units those establishments whose primary functions were to manage, administer, service, or support the activities of the company's other establishments.

The staff used the information collected on questionnaire NC-9901, Report of Organization, in the 1991 Company Organization Survey; see chapter 2) to identify these establishments, and it identified additional auxiliary establishments during the data-processing operations at Jeffersonville. A separate ES-9200 was required for each auxiliary unit either (1) at a different location from the establishment it serviced or (2) at the same location as one of the firm's establishments (provided it served two or more establishments and was not operated as an integral part of the establishment at that location). Otherwise, the Bureau included data for auxiliary activities serving and located at the same establishment in the appropriate census questionnaire totals for those establishments.

This questionnaire collected information on the following:

- Employment, first-quarter, by function—administrative and managerial (including office and clerical work, except sales support); research development, and testing; warehousing; trucking; communication (including telephone and telecommunications); repair service; electronic data processing (including programming and systems design); sales employees selling directly to customers and sales support employees; and other.
- Payroll, annual and first-quarter.
- Principal activity of establishment (management, general administrative, or other supporting services primarily for the enterprise's establishments).
- Operational status (in operation, temporarily or seasonally inactive, ceased operation, or sold or leased to another operator).
- Physical location of establishment.
- Sales to customers outside the enterprise.
- Rental payments.
- Cost of fringe benefits; communication services, electricity, fuel, and repair services; research and development, contract labor services, and accounting and bookkeeping services; legal services; refuse removal services; repair services for machinery and equipment; and data-processing services.
- Capital expenditures (excluding land and mineral rights).
- Depreciation charges.
- Gross value of depreciable assets.
- Value of inventories.
- Billings to enterprise's other establishments.

Clerks in the Jeffersonville data-processing center inserted these two questionnaires in the mailing packages for multiestablishment companies in late 1992. They mailed questionnaire ES-9100 in December 1992 to 12,813 multiestablishment companies with 400 or more employees, and sent questionnaire ES-9200 at the same time to all 49,434 auxiliary establishments of multiestablishment companies. These establishments had until February 15, 1993, to return their completed questionnaires, and those establishments that did not were included in one or more of the followup mailings. Thereafter, the data collection (including followup operations) and processing of these two questionnaires prior to the subject-matter division data-editing operations were essentially the same as for all other multiestablishment questionnaires mailed in the census. (See chapter 4. For information on the preparation of the mailing labels for the initial mailout and followup mailings and on the printing of the mailout and followup letters and notices, see chapter 3.) Once the data had been collected and processed (including merging the information obtained from administrative records with the statistics gathered in the mail canvass; see chapter 4), the ES-9100 and ES9200 questionnaires were sent to the enterprise statistics program staff for data editing, which was conducted separately from the edits performed by the subject-matter divisions for all other questionnaires.

Data Processing

The edit operation for the ES-9100 and ES-9200 questionnaires was similar to those for the other questionnaires for the basic census (see chapter 4), except as follows for questionnaire ES-9200: The edit program classified each of these auxiliary establishments by its principal function on the basis of the distribution of its employees among the types of functions listed on the questionnaire. The Census Bureau usually reclassified questionnaires indicating that most employees were engaged in sales directly to customers from this location as either manufacturers' sales branches or sales offices (including in wholesale trade) or as retail stores.

The agency determined an establishment's principal-function clarification based on the functional category with the largest employment. In addition, based on the principal-industry classification of the establishment within the company serviced by the auxiliary, Census assigned each

Digitized by Google

auxiliary establishment a primary "industry-of-establishment serviced" code. In most instances, theses codes represented major industry group (two-digit standard industrial classification) or industry group (three-digit standard industrial classification) levels of classification detail, rather than the four-digit standard industrial classification industry classification.

Once the Bureau had completed the data editing of questionnaires ES-9100 and ES-9200, it assembled the company/establishment data during the company editing program. Then the Bureau created a data base by assembling all establishment records from the various census programs as well as the company summary record for each company and subjecting the records to intracompany computer editing. The staff then classified each of these in an enterprise industry category, developed by the Census Bureau, based on the *Enterprise Standard Industrial Classification Manual* (prepared by a technical committee representing various Federal statistical agencies.) The basic criteria for these categories were (1) at least 50,000 employees in the industry (category) or receipts of $2 billion or more and (2) an industry-specification ratio of at least 70 percent for nonmanufacturing industries and 60 percent for manufacturing. Then, the single-establishment data that the subject-matter divisions had, meanwhile, computer processed were added to the multiestablishment records. Various codes were assigned to each company to describe its industry classification, employment, industry size, and other economic characteristics. The company codes were copied into their establishment records, which permitted presentation of the data in terms of the economic characteristics of both the establishment or the owning or controlling companies.

Disclosure Analysis

The Bureau used two different computer disclosure analysis procedures to avoid revealing data for individual firms: When there was a data cell with less than three companies or a disclosure of dominance (the sales and receipts of the two largest companies accounted for a dominant portion of the total sales and receipts), the enterprise statistics staff suppressed all dollar figures and replaced employment data by an alphabetic employee-size code. The staff also suppressed complementary data cells so that the statistics could not be computed by subtraction. It did not suppress, however, the total number of establishments and companies.

Between January and July 1995, the computer operation created tabulation programs for developing the publication tables. Using details on column spacing agreed to by the Agriculture and Financial Statistics and Administrative and Publications Services Divisions, the enterprise statistics staff programmed the computer to produce tables in final printer's format, prepared the texts for the publications, and sent all materials to the printer. (For information on the publication of the data, see chapter 9.)

1992 SURVEY OF MINORITY-OWNED BUSINESS ENTERPRISES

The 1992 Survey of Minority-Owned Business Enterprises was the sixth in a series initiated in 1969; the first was a special project, while the subsequent ones were part of the economic census programs. As in the past, this latest effort provided basic economic data on businesses owned by Blacks, persons of Hispanic origin, Asian and Pacific Islanders, American Indians, and Alaska Natives.

Explanation of Terms

Definitions of the survey terms differed somewhat from those used for the other economic programs.

- **Firm.** A firm was a legal entity, engaged in any economic activity during any part of calendar year 1992, which filed an Internal Revenue Service Form 1040, Schedule C (Profit or Loss From Business or Profession), 1065 (U.S. Partnership Return of Income), or 1120S (U.S. income tax return for an S corporation). Within the 1120 category, there existed a number of types of corporations, and the SMOBE covered only corporations filing form 1120S (or Subchapter S corporations.) The three types of entities (legal forms of organization) covered in the survey were—
  - **Sole proprietorship**—Unincorporated business owned by one person or by self-employed individuals with no employees.
  - **Partnership**—Unincorporated business owned by two or more persons.
  - **Subchapter S corporation**—Special Internal Revenue Service designation for a business that was legally incorporated under State laws, and had 35 or fewer shareholders who, because of the tax advantages, elected to be taxed as individual shareholders rather than as corporations.

In the case of sole proprietorships, the economic activity may have been the self-employed activity of a person who held a full-time job working for someone else. A firm might operate one or more places of business, such as a chain of restaurants, or have no fixed business location, such as the firm represented by a self-employed carpenter or salesperson.

- **Gross receipts.** These included the gross value of all products sold, services rendered, or other receipts from customers during 1992, less returns and allowances. The published reports presented value of sales and services, whether or not payment was actually received during the year and, therefore, the data did not indicate a cash flow. There were no adjustments made for the costs of doing business.

Digitized by Google

- **Employees.** These were individuals who worked either full or part time. They did not include proprietors, partners, or owners who worked in the business, but were not paid a regular salary subject to withholdings for the Social Security Administration deductions. Also excluded were family members or others who worked in the business, but were not subject to withholding taxes.

Industry Classification

The agency used the *1987 Standard Industrial Classification Manual* to classify firms for the 1992 survey, which covered all industries listed therein except the following groups:

01, 02	Agriculture production
40	Railroad transportation
43	U.S. Postal Service
86	Membership organizations
88	Private households
91-97	Public administration

Comparability With the 1992 Economic Census

The information the Bureau collected in the 1992 survey was not always comparable with the statistics collected in the other economic census programs because of differences in the concepts of industrial scope, business unit, and receipts size. A discussion of each follows:

- **Industrial scope.** The following industries were in scope of the survey, but out of scope of the basic economic census programs:
  - 07 Agricultural services.
  - 08 Forestry.
  - 09 Fishing, hunting, and trapping.

Major Group 86,"Membership Organizations", was within the scope of the 1992 census, but out of scope of the Survey of Minority-Owned Business Enterprise.

- **Business unit.** Most of the economic programs were conducted on an establishment or physical location basis, individually canvassing and tabulating each establishment owned by a firm. In the Survey of Minority-Owned Business Enterprise, however, the whole firm was the unit tabulated, not each individual establishment of that firm.

- **Receipts size.** For most economic census establishments, there was a minimum size limit, based on receipts size which varied by industry, to determine whether a firm was counted as an active business. The Bureau counted a firm, as such, in the Survey of Minority-Owned Business Enterprise, if it had filed a business tax return with gross receipts greater than $500 with the Internal Revenue Service.

Change In the 1992 Survey Methodology

In the past, the Census Bureau only collected non-Black minority data directly from respondents. (Black- owned businesses were directly identified using administrative records.) Due to a threefold increase in the cost of acquiring Internal Revenue Service administrative-record information that identifies owners of partnerships and subchapter S corporations, the procedure to utilize those records and those from the Social Security Administration used in the 1987 and earlier programs was discontinued. To address this problem, Census canvassed a sample of all partnerships and subchapter S corporations to determine which were minority-owned. Individual proprietorships owned by Blacks were still identified from administrative records, while the Bureau identified those owned by other minorities from both administrative records and a sample mailout, as in past censuses.

Data Collection

The preparatory procedures Census developed for this survey S data-collection operation were essentially the same as those for the basic economic census program—mailout and return envelopes, questionnaires, and followup letters and notices had to be printed. One difference was that addresses were imprinted directly on the questionnaires using an ink jet printer whereas for the other census programs the information was printed on labels which were then put on the questionnaires.

The Census Bureau sent questionnaire MB-1, 1992 Survey of Business Owners and Self-employed Persons, to sole proprietors and self-employed individuals and MB-2/MB-3, 1992 Survey of Business Owners, to partnerships and subchapter S corporations. (See appendix I for facsimiles.) A commercial printer, hired by the Government Printing Office printed the three questionnaires. The printer prepared about 873,000 copies of the MB-1 (two pages), 923,000 copies of the MB-2 (two pages) and 1,258,000 copies of the MB-3 (two pages) and delivered them to the Jeffersonville data-processing center in August 1993.There were no separate cover letters or instruction sheets; rather, these appeared on the front of the questionnaires. (This brought the three questionnaires to a total of 4 pages each.) (For information on the inspection of items, including the return envelope EC-2B and mailing labels, and a description of the labeling and assembling operations, see chapter 3.).

Letters or notices	Quantity printed
Total	**1,667,200**
MB-92-L1	699,700
MB-92-L2	491,000
MB-92-L3	460,000
MB-92-L4	16,500

Survey methodology. The survey methodology consisted of two phases: Determining the minority status of

Digitized by Google

each firm included in the economic census and then matching data collected in the economic census or gathered from administrative records to each firm.

Census classified a firm as minority owned using the race codes obtained from the Social Security Administration for sole proprietorships or from information reported for the majority of owners of partnerships and subchapter S corporations.

Two sources[2] identified establishments as minority owned as follows:

- The Social Security Administration's race codes of "Asian, Asian-American, or Pacific Islander," "Hispanic," "Black," "Northern American Indian or Alaskan Native," and "White" for filers of the Internal Revenue Service form 1040 Schedule C. (Prior to 1981, the categories were "White," "Black," and "Other.")
- A mail canvass to a sample of business firms to identify minority-owned firms not identified from Social Security Administration race codes. Any business firm was eligible to be selected in the sample, although firms having owners with Hispanic, Asian, Pacific Islander, and Native American surnames had a higher probability of selection. The Bureau developed lists of common surnames for these three minority groups, based on information for Hispanics gathered in the 1970 Census of Population, and updates based on research using prior Survey of Minority-Owned Business Enterprise results.

Questionnaire MB-1 asked for the following information:

- Ownership of business (if there were one or two owners).
- Sex of the owner(s).
- Race of the owner(s) ("African American/Black/Negro," "Asian or Pacific Islander" (Asian Indian, Chinese, Japanese, Korean, Vietnamese, Filipino, Hawaiian, Other), "American Indian or Alaska Native" (Aleut, Eskimo, American Indian), "White," and "Other").
- Owner(s)' ethnicity (Hispanic/Spanish background or origin):
  - Non-Hispanic (non-Spanish).
  - Spanish/Hispanic (Cuban; Mexican, Mexican American, Chicano; Puerto Rican).
  - Hispanic Latin American (e.g., Panamanian, Peruvian, Venezuelan, Ecuadorian, Guatemalan).
  - Spaniard.
  - Other Spanish/Hispanic.

Questionnaire MB-2 asked for the following information:

- If the business was a limited partnership.
- Number of partners or general partners.
- Sex of the majority of partners.
- Race of the majority of partners.
- Ethnicity of the majority of partners.

Questionnaire MB-3 asked for the following information:

- Number of shareholders.
- Sex of the majority of shareholders.
- Race of the majority of shareholders.
- Ethnicity of the majority of shareholders.
- Percent of outstanding stock owned by women.
- Percent of voting stock owned by women.
- Percent of women executive officers.
- Percent of women on board of directors.

Out of the universe of about 13 million sole proprietorships, the agency mailed MB-1 questionnaires to a sample of 379,619 companies on September 21, 1994.The sample included firms whose individual owner(s) had an Social Security Administration race code of "Hispanic, Asian and Pacific Islander, American Indian or Alaska Native," and "Other" or whose surname(s) were included on the Bureau's minority surname list.The agency selected large companies with certainty. The certainty cutoffs varied by sampling strata; it sampled the rest at varying rates, depending on the number of firms in a particular industry in a particular State. The sampling rate was lowest in States and industries with the greatest number of firms. A similar methodology was used to select an individual sample from the remaining universe to estimate the number of sole proprietorships owned by Americans of minority ancestry who had surnames not usually associated with their ancestry. The mail canvass did not include those sole proprietorships that had reported in the 1987 survey that they were of minority race or ethnicity and were still active in 1992 (according to the 1992 Internal Revenue Service tax records); rather, it accepted those companies as being minority owned, and they were included in the program.

Out of a universe of 1.6 million partnerships and subchapter S corporations, the agency also mailed 541,320 questionnaires on September 27, 1993,to employer firms active in 1991 (phase I); 51,562 employer firms on June 27, 1994, who were active in 1992(phase II, group I): and 137,642 nonemployer firms on September 26, 1994, who were active in 1992 (phase II, group II). Surnames and Social Security Administration race codes were not available for use in sampling these firms. Otherwise, the Census Bureau used methodology similar to that specified above for sole proprietorships.

[2]Prior to the 1987 survey, a third source was used—i.e., various published sources (e.g., *Black Enterprise, MBE Contractor Directory*) and unpublished sources (e.g., National Minority Business Council, Inc., Latin American Manufacturers Association).

Digitized by Google

Using inkjet printer, the Jeffersonville data-processing center addressed the questionnaires directly through the envelope window used in the two followup mailings, and clerks checked the labels for quality. (See page 135 for the quantity, by type, of the followup letters printed, and chapter 3 for quality-control details.)

Companies were asked to return their completed questionnaires within 15 days of receipt and included those that did not in one or more of the two followups. Below are the dates of the followups and types and number of questionnaires mailed in each.

	Followup	Date	Questionnaire	Number mailed
Phase I	1	11/5/93	MB-2	41,281
			MB-3	142,137
	2	12/3/93	MB-2	20,966
			MB-3	76,736
Phase II Group I	1	7/29/94	MB-2	4,513
			MB-3	16,465
	2	8/29/94	MB-2	2,428
			MB-3	7,822
Phase II	1	10/31/94	MB-1	213,901
			MB-2	34,547
			MB-3	19,019
	2	12/7/94	MB-1	129,689
			MB-2	15,370
			MB-3	9,256

The following criteria determined whether a company would be included in one or more of the followups:

- If Census had not received a questionnaire and a time extension had not been requested.
- If the Bureau had granted a time extension for filing at the company's request (either by mail or by telephone) and the time extension date had expired prior to the scheduled closeout date for the particular followup.
- If the U.S. Postal Service returned a questionnaire as undeliverable.

The first and second (last) followups and the firms included were as follows:

- All delinquent companies received an MB-92-L1 reminder letter. In addition, the Bureau sent another MB-1 questionnaire to sole proprietorships and another MB-2/MB-3 questionnaire to partnerships and corporations, respectively.
- All delinquent companies received an MB-92-L2 "title 13" letter and another questionnaire. There was no telephone followup.

Once the minority-owned businesses had been identified using the three sources discussed above, the agency retrieved the following information from its data base (which consisted of information from the basic economic census obtained from respondents census questionnaires or from administrative records; see chapter 4), edited the data, and matched the information to the proper firm:

- Annual payroll (for a company with paid employees).
- Geographic code.
- Organizational status (sole proprietorship, partnership, or corporation).
- Number of employees reported during the week including March 12, 1992.
- Receipts.
- Standard industrial classification code.

Between October and December 1994, the Bureau used the company record files created in the computer operation to develop the publication tables. Headquarters staff programmed computers to yield tables in final printer's format, and the Agriculture and Financial Statistics Division's and the Administrative and Publications Services Division's personnel worked out details on spacing of columns and related problems. These same individuals prepared the texts for the publications and sent all materials to the printer. (For information on the publication of the statistics, see chapter 9.)

1992 SURVEY OF WOMEN-OWNED BUSINESSES

As part of the 5-year economic census programs, the Census Bureau also gathered and published basic economic data (i.e., annual payroll (for a company with paid employees), geographic code, organizational status, number of employees reported during the week including March 12, 1992, receipts, and standard industrial classification code) about firms owned by women. The 1992 program was the fifth in a series begun in 1972. The first was conducted as a separate program , while the 1977, 1982, 1987, and 1992 surveys were part of the economic census programs.

A firm fell within scope of this program if the sole owner was a woman or if one-half or more of the partners or shareholders were women.

1992 Survey of Women-Owned Businesses' Methodology

In past censuses, the agency collected this survey's data using only the Federal Government's administrative records. Since the 1987 survey, two changes occurred that affected the survey. First, Congress passed the Women's Business Ownership Act of 1988. This legislation required the Census Bureau to identify C corporations which were owned and controlled by women, in addition to the subchapter S corporations previously included in the survey.

Digitized by Google

(C corporation is the term used to refer to corporations who are not designated as subchapter S). This change in coverage served to complete the data on women-owned businesses in the United States. It was necessary, however, to send a questionnaire to a sample of these corporations in order to determine if they were women-owned.

The second change resulted from the discontinued use of administrative record data from the Internal Revenue Service and Social Security Administration which would have identified owners of partnerships and subchapter S corporations. Therefore, a sample of partnerships and subchapter S corporations was canvassed in order to determine which were women-owned. (For information on the publication of statistics, see chapter 9.)

1992 CHARACTERISTICS OF BUSINESS OWNERS SURVEY

The 1992 Characteristics of Business Owners Survey was the fourth in a series begun in 1977. For 1977, it collected data on women-owned businesses only. The 1982 (conducted in January 1986), 1987, and 1992 surveys collected data on businesses owned by Blacks, persons of Spanish origin (Hispanic origin (for 1992 only)), and other minorities, as well as women. The reports also included comparison data for a group of businesses owned by nonminority males. The survey data covered demographic (e.g., age, marital status, educational background) and financial (e.g., amount of capital needed to "start up" the business, source of capital, income derived from the business) characteristics of business owners and their businesses.

The survey, a subsample of the 1992 Survey of Minority-Owned Business Enterprises and the 1992 Survey of Women-Owned Businesses, consisted of about 125,000 companies. Following the initial mailout in June 1995 , three mail followups in July, August, and September obtained information from potential respondents who failed to respond to the initial request for information. Once gathered, the staff combined the data from this survey with economic census data and administrative records data originally obtained for the 1992 Economic Census. This survey's data were intended to expand and augment the data published in the 1992 census reports: Women-Owned Businesses and Minority-Owned Business Enterprises.

The survey measured business ownership for the segment of the business population using Internal Revenue Service Forms 1040 Schedule C (Profit or Loss from Business or Profession), 1065 (U.S. Partnership Return of Income), and 1120S (U.S. Income Tax Return for an S Corporation); corporations that filed Form 1120 (U.S. Corporation Income Tax Return) were not included. During the other 1992 Economic Census programs, the Internal Revenue Service gave the Bureau each company's employer identification number; Social Security numbers of the owners of sole proprietorships; principal industrial activity code; dollar receipts; and each company's organizational status (legal form of organization). The Social Security Administration transmitted certain data to the Bureau for use in identifying sole proprietorships owned by women and minorities.

The survey considered a firm minority owned if the sole owner or one-half or more of the owners were minorities, and used the same criterion to determine if a business was women-owned. The 1992 Economic Census files provided each company's standard industrial classification, geographic, and organizational-status codes; number of employees; annual payroll (for companies with paid employees); and business receipts. (For information on the publication of the statistics, see chapter 9.)

Digitized by Google

Contents

Chapter 8.

	Page
Introduction	140
1992 Truck Inventory and Use Survey	140
Differences Between the Truck Inventory and Use Survey and the Other Economic Census Programs	141
Changes Made in the Truck Inventory and Use Survey	141
Definition of Major Terms	143
Printing the Survey Questionnaires, Envelopes, Letters, and Brochures	146
Sample Design	146
The Enumeration and Followup Operations	147
Processing the Data	149
Publication Program	150
1993 Commodity Flow Survey	150
Introduction	150
Changes Made from Previous Commodity Surveys	151
Coverage	151
Shipment sampling	151
Data content	151
Scope of the Survey	151
Classification Systems	151
Standard industrial classification system	151
Standard transportation commodity code	151
Mileage calculations	151
Sample Design	151
Sample Selection	152
Data Collection Operation	152
Mailout operation	152
Followup operation	152
Processing Operation	153
Check-in, screening, and data keying operations	153
Computer processing operation	154
Computer processing	154
Mileage computation program	154
Imputation of missing data	154
Estimation	154
Disclosure	154

Digitized by Google

Transportation Surveys

INTRODUCTION

This chapter presents information on two survey programs that were an integral part of the 1992 census operations—(1) the 1992 Truck Inventory and Use Survey and (2) the 1993 Commodity Flow Survey. These two programs obtained essential information about the transportation sector not available from other sources.

The 1992 Truck Inventory and Use Survey collected and published data on the physical and operational characteristics of the Nation's truck population, based on a stratified random sample of private and commercial trucks registered (or licensed) in each State and the District of Columbia during 1992.

The Truck Inventory and Use Survey information was of considerable value to Federal and State transportation agencies in planning highway-cost allocations, road improvements, truck size and weight issues, energy consumption, user fuels of commercial and private vehicles, and other aspects of improving transportation services for shippers and carriers. The private sector needed these data to plan future vehicle designs and improvements, conduct market studies, assess the utility and cost of certain types of equipment, and determine fuel demands. The Bureau also made these data available in a microdata format for research purposes to other government agencies and private data users. Upon request, the agency produced special tabulations on a cost-reimbursable basis for government agencies, private consulting firms, trade publications and associations, and other organizations.

The balance of this chapter deals with the Commodity Flow Survey, which was designed to provide data on the flow of goods and materials by mode of transport. The Commodity Flow Survey continued statistics collected in the Commodity Transportation Survey from 1963 through 1977. This new 1993 survey included major improvements in methodology, sample size, and scope over the Commodity Transportation Survey.

The Commodity Flow Survey was conducted because numerous Federal and State agencies require broad measures of transportation flows since they impact the domestic economy in many ways. These data were needed for a broad range of Federal transportation policy decisions that had to be made in the development of an efficient transportation infrastructure that underpins transportation services supporting economic growth and competitiveness.

Continuing geographic shifts in production and manufacturers' distribution centers require changes in the transportation infrastructure supporting these economic activities. Federal investment and support of waterway and highway development directly affect the growth of U.S. industries and their ability to efficiently deliver goods and services to consumers. The availability of these data also affect the ability of the Nation's industries to compete in the international marketplace.

Specifically, Federal agencies that need the information to meet their respective mandates were the Department of Transportation (including the Highway, Railway, Maritime, Research and Special Programs Administration; the Aviation Administration; the Coast Guard; the Saint Lawrence Seaway Development Corporation; and the Bureau of Transportation Statistics), the Department of Commerce (including the Bureau of Economic Analysis and the International Trade Administration), the Bureau of Labor Statistics, the Federal Emergency Management Administration, the Environmental Protection Agency, the Department of Defense (including the Corps of Engineers and the Military Traffic Management Command), and the Interstate Commerce Commission.

Many State agencies require these data for carrying out their own economic and transportation programs, as well as in their activities supporting Federal programs, such as the Federal-aid highway system and port and waterway development. Other State and local agencies, such as port and turnpike authorities, along with regional economic development agencies, required these data to better serve domestic and international commerce.

1992 TRUCK INVENTORY AND USE SURVEY

Before 1963, relatively little was known about the physical and operational characteristics of the Nation's trucks. One of the major segments of the 1963 Census of Transportation, therefore, was the Truck Inventory and Use Survey, which collected detailed information for a sample of power units (trucks and truck-tractors) selected from State motor vehicle registration records for private and commercial vehicles. Information about the sampled trucks came from a questionnaire mailed to vehicle owners. Data (collected prior to the 1977 survey) from the sample were converted to percentage distributions and applied to Federal Highway Administration estimates, which were based on the number of private and commercial trucks registered in each State as of December 31. The Federal Highway

Digitized by Google

Administration estimates were based on a calendar year summary report from each State. The estimates reflected differences in truck definitions used by each State for vehicle registration from those used in the Truck Inventory and Use Survey. Some States registered a tractor-semitrailer combination as a single unit; others registered the tractor and the semitrailer separately. For either, only the power unit was included in the registered truck counts for the Truck Inventory and Use Survey.

As for prior years, the 1992 survey covered most private and commercial trucks and excluded vehicles owned by Federal, State, and local government agencies as well as ambulances, buses, and motor homes and some privately or commercially owned vehicles that did not have to be licensed. The Truck Inventory and Use Survey subsequently classified as "out of scope" various other vehicles actually surveyed for 1992: Trucks sold prior to July 1, 1991, farm tractors, unpowered trailer units or converter dollies, trucks reported to have been junked or wrecked prior to the 1992 registration year, etc. Many States allowed pickups and small vans and utility-type vehicles to be registered as either cars or trucks; therefore, passenger-car files were searched and included any such trucks in the sample universe.

The annual vehicle registration date varied among the States. A few of them used the calendar year for registering all vehicles. Most States, however, registered their vehicle on a staggered basis to permit a distribution of the renewal workload throughout all months. Most States allowed pre-registration or permitted "grace periods" to better distribute the annual registration workload. In order to present vehicle registration data uniformly for all States, the data were shown as nearly as possible on a 1992 calendar-year basis.

The survey items were divided into two types—(1) physical characteristics of the Nation's private trucking fleet, such as vehicle type, average weight, type of engine, type of braking system, power steering, fuel conservation, air conditioning, type and size of body, power axles, axle arrangement of trailer units, and cab type and (2) operational characteristics, such as base of operation; number of trucks, truck-tractors, and trailers operated from base of operation; area of operation; vehicle miles; weeks operated; miles per gallon; use of vehicle; and types of commodities carried, including hazardous cargo. These items appeared on two questionnaires—TC-9501, sent to owners of trucks in the pickup and van strata (about 25 percent of the sample) and TC-9502, sent to owners of all other trucks selected in the sample (about 75 percent).

Differences Between the Truck Inventory and Use Survey and the Other Economic Census Programs

The 1992 Truck Inventory and Use Survey differed from other economic census programs in four respects. The first involved the reporting unit for the collection of data. The other programs were based upon data compiled from summary book figures such as sales, production, and employment for an establishment during the census year. In the Truck Inventory and Use Survey, analogous organizational units were the truck owners, either individual or corporate. Where possible, data for leased trucks were obtained from truck owners or lessees.

A second major difference involved coverage. The Truck Inventory and Use Survey cut across standard industrial classifications and even personal use, although vehicles owned by Federal, State, and local government agencies were not covered. Some privately or commercially owned vehicles that did not have to be licensed (e.g., "off the road" trucks used exclusively on private property) were also excluded.

The third major difference was in the use of sampling procedures. The other economic censuses collected the basic data on a total enumeration basis (either by questionnaire or through use of administrative records), although they often obtained supplementary data by sampling. In contrast, the Truck Inventory and Use Survey used a stratified probability sampling exclusively.

Finally, unlike the other economic censuses, Truck Inventory and Use Survey data collection did not commence on a single date. For 1992, that operation lasted from January 1993 to November 1993, as 1992 State vehicle registration files became available.

Changes Made in the Truck Inventory and Use Survey

After the 1987 Truck Inventory and Use Survey was completed, the Census Bureau offered private and public users of the data an opportunity to recommend new items or changes for the 1992 survey. Like the changes proposed for 1987, the ones for 1992 were not evaluated in a test census prior to the census.

Resulting new items for the 1992 survey included—

1. **Empty weight of pickups, vans, minivans, utility-type vehicles, and station wagons on truck chassis.** The Bureau asked respondents who received questionnaire TC-9501 to report the empty weight (vehicle weight minus cargo weight) of the vehicle as it was usually operated.

2. **Number of weeks operated.** Respondents were asked to report the number of weeks during 1992 the vehicle was operated.

3. **No home base.** The agency asked respondents to report if the vehicle or vehicle/trailer(s) combination was used for consumer one-way truck rental or as an over-the-road truck tractor and did not operate from a home base location. Data for these vehicles were tabulated under percentage of miles traveled outside base-of-operation State.

4. **Type of home base.** Respondents were asked to report the type of location where the vehicle was usually parked when it was not on the road.

5. **Bobtail.** The Census asked owners of large trucks who reported the vehicle was usually operated as a straight truck or truck tractor pulling a trailer to report

Digitized by Google

the approximate percentage of 1992 mileage that no trailer was pulled. (This information is available on the public-use microdata product only.)

6. **Trailer/axle configuration.** Owners of large trucks who reported the vehicle was usually operated as a straight truck or truck tractor pulling one or more trailers were asked to report the approximate percentage of 1992 mileage of the trailer/axle configuration most often pulled.

7. **Exterior length of trailer(s).** The Bureau asked owners of large trucks who reported the vehicle was usually operated as a straight truck or truck tractor pulling one or more trailers to report the exterior length of the individual trailer(s) most often pulled. (This information is available on the public-use microdata product only.)

8. **Type of refueling locations.** Owners of large trucks were asked the type of location where the vehicle was primarily refueled during 1992.

9. **Kind of service.** The Census asked owners of large trucks who reported the vehicle was operated with for-hire authorization to report the approximate percentage of 1992 mileage by truckload and less-than-truckload service.

Some changes affected specific items—

1. **How disposed.** An "Other" category was added as a separate response to determine other types of disposal. (This information is available on the public-use microdata product only.)

2. **When disposed.** If a vehicle was disposed of on or after July 1, 1991, but prior to January 1, 1992, the agency asked respondents to report vehicle's use during calendar year 1991. This methodology replaced respondents reporting "last 12 months use" of those vehicles which were owned (or leased) and disposed of prior to the survey year.

3. **How obtained.** An "Other" category was added as a separate response to determine other ways of vehicle acquisition. (This information is available on the public-use microdata product only.)

4. **Piggyback, conventional trailers or containers.** The Bureau added a separate category for conventional trailers to complete inclusion of all intermodal equipment haul types. (This information is available on the public-use microdata product only.)

5. **Overall length.** Separate check-box ranges were developed for length to replace 1987 census specific response.

6. **Width of trailer.** The agency developed separate check-box ranges for width to replace 1987 survey specific response. (This information is available on the public-use microdata product only.)

7. **Range of operation.** The Census added separate responses for "trips between 200 and 500 miles" and "trips beyond 500 miles." The 1987 response of "trips between 50 and 200 miles" was divided into two separate responses for 1992— (1) trips between 50 and 100 miles and (2) trips between 100 and 200 miles from vehicle's home base location.

8. **Brakes.** An "Other" category was added as a separate response to determine other types of brakes.

9. **Standard or optional equipment.** The agency added new categories to the list of equipment characteristics. They were—(1) antilock brake system and (2) on-board computer/electronic vehicle management system on the TC-9501 and TC-9502 questionnaires. In addition, the TC-9501 questionnaire (small trucks) included additional new categories—(1) vehicle control aids for handicapped drivers and (2) wheelchair lifts.

10. **Personal transportation.** "Carpool" use vehicles in a nonbusiness capacity were included in the personal transportation category.

11. **For-hire operation type.** A "private fleet" category was added with two separate responses on the TC-9502 questionnaire requesting the percentages of 1992 mileage the vehicle operated as—(1) a private carrier and (2) a private carrier with for-hire authority (i.e., backhauls, trip leasing, etc.). (This information is available on the public-use microdata product only.)

12. **Products carried.** The Bureau added new categories to the list of products carried. They were—(1) passenger transportation (the TC-9501 questionnaire only), (2) no load (vehicle empty), (3) animal feed, and (4) recyclable products. "Hazardous waste" collected for the 1987 survey was divided into two separate categories for 1992—(1) EPA (Environmental Protection Agency) manifest and (2) non-EPA manifest.

13. **Engine type.** Separate response for leaded and unleaded gasolines were developed to determine fuel use by engine. Published results of engine type were cited for "gasoline" only. (Leaded and unleaded gasoline use is available on the public-use microdata product only.)

14. **Miles per gallon.** Check-box ranges were developed on the TC-9501 questionnaire replacing the 1987 survey specific response for pickups, vans, utility-type vehicles, minivans, and station wagons on truck chassis.

15. **Hazardous materials carried** The 1987 survey check-box percentage ranges of placard-required hazardous materials mileage were replaced with individual mileage percentage responses of each placard-required hazardous material hauled during 1992. The published results represent the number of trucks which hauled placard-required hazardous materials during 1992 because multiple responses were possible. Data were displayed under the new and revised placard-name categories.

Digitized by Google

16. **Fleet size.** Check-box ranges were developed for the total number of vehicles/trailers owned and/or operated by an individual or for a company replacing the 1987 survey data item requesting fleet composition of vehicles and equipment on an establishment basis.

17. **Horsepower.** This item was deleted from the TC-9501 and TC-9502 questionnaires and, therefore, data are not available for 1992.

18. **Cubic inch displacement.** This item was deleted from the TC-9501 and TC-9502 questionnaires, but the published data were derived from an analysis of the administrative record data and were included in the tables. "Not reported" indicates those trucks for which the cubic inch displacement were unknown.

19. **Number of cylinders.** The published data were derived from an analysis of the administrative record data and were included in the tables. "Not reported" indicates those trucks for which cylinders were unknown.

Definition of Major Terms

The Census Bureau gave special meaning to the following characteristics:

- **Major use.** This was based on answers to the question, "Which of the following best describes your business or the part of your business in which the vehicle was used?" (Question 19, questionnaire TC-9501, see figure 8.1; and question 27, questionnaire TC-9502.)

  Each of the 15 specific major-use categories conformed to the generally accepted meaning of the term. If possible, the staff recoded responses to the "Other" category to 1 of the other 14 categories. The following list contains frequent responses reported in the "Other" category:

Entry	Recoded to (category)
House moving	For-hire transportation (14)
Trucks used in conjunction with railroads	For-hire transportation (14)
Armored car services	For-hire transportation (14)
Commercial fishing	Agricultural Activities (1)
Oil field services	Mining and quarrying (01)
Specialized activities commonly thought to be services (e.g., plumbing, painting, plastering, carpentry, electrical work, etc.)	Contractor activities or special trades (04)

Figure 8.1. Questionnaire 9501, Item 19

ITEM 19

Which of the following best describes your business (or the part of your business in which the vehicle was used)? *If vehicle was leased, indicate business of lessee.*

Mark (X) ONE box only.

518 01 ☐ AGRICULTURAL OR FARMING ACTIVITIES (including fisheries)

02 ☐ FORESTRY OR LUMBERING ACTIVITIES

03 ☐ CONSTRUCTION WORK – buildings, homes, roads, structures, etc.

04 ☐ CONTRACTOR ACTIVITIES OR SPECIAL TRADES – painting, plumbing, electrical work, masonry, carpentry, etc.

05 ☐ MANUFACTURING, REFINING, OR PROCESSING ACTIVITIES

06 ☐ WHOLESALE TRADE

07 ☐ RETAIL TRADE

08 ☐ BUSINESS AND PERSONAL SERVICES – used to assist in such services as lodging operations, landscaping, repair (except plumbing, electrical work, etc. – *See "Contractor Activities"*), laundry, advertising, entertainment, etc.

09 ☐ UTILITIES – Used to assist in operation or service of public utilities (telephone, gas, electric, cable television, etc.)

10 ☐ MINING OR QUARRY ACTIVITIES (includes well drilling) – used to assist in the extraction of natural resources or in hauling to processors

11 ☐ DAILY RENTAL – rented out, without a driver, to someone else on a daily or short-term basis

16 ☐ ONE-WAY RENTAL

13 ☐ NOT IN USE – vehicle idle, wrecked, awaiting repair, etc., for more than 6 months

14 ☐ FOR-HIRE TRANSPORTATION – including small package delivery

15 ☐ OTHER – *Please describe in detail* _____

Digitized by Google

The agency recoded U.S. mail service on a contract basis to for-hire transportation; antique trucks, when used as exhibits, to personal services; and yard tractors to the major-use category consistent with the company name and other responses given by the respondent, e.g., a yard tractor owned by a for-hire operation would have for-hire transportation as its major use.

- **Hazardous materials.** This term identified those trucks regularly transporting hazardous materials in quantities large enough to require a placard under the Code of Federal Regulations, Title 49, Transportation. Products carried. Questions 20 (questionnaire TC-9501; see figure 8.2) and 28 (questionnaire TC-9502) included broad

Figure 8.2. Questionnaire TC-9501, Item 20

ITEM 20

From the following list of products, materials, and equipment, indicate which item or items this vehicle carried. *Write in the approximate percent of the vehicle's 1992 mileage that was accounted for while carrying loads and while empty including backhauls, trip leasing, etc. Be sure percents total 100%.*

NOTE – *If you carried only one product, type of equipment, etc., during 1992, enter the percent of mileage while carrying this item.*
If you carried more than one product, enter the percents beside the appropriate items. You can use round figures (10%, 25%, etc.). You DO NOT need to account for every single item the vehicle carried during 1992, just include those that accounted for at least 5% of the mileage.
If the vehicle is involved in some kind of business use, but does not carry any products or equipment, enter 100% in ***NO LOAD****, item 20a.*
Please be sure to account for miles driven ***empty*** *in item 20a below.*
If the vehicle is involved in some kind of shuttle services (carrying employees, van pool riders, etc.), enter 100% in PASSENGER TRANSPORTATION item 20b.

		Percent
a. NO LOAD – Vehicle empty	519	%
b. PASSENGER TRANSPORTATION – (For employees, van pool riders, or other transportation shuttle service)	520	%
c. PRODUCTS, EQUIPMENT, MATERIALS, ETC.	521	
(1) AGRICULTURAL AND FOOD PRODUCTS		
(a) Live animals – cattle, horses, poultry, hogs, live seafood, insects, etc.	522	%
(b) Fresh farm products – grain, crops, eggs, flowers, nursery stock, raw milk, raw tobacco, etc.	523	%
(c) Processed foods and tobacco products – canned goods, prepared meats, frozen foods, beverages, bottled water, dairy products, cigarettes, etc.	524	%
(d) Animal feed – prepared feed and feed ingredients for animals	525	%
(2) MINING PRODUCTS – crude oil, coal, metal ores	526	%
(3) BUILDING MATERIALS – gravel, sand, concrete, flat glass, etc. (except cut lumber – See "Lumber")	527	%
(4) FORESTRY, WOOD, AND PAPER PRODUCTS		
(a) Logs and forest products – except cut lumber and fabricated wood products *(See below.)*	528	%
(b) Lumber and fabricated wood products – except furniture (See (7) below.)	529	%
(c) Paper and paper products	530	%
(5) CHEMICALS, PETROLEUM, AND ALLIED PRODUCTS		
(a) Chemicals and/or drugs (including fertilizers, pesticides, cosmetics, paints, etc.)	531	%
(b) Petroleum and petroleum products (including paving and roofing materials)	532	%
(c) Plastics and/or rubber products	533	%
(6) METALS AND METAL PRODUCTS		
(a) Primary metal products – pipes, ingots, billets, sheets, etc.	534	%
(b) Fabricated metal products – except machinery or transportation equipment *(See below.)*	535	%
(c) Machinery – electrical or non-electrical and electronic	536	%
(d) Transportation equipment (including complete vehicles) and parts	537	%
(7) OTHER MANUFACTURED PRODUCTS		
(a) Furniture (wood and non-wood) and/or hardware – not involved in household moving	538	%
(b) Glass products	539	%
(c) Textiles and apparel – fibers, leather goods, carpets, clothing, etc.	540	%
(d) Miscellaneous products of manufacturing – including photographic goods, watches, clocks, jewelry, and toys	541	%
(8) MISCELLANEOUS AND MIXED CARGO		
(a) Moving of household and office furniture – from home, offices, etc., under contract	542	%
(b) Miscellaneous tools and/or parts for specialized use, as in a craftsman's vehicle – traveling workshop for plumbers, carpenters, road service crews, etc.	543	%
(c) Mixed cargo (including the delivery of small packages)	544	%
(d) Scrap (not for recycling), garbage, trash, septic tank waste	545	%
(e) Industrial "waste" water	546	%
(f) Hazardous waste (EPA manifest)	547	%
(g) Hazardous waste (non-EPA manifest)	548	%
(h) Recyclable products	549	%
(9) OTHER (not elsewhere classified) – *Please describe in detail.*		
TOTAL – ***No load, passenger transportation, plus products carried should total 100%*** →		**100%**

Digitized by Google

classifications of agricultural, manufacturing, and mineral products, as well as special categories of materials carried by trucks. If possible, the agency recoded responses to the "Other" category to one of the 29 specific categories.

- **Range of operation.** The term classified the areas in which vehicles usually operated as follows:
  - **Local** (Less than 50-miles from the farm, terminal, factory, mine, or other place where the vehicle was stationed)
  - **Short range** (trips between 50 and 100 miles from the vehicle's home base)
  - **Short range-medium** (trips between 100 and 200 miles from the vehicle's home base)
  - **Long range-medium** (trips between 200 and 500 miles from the vehicle's home base)
  - **Long range** (trips beyond 500 miles from the vehicle's home base)
  - **No home base** (mostly over-the-road truck tractor or consumer one-way rental vehicle that did not operate from one specific home-base location)
  - **Off the road** (minimal use of public roads usually associated with construction and farming activities)
  - **"Not for hire."** A private owner or a company which transported its own materials or merchandise or used the vehicle for personal transportation.
  - **"For hire."** Motor carrier (a vehicle operated by a company whose primary business was to provide transportation services carrying freight belonging to others) and owner/operator (a vehicle operated by an independent trucker who drove the vehicle for himself/herself or on lease to a company).
  - **"Daily rental."** Vehicles rented or leased out under daily or short-term rental or lease agreements (not motor carrier).
  - **"Mixed."** A mixture of the operator classifications above with equal percentages of use for at least two of the three categories. If the percentages were not equal, the answer was recoded to the operator classification with the highest percentage.
- **Type of carrier.** This category was limited to "for hire" interstate operators as follows:
  - **Contract.** Offered transportation services to certain shippers under contracts.
  - **Common.** Offered transportation services to the general public over regular and irregular routes.

Figure 8.3. Questionnaire TC-9501, Item 21

ITEM 21

Please indicate below the total number of trucks, truck tractors (power units), and trailers owned and/or operated by you or your company.

NOTE – *Trucks refer to pickups, small vans (including mini-vans), and straight trucks. Trailers refer to semi and/or full trailers. Do* **not** include utility trailers. Subsidiaries of companies should report fleet size for the respective subsidiary only.

Mark (X) ONE box only.

600

01 ☐ 1	06 ☐ 100 to 499
02 ☐ 2 to 5	07 ☐ 500 to 999
03 ☐ 6 to 9	08 ☐ 1,000 to 4,999
04 ☐ 10 to 24	09 ☐ 5,000 to 9,999
05 ☐ 25 to 99	10 ☐ 10,000 or more

- **Truck fleet size.** The Bureau based the size of the truck fleet (item 21, questionnaire TC-9501, see figure 8.3; and item 30, questionnaire TC-9502) on the number of trucks operated by a truck owner for its entire operation. (The agency based the data shown in the "Truck Fleet Size" section of the tables on the number of trucks found in fleets of specified size and not on the number of fleets.) If items 21 (TC-9501) and 30 (TC-9502) were unanswered, the vehicle was estimated in the "not reported" category.
- **Operator classification.** This term consisted of the following major categories:
  - **Exempt.** Transported commodities or provided types of services that were exempt from Federal regulation, and possibly also operated within exempt commercial zones.
- **Body type.** This term (item 4, questionnaire TC-9501, see figure 8.4; and item 9, questionnaire TC-9502, see figure 8.5) included the type of body that was either permanently attached to the power unit (i.e., straight truck or single-unit truck) or most frequently used with a truck tractor as a tractor-trailer combination. Where possible, entries in the "Other" category were recoded to a specific category. Responses in the "Other" category included mobile-home toters and boat transport.

Digitized by Google

- **Minivans.** The minivan universe included vehicles which were manufactured on a truck or passenger car chassis.
- **Home base.** The location where the vehicle was usually parked when it was not on the road.
- **Vehicle size.** The Census Bureau based this size classification on the average vehicle weight (empty weight of the vehicle plus the average weight of the load carried) at which the vehicle operated during 1992. The four size classes, in terms of average vehicle weight in pounds, were as follows:
  - Light—10,000 pounds or less
  - Medium—10,001 to 19,500 pounds
  - Light-heavy—19,501 to 26,000 pounds
  - Heavy-heavy—26,001 pounds or more

in September 1992, 75,000 copies of *How Is Your Truck Used* (TC-95-B1) for light truck owners, to the Jeffersonville, IN, data-processing facility.

Sample Design

Based on sample-size criteria specified by the Census Bureau, R.L. Polk & Co. selected a stratified probability sample[1] of 153,914 trucks and truck-tractors from an estimated 60 million vehicle registrations on file with motor vehicle departments in the 50 States and the District of Columbia.[2]

Before selecting the sample, R.L. Polk & Co. stratified the trucks into the following five body-type categories within each State:

Figure 8.4. Questionnaire TC-9501, Item 4

ITEM 4

a. What is the body type of this vehicle?

300 01 ☐ Pickup
26 ☐ Mini-van (For example: Aerostar, Silhouette, Voyager, Astro, etc.)
02 ☐ Van other than mini-van
24 ☐ Utility (For example: Bronco, Blazer, Jeep, CJ-5 or 7, 4Runner, Pathfinder, etc.)
25 ☐ Station wagon built on truck chassis (For example: Suburban, Wagoneer, etc.)
80 ☐ Other – *If the above descriptions do not match the body type of this vehicle, please describe the body type in detail.*

Printing the Survey Questionnaires, Envelopes, Letters, and Brochures

The Government Printing Office contracted with a commercial printer to print 115,000 copies of questionnaire TC-9501 and 250,000 copies of TC-9502. (For a facsimile of questionnaire TC-9502, see appendix F.) The contractor began printing both questionnaires in June 1992. It delivered both questionnaires to the Census Bureau's Jeffersonville, IN, data-processing facility in July 1992. (For a discussion of the quality control of material received from the printer and of the printing of several envelopes, i.e., EC-1A(I), EC-1A(F), EC-1A(CF), and EC-2A, see chapter 3.) The Government Printing Office maintained a multiple-award contract with commercial printers in the Jeffersonville, IN, area. These firms printed the mailout and followup letters in June 1992. The quantities, by type, follow. Although the form numbers differed, the content of these letters was similar to those used in the other economic censuses.

Letters	Quantity ordered
TC-9501-I (mailout)	50,000
TC-9502-I (mailout)	120,000
TC-9500-F (followups)	150,000
TC-9500-CF (followups)	50,000

Finally, in July 1992, a GPO-hired commercial printer delivered 125,000 copies of brochure, *How Is Your Truck Used* (TC-95-B2) for medium and heavy truck owners and

- **Pickup** (consisting of only pickup trucks)
- **Van** (consisting of panel trucks, vans, minivans, utility type vehicles including jeeps, and station wagons on truck chassis)
- **Single-unit light** (consisting of all other single-unit trucks (excluding those in the pickup and van strata) with a gross vehicle weight of 26,000 pounds or less)
- **Single-unit heavy** (consisting of the remaining single-unit trucks)
- **Truck tractor** (consisting of only truck tractors)

Before giving the contractor the required sample sizes, the Census Bureau allocated them into the various sampling strata.

The Bureau maintained the selected sample in a master control file which was used to mail the two questionnaires and to determine which vehicles should be included in the followup operations.

[1]The term "probability sample" means (1) there are distinct samples that can be selected, (2) each sample has a known probability of selection, (3) one of the distinct samples is chosen, and (4) the estimation procedure must lead to a unique estimate of each sample

[2]The licenses or registrations sampled were those for single-unit trucks and truck-tractors. Registrations for trailers or other nonpowered property-carrying highway vehicles were either not sampled or (if inadvertently included in the sample because they were not recognized in advance) were treated as out of scope in the subsequent data-processing operation.

Digitized by Google

Figure 8.6. Questionnaire TC-9502, Item 9

ITEM 9

Please indicate the body type which most closely resembles this vehicle or the trailer MOST OFTEN ATTACHED to it if the power unit is a truck tractor.

If the vehicle is a straight truck, mark (X) the box that best describes the body of the truck (the area behind the cab).

Mark (X) ONE box only.

PLATFORM TYPES

300 05 ☐ Low boy (gooseneck) – platform with depressed center
06 ☐ Basic platform (including flatbed, stake, etc.)
04 ☐ Platform with devices permanently mounted on bed of truck – such as high lift, lift gate, hoist, etc.

VAN TYPES

03 ☐ Multi-stop or step van (including hi-cube or cutaway)
12 ☐ Basic enclosed van (dry cargo)
10 ☐ Drop frame van (including furniture van, etc.)
08 ☐ Insulated, nonrefrigerated van
09 ☐ Insulated, refrigerated van
11 ☐ Open top van (including fruit)

SPECIALIZED USE TRUCKS

18 ☐ Automobile transport
13 ☐ Beverage truck
70 ☐ Concrete mixer
40 ☐ Dump truck (including belly or bottom dump)
29 ☐ Grain bodies (including low-side grain and hoppers, etc.)
30 ☐ Garbage truck
07 ☐ Livestock truck (including livestock drop frame)
27 ☐ Oil field truck – service equipment permanently mounted on vehicle
17 ☐ Pole, logging, pulpwood, or pipe truck
22 ☐ Service truck or "craftsman's vehicle" – body equipped for mobile repair and service
60 ☐ Tank truck for dry bulk
50 ☐ Tank truck for liquids or gases
14 ☐ Utility truck – used in public utility operations (telephone line truck, etc.), body equipped for major repair (may have aerial lift, derrick, etc.)
15 ☐ Winch or crane truck – lifting equipment (including roll on, roll off) permanently mounted on vehicle
16 ☐ Wrecker – for motor vehicle towing or lifting
23 ☐ Yard tractor – cab and chassis ONLY, used to spot trailers

NOTE – *If none of the above descriptions match the body type of this vehicle, or the trailer usually attached to it, mark (X) the "Other" box below and specify body type.*

80 ☐ Other – *Please specify* _____

The Enumeration and Followup Operations

The staff at the Jeffersonville, IN, data-processing facility mailed the enumeration packages (consisting of questionnaire TC-9501 or TC-9502, return envelope EC-2A, cover letter TC-9501-I or TC-9502-I, and an explanatory brochure, *How Is Your Truck Used* (for those truck owners included in panels 1, 3, 4, and 5) by State (grouped in the order in which registration records were received) to potential respondents in five mailings between January and November 1993. (See table 8.1.)

For the first time, the Bureau provided customized mailing and reporting arrangements for large truck owners selected in the sample. Based on the owners' preference, questionnaires were boxed together (by panel) and mailed to the corporate headquarters or other designated location for completion. Included in the initial mailing for customized reporters were—(1) questionnaires (both TC-9501 and TC-9502), (2) return mail label, (3) TC-95-B1 brochure, (4) TC-95-B2 brochure, and (5) a list of the vehicles selected (by vehicle identification number cross-referenced to the census file number).

Digitized by Google

The number of trucks sampled by State are shown below.

Table 8.1. **Number of Questionnaires Mailed**

Panel State	Number of questionnaires	Mailing date
Total	[1]152,766	
Panel 1		Jan. 15, 1993
Alaska	2,678	
Arizona	3,117	
Colorado	3,150	
District of Columbia	1,782	
Delaware	2,719	
Idaho	2,945	
Michigan	3,093	
New York	3,129	
North Dakota	2,990	
Vermont	2,695	
West Virginia	3,005	
Panel IA		Jan. 22, 1993
Illinois	2,938	
Iowa	2,977	
Kansas	3,066	
Louisiana	3,089	
Minnesota	3,031	
Mississippi	2,938	
Panel II		Feb. 17, 1993
Connecticut	3,034	
Florida	3,091	
Maine	2,876	
Montana	2,939	
New Hampshire	2,883	
New Jersey	2,998	
New Mexico	2,997	
North Carolina	3,100	
Oregon	3,003	
South Carolina	3,085	
Texas	3,140	
Utah	2,966	
Panel III		Mar. 19, 1993
Alabama	3,005	
Kentucky	3,122	
Missouri	3,103	
Nevada	2,744	
Ohio	3,039	
Oklahoma	3,073	
Pennsylvania	3,016	
Tennessee	3,038	
Virginia	3,102	
Washington	3,108	
Wisconsin	2,989	
Panel IV		May 7, 1993
Arkansas	2,572	
California	3,359	
Hawaii	2,735	
Indiana	3,030	
Maryland	3,549	
Massachusetts	3,004	
Nebraska	2,990	
Rhode Island	3,888	
South Dakota	2,912	
Wyoming	2,836	
Panel V		Nov. 24, 1993
Georgia	3,098	

[1]This number is smaller than the sample size reported on **page XX** because 1,148 trucks were out of scope of the Truck Inventory and Use Survey and, therefore, the owners of those trucks were not mailed either questionnaire.

The agency sent questionnaire TC-9501 to owners of trucks in the pickup and van strata and questionnaire TC-9502 to owners of all other trucks selected in the sample identified in the master control file. The staff identified vehicles on the questionnaire prior to mailing by inserting in the registration information section the vehicle make, model year, license number, and vehicle identification number shown on the sampled power unit's registration record. Owners were requested to reply only for the identified truck, irrespective of other vehicles they might own or operate, and return their questionnaires to the Jeffersonville, IN, data-processing facility within 30 days of receipt.

As questionnaires arrived there,[3] clerks electronically scanned the census file number and correspondence to check the questionnaires into the transportation automated control system. This system tracked questionnaires through all stages of data processing. One week prior to each panel's mail followups, a file that contained those census file numbers that had not been received was sent to the data-processing facility in Jeffersonville, IN. Then, another questionnaire (either TC-9501 or TC-9502) was imprinted with the registration information and mailed with the proper followup letter. The Bureau sent vehicle owners who received either questionnaire TC-9501 or TC-9502 a TC9500-F letter in the first followup. In the second, letter TC9500-F was sent to vehicle owners who received the TC-9501 questionnaire and letter TC-9500-CF for those who received the TC-9502 questionnaire. Only vehicle owners who received TC-9501 questionnaires were included in the third followup, and at that time they received letter TC-9500-CF. The Bureau used certified mail for the second followup mailing for the TC-9502 questionnaires and for the third followup mailings for the TC9501 questionnaires. The Bureau used telephone followup as the third followup for the TC-9502 delinquent respondents. In some cases, the telephone call served as a reminder which resulted in a mail response. Mail or telephone followup was not conducted for customized reporters by Jeffersonville staff. A headquarter's analyst was assigned to each customized reporter. Each analyst contacted companies prior to each panel's initial mailing and the analyst served as a Census Bureau contact for data-item questions. If questionnaires were not received, the analyst telephoned the company's contact persons to request a response. Table 8.2 shows the followup dates, by panel (each consisting of the same States included in the mailout panels), and the number of letters or questionnaires mailed.

[3]For 1992, the Bureau established a separate clerical unit in Jeffersonville to process the Truck Inventory and Use Survey questionnaires. In previous censuses, the Truck Inventory and Use Survey questionnaires were processed with those of other economic censuses.

Digitized by Google

Table 8.2. **Number of Followup Letters or Questionnaires Mailed**

Panel	First followup	Number mailed	Second followup	Number mailed	Third followup	Number mailed
I	Feb. 19, 1993	28,775	Mar. 12, 1993	14,771	Apr. 2, 1993	2,039
II	Mar. 17, 1993	20,910	Apr. 9, 1993	10,055	Apr. 30, 1993	1,468
III	Apr. 16, 1993	20,197	May 7, 1993	9,255	May 28, 1993	1,190
IV	June 4, 1993	19,690	June 25, 1993	11,389	July 16, 1993	1,367
V	Dec. 23, 1993	2,126	Jan. 14, 1994	1,135	Feb. 4, 1994	121

The final response rate for customized reporters was 89.1 percent. The response rate for certified mail was 39.2 percent. Delinquent telephone followup increased the total response rate by 1.5 percentage points—2,276 of the 9,223 telephone calls resulted in a completed questionnaire. (Note: the Census Bureau conducted delinquent telephone followup calls in those States where the total response rate was less than 77 percent at the time the Bureau called those registered owners that had not returned a completed questionnaire.) Jeffersonville personnel called these delinquents and completed the questionnaires for them by asking the questions over the telephone. This operation took place for delinquent owners that existed in 16 States—3 each in panels 1 and 3, 4 in panel 2, 5 in panel 4, and 1 in panel 5.

The data-collection operation was completed in September 1993 for panels 1 through 4 and in March 1994 for panel 5. The final response was 131,280 questionnaires (or about 85.9 percent).

Processing the Data

The staff at the Jeffersonville, IN, data-processing center received two types of survey-related mail (questionnaires and correspondence). The handling of each is discussed below. As described above, the check-in operation played an essential part in determining which truck owners had failed to return a completed questionnaire and, therefore, needed to be followed up by mail and possibly by telephone. The check-in operation was also the first step in the larger data-processing operation. The clerks assigned a check-in (source) code which noted the type of receipt—mail, telephone, fax, undeliverable as addressed, congressional correspondence, and other correspondence. These codes were then entered into the transportation automated control system. When more than one questionnaire was received in a return package, the clerks kept them together through all stages of processing so that one contact could be made, if required, for all questions. After check in, the clerks routed the questionnaires to either the screening unit, the on-site analyst, headquarters analyst, remail unit, or filed the questionnaire because the company could not be contacted. The status codes for each operation were then entered into Transportation automated control system for each census file number. All questionnaires were then routed to the proper area.

The clerks then screened all questionnaires for completeness and to ensure that the information provided by respondents could be keyed. During this operation, the clerks scanned for "must items" that had to have been completed by respondents, converted responses if necessary (e.g., pounds to tons), transcribed remarks, clarified illegible responses, and rounded figures if necessary. If information for any of the "must items" was missing, the questionnaire was routed to a person who called the establishment to obtain the information. Customized questionnaires, however, that required telephone resolution were resolved by Bureau analysts working in Suitland, MD. All questionnaires that could not be resolved in the screening operation or resolved by a telephone call were forwarded to an analyst in the Jeffersonville, IN, facility for resolution.

Once the questionnaires had been screened and problems resolved, they were forwarded to the microfilming unit. A camera unit of the TC-9501 consisted of 750 questionnaires (15 batches); a camera unit of the TC-9502 consisted of 500 questionnaires (10 batches). During the microfilming operation, the camera printed the reel and frame number directly onto the first page of each questionnaire. Once completed, the questionnaires were routed for data keying. The original microfilm was stored in the Jeffersonville, IN, data-processing facility and a copy of each reel was sent to Bureau headquarters in Suitland, MD to be used during the data-editing and data-analysis operations.

Census employees next keyed (1) corrections made to the registration information, (2) all data responses provided on the questionnaires, (3) comments written by respondents, and (4) the microfilm reel and frame number.

Clerks then transmitted the information to the Bureau's computer center in Charlotte, NC, via dedicated telephone lines. The Jeffersonville data-processing facility retained all data tapes for possible retransmission until it was notified electronically that the data had been received. After 1 month, Jeffersonville employees blanked and reused the tapes.

The Bureau received the following two types of letters: unattached (letters without a questionnaire accompanying them) and attached (letters received with a questionnaire). The content—requests for time extensions, claims that questionnaires had been filed, etc.—paralleled those in the other economic censuses. (For examples, see chapter 4.)

Except for congressional mail, which the Jeffersonville staff sent to the Economic Census Staff in Suitland, MD, for special attention, all correspondence received in Jeffersonville was checked in and appropriate action was taken by

Digitized by Google

the Jeffersonville analyst. If the letter was a routine transmittal, the questionnaire was completed, and the respondent had not changed either the make or model year shown in the questionnaire's registration information section, the Jeffersonville analyst took no action on the letter and forwarded the questionnaire to screening. If the questionnaire was completely blank, the Jeffersonville analyst telephoned the respondent to obtain the required data.

A computer edit checked for (1) multiple responses (when only one was required), (2) out-of-tolerance ranges, and (3) responses had been written in the "Other" category by respondents.

At Bureau headquarters in Suitland, MD, each data response underwent a detailed complex computer edit to check for inconsistencies and tolerance checks. During this operation, the Bureau sometimes inserted data, based on administrative information supplied by R.L. Polk & Co. or other data-item responses, into the data file for some unanswered or incorrectly answered items. The computer flagged items that failed this edit (each problem had a specific error flag associated with it), and displayed each failed record by census file number. Once the analyst made the corrections, the computer immediately reedited the record and displayed it again if it still failed the edit program. In addition to making corrections, analysts also deleted records determined to be out of scope of the Truck Inventory and Use Survey from the edited data file during this review and correction phase.

Some respondents who received multiple questionnaires for trucks with similar physical and operational characteristics completed, upon approval from the Census Bureau, only one questionnaire. After analysts edited each State, the data from those "single" questionnaires were copied to the record for every similar truck, by census file number.

Suitland, MD, staff developed the procedure for imputing annual miles (item 9, questionnaire TC-9501; item 15, questionnaire TC-9502) and lifetime miles (item 10, questionnaire TC-9501; item 16, questionnaire TC-9502) from an analysis of 1987 Truck Inventory and Use Survey records. Averages were calculated for the five most highly correlated characteristics with annual and lifetime miles: Model year, vehicle type, acquisition, disposal, and weeks operated. Cubic-inch displacement and number of cylinders were derived from an analysis of the administrative data from each State's motor vehicle records for the selected vehicles. Missing length (item 12, questionnaire TC-9502) and average weight (item 7, questionnaire TC-9501 and item 13, questionnaire TC-9502) were imputed for each individual truck based on the response from a record with similar characteristics which were correlatd with length and/or average weight.

As a component of the imputation process, an adjustment was made, if necessary, to account for new truck registrations which occurred after the date the sampling frame was drawn but prior to the end of 1992. This procedure was used because all State sampling frames were not drawn on the same date but over a 6month period—July 1 through December 31, 1992.

The Jeffersonville, IN, data-processing facility stored the completed questionnaires in census file number order until January 1, 1995, when they were destroyed. After the 1992 Truck Inventory and Use Survey was completed, the microfilm was sent to the Washington National Records Center in Suitland, MD.

Publication Program

Data were tabulated for each State in unweighted and weighted estimates of the number of trucks and their characteristics. Bureau employees in Suitland, MD, computed corresponding sampling variability, checked the tabulations for consistency and logic, and made comparisons between 1987 and 1992 data. Some data were either automatically or manually suppressed prior to preparing tape files for the photocomposition process and ultimately the published report. These data were not published because the estimates did not meet publication standards on the basis of (1) the response rate, (2) associated standard error, or (3) a consistency review.

In addition to the U.S. Summary and individual State reports (see chapter 9), the Truck Inventory and Use Survey produced microdata information for each truck in the sample. (The term microdata referred to records for individual responses.) These records were modified to avoid the possibility of identifying individual trucks or operating establishments. Microdata are available on CD-ROM. (For information on the published reports and CD-ROMs, see chapter 9.)

1993 COMMODITY FLOW SURVEY

Introduction

From 1963 through 1977, the Census Bureau produced measures on the flows on goods and materials by mode of transportation in its Commodity Transportation Surveys. An evaluation of the 1977 Commodity Transportation Survey showed that major problems were caused by the methodology used to collect the shipment samples and by the small sample size used. In 1983, the agency conducted an abbreviated Commodity Transportation Survey which requested summary data from those included in that survey. An evaluation of the 1983 survey found that the summary data were of poor quality; consequently, the Bureau did not publish the 1983 survey results.

In 1990, the Department of Transportation and the Census Bureau began a series of meetings to explore the possibility of restoring a commodity-based survey. The need for this information was recognized in the "Statement of National Transportation Policy" issued by the Secretary of Transportation in 1990, and later by the Intermodal Surface Transportation Efficiency Act which Congress enacted in 1991.

Digitized by Google

As a result of those meetings and the Intermodal Surface Transportation Efficiency Act, the Bureau designed the 1993 Commodity Flow Survey to continue statistics that had been collected in the Commodity Transportation Survey and to include major improvements in methodology, sample size, and scope. The 1993 Commodity Flow Survey was conducted with additional funding and support from the U.S. Department of Transportation.

Changes Made from Previous Commodity Surveys

The Census Bureau spent a great deal of time and effort after the 1983 Commodity Transportation Survey to develop a methodology that would produce reliable commodity flow statistics. This effort identified alternative ways of collecting shipment samples from shippers that would provide reliable estimates without placing a great burden on respondents.

Coverage. The earlier commodity surveys only included manufacturing establishments. Because this represented only a portion of commodity flows, the 1993 Commodity Flow Survey expanded its coverage to also include wholesale trade, mining, and selected retail trade and service establishments. To improve the reliability of survey estimates, particularly at smaller geographic levels, the Bureau increased the total number of establishments sampled from approximately 20,000 in the 1977 CTS to nearly 200,000 in the 1993 Commodity Flow Survey.

Shipment sampling. A basic technique of the past surveys and the 1993 Commodity Flow Survey required establishments to select a sample of their outbound shipments. In earlier surveys, establishments sampled from all shipments for the entire year at the end of the year. The post-1983 research showed that requiring establishments to report shipments over shorter time periods could substantially reduce the sampling error. For the 1993 Commodity Flow Survey, therefore, the Bureau requested establishments to sample shipments during four specified 2-week periods, rather than for the whole year. The establishments reported once during each quarter of 1993, thus controlling for seasonal or monthly variations.

Data content. The earlier surveys and the 1993 Commodity Flow Survey requested specific data for each sampled shipment, including commodity and mode of transportation. The earlier surveys requested establishments to list every commodity contained in a shipment, and the value and weight for each. The 1993 Commodity Flow Survey asked for only the primary commodity, defined as the commodity with the greatest total weight in the shipment. While the earlier surveys only requested the primary mode of transportation, the 1993 Commodity Flow Survey requested all modes.

Scope of the Survey

The scope of the 1993 Commodity Flow Survey was defined as all establishments in manufacturing (except standard industrial classification 279 (service industries for the printing trade); wholesale trade; mining (except standard industrial classification 108 (metal mining services), standard industrial classification 124 (coal mining services), standard industrial classification 131 (crude petroleum and natural gas), standard industrial classification 132 (natural gas liquids), standard industrial classification 138 (oil and gas field services), and standard industrial classification 148 (nonmetallic minerals services, except fuels); auxiliary establishments to mining, manufacturing, wholesale trade, and retail trade; and only standard industrial classification 5961 (catalog and mail-order houses) in retail trade and standard industrial classification 7822 (motion picture and video tape distribution) in service industries.

Classification Systems

Standard industrial classification system. Data for the establishment portions of the commodity flow survey were tabulated on the basis of the Standard Industrial Classification Coding System. This system was used in the classification of establishments by the major type of activity in which they were engaged.

Standard transportation commodity code. The commodity shipment data were classified according to the Standard Transportation Commodity Classification System, a seven-digit classification developed by the railroads and maintained by the Association of American Railroads. For the 1993 Commodity Flow Survey, the commodity shipments were coded to a five-digit level of detail.

Mileage calculations. Information on the origin and destination of each shipment was tied to five-digit ZIP-Code areas. The U.S. Department of Transportation arranged for the Center for Transportation Analysis at the Oak Ridge National Laboratories in Oak Ridge, TN, to compute the distance for each of these origins and destinations by mode or combination of modes of transportation. The Oak Ridge staff developed a network system that estimated the mileage traveled by assuming that each origin and destination was located in the centroid (center) of the ZIP Code. Distances by mode or combination of modes between origin destination ZIP-Code centroids were computed by finding the minimal impedance path over mathematical representation of the highway, rail, waterway, air, and pipeline networks, and summing the lengths of individual links on these paths. The Census Bureau transmitted files containing ZIP-Code pairs to the Oak Ridge National Laboratories. Its staff calculated the mileage for all single mode and multimode combinations and then returned this file to the Bureau where it was included in the Commodity Flow Survey database.

Sample Design

The 1993 Commodity Flow Survey sample consisted of a stratified two-stage design in which the first-stage sampling unit was the establishment and the second-stage was

Digitized by Google

the shipping document. The Bureau selected the establishments with a probability proportional to their annual payroll; the establishment selected the shipping documents using a systematic selection scheme within each selected establishment. Bureau employees stratified the establishments in the sampling frame by three-digit standard industrial classification code, geography, and type-of-operation code. The geographical stratification was based on the National Transportation Analysis Regions, which had been developed by the U.S. Department of Transportation to create geographic regions that could be used to measure and analyze nationwide patterns of transportation demand and activity. To create the NTARs, the Department of Transportation selected Bureau of Economic Analysis Economic Areas as National Transportation Analysis Regions cores based on population and surrogate measures of economic activity. Where appropriate, the National Transportation Analysis Regions cores were combined based on distance; the remaining Bureau of Economic Analysis Economic Areas were divided among the National Transportation Analysis Regions cores based on highway distance. This methodology resulted in the 183 Bureau of Economic Analysis Economic Areas being grouped into 89 National Transportation Analysis Regions. The 89 regions provided a mutually exclusive and exhaustive coverage of the country.

The third stratification variable, the type-of-operation code, was used for auxiliary establishments (e.g., warehousing) that offered support to other company establishments.

The Bureau imposed a 10-percent coefficient-of-variation reliability requirement on stratum-level estimates, and conducted research to determine the sample size needed to meet this requirement.

The Census Bureau used manufacturing, mining, wholesale trade, retail trade, and service industry establishments listed in the Standard Statistical Establishment List that had 1991 payroll data and were classified as inscope for the 1992 Economic Census as the universe from which the Commodity Flow Survey sample was selected. The process created a survey universe of approximately 800,000 establishments.

As noted above, the survey universe was stratified by standarad industrial classification, National Transportation Analysis Regions, and type-of-operation codes. Based on an employment-size criteria, the agency partitioned the establishments within each stratum into a certainty and noncertainty component. From the noncertainty establishments in the stratum, Census selected a simple sample.

Using the sample size estimated under the simple random sample design for the desired coefficient of variation, the Census Bureau selected a sample with a probability-proportional to-size from each stratum. The measure of size was annualized payroll. The variance was computed for the estimated total or the specified characteristic (employment) under the probability proportional-to-size design. The design's effect was calculated as the ratio of the estimated variance of the estimate obtained from the probability-proportional sample to the variance of the estimate from the simple random sample. Next, the Census Bureau analyzed the sample design at the establishment, standard industrial classification, and trade-area levels to determine the sample design's effect on the final sample size.

The Bureau estimated the final sample size for the noncertainty component of each stratum as the product of the design's effect and the estimated sample size from the simple random-sample design.

Sample Selection

The stratification structure, employment-size certainty cutoffs, and estimated sample sizes' data for each stratum arrived at in the above section on sample design were used to select the sample. The payroll and employment sizes for inscope establishments were obtained from their records (or sampling frame file), and this file was sorted by the stratification variables—i.e., standard industrial classification, National Transportation Analysis Region, and type of operation. Within each stratum, the sample selection process consisted of (1) identifying the certainty establishments, (2) selecting the probability-proportional-to-size sample from the noncertainty component of the stratum, and (3) assigning of the four quarterly sample periods to the selected cases.

A sample period consisted of 2 consecutive weeks. Each quarter was composed of 13 sample periods with the second week of each period overlapping the first week of the next period, which created a total of 52 panels. The sample period in the first quarter was randomly assigned, while the sample periods in the remaining quarters were assigned in a way that spread the period across the quarter so that an establishment did not report at the same time in each quarter.

The final sample contained 106,362 certainty establishments and 90,814 noncertainty establishments, for a total of 197,176 establishments out of a universe of 800,000 establishments. The sample sizes for the standard industrial classification divisions specified earlier were as follows: (1) manufacturing, 122,983; (2) mining, 6,097; (3) wholesale trade, 63,356; (4) retail trade, 4,377; and (5) service industries, 363.

Data Collection Operation

Mailout operation. In November 1992, the Census Bureau mailed advance letters to the establishments chosen for the 1993 Commodity Flow Survey notifying them of their inclusion in the survey and providing them with the dates of their four reporting periods. The agency also mailed letters to 25,000 multiestablishment company headquarters that had at least one establishment that would be included in the survey. The Bureau believed that the letter would (1) generate more cooperation between the establishments

Digitized by Google

and the agency, (2) provide the establishments with sufficient time to prepare their records to respond to the survey in a timely fashion, and (3) result in a higher response rate and improved data quality.

The initial survey mailout of questionnaires took place in December 1992. Subsequent mailings, consisting of three panels each (approximately 40,000 establishments), occurred every 3 weeks through mid-December 1993. The Bureau mailed the survey packages for each mailing group (three panels) at least 2 weeks before the beginning of the reporting period.

The mailing package consisted of a cover letter, a questionnaire, an instruction guide ("Instruction for Completing the Commodity Flow Survey"), and a Commodity Coding Manual.

The Bureau requested each establishment to report the following information:

- Physical location (if different from the mailing label).
- Operational status (i.e., in operation, temporarily or seasonally inactive, ceased operation) of the establishment during the 2-week sampling period.
- Other physical locations (if any) from which the establishment made shipments during the 2-week period.
- Total number of shipments made during the 2-week period.

The establishments also were requested to provide the following data for each shipment sampled:

- Shipment document number and date of shipment
- Value of shipment
- Weight (pounds) of shipment
- Commodity description and the 5-digit Standard Transportation Commodity Code
- Whether the shipment qualified as a hazardous material
- All domestic modes of transportation used
- Whether the shipment was containerized
- Origin of shipments (if other than the physical location of the establishment)
- Domestic-destination city, State, and ZIP Code
- Whether the shipment was an export and, if so, the mode of export and the city and country of destination

During the fourth quarter, the Bureau mailed to a subsample of approximately 25,000 establishments, a CFS-2000 questionnaire which included the same questions that appeared on questionnaire CFS-1000, but also asked additional questions about the availability and use of transportation facilities and equipment, as follows:

- Were the following onsite facilities available, and were they used: rail siding, waterway docks, airport/landing strips, or pipeline terminals?
- Did you use the following offsite facilities and, if so, the distance of the facility and the mode of transport used to reach it: rail siding, waterway dock, airport/landing strip, and pipeline terminal?
- Did you use rail cars that (1) your company owned or leased, (2) a common carrier owned or leased, or (3) another party owned or leased? Also, what percentage of your total rail shipments were each of these three methods?
- Did you use trucks (with six or more tires) or truck tractors that your company (1) owned, (2) leased with a driver, or (3) leased without a driver?
- Did you use the following equipment that your company owned or leased: truck trailers, aircraft, barges, and other equipment (specify)?
- Who generally decided on the mode of transportation used for your shipments—your company, receiver of the shipment, or other?

Followup operation. This operation, which took place between February 1993 and February 1994, began with two followup mailings for each panel. The first, which was conducted for only two panels, was mailed 3 days after the due date for those establishments in the last panel included in the initial mailout. This mailing only consisted of a reminder letter. The second followup mailing occurred 2 weeks after the first followup, and consisted of remailing a questionnaire, the instruction guide, and the Commodity Coding Manual.

Beginning with panel 3, the Bureau stopped mailing the first reminder letter followup because the agency found that the procedure was not cost-effective. Instead, the first followup for panel 3 and all subsequent panels consisted of a letter, another questionnaire, the instruction guide, and the Commodity Coding Manual. The followup for panel-3 establishments began 3 1/2 weeks after the initial due date for these establishments.

All questionnaires contained a toll-free telephone number for the Bureau's Jeffersonville, IN, data-processing facility for those who had questions or needed other assistance in completing their respective questionnaires. During the survey's data-processing operation, the agency received more than 125,000 telephone calls.

Processing Operation

Check-in, screening, and data keying operations. As questionnaires were received in Jeffersonville, clerks electronically checked them in and then screened them to identify those questionnaires that met the minimum level of missing critical entries such as weight, commodity code,

Digitized by Google

domestic mode of transportation, origin code, and domestic destination. Those that passed the screening criteria were sent directly to data entry and those that did not (i.e., needed more information or information had to be corrected) were referred to other clerks for problem resolution and/or commodity coding. After the problems had been solved, these questionnaires also were sent for data keying and, thereafter, the information was electronically sent to Bureau headquarters in Suitland, MD.

Computer processing operation. The five components of this operation are described below.

Computer processing. Bureau headquarters staff created a flow-processing edit program to identify inconsistencies, range errors, and critical omissions in the keyed data items. This edit program was run on a computer system following the transmission of the data entry files from the Jeffersonville, IN, data-processing facility. (Some of the edit tests, such as ZIPCode validation and commodity-code range check, were actually performed during data entry in Jeffersonville.) The edit program assigned a series of flags for missing or incorrect data. In some instances, the edit corrected the incomplete or incorrect data.

Mileage computation program. The Center for Transportation Analysis at the Oak Ridge National Laboratory in Oak Ridge, TN, developed this basic geographic system used for the calculation of distance. (For further information, see the section on mileage calculation, page 151.)

Imputation of missing data. Item nonresponse occurred when a data variable on a shipment document was either not reported or determined to be invalid by the edit process. Establishment nonresponse took place when an establishment failed to report shipment data for at least one quarter. Under certain conditions, item nonresponse was handled by imputation procedures; under other circumstances document nonresponse was handled by an adjustment of the statistical weights. The Bureau also used the results of the 1992 Economic Census to ensure the accuracy of the 1993 Commodity Flow Survey. A combined adjustment at the establishment and standard industrial classification level also accounted for establishment nonresponse.

Estimation. Bureau staff produced estimates for the measurement variables—i.e., number of shipments, value, shipment weight and ton-miles. Each shipping document record carried a single Commodity Flow Survey weight which was the product of the following six other weights:

- The document weight which was the ratio of the total number of shipments by the establishment in the 2-week period to the number of sampled shipments.
- An adjustment for any shipment document not usable by applying the ratio of the number of documents sampled within the establishment to the difference between this number and the number of shipments blanked.
- The quarter weight which was calculated at the establishment level for each quarter and was equal to 13/2 for those respondents reporting for the whole quarter.
- A quarter nonresponse factor was calculated at the establishment level and was equal to 4/Q where Q was the number of quarters that an establishment reported.
- The establishment weight which was the reciprocal of the inclusion probability and was calculated within each stratum.
- The Bureau applied the Commodity flow survey weight to the reported sample data to reflect the level of shipping activity at the universe level.

Disclosure. To ensure that information about individual companies would not be disclosed, the agency subjected the reported data to disclosure analysis. In conformance with Bureau confidentiality rules, a computerized disclosure analysis system identified and withheld from publication data that might have revealed information about individual companies. In those instances, the Bureau substituted a reference symbol "(D)" for the data.

Digitized by Google

Contents

Chapter 9.

	Page
Introduction	156
Publication Planning	156
Staff Meetings	156
Production Control and Reporting System	156
Staffing Program	156
Text	157
Statistical Tables	157
Changes to Plans	157
Internet	157
Types of Publications	157
Printed Reports	157
Microfiche, Public-Use Computer Tapes, and Diskettes	158
CD-ROM	158
On-Line Service	158
Special Tabulations	158
Publication Procedures	159
Preliminary Preparation of Text and Graphics Components	159
Preliminary Preparation of Statistical Table Components	159
Final Production Processing	159
Printing	159
Census Publications	160
1992 Census of Retail Trade	160
1992 Census of Wholesale Trade	161
1992 Census of Service Industries	161
1992 Census of Financial, Insurance, and Real Estate Industries	163
1992 Census of Transportation, Communications, and Utilities	163
1992 Truck Inventory and Use Survey	163
1993 Commodity Flow Survey	164
1992 Census of Construction Industries	164
Preliminary Reports	164
Final Reports	164
1992 Census of Manufactures	165
Preliminary Reports	165
Final Reports	165
1992 Census of Mineral Industries	166
Preliminary Reports	166
Final Reports	166
1992 Economic Census of Outlying Areas	167
1992 Enterprise Statistics	168
1992 Survey of Minority-Owned Business Enterprises	168
1992 Survey of Women-Owned Businesses	168
1992 Characteristics of Business Owners Survey	169
Congressional District Statistics Series	169
Reference Series	169

Digitized by Google

Publication Program

INTRODUCTION

The objective of the 1992 publication program was to make the census results available in printed reports, and CD-ROM's (compact disc read-only memory) sooner after the censuses were taken than for past censuses, while assuring the quality of both the information and the manner of presentation. The Census Bureau published reports for each of the basic censuses (retail trade; wholesale trade; service industries; transportation, communications, and utilities; financial, insurance, and real estate industries; manufactures; mineral industries; construction industries; and the outlying areas); the surveys of minority-owned business enterprises, women-owned businesses, and characteristics of business owners; and the enterprise statistics program.

In early 1990, the Census Bureau began its general publications-planning operation. The main goals were a more expeditious method of producing and assembling the report elements into a package ready for printing and a simple, modern, effective presentation of the data. Building on experience from prior censuses, the agency devised a comprehensive system of control records to cover all aspects of the planning, composition, methods, design, format, tables, text, appendix materials, cost estimates, distribution, publication program, and time schedules.

This chapter describes the (1) publication planning, (2) types of publications, (3) publication procedures, (4) printing of reports, and (5) content of each census series.

PUBLICATION PLANNING

Staff Meetings

Between early spring 1990 and the end of the year, the Census Bureau's Administrative and Publications Services Division, the Economic Census Staff, and representatives from each subject-matter division held biweekly staff meetings to discuss the entire range of planning for the 720[1] preliminary and final economic census reports. As the publication activities moved from advance planning into the production phase, the Economic Census Staff and Administrative and Publications Services Division directed these meetings toward solving specific editorial and production problems pertaining to priorities, work schedules, a particular report or series of reports, or changes and corrections to texts and tables.

Production Control and Reporting System

Before any substantive editorial or composition work was started, Administrative and Publications Services Division reviewed the general publication plans and table and text specifications submitted by the subject-matter divisions.

In 1986, Administrative and Publications Services Division developed an automated management-information system to track the complete flow of work for the major activities, from receipt of publication specifications to return of the printed reports from the printer. The subject-matter divisions tapped into Administrative and Publications Services Division's computers to check the status of any given report series. From time to time, Administrative and Publications Services Division also provided periodic status reports for the standard publication materials (i.e., text and tables) to the subject-matter divisions.

Beginning in the fall of 1993, periodic reports described progress or delays on all of the publication series development and production and pointed out specific problems to, and materials needed from, the subject-matter divisions. In 1993, Administrative and Publications Services Division instituted periodic reports of key publication activities as required. These reports enabled management to make decisions with respect to the need for staff changes and the readjustment of schedules and priorities.

Staffing Program

Handling of the publication work was based largely on the experience gained in the 1987 censuses. Administrative and Publications Services Division's units and sections within the existing branches worked on the publications for the economic census as follows: In the Publication Planning and Graphics Branch—

- The Census Publications Section handled the editorial planning and photocomposition of text and tables and coordinated the production of the publication components. This unit consisted of a supervisor and eight editors and was responsible for the publication of all census reports.

[1]This number included the final reports from the 1993 Commodity Flow Survey.

Digitized by Google

- The Electronic Graphics Section produced the cover designs and charts used in the publications. The work force averaged four graphics artists and one supervisor.
- The Quality Control Unit reviewed production negatives. The unit consisted of a supervisor and three automation control clerks.
- The Printing Branch reviewed the printing package prior to its being sent to the printer. In addition, it established and monitored all of the printing contracts and formulated the printing budget. One printing specialist, assisted by others when warranted, was assigned full time to supervise these activities.

Text

As for 1987, the Administrative and Publications Services Division developed, for the 1992 Economic Census, a standard cover design and a color scheme for the 1992 Economic Census publications. (All preliminary reports were printed in black ink and did not have covers.) The final reports used white paper covers (50-pound vellum stock) printed with a colored ink to match the particular census and assist the user in recognizing the various report series. In addition, each census had its portion of the census logo highlighted on the covers of the final reports, on the publication order forms, and in advertisements. The Administrative and Publications Services Division prepared, in advance, computer files for the covers, title pages, and standard text for each report series, and later, as the series went into production, computer files for the variable text and graphics components. The subject-matter divisions wrote the texts and submitted them in manuscript form (on diskettes) to Administrative and Publications Services Division for editorial review and production of computer files. To the extent possible, there was a standard text for each series of reports. In some cases, the agency used text developed for one report series in other series.

Statistical Tables

The subject-matter divisions submitted their table outlines (titles, headings, stubs, and footnotes) to Administrative and Publications Services Division well in advance of scheduled publication dates for review and approval. This procedure enabled editorial and related work required for publication planning to begin at the earliest possible time. Table layout and coding work began in the latter part of 1991, continuing into 1995.

Changes to Plans

The Economic Census Staff cleared any substantive changes to approved plans requested by the subject-matter divisions. While this procedure reduced the number of changes, it did not completely eliminate the problem of having to do some editorial and composition work more than once for the same report.

Internet

The Census Bureau established an Internet site and offered to the public a host of economic information, (in addition to statistics on population, housing, geography, data access tools, and reference information). Access to these data could be obtained through the World Wide Web (http://www.census.gov/). By selecting "Economy," users could obtain information on current economic indicators, such as housing starts; monthly retail sales; monthly wholesale trade; manufacturers' shipment, inventories, and orders; and international trade. The site provided access to news releases and other highlights from all parts of the economic census. There also were data from various current surveys—i.e., the *Current Industrial Reports*; communication services survey; service annual survey; State and local government finances; agriculture data; and construction-related surveys. Links were provided to other Federal agencies that supplied economic information.

TYPES OF PUBLICATIONS

The 1992 census results were issued in preliminary (only for construction industries, manufactures, and mineral industries) and final series of paperback reports, CD-ROM's (compact disc read-only memory), CENDATA™, and the Census Bureau's Bulletin Board; there were no clothbound volumes or computer tapes. The data presented in these various media were essentially the same, differing only in coverage. All information from the census was provided on CD-ROM, including certain large tables that were to voluminous to issue in print.

Most printed reports were produced for sale by the Superintendent of Documents, U.S. Government Printing Office; all CD-ROM's could be ordered from the Census Bureau. CENDATA™ was made available through cooperating private vendors, DIALOG, and CompuServe.

Printed Reports

Printed statistical reports were the most widely used type of output from the economic census (and surveys). As noted earlier, there were 720[2] different reports published from the 1992 Economic Census.

While each of the economic census results was published separately, the publication program for each census component (e.g., retail trade, service industries, manufactures) shared a common structure. The body of each report consisted of statistical tables featuring data for the census year 1992, with a relatively small amount of statistical information from previous censuses for comparison. Introductory material discussed basic concepts and methodology. There was a table-finding guide in most reports. At the

[2]See footnote 1.

Digitized by Google

back of each report was a detailed explanation of methodology and definitions of terms, especially the industry or kind-of-business classifications.

Most census reports included a narrative Summary of Findings, immediately preceding the statistical tables, which highlighted a number of key statistics and frequently cited the top-ranking geographic areas or industries.

The reports from each economic census fell into several basic categories: geographic area reports, industry reports (both preliminary[3] (for those census components cited above) and final), summary reports, subjects reports, and other miscellaneous reports.

Microfiche, Public-Use Computer Tapes, and Diskettes

Unlike the 1987 and earlier economic censuses, no microfiche, computer tapes, or diskettes were prepared for the 1992 Economic Census Program.

CD-ROM

For the second time, economic census files appeared on CD-ROM. A CD-ROM held over 680 million megabytes—equivalent to the combined storage capacity of more than three high-density tapes or 1,500 flexible diskettes. That was enough to record most of the 1992 Economic Census files on one final disc scheduled for release at the end of 1996.

Since the CD-ROM had such a large capacity, most economic census files could be accommodated on a single disc. The exceptions included the ZIP-Code, nonemployer, and Congressional District statistics which were put on separate discs. Data users had the choice of buying these discs when all economic files became available in mid-1996 or buying interim versions, starting in mid-1994 and reissued every 3 or 4 months, containing all of the files available to the time of issue. Some examples of reports that were issued on CD-ROM include the retail trade *Merchandise Line Series*; the transportation, communications, and utilities *Geographic Area Series*; and the mineral industries *Industry Series*.

Data on CD-ROM were recoded in a format compatible with dBASE III and could also be used by dBASE IV and a variety of other programs.

On-Line Service

In 1984, the Bureau began offering an on-line data service called CENDATA™. It presented the most current and widely used census facts, specializing in press releases and information on ordering the latest data products. CENDATA™ was made available through cooperating private vendors, DIALOG, and CompuServe, that provided nationwide access through their own long-distance networks. The vendors billed customers for time used on their systems, but without extra charge for access to economic census data. Many reports and data files also were accessible, in whole or in part, online through the Census Bureau/Bureau of Economic Analysis Electronic Forum and the Internet.

Most data sets accessible via CENDATA™ were relatively small, because it took a long time to transmit statistics over telephone lines. Among the economic data sets on CENDATA™ were—

- Press releases. Short narrative releases and one or two tables, issued to the press when certain major reports were issued, became available immediately on CENDATA™. State-by-State press releases for retail trade, wholesale trade, and service industries appeared on CENDATA™ several weeks before the corresponding reports could be purchased.
- Up-to-date information on the availability of publications.
- Highlights from other data series, such as the censuses of retail and wholesale trades *Geographic Area Series*, the census of manufactures analytical reports (*Exports From Manufacturing Establishments* and *Selected Characteristics of Manufacturing Establishments That Export*), and reports from the surveys of minority-owned business enterprises and women-owned businesses.

Special Tabulations

Even with the large number of reports and data files issued, the economic census budget could not accommodate every possible way that the data collected could be presented. Data users with special needs, therefore, occasionally contracted with the Census Bureau to prepare special tabulations that summarized data from its confidential records covering individual establishments. These special tabulations, released on paper copy as well as on diskettes, adhered to the same confidentiality requirements as applied to the regular census publications.

An example of a special tabulation was general statistics by kind of business for multicounty planning districts in a State. (This was particularly useful when some of the details for individual counties had not been published because they did not meet certain size or disclosure criteria.)

The Bureau's cost of preparing a special tabulation, typically in the thousands of dollars, was reimbursed by the customer or group of customers requesting the special tabulation. Timing also was a problem for special-tabulation customers, since the scheduled reports for the general public got priority where personnel or other resources were not available to do both at the same time.

Some special tabulations proved to be of interest to others besides the original customer, and the agency cited these special tabulations in its *Census Catalog and Guide*.

[3]These reports appeared several months prior to the publication of the final data.

Digitized by Google

Once the original customer had used the special tabulation for at least 6 months, anyone else could obtain a copy of the tables or electronic files for the cost of reproduction.

PUBLICATION PROCEDURES

Editorial and composition work on the economic census publications began during the latter part of 1991, emphasizing completion of as much work as possible before the 1992 data were collected and tabulated.

Preliminary Preparation of Text and Graphics Components

The Administrative and Publications Services Division prepared the text components on the Census Electronic Publications System and the graphics components on the Census Bureau's Electronic Graphics and Design System. These systems provided state-of-the-art capability for computer composition of components that were manually prepared prior to the 1987 censuses.

Subject-matter analysts wrote boilerplate (standard) text and transmitted the text electronically to the Administrative and Publications Services Division. That division's staff edited and coordinated changes with the authors, who updated their computer files and resent them to the Administrative and Publications Services Division. Once these texts were finalized, that division prepared (coded) these files for processing through the Census Electronic Publications System (for text) and the Electronic Graphics and Design System (for charts). The output from these processes were produced on laser proofs (paper facsimiles of the final products) and reviewed by appropriate subject-matter analysts. The Administrative and Publications Services Division processed all changes and recycled laser proofs until they were approved. That division's staff then copied the final boilerplate computer files to a VAX minicomputer where they were held for merging with other publication components during final production processing.

The Administrative and Publications Services Division also created shells for variable text (or text that contained segments that were dependent on the results of the data collected in the census) in advance, following the procedures described above for boilerplate text, and held them on the Census Electronic Publications System for final production processing.

The graphics in the economic census publications fell into three categories—artwork, charts, and maps. The artwork for covers and title pages was initially developed on the Electronic Graphics and Design System and, when finalized, transferred to the Census Electronic Publications System for merging with the components to produce covers and title pages. Again using electronic files prepared by the subject-matter analysts, the basic chart shells (minus the plot points and other variables) were produced on the Electronic Graphics and Design System and held for final production processing when the data became available. Negatives for maps were prepared by the Geography Division and sent to the Administrative and Publications Services Division for inclusion in the publications package during the assembly operation, prior to being sent to the printer.

Preliminary Preparation of Statistical Table Components

The statistical table base table images (or table shells minus variable geography and data) were created using electronic files prepared by subject-matter analysts. The Administrative and Publications Services Division's staff followed the same general processes as for the production of boilerplate text, except that they used the Table Image Processing System II (TIPS II) on VAX minicomputers. The Administrative and Publications Services Division's staff edited the table manuscript, generated the base table image computer files, processed them through TIPS II, and coordinated the review process until these components were finalized. The final base table image computer files were held on the VAX minicomputers for merging with data and for subsequent concatenation with other publication components during final production processing.

Final Production Processing

During final production processing, subject-matter staffs provided the variable information for text and charts to the Administrative and Publications Services Division, which coordinated the processing of these data through the Census Electronic Publications System (for text) and the Electronic Graphics and Design System (for charts). The Administrative and Publications Services Division then copied these variable files to a VAX minicomputer and notified the appropriate sponsoring division personnel.

The sponsoring divisions executed various Administrative and Publications Services Division programs to merge data with base table images, link appropriate publication components, and generate electronic files. The Administrative and Publications Services Division transmitted these files to the Government Printing Office for the production of printing negatives on a Computer Output to Microform (COMp80) phototypesetter. The Administrative and Publications Services Division reviewed and readied these negatives for printing, completed the necessary documents, and sent the package to the printer.

PRINTING

The Department of Commerce printed a total of 122 preliminary reports during the period October 1993 through June 1994. The Government Printing Office-hired commercial contractors printed 598[4] final reports during the period September 1994 through December 1995. For official distribution and sales, the Census Bureau ordered between

[4]See footnote 1.

Digitized by Google

700 and 1,025 copies of each preliminary report and between 1,600 and 3,200 copies of each final report. The page count ranged from 8 to 380 pages per report. (See appendix F for a list of each final report, its cost, number of pages, and issue date.)

CENSUS PUBLICATIONS[5]

1992 Census of Retail Trade

The 1992 Census of Retail Trade reports appeared in five final series: *Geographic Area, Nonemployer Statistics, ZIP-Code Statistics*, and *Subject*.

In addition to the printed reports, the Bureau issued all published final data on CD-ROM. The *ZIP-Code Statistics Series* was released only on CD-ROM. Highlights from the *Geographic Area Series* were released on CENDATA™. (At the time this history went to print, there were plans to also release the *Special Report Series* on CENDATA™. A description of the reports and publication dates for each series are furnished below.

- **Geographic Area Series.** The *Geographic Area Series* (RC92-A-1 to -52) contained 52 reports, one for the United States as a whole, one for each of the 50 States, and one for the District of Columbia. Each report had statistics for establishments with payroll (see below for nonemployer statistics) on the number of establishments, sales, payroll, and employment, by kind of business. Each State report presented the basic data items by kind of business for the State, for each metropolitan area, and for counties and county equivalents, and places with at least 350 retail establishments with payroll. The kind-of-business detail shown depended on the number of establishments in each area. The reports also included limited data (establishments and sales for 10 major kind-of-business groups) for all counties and for incorporated places with 2,500 or more inhabitants (according to the 1990 Census of Population and Housing or subsequent special censuses). These counties and major places also were ranked by sales volume within each State. Comparative data showing percent changes in sales and payroll between 1987 and 1992 were presented at the State level.

  The *U.S. Summary*, RC92-A-52, provided corresponding data at the national level and serves as a convenient compendium of abbreviated data for States, metropolitan areas, and the 250 top ranking counties and places.

  These reports were issued from March to November 1994.

- **Nonemployer Statistics Series.** The *Nonemployer Statistics Series* (RC92-N-1) consisted of one report. It presented statistics for establishments without payroll on number of establishments and sales by kind of business for the United States as a whole, States, and metropolitan areas. Counties, and places with 2,500 or more inhabitants were included on CD-ROM. This single report also presented data for the United States as a whole and States on all establishments, establishments with payroll, and establishments without payroll, by kind of business. In addition, the number of proprietorships and partnerships was presented for the United States.

  This report was issued in February 1995.

- **Zip Code Statistics Series.** The *ZIP Code Statistics Series* (RC92-Z) included data by retail kinds of business for each five-digit ZIP Code on the number of establishments in various sales-size and employment-size groups. These establishment counts by size class were not considered to be a disclosure of confidential information, so a data line was present for every kind of business with one or more establishments within a ZIP Code. Also included for each five-digit ZIP Code were statistics on sales, annual payroll, and number of employees for retail trade as a whole.

  The data were issued on CD-ROM in October 1995.

- **Subject Series.** The *Subject Series* (RC92-S-1 to -4) contained 4 reports.

  - The first report, *Establishment and Firm Size* (*Including Legal Form of Organization*) (RC92-S-1) presented data on the number of establishments, sales, payroll, and employment, tabulated by kind of business by size of establishment, by size of firm, and by legal form of organization, for the United States. For each industry, data were summarized by sales size of establishment, employment size of establishment, and sales size of firm (including concentration by largest firms), employment size of firm, and by legal form of organization.

  - The second report, *Measures of Value Produced, Capital Expenditures, Depreciable Assets*, and *Operating Expenses* (RC92-S-2), contained data for the Nation as a whole, by major kind of business, on sales, purchases, inventories, capital expenditures, depreciable assets, gross margin, value added, net income produced, and operating expenses for retail stores with payroll. Separate estimates in limited detail were shown for retail stores operated by corporations. These data were based on a sample of 21,730 retail firms selected prior to the census.

  - The third report, *Merchandise Line Sales* (RC92-S-3), showed what kinds of stores sold which kinds of merchandise and in what dollar volume. For example, it showed the different kinds of merchandise sold by radio and television stores as well as which other kinds of stores sold radios and televisions. Only national data appeared in print. CD-ROM contained data for States, for metropolitan areas, and for the area within each State outside any metropolitan area.

[5]See chapter 1 for the scope and content of the various 1992 census programs.

Digitized by Google

Table 1 showed sales by detailed merchandise line for each kind of business. Table 2 reorganized the data to feature the kinds of business that carried each of 41 broad merchandise lines.

- The fourth report, *Miscellaneous Subjects* (RC92-S-4), presented specialized data for the Nation as a whole and, where feasible, for States and metropolitan areas on the facilities and operating characteristics of eating and drinking places, gasoline service stations, liquefied petroleum gas dealers, and for other subjects not published elsewhere.

These reports were published from August 1995 to March 1996.

1992 Census of Wholesale Trade

The 1992 Census of Wholesale Trade reports were issued in two final series, *Geographic Area* and *Subject*, in printed form and on CD-ROM. The reports and publication dates for each series are described below.

- **Geographic Area Series.** The *Geographic Area Series* (WC92-A-1 to -52) comprised 52 reports, one for the United States as a whole, one for each of the 50 States, and one for the District of Columbia. Each state report provided data for the State, its metropolitan areas, and counties and places with 200 or more wholesale establishments, on the number of establishments, sales, payroll, and employment by kind of business and type of operation (total, merchant wholesalers, and other operating types). Data at the State level were more extensive, with the addition of statistics on inventories and operating expenses. State tables also summarized data by type of operation, such as merchant wholesalers; manufacturers sales branches and offices; and agents, brokers, and commission merchants. The report also included statistics for wholesale trade in all counties and incorporated places with 2,500 inhabitants or more, but without any kind-of-business detail. Comparative statistics for 1987 and 1992 were shown only at the State level using 1987 standard industrial classification definitions.

  The *U.S. Summary* (WC92-A-52) offered corresponding data at the national level and served as a convenient compendium of abbreviated data for States, 75 selected metropolitan areas, and the 250 top-ranking counties and places.

  These reports were issued from May 1994 to January 1995.

- **Subject Series.** The *Subject Series* (WC92-S-1 to -4) contained 4 reports.

  - The first report, *Establishment and Firm Size* (*Including Legal Form of Organization*) (WC92-S-1), in this series presented data for the United States based on size of establishment, size of firm, and legal form of organization. Data were shown by kind of business and type of operation on the number of establishments and sales. For merchant wholesalers, the data included payroll, employment, operating expenses, and inventories. Data were summarized by sales size of establishment, employment size of establishment, sale size of firm (including concentration by largest firms), employment size of firm, and by number of establishments operated.

  - The second report, *Measures of Value Produced, Capital Expenditures, Depreciable Assets*, and *Operating Expenses* (WC92-S-2), presented data for the United States for merchant wholesalers with payroll by major kind-of-business categories. There were tables on sales, purchases, inventories, capital expenditures, depreciable assets, gross margin, value added, net income produced, and operating expenses. These data were based on a sample of 5,000 wholesale firms selected prior to the census.

  - The third report, *Commodity Line Sales* (WC92-S-3), showed which commodities were sold by which kinds of business—statistics essential for tracing the flow of goods from production through the various distribution channels. Only national data were presented in print. CD-ROM included not only data at the national level, but also for the 15 States and 15 metropolitan areas with the largest number of wholesale establishments. One set of tables showed sales by detailed commodity lines within kind of business. Another set of tables reorganized the data to feature the kinds of businesses that carried each of 140 broad commodity lines. Table formats were essentially the same as for retail merchandise lines sales, except that there were separate tables for each of the three major types of operation.

  - The fourth report, *Miscellaneous Subjects* (WC92-S-4), contained data by kind of business and type of operation for the United States on sales by class of customer, employment by principal activity, inventories by method of valuation, and commissions and gross selling value for agents and brokers. Special statistics for petroleum bulk stations and terminals included sales (in gallons and dollars) and storage capacities by type of product and facility for the United States, States, and selected counties.

  These reports were issued from March 1995 to March 1996.

1992 Census of Service Industries

The 1992 Census of Service Industries data were published in four final series: *Geographic Area, Nonemployer Statistics*, and *Subject* in printed reports and on CD-ROM, ZIP Code Statistics. A description of the reports and publication dates for each series are furnished below.

- **Geographic Area Series.** The *Geographic Area Series* (SC92-A-1 to-52) had one report for the United States as a whole, one for each of the 50 States, and one for the

Digitized by Google

District of Columbia. Each State report presented statistics for establishments with payroll (see below for nonemployer statistics). For firms subject to Federal income tax, tabulations summarized data on the number of establishments, receipts, payroll, and employment, by kind of business, for the State and its metropolitan areas, and for counties and incorporated places with 350 or more taxable service establishments. Further, each State report summarized basic data for taxable firms in 11 broad kinds of business for all counties and for incorporated places with 2,500 or more inhabitants. In addition, counties and places with 2,500 or more inhabitants were ranked by volume of receipts. Data for number of establishments, revenue, annual payroll, first-quarter payroll, and employment were summarized by kind of business for firms exempt from Federal income tax for each State and its metropolitan areas. Some comparative statistics from the previous census were shown.

The *U.S. Summary* (SC92-A-52) provided corresponding data at the national level and served as a convenient compendium of abbreviated data for States, metropolitan areas, and the 250 top-ranking counties and places.

These reports were issued from May to December 1994.

- **Nonemployer Statistics Series.** The *Nonemployer Statistics Summary Report* (SC92-N-1) presented statistics on the number of establishments without payroll and their receipts by kind of business for the same areas as in the *Geographic Area Series*: United States as a whole, States and metropolitan areas (in the printed report) and United States as a whole, States, metropolitan areas, counties, and places with 2,500 inhabitants or more in the CD-ROM release. While more detailed classifications were shown for the United States as a whole, States and metropolitan areas, only 12 broad kinds of business were shown for counties and places. Establishments and receipts also were shown for the United States as a whole and for States for all establishments, establishments with payroll, and establishments without payroll, by kind of business. In addition, receipts size of nonemployer establishments by kind of business were provided for the United States as a whole. Only firms subject to Federal income tax were included.

  The printed report was issued in March 1995 and the CD-ROM version was released in September 1995.

- **Zip Code Statistics Series.** The *ZIP Code Statistics Series* (SC92-Z) included data for establishments with payroll that were subject to Federal income tax. For each five-digit ZIP Code, it showed the number of taxable employer establishments in various sales-size and employment-size groups. Counts by size class were not considered to be a disclosure of confidential information, so there was a data line for each kind of business with one or more establishments within a ZIP Code. Also included for each five-digit ZIP Code, for service industries as a whole (not by kind of business), were statistics on the number of establishments, receipts, annual payroll, and number of employees.

  The data were issued on CD-ROM in October 1995.

- **Subject Series.** The *Subject Series* (SC92-S-1 to -5) contained five reports.

  - The first report, *Establishment and Firm Size (Including Legal Form of Organization)* (SC92-S-1) presented data for the United States based on size of establishment, size of firm, and legal form of organization. Information was provided for establishments with payroll, by kind of business, on the number of establishments, receipts or revenues, payroll, and employment. There were separate summaries for firms subject to Federal income tax and firms exempt from such taxes. Data were summarized by receipts size of establishments, employment size of establishments, receipts size of firms (including concentration by largest firms), employment size of firms, and by number of establishments operated.

  - The second report, *Measures of Value Produced, Capital Expenditures, Depreciable Assets*, and *Operating Expenses* (SC92-S-2), provided data for the Nation as a whole only for establishments with payroll on capital expenditures, depreciable assets, and selected operating expenses for service establishments by kind of business. These data were based on a sample of 24,804 service firms selected prior to the census.

  - The third report, *Hotels, Motels,* and *Other Lodging Places* (SC92-S-3), showed data for the United States, States, and selected metropolitan areas on establishments engaged in lodging. Data included receipts, employment and payroll, plus source of receipts, number of guestrooms, transient and residential occupancy, franchise operations, food service, and type of hotel.

  - The fourth report, *Sources of Receipts and Revenues* (SC92-S-4), showed data for the United States as a whole and selected States and metropolitan areas on major sources of receipts and revenues by selected kinds of business. Examples of data provided were merchandise sales and other revenues of hotels and sales of food by movie theaters.

  - The fifth report, *Miscellaneous Subjects* (SC92-S-5), provided specialized data not published elsewhere, such as on receipts by class of customer, exported services, and personnel and payroll classified by occupation. Data are shown for selected kinds of business: advertising agencies; personnel supply services; computer and data-processing services; legal services; engineering, architectural , and surveying services; and management and public relations services.

  These reports were issued from February 1995 to March 1996.

Digitized by Google

1992 Census of Financial, Insurance, and Real Estate Industries

The agency for the first time published the 1992 Census of Financial, Insurance, and Real Estate Industries reports in three series: *Geographic Area, Nonemployer,* and *Subject.*

In addition to the printed reports, all final published data appeared on CD-ROM. A description of the reports and publication dates for each series are furnished below.

- **Geographic Area Series.** The *Geographic Area Series* (FC92-A-1) consisted of one Summary Report which contained data for the United States, the 50 States, the District of Columbia, and metropolitan areas on number of establishments with payroll, revenue, payroll, and employment, by varied financial, insurance, and real estate classifications. For the United States, each State, and the District of Columbia, data were provided on revenue and employees per establishment and on revenue and payroll per employee. Greater kind-of-business detail was shown for larger geographic areas.

  This report was issued in March 1995.

- **Nonemployer Statistics Series.** The *Nonemployer Report* (FC92-N-1) included data by kind of business for all establishments and establishments with and without payroll for the United States, the 50 States, the District of Columbia, and metropolitan areas.

  This report was issued in September 1995.

- **Subject Series.** The *Subject Series* (FC92-S-1 to -3) contained three reports.

  - The first report, *Establishment and Firm Size (Including Legal Form of Organization* (FC92-S-1) presented data for the Nation as a whole for establishments with payroll, based on size of establishments, size of company or firm, and legal form of organization. Establishment statistics were presented by revenue and employment size; statistics for firms, by revenue size (including concentration by largest firms), by employment size; and by number of establishments operated (single- and multiestablishments).

  - The second report, *Sources of Revenue* (FC92-S-2), consisted of data on major sources of revenue by kind of business for the Nation as a whole.

  - The third report, *Miscellaneous Subjects* (FC92-S-3), contained special statistics on other miscellaneous industry-specific subjects. Data were presented for the Nation as a whole and, where feasible, for selected States and metropolitan areas.

    These report were issued from August 1995 through May 1996.

1992 Census of Transportation, Communications, and Utilities

The 1992 Census of Transportation, Communications, and Utilities appeared in three series: *Geographic Area, Subject, and Nonemployer.*

In addition to the printed reports, the Bureau issued all published final data on CD-ROM. A description of the reports and publication dates for each series are furnished below.

- **Geographic Area Series.** The *Geographic Area Series* (UC92-A-1) consisted of one *Summary Report* which contained data for the United States, States, the District of Columbia, and selected metropolitan areas. It presented data on the number of establishments with payroll, revenue, payroll, and employment, by varied transportation, communications, and utilities classifications. For the United States, each State, and the District of Columbia, data were provided on revenue and employees per establishment and on revenue and payroll per employee. Comparative statistics showing percent changes in revenue and payroll between 1987 and 1992 are shown for some kind-of-business classification.

  This report was published in March 1995.

- **Subject Series.** The *Subject Series* (UC92-S-1 to -2) contained two reports.

  - *Establishment and Firm Size (Including Legal Form of Organization)* (UC92-S-1) presented data for establishments with payroll, based on size of establishments, size of company or firm, and legal form of organization. The report presented statistics by revenue and employment size; data for firms, by revenue size (including concentration by largest firms), by employment size, and by number of establishments operated (single- and multiestablishment), size of firm, and legal form of organization.

  - *Miscellaneous Subjects* (UC92-S-2) presented major sources of revenue for the United States, States, the District of Columbia, and selected metropolitan areas by kind-of-business classifications. Data were provided for some kinds of businesses on purchased transportation, cost of purchased travel, revenue by class of customer, and other miscellaneous subjects.

  These reports were issued in May 1995 and December 1995, respectively.

- **Nonemployer Statistics Series.** The *Nonemployer Report* (UC92-N-1) contained statistics on revenues for establishments without payroll for the United States, States, and the District of Columbia. Summary tables also included data by kind of business for all establishments, and establishments with and without payroll for the United States.

  This report was issued in March 1995.

1992 Truck Inventory and Use Survey

- **Geographic Area Series.** The *Truck Inventory and Use Survey* (TC92-T-1 to -52) publications—one for the United States as a whole (U.S. Summary), one for each State, and one for the District of Columbia—provided data on the number of vehicles and selected vehicle

Digitized by Google

characteristics and use. Statistics included number of vehicles, annual miles, principal products carried, type of cab, fuel conservation equipment, power steering and air-conditioning, braking system, engine size, classification of operation, acquisition (purchased new or used/leased or rented), range of operation (local, off-the-road, short range, or long range), type of fuel, single unit or combination and axle arrangement, vehicle size class, body type, model year, major use of vehicle, average weight, and length.

These reports were issued from November 1993 to May 1995.

A microdata file for the 1992 Truck Inventory and Use Survey was released on CD-ROM. It contained data for individual trucks and QUICKTAAB software, designed so that the users could create a wide variety of cross tabulations to meet their own needs. Certain truck characteristics were consolidated or omitted to avoid disclosure of information about specific trucks or truck owners. Otherwise, all the characteristics cited above, plus State of registration, were included on the files.

This microdata file was issued in June 1995.

1993 Commodity Flow Survey

The 1993 Commodity Flow Survey provides the following publication series: *Preliminary U.S., National Transportation Analysis Regions, State,* and *Final U.S.*

In addition to the printed reports, the Census Bureau issued all published final data on CD-ROM. A description of the reports and publication dates for the 1993 Commodity Flow Survey are furnished below.

- **1993 Commodity Flow Survey Publication Series.** The 1993 Commodity Flow Survey series (TC92-CF-1 to -52) contained 52 reports that provided data for the United States, the 50 States and the District of Columbia. The series (TC92-CF-N1 to -N89) contained the 89 reports that provided data for the National Transportation Analysis Regions. The amount of detail provided at each level depended in part upon the quality of the tabulated results from the survey as well as the need for disclosure and confidentiality protection. The Census Bureau used the results of the 1992 Economic census to ensure the data from this survey sample accurately represented the defined universe of shipments. Major industry groups covered in the survey were manufacturing (except service industries for the printing trade); wholesale trade; mining (except metal mining services, oil and gas extraction, and nonmetallic minerals services); auxiliary establishments to mining, manufacturing, wholesale trade, and retail trade; and catalog and mail-order houses in retail trade and motion picture and video-tape distribution in services industries. Publication tables at the State and the National Transportation Analysis Regions level included data describing State-to-State and National Transportation Analysis Regions-to-National Transportation Analysis Regions movement of goods. For all report levels, shipment characteristics provided included modes of transportation, major commodity shipped (using Standard Transportation Commodity Classification codes) tons, ton-miles, and value.

  These reports were issued from July 1995 through May 1996.

1992 Census of Construction Industries

The Bureau published the 1992 Census of Construction Industries reports in a Preliminary series and three final series: *Industry, Geographic Area,* and *Subject.*

In addition to the printed reports, all final published data appeared on CD-ROM. A description of the reports and publication dates for each series are furnished below.

- **Preliminary Reports**

The *Preliminary Industry Series* (CC92-I-1(P) to -26(P)), issued on paper and CD-ROM, included a report for each four-digit industry, featuring two tables prior to their reissuance in the final Industry Series: detailed statistics for 1987 and 1992, and value of construction work done by type of construction, all at the national level. These reports were followed by the Summary report (CC92-I-27(P)).

These reports were issued from July 1994 to January 1995.

- **Final Reports**

  - **Industry Series.** The *Industry Series* (CC92-I-1 to -27) consisted of separate reports (CC92-I-1 to -26) that presented data for the Nation as a whole and for States for establishments with payroll in each of the 26 industries included in the census. Each industry report provided 1992 figures on the number of construction establishments; value of construction work done; payroll; employment; cost for subcontractors; costs for materials, components, supplies, and fuels; costs for selected purchased services; value added; capital expenditures during the year; depreciable assets; and inventories. Statistics on type of construction and kind-of-business activity within each industry showed details beyond simple classification by standard industrial classification. Key data for 1977, 1982, and 1987 also were included. General statistics were shown for the industry by State and separately by employment size and dollar value of business done. One table showed value of construction work by State where the work was actually performed.

    The *Summary* (CC92-I-27) republished key data for establishments with payroll as presented in the 26 individual industry reports and offered new information on establishments without payroll. Data on separate auxiliary establishments also were shown. Final and more detailed auxiliary data were included in the *Enterprise Statistics Report* (see pages 56-57).

    These reports were issued from March to August 1995.

Digitized by Google

- **Geographic Area Series.** The *Geographic Area Series* (CC92-A-1 to -10) consisted of nine reports (CC92-A-1 to -9) for States grouped according to the nine census geographic divisions. Some of the Geographic Area Series data were the same as in the Industry Series, except that the data were organized by State rather than by industry. General statistics were presented for metropolitan statistical areas with 500,000 or more inhabitants. Limited data were shown for 1977, 1982, and 1987, and for establishments with no payroll, as well as selected data for establishments classified by employment size and dollar value of business done.

  The *U.S. Summary* (CC92-A-10) summarized the data in the nine individual reports for establishments both with and without payroll.

  These reports were published from September to December 1995.

- **Subject Series.** The *Legal Form of Organization and Type of Operation* (CC92-S-1) report presented for the Nation as a whole selected data (number of establishments, number of proprietors and working partners, and total employment) for construction establishments with and without payroll and for the aggregate, classified by industry and by legal form of organization. There also were selected statistics (number of establishments, value of construction work done, employment, payroll, costs for subcontractors, and value added) for construction establishments with payroll, classified by industry, type of operation (single- or multiestablishment), and legal form of organization.

  This report was issued in August 1995.

1992 Census of Manufactures

The 1992 Census of manufactures results were published in two preliminary report series, *Industry* and *Summary,* and three finals series—*Industry, Geographic Area,* and *Subject.* Also, there were two analytical reports and files on Location of Manufacturing Plants (see below).

In addition to the printed reports, all data were reproduced on CD-ROM. (For similar information on the analytical reports, see below.) A description of the reports and publication dates for each series are furnished below.

- **Preliminary Reports**

Data in preliminary reports were superseded by the final reports. The *Preliminary Industry Series* (MC92-I-20A(P) to -39D(P)) presented general and historical national statistics for the 459 manufacturing industries in 83 bulletins. Each bulletin covered one or more three-digit industry groups. Preliminary totals were shown for each industry on the quantity and value of product shipment's for the products primary to the industry and on the quantity and cost of materials consumed by establishments classified in the industry.

These reports were issued from April 1994 through January 1995.

The *Preliminary Summary* (MC92-SUM-1(P)) contained general statistics for two-, three, and four-digit manufacturing industries at the national level, and for all manufacturing (not by SIC) for the 50 States and the District of Columbia.

This report was issued in October 1994.

- **Final Reports**

  - **Industry Series.** Each report in the *Industry Series* (MC92-I-20A to 39D) provided final data for the Nation as a whole, with limited data for States for one of 83 groups of related industries. General statistics included number of establishments, number of firms, payroll, value of shipments, cost of materials, new capital expenditures, inventories, production hours worked, and value added by manufacture. Comparative data for earlier years were provided where available.

    For each industry, data on employment, payroll, value of shipments, capital expenditures, and value added by manufacture also were shown by employment-size class of establishment and degree of primary products specialization. Some of the most widely used statistics were the tables on shipments of specific products and consumption of various materials. Product data included shipments by all producers, not just those classified in the primary industry.

    Each Industry Series report covered one or more three-digit industry groups.

    These reports were issued from December 1994 through July 1995.

  - **Geographic Area Series.** The *Geographic Area Series* (MC92-A-1 to -51), issued for each State and the District of Columbia, presented data by industry on the number of establishments, payroll, employment, value of shipments, expenditures for new capital equipment, hours worked, and value added by manufacture, together with comparative statistics for earlier years. Statistics for auxiliary establishments were shown within each geographic area whenever they accounted for significant employment. Similar totals also were shown by industry metropolitan areas, counties, and incorporated places with a minimum number of manufacturing employees. Some statistics, including assets, rents, inventories, and most materials, appeared in statewide totals only. The number of establishments was shown by employment-size class for two-digit major standard industrial classification groups at the county level.

    These reports were published from August through December 1995.

  - **Subject Series.** The *Subject Series* (MC92-S-1 to -3) contained three reports with data at the national level, except where noted otherwise.

Digitized by Google

- *General Summary*: Industry, Product Class, and Geographic Area Statistics consolidated into a single volume many of the key statistics previously published in the *Industry Series* and *Geographic Area Series* along with any subsequent corrections or revisions. Most data were at the national level, but limited data also were reported for States and metropolitan Areas.
- *Concentration Ratios in Manufacturing* presented measures of the share of individual activity accounted for by the largest companies. Concentration measures were shown for each two-, three-, and four-digit industry, with time series data across as many censuses as had comparable statistics.
- *Manufacturers Shipments to the Federal Government* showed estimates from a special survey on the value of manufactured goods shipped to the Department of Defense, the Department of Energy, the National Aeronautics and Space Administration, and all other Federal agencies, for 69 four-digit industries that tended to have large Federal contracts.

  These reports were issued from October 1995 and March 1996.

- ***Location of Manufacturing Plants*** (MC92-LM). These files, issued on CD-ROM but not in print, presented the number of establishments by employment-size class by four-digit standard industrial classifications for States, counties, places, and ZIP Codes. The establishment counts by size class were not considered to be a disclosure of confidential information, so a data line was present for every industry with one or more establishments within the area. Thus, they provided much more industry detail than could be shown in the Geographic Area Series reports.

  This CD-ROM was issued in March 1996.

- **Analytical Reports.** The two analytical reports listed below included information from the census of manufactures and related sources, issued in printed copy and electronic format. A description of the two reports and publication dates for each are furnished below.
  - *Exports From Manufacturing Establishments* (AR93-1) presented information on the value of direct and indirect export shipments and estimates of the employment required to manufacture these products, reported by two- and three-digit standard industrial classification codes for the Nation as a whole and for States.

    At this history's publication time, a release date for the above report had not been set.
  - *Selected Characteristics of Wholesale Trade and Manufacturing Establishments That Export* (AR92-2) presented the number of establishments by export intensity (percent of goods produced that are exported) by two- or three-digit standard industrial classifications for States and separately by employment-size class.

    At this history's publication time, a release date for the above report had not been set.

1992 Census of Mineral Industries

The 1992 Census of Mineral Industries results appeared in two preliminary report series: *Industry and Summary*, and three final report series: *Industry, Geographic Area*, and *Subject*.

In addition to the printed reports, all final data were made available on CD-ROM. A description of the reports and publication dates for each series are furnished below.

- **Preliminary Reports**

The *Preliminary Industry Series* (MIC92-I-10A(P to -14E(P)) appeared in paper copy and on CD-ROM. Each of the 12 reports furnished general statistics for the United States for a group of related industries. Preliminary totals also were shown for quantity and value of shipments for the products primary to the industry. The data were similar to those in the final reports (below), but in less detail.

These reports were issued from April through August 1994.

The *Preliminary Summary Series* (MIC92-SUM-1(P)), available in paper copy and on CD-ROM, provided general statistics for the Nation as a whole from the *Preliminary Industry Series* for each of the four-digit standard industrial classification industries. One table showed totals for States without industry detail.

This report was issued in October 1994.

- **Final Reports**
  - **Industry Series.** The *Industry, Series* (MIC92-I-10A to -14E) contained 12 reports, each of which provided statistics for the Nation as a whole for a group of industries (e.g., oil and gas field exploration services). Final figures were provided for each of 31 four-digit standard industrial classification industries on the number of establishments and companies; payroll; employment; hours worked; quantity and value of products shipped and supplies used; cost of purchased machinery; capital expenditures, assets; depreciation, amortization, and deletions; rents; inventories, quantity and cost of fuels produced and consumed; value added by mining; and mineral development and exploration costs. General statistics appeared by State and offshore area, type of operation, (surface or underground mining and method of ore concentration or preparation), and size of establishment.

    These reports were issued from March through July 1995.
  - **Geographic Area Series.** The *Geographic Area Series* (MIC92-A-1 to -9) contained nine reports, each of which presented data for the States and for the offshore areas grouped according to the nine census geographic divisions on the number of establishments, payroll, employment, hours worked, value of

Digitized by Google

shipments, cost of supplies, capital expenditures, rental payments, inventories, and value added by mining. Comparative 1987 data on employment and value added by mining were provided at the State level. Selected data were shown for each of the four-digit industries insofar as they had significant operations in the State and by type of operation (surface or underground mining and method of ore concentration or preparation).

Two types of data were presented for counties and for the offshore areas under each State's jurisdiction: (1) General Statistics for two- and three-digit industries with 100 or more employees in the county and (2) the number of establishments by employment-size class for two-digit major industry groups with no size cutoff.

These reports were issued from September to December 1995.

- **Subject Series.** The *Subject Series* (MIC92-S-1 to -2) consisted of the following two reports:

  - *General Summary* presented summary totals for all 31 mineral industries nationally.

    Summary data also appeared by States, type of operation and size of establishment.

    Data contained in the General Summary also were presented on CD-ROM.

  - *Fuels and Electric Energy Consumed* presented quantity and cost of purchased fuels and electric energy used by mineral establishments to produce heat and power. Data were presented nationally by two-, three-, and four-digit standard industrial classifications and by State.

    These reports were issued in December 1995.

1992 Economic Census of Outlying Areas

The 1992 Economic Census of Outlying Areas (which covered the Commonwealth of Puerto Rico, the Virgin Islands of the United States, Guam, and the Northern Mariana Islands) were released in seven final reports described (with their publication dates) below.

In addition to the printed reports, the Census Bureau issued electronic files on demand and posted highlights to electronic bulletin boards. All reports for Puerto Rico included introductory material and appendixes in English and Spanish.

- ***Puerto Rico***—*Retail Trade, Wholesale Trade, Service Industries:* Geographic Area Statistics (OA92-E-1) presented data for Puerto Rico as a whole, commercial regions, and by municipio, for establishments with payroll in retail trade, wholesale trade, and some service industries, by varied kind-of-business detail. The report provided data on the number of establishments, sales (or receipts), payroll, employment, number of working partners and proprietors, and unpaid family workers. Data on operating expenses and inventories also were presented for wholesale trade.

  The report was issued in November 1994.

- ***Puerto Rico***—Subject Statistics (OA92-E-2) provided sales data for the Commonwealth as a whole, by standard industrial classifications, by merchandise lines for retail trade and by commodity lines for wholesale trade.

  This report was issued in February 1995.

- ***Puerto Rico***—Construction Industries (OA92-E-3) presented industry, geographic area, and summary statistics. The industry chapter had data for the Commonwealth as a whole and selected municipios, by industry, on the number of construction establishments, employment, number of working partners and proprietors, unpaid family workers, payroll, hours worked, receipts, net construction receipts, value added, and capital expenditures. The tables also showed payments for materials, components, and supplies; communications and repairs; rental or lease of machinery, equipment, and structures; electricity; fuels, and lubricants; and payments to subcontractors. The report also showed detail information on construction receipts by type of structure, summary information by geographic location of establishments by legal form of organization, and general statistics by employment size of establishments. A summary section presented totals derived from the industry and area tabulations for the Commonwealth as a whole, metropolitan areas , and municipios. The geographic area section provided data for Puerto Rico as a whole and selected municipios.

  This report was issued in February 1995.

- ***Puerto Rico***—Manufactures (OA92-E-4) furnished data by industry for Puerto Rico as a whole, metropolitan areas, and municipios on the number of establishments; employment, including the number of production workers; number of working partners and proprietors; unpaid family workers; payroll; value of shipments; value added by manufacture; class of customer; inventories, cost of materials; capital expenditures; and country of destination.

  This report was issued in August 1994.

- ***Virgin Islands of the United States***—*Construction Industries, Manufactures, Wholesale Trade, Retail Trade, and Service Industries* (OA92-E-5) displayed statistics for the territory as a whole, the island of St. Croix, the islands of St. John and St. Thomas combined, and the major towns, by kind of business, on the number of establishments, employment, number of working partners and proprietors, unpaid family workers, payroll, and sales or receipts. Summary statistics were presented by legal form of organization, employment size, and sales or receipts size. Detail data were provided for hotels and motels for the islands as a whole.

  This report was issued in May 1995.

Digitized by Google

- ***Guam**—Construction Industries, Manufactures, Wholesale Trade, Retail Trade*, and *Service Industries* (OA92-E-6) presented the same statistics for Guam as a whole and its election districts as in the U.S. Virgin Islands report.

  This report was issued in April 1995.

- ***Northern Mariana Islands**—Construction Industries, Manufactures, Wholesale Trade, Retail Trade*, and *Service Industries* (OA92-E-7) contained the same statistics for the Commonwealth as a whole and its four municipalities as in the U.S. Virgin Island report, except that there was no separate table for hotels and motels.

  This report was issued in May 1995.

1992 Enterprise Statistics

The enterprise statistics program regrouped data from the economic census for establishments under common ownership or control in order to show various economic characteristics of the owning or controlling firms. The program's primary contribution to the economic analysis of the U.S. industrial organization was in its unique ability to relate each company's data directly to its component establishment statistics. Enterprise statistics allow analysis of industry organization in terms of the company's primary industrial activity, employment and sales size, industry concentration, and other economic characteristics, including those of the establishments they owned or controlled. These data also support the study of historical shifts in the relative economic importance of large and small businesses, the changing patterns of diversification among large industrial firms, and similar economic characteristics by broad industry groupings.

The Bureau published the 1992 Enterprise Statistics results in one final report described (with its publication date) below. In addition to the printed report, final data also were released on CD-ROM. The Enterprise Statistics (ES92-1) for this census year included information that was contained in three separate reports for the 1987 census economic program. The one 1992 report presented data for—

- Companies with 500 or more employees covered by the 1992 census. Data included number of companies, number of employees, annual payroll, sales and receipts, beginning and end-of-year inventories, capital expenditures, assets, depreciation charges, and selected operating expenses. Data were shown by enterprise industrial classification categories at the national level.[6]

- Central administrative offices and other auxiliary establishments (i.e., warehouses, research and development laboratories, etc.) of multiestablishment firms.

- The Nation as a whole by enterprise industrial classification, on employment and receipts size and legal form of organization. Data include the number of companies, number of owned or operated establishments, number of employees, annual payroll, and sales or receipts. Finally, the report included (as it did for 1987) data on distributions of establishment data by State.

  This report was issued in January 1996.

1992 Survey of Minority-Owned Business Enterprises

The 1992 Survey of Minority-Owned Business Enterprises results appeared in four final reports described (with the publication dates) below.

In addition to the printed reports, the Bureau also released the data on CD-ROM and CENDATA™.

The *Minority-Owned Businesses—Black* (MB92-1); *Hispanic Origin* (MB92-2); *Asian and Pacific Islander, American Indians and Alaska Native* (MB92-3) reports provided statistics for the United States, States, the District of Columbia, and those metropolitan areas, counties, and places with 100 or more firms owned by the specified minority. National-level data consisted of general statistics by two-digit industry, legal form or organization (sole proprietorships, partnerships, and Subchapter S corporations), and receipt size and receipt size and employment size of firm. Comparable data were provided for all U.S. firms. Data for States and metropolitan areas were confined to general statistics by nine broad economic sectors. Data for counties and places did not have industry detail.

These reports were issued from September through November 1995.

The *Minority-Owned Businesses*—Summary report (MB92-4) provided totals for all minorities together, for minorities by sex, and identified the duplication among minority groups.

This report was issued in December 1995

1992 Survey of Women-Owned Businesses

The Census Bureau published the 1982 Survey of Women-Owned Businesses in one final printed report; in addition, it released the data on CD-ROM and CENDATA™. *Women-Owned Businesses: 1992* (WB92-1) provided statistics for the United States, States, the District of Columbia, and those metropolitan areas, counties, and places with 100 or more women-owned firms. Tables corresponded directly to those in the MB92 reports, except for the addition of tables for "C" corporations not included in the MB92 reports.

The report was issued in September 1994.

1992 Characteristics of Business Owners Survey

There was one final report, printed on paper and available on CD-ROM, for this survey—*Characteristics of Business Owners: 1992* (CBO92-1) presented national demographic and financial characteristics of Black, Hispanic,

[6]For 1987, most of these data were issued in the *Large Companies Report.*

Digitized by Google

other minority (including Asian American and American Indian), women, and nonminority male business owners and their businesses. The primary characteristics were as follows:

- Owner characteristics: Age, marital status, educational background, veteran status, work experience, hours worked, and percent of owner's income derived from the Business.
- Acquisition; and financing: Year and method by which business was acquired, whether based in the home, starting capital requirements, percent and sources of borrowed capital, and sources of equity capital.
- Business operations: Net income, percent women employees, percent minority employees, and percent minority customers.

In addition, the total number of firms and their sales or receipts were presented for each of the five groups at the State level and by two-digit standard industrial classification at the national level.

At this history's publication time, a release date for the above report had not been set.

Congressional District Statistics Series

At the time this history was sent to print, the *Congressional District Series* (CD92-1) was to consist of a single report which summarized data for retail trade; wholesale trade; service industries; financial, insurance, and real estate; transportation, communications, and utilities; manufacturing; and construction industries establishments. For each congressional district of the 103rd congress, the report would show the number of establishments in various sales-size and employment-size categories. Counts by size class would not be considered to be a disclosure of confidential information, so there would be no data line for each kind of business with one or more establishments within a congressional district. Also included for each congressional district would be statistics for industries as a whole (not by kind of business) on number of establishments, receipts/sales, annual payroll, and number of employees.

The data were issued on CD-ROM in January 1996.

Reference Series

In addition to the above reports, the Census Bureau published a number of reference works as aids in locating data for specific industrial, product, or geographic categories, or for additional information about the economic census programs.

- The *Numerical List of Manufactured and Mineral Products* (MC92-R-1), issued in paper copy, included a description of the principal products and services published in the 1992 Censuses of Manufactures and Mineral Industries. The products were presented in hierarchical/numerical sequence: Seven-digit products sequenced within five-digit produce classes, within four-digit standard industrial classification industries. The manual also included cross references to reports in the Current Industrial Reports series that provided more frequent product information.

  This report was issued in June 1993.

- The *1992 Industry and Product Classification Manual* (EC92-R-3). While the *Standard Industrial Classification Manual, 1987* (in paper copy) had a comprehensive index to standard industrial classifications in all sectors at once, the *Industry and Product Classification Manual* provided similar index entries in separate sections for each census. The indexes for some of the census programs had somewhat more detail than corresponding entries in the *SIC Manual* in order to carry the coding to subindustry or kind-of-business categories that further subdivided standard industrial classifications for some reports. Indexes also were included for retail merchandise lines and wholesale commodity lines and types of operation. Since this document was originally designed as a coding manual for internal Census Bureau use it included some information, such as check digits and form numbers, that was superfluous for outside use.

  This report was issued in June 1993.

- The *1992 Economic Census Geographic Reference Manual* (EC92-R-1), in paper copy, listed the names and geographic codes for every named entity recognized in the 1992 Economic Census: Federal Information Processing Standard States, metropolitan areas, Federal Information Processing Standard counties, and economic census places (incorporated cities, selected towns and townships in the Northeast).

  This report was issued in June 1993.

- The *1992 Economic Census City Reference File*, on computer tape, was a file of post office names (with spelling variations), State abbreviations, and ZIP Codes, with their associated Federal Information Processing Standard State, metropolitan area, Federal Information Processing Standard county, and economic census place codes. It also provided the capability of assigning census geographic codes used in the 1992 Economic Census to records containing ZIP Codes, post office names, and State abbreviations. *History of the 1992 Economic Census* (EC92-R-5), documented the history, scope, planning, geographic area coding questionnaire mailing preparations, data collection and processing, special programs, publicity, and publications. The volume also contained facsimiles of selected questionnaires, a brief history of past economic censuses, and other information.

- *Introduction to the Economic Census* (EC92-R-4), an update of *A Preview to the 1992 Economic Census* (issued September 1992), presented basic facts on the coverage, subject matter, and timing of the 1992 Economic Census reports and CD-ROM products.

  This report was issued in November 1994.

Digitized by Google

- *Factfinder for the Nation* (CCF 1-22). This series of brochures, updated irregularly, provided brief descriptions of different census program areas. The following 15 brochures (out of a total of 23) dealt with economic topics:

CFF No.	Title
4	History and Organization
5	Reference Sources
8	Census Geography—Concepts and Products
9	Construction Statistics
10	Retail Trade Statistics
11	Wholesale Trade Statistics
12	Statistics on Service Industries
13	Transportation, Communications, and Utilities Statistics
14	Foreign Trade Statistics
15	Statistics on Manufactures
16	Statistics on Mineral Industries
18	Census Bureau Programs and Products
19	Enterprise Statistics
20	Energy and Related Statistics
22	Data for Communities

Digitized by Google

Contents

Chapter 10.

	Page
Background	172
Marketing Challenges in the 1992 Economic Census	172
Determining the Targets for Economic Census Publicity	173
1992 Economic Census Data-Collection Publicity Program	174
Role of the Advertising Firm	174
Publicity and press relations	174
Integrated Marketing Plan	175
Direct mail	175
Large company program	175
Accountant's program	176
Association program	176
Press relations	176
Other intermediaries	176
Evaluation	177
Data-Publication Publicity	177
Direct Mail	177
Press Releases	177
Articles	177
Public Relations	177
User Training	178
CD-ROM Products	178

Digitized by Google

The Public Awareness Program

BACKGROUND

Beginning with the 1958 Economic Censuses[1], the Census Bureau's Public Information Office (PIO) undertook a concentrated effort to inform the public at large, and the business and industrial community in particular, about the need for businesses to respond to the censuses, when the publications would be available, and how the data would be used.[2] The 1958 publicity was limited to newspapers. There was a more ambitious information program, both before and after the censuses, for 1963: the agency assembled a list of trade associations and business editors, and it periodically mailed information to these groups of a general nature concerning the economic censuses for that year.

For the 1967 and 1972 censuses, the PIO embarked on a program of mailing more specialized economic information concerning the censuses to particular associations and publishers. For example, it mailed press releases and census statistics reports concerning wholesale trade and service industries to the National Association of Wholesale Distributors and Advertising Age, respectively. In addition, the PIO sent general news stories concerning the censuses to business editors of daily and weekly newspapers, monthly news magazines, and radio and television stations. For 1977, the agency added certain other refinements to the publicity program: Census Bureau officials held meetings in Chicago, New York, and Washington, DC, in September and October 1977, at which they explained to the "business press" and other interested media the purpose of the economic censuses and how they are taken. Also, before sending the questionnaires to economic establishments, the PIO mailed copies of the questionnaires and stories based on them to trade associations and trade publications to enable them to alert their members to the upcoming censuses and to illustrate the kinds of questions that would be asked. Again, the PIO distributed general stories concerning the censuses to the media and made weekly special mailings of data releases to business editors of the Nation's largest media.

[1]For 1992, the term used was economic census rather than economic censuses, which had been used since the 1950's.

[2]Less ambitious publicity efforts date back to at least the 1930 Censuses of Distribution, Manufactures, and Mineral and Construction Industries.

The 1982 and 1987 publicity programs also were divided into two phases covering data collection and data publication. The former covered the period leading up to and through the mailout of the questionnaires (late 1982 and early 1983 for the 1982 program and late 1987 and early 1988 for the 1987 censuses). The postcensus operation for the 1982 censuses started in the fall of 1983 and continued into 1984; for the 1987 censuses, the postcensus phase began in the fall of 1988 and continued into 1990.

The Bureau's objectives for the 1987 efforts were to (1) maintain or improve response rates (which required the staff to impute general statistics for nonresponse cases based primarily on the payroll and receipts information in Federal administrative records), (2) improve the timeliness of responses, and (3) to foster increased awareness of the importance and utility of economic census data. The 1987 censuses placed new emphasis on the general media, including a program of advertising under the auspices of the Advertising (Ad) Council.

Response to the census is required by Title 13, U.S. Code. The law provides penalties for failure to respond, but also protects the confidentiality of the data provided by respondents to the Census Bureau. All census statistics, including file copies of questionnaires retained by respondents, are protected from any use by Federal or other government or private agencies, and are exempt from the Freedom of Information Act.

The Nation's economic census activity expanded in scope over time, starting with the collection of limited manufacturing data in 1810 as part of the population census for that year. For 1987, the census program was expanded to include all kinds of hospitals (both taxable and tax-exempt) and part of the transportation sector. Overall, the 1987 program covered three-fourths of the country's economy.

For 1992, the Census Bureau further expanded the collection of economic activity to include even more of the economy, adding more transportation industries, plus other whole sectors—i.e., financial, insurance, real estate, communications, and public utilities. Along with the 1992 Censuses of Agriculture and Governments, the 1992 Economic Census covered about 98 percent of the Nation's economy.

MARKETING CHALLENGES IN THE 1992 ECONOMIC CENSUS

The 1992 Economic Census had to combat an increasing tendency in the country toward lower cooperation in

Digitized by Google

surveys, and at the same time an audience that was largely unaccustomed to receiving data requests from the Census Bureau. Large establishments had for some time received a questionnaire in every census, and were sent other questionnaires from the Bureau in annual, quarterly, or monthly surveys. On the other hand, smaller firms did not consistently receive a questionnaire from one census to the next because the Bureau obtained data for many small firms from Federal administrative records.

The Census Bureau's staff believed that efforts to reach the target audience with a shotgun mass-media approach would miss its target, particularly since the target consisted of accountants, bookkeepers, or managers at the approximately 4.5 million firms that would receive questionnaires in the census, plus company executives and industry leaders who would more than likely influence the decision to complete the census questionnaires.

The targeted audience would be exposed to a wide and unpredictable variety of media and intermediaries. Business leaders receive news and information from general and business-oriented newspapers or periodicals, and from radio and television stations. Some firms use the services of chambers of commerce, agencies of State and local governments, Federal agencies, such as the Small Business Development Administration, and thousands of trade and professional associations at the local or national level. Since no single approach could guarantee that the Bureau's message would reach all firms through these channels, a plan had to incorporate appeals to business firms through many intermediaries.

Cutbacks in centralized staffs and the trend toward mergers and acquisitions diminished the Bureau's ability to gather data from large firms. Central offices of multilayered companies would be less likely to coordinate and verify reporting among their operating units, and the agency would have less assurance that the questionnaires mailed to establishments would find their way to the appropriate recordkeeping entity. In addition, the Census Bureau realized that there was a growing resentment toward all Government data requests. This was especially significant among smaller businesses, but even large firms were resisting new demands for information. Among firms that usually report, the resentment might be manifested in longer delays before the census questionnaires were returned. Establishments in sectors not previously covered might be reluctant respondents. Many of these were small businesses, especially in the insurance and real estate industries. The Bureau suspected that these firms might also protest that the company records necessary to fill out their questionnaire were not readily available. Some might be hesitant to divulge details of their operations to any Federal agency. There also might be resistance to participate in a program that was being conducted for the first time for 1992 for new economic sectors (financial, insurance, real estate, communications, and public utilities), or that was perceived as duplicating other Government data-collection activities.

DETERMINING THE TARGETS FOR ECONOMIC CENSUS PUBLICITY

The economic census covers a diverse economy. Even discounting the unique problems posed by the new sectors identified earlier, the census encompasses many different industries, firm sizes, and organizational units. The Bureau believed, therefore, that the 1992 marketing program had to find a way to provide an appropriate message to each part of the audience.

There also existed a user/provider paradox. Logically, response should be better among firms that use the data generated by the census and that believe that there is a direct benefit to report accurate data in the census. However, the individuals (often in the planning or marketing departments) who use the statistics and those (often in the accounting or financial reporting departments) who supply the information are frequently separated in different organizational units or in different physical locations.

To find out about the determinants of nonresponse and to measure the penetration and effectiveness of its various publicity and advertising efforts in the census data-collection phase, the Census Bureau conducted the Economic Census Advertising and Response Behavior Study during the collection of the 1987 censuses. This involved interviewing four panels (people who were supposedly responsible for filling out Government forms within their respective companies) by telephone at four different points in time during data collection—from late December 1987 to mid-June 1988.

The results were enlightening. Over 60 percent of the interviewees claimed that they had never heard of the economic censuses or the specific census associated with their kind of business prior to receiving their questionnaire. Many of those who recognized their specific census (e.g., census of retail trade, census of manufactures) did not associate it with the more general economic census terminology used in the Bureau's advertising. Few people recalled having seen the agency's advertisements or read articles about the census.

Before receiving the questionnaire, less than 10 percent of respondents thought their companies would benefit greatly from the economic censuses, and fewer than 40 percent believed there would be any benefit at all. On the other hand, about 60 percent thought that the Federal Government and big business would benefit a lot from the census data. After receiving the census questionnaire, respondents assessment of likely benefits to themselves or others followed similar patterns, but the levels of perceived benefits to all classes of use were actually lower than in the premail period. Of those aware they had received the census questionnaire, less than half recalled seeing the promotional brochure included in the mailing package.

The study also showed that about 32 percent of the interviewees were not aware that their company had received a questionnaire. Therefore, either a large number of companies lost or misplaced the questionnaire or the right person in the company was not interviewed. (The

Digitized by Google

Bureau had not anticipated that this would be significant problem, given that it focused on single-location companies with fewer than 100 employees.)

Knowledge that filing the census questionnaires was required by law changed considerably during the data-collection and followup period, and those who knew or assumed response was mandatory had substantially higher rates of timely response. Of the number of firms that had filed a report, most said they had done so because it was required by law.

As a result of the study, the Bureau concluded that it is difficult to convince people that have little awareness or knowledge of the economic census of the benefits of the census to their firm or industry. (For more information, see *History of the 1987 Economic Censuses.) The Bureau also concluded that the legal reporting requirement could be the most compelling message.*

1992 ECONOMIC CENSUS DATA-COLLECTION PUBLICITY PROGRAM

The Census Bureau conducted a public-service advertising campaign before and during the collection of economic statistics in the 1992 Economic Census. Census mailed questionnaires to more than 4 million business firms in late December 1992, with a due date of February 15, 1993. The agency's primary data-collection period, including following up firms that had not respond by the due date, ended in late July 1993.

Role of the Advertising Firm

For the 1992 census publicity program, the Census Bureau learned very early that the services of the Ad Council would not be available. Therefore, while Census would provide overall coordination of its publicity program as it had in past efforts, the agency hired a private public-relations advertising firm to—

- Identify the media to be targeted.
- Identify messages and themes.
- Review the Bureau's promotion plan and recommend ways to integrate media or messages developed for the advertising contract into other elements of the promotion plan.
- Analyze existing research, including evaluation of past census promotional activities.
- Conduct focus groups and/or other studies to learn more about the target audiences and target media.
- Create advertisements.
- Produce full-color posters.
- Develop and assemble media kits and deliver the advertisement copy to targeted media.

The public-service advertising campaign was targeted at key individuals (e.g., bookkeepers, accountants) at each firm who would complete the questionnaires. A second target were the persons within each firm who could encourage the key people to complete the questionnaires. The aim of the promotional material was to—

- Persuade key individuals to complete the economic census questionnaires.
- Persuade business executives and opinion leaders to take an interest in and encourage the completion of economic census questionnaires.
- Encourage the key people to complete their questionnaires even after the due date may have past, when there would be a tendency to for some to overlook the obligation to respond.
- Create public awareness about the economic census and its importance.

The Bureau realized that the public-service advertising campaign would be most effective if promotional materials were distributed in combination with collateral support (i.e., articles, editorials, speeches, interviews, etc.) that reinforced the message in the advertisements.

In order to encourage and expedite response, the Census Bureau needed to reach the persons who were going to fill out the questionnaires and also those who influenced them: (1) supervisors who would determine what priority would be given to the response, (2) business organizations, including chambers of commerce, who could testify to the value of the data; and (3) the news media.

Once hired, the contractor developed a campaign to promote response on the economic census through public-service advertising in a variety of print media; developed, reproduced, and distributed print media to support the plan; and evaluated the effectiveness of the public service advertising.

The program incorporated the following central themes for the economic census:

- The census is required by law.
- Early response saves money (in terms of costly followup canvassing).
- Census data are useful.

The program packaged the advertisements in media kits with effective messages for the press, associations, and others, to promote their use of these materials. The contractor assisted in placing articles and editorials, and arranging interviews or photographic opportunities, with trade journals, the popular press, and businesses.

Publicity and press relations. The hiring of a private public relations firm for all aspects of the campaign (research, planning, production, mailing, and evaluation) turned out to be one of the publicity campaign's strengths. Also, the

Digitized by Google

general, business, and trade press, along with business, trade, and professional associations, were important to the Bureau's publicity planning activities because they had a large readership and many were targeted toward business people. Using guidance provided by the contractor, the Bureau developed a list of about 10,500 organizations–

- 1,000 editors and advertising directors of the top 500 metropolitan-area newspapers.
- 600 regional business publications.
- 3,900 local chambers of commerce.
- 200 Federal and State agencies.
- 1,300 regional offices, State data centers, business and industry data centers, and affiliates.
- 200 general business publications.
- 1,800 industry publications.
- 1,500 trade and professional associations.

Census initially mailed the above organizations an advance "Look-for" letter alerting them that they would soon receive promotional materials from the Census Bureau, an estimate of the local impact of the census questionnaires–e.g., ..."30,000 businesses in your county will receive an economic census questionnaire...," a "Rolodex-style" card listing important census contacts, and information about the organization of the data-collection publicity program. "Look for" letters were mailed in late August 1992 for monthly publications and in late November 1992 for dailies.

Promotional material were mailed in three "waves" of publicity, each with its own media kit. Timing, themes, and contents of the media kits were as follows:

Wave	Theme	Date of Distribution	Intended use
1	"The census is coming"	Sept.-Nov.'92	Dec. 1, '92-Jan. 15, '93
2	"The census is due"	Oct.-Dec. '92	Jan. 16-Feb. 15, '93
3	"The census is past due"	Nov. '92-Jan. '93	Feb. 16.-Mar. 15, '93

The media kits contained materials of the following types:

- Cover letter.
- Envelopes, kit folders, and business card News releases ("basic" release about the census, economic census history, CD-ROM release, new sectors release, and economic census shows trends).
- Public service announcements.
- Fact sheet.
- Telephone contacts.
- Response card offering followup call and area profile.
- News "hooks"—i.e., interesting findings from previous censuses.
- Question and answer sheet about the economic census.
- "A Preview of the 1992 Economic Census."

Integrated Marketing Plan

The print advertising contract with a private advertising firm was only one component of the Bureau's integrated plan for promoting response in the 1992 Economic Census. The six other components are briefly described below.

Direct mail. The agency recognized that the appearance and content of the census mail package represented the best opportunity to improve response. In this regard, the 1992 mail packages incorporate the following changes (based on the results of the response behavior study and the actual test census conducted during 1990 and 1991):

- Remailing the census questionnaires to businesses that had not responded. This included three remailings to single-establishment firms and one to multiestablishment companies.
- A message on the outgoing envelope clearly stating that a census questionnaire was enclosed and that response was required by law. The initial mailout envelop displayed the due date: February 15, 1993.
- Simplifying and clarifying of the census questionnaires, and inclusion of a 1-800 toll-free telephone number so that respondents could get their respective questions answered.
- Simplified the cover letters to improve readability and simplify the message.

Large company program. Because cooperation by large firms was a necessity, Census attempted to address the unique needs of the top 11,000 companies. The agency designated the top 1,000 companies as "L" companies, and assigned each a specialist at Bureau headquarters in Suitland, MD. The remaining 10,000 firms were designated "M" companies. In November 1991, the Census Bureau gave these firms advance notice about the census to allow them to develop compatible recordkeeping systems.

The headquarter's specialists served as virtual "account managers" for the "L" companies, whom the firms consulted when they needed information about the census.

Digitized by Google

The specialists kept in contact by telephone and monitored these firms and their cooperation throughout the data-collection period.

The agency addressed the unique needs of these businesses by providing the following:

- Information about the census one year in advance of the census to allow the firms to develop compatible record-keeping systems.
- The names of Census Bureau staff that these firms could consult when they needed information.
- Oversight of the firms and their cooperation throughout the data-collection period, including telephone followup (in addition to mailed reminders) with delinquent firms.

Accountant's program. Drawing on the membership lists supplied by the National Society of Public Accountants and the American Institute of Certified Public Accountants, the Census Bureau, in the fall of 1992, mailed a booklet, "*Accountant's Guide to the 1992 Economic Census,*" to about 70,000 independent accountants. The agency also sent sample booklets to the 50 States associations of Certified Public Accountants and to nearly 10,000 accountants who requested copies. The booklet was designed to assist accountants who might be called upon to complete the 1992 Economic Census questionnaires for their business clients. (The Bureau assumed that company accountants would be reached most effectively through the direct mailing of the census questionnaires.) The booklet included promotional information, sample questionnaires, general guidelines and instructions for completing the questionnaires, and a toll-free 800 number for requesting extensions on behalf of clients.

Association program. Many businesses rely on trade and professional associations for information and guidance. Many of them, in fact, fail to recognize the utility of the economic census because the statistics are filtered through association services. Therefore, for 1992, the Bureau decided to reach businesses through their associations by providing—

- Articles and other materials for their publications.
- Speakers and exhibits for their meetings and conferences.
- A "Take An Accountant to Lunch" campaign to enlist his/her support.

Press relations. In addition to appealing to the press using advertisements developed by the private advertising firm, the Bureau informed the media about the 1992 Economic Census through a variety of communication avenues—

- A catalog of interviews with Bureau officials for radio programs.
- A video news release with a variety of background shots useful for augmenting economic census and other business stories.
- A series of press releases at intervals throughout the data-collection and followup activities.

Other intermediaries. The Bureau recognized that members of Congress are important intermediaries. Many of them distribute newsletters to constituents, write columns for local newspapers, and make speeches to constituents. The agency also knew that some constituents unhappy with the requirement to fill out a census questionnaire might complain to their congressional representatives. Therefore, the Bureau believed that it was important to keep Members of Congress and their staffs advised of the census operations, their importance, and their solid legal basis.

In January 1992, the Bureau of the Census sent a letter, signed by the Director, to all members of the House of Representatives and Senate, alerting them that the census questionnaires had been mailed, and offering to handle any inquiries that they might wish to refer to the Bureau. The "wave" information kit for news media also was provided along with a summary, "Questions and Answers about the Economic Census."

Subsequently, the Bureau sent another letter signed by the Director to all Members of Congress, again enclosing the frequently asked questions.

The promotional campaign took place at the same time as other activities. Overall, the volume of congressional correspondence was slightly reduced from the 1987 census period, with some of the reduction possibly related to the significant use of the toll-free number given all respondents.

Each of the 50 States, as well as the District of Columbia, Puerto Rico, Guam, and the Virgin Islands of the United States, under a cooperative agreement with the Census Bureau, maintained a State data center that redistributed census data and information about them within each respective State. The centers had newsletters and linkages to affiliates (providers of information services (e.g., city and regional planning agencies, or local libraries)) within the States. The affiliates had basic sets of census publications for their areas and provided training in their use. Also, they served as statistical resource centers in their respective communities. Most State data centers prepared, on a fee basis, printouts or other extracts of computerized economic census data tailored to meet particular needs (e.g., a floppy disk containing selected data downloaded from a CD-ROM).

A special initiative, the Business and Industry Data Center program, was instituted during the 1987 Economic Censuses operations as a pilot project in 15 States—Connecticut, Florida, Indiana, Kentucky, Maryland, Massachusetts, Minnesota, Montana, New Jersey, New Mexico, North Carolina, Pennsylvania, Washington, West Virginia, and Wisconsin. This was an expansion of the State data

Digitized by Google

center program (but included organizations not generally found in the State data center) designed to meet the growing need by public and private sector decision makers for the effective use of economic statistics. Specifically, the Business and Industry Data Centers goals were to (1) increase the awareness of and access to economic (and demographic data by the public and private sectors, (2) seek wider public- and private-sector use of economic (and demographic) data, and (3) learn more about the effective economic data and data uses. As with the State data centers, the Business and Industry Data Centers also had newsletters and linkages to providers of information services. Finally, local chambers of commerce and other business-oriented organizations in the private sector furnished periodicals with wide distribution to the business community. More States were added to the Business and Industry Data Center program beginning in 1990.

Evaluation

The 1992 Economic Census response promotion effort provided effective reinforcement of data-collection activity. More than 1,000 new stories were observed during the prime publicity period (December 15, 1992 through March 1, 1993). The contractor estimated the value of donated publicity at $767,000 against an investment of $187,000.

Some of the observed publicity activity could not be valued. For example, Oklahoma City mailed postcards endorsing response to over 10,000 public utility customers (at city expense), the Bureau gave on-air radio interviews in major markets and on syndicated business programs, and the agency's video news release was used in selected markets (the video news release was transmitted to hundreds of television stations nationwide in January 1993 via the National Association of broadcasters satellite transmission). The clipping service probably missed some stories in small-market newspapers and newsletters from chambers of commerce; associations; trade publications; and Federal, State, and local agencies.

DATA-PUBLICATION PUBLICITY

In the fall of 1992, the Census Bureau began publicizing the release of the data products resulting from the 1992 Economic Census. (For information on the census publication program, see chapter 9.) These included 572 preliminary and final printed reports on paper or CD-ROM's. Computer tapes were not part of the 1992 publication program. The publicity operation continued through 1997. One of the principal goals of the publication-publicity program was to attract attention to the release of data in electronic media.

The agency used five principal tools to publicize the data products—direct mail, press releases, articles, public relations, and user training.

Direct Mail

The Bureau undertook several kinds of direct-mail activities. First, the agency sent order forms to purchasers of 1987 census data products. As in 1987, the Census Bureau used the Government Printing Office (GPO) sales records as the basis for this direct-mail effort. Second, the Bureau mailed order forms to trade associations, local news outlets, and local chambers of commerce that have been part of the data-collection publicity effort. The order form also provides for CD-ROM orders. Third, the Bureau promoted sales of CD-ROM products by sending CD-ROM order forms to purchasers of other Census Bureau electronic products.

The Bureau placed advertisements for CD-ROM's in most economic census publications. Relevant articles and order forms were in other publications, such as *Census and You*. The *Monthly Product Announcement* provided ordering information within 1 to 2 months after the products had been issued. (The annual *Census Catalog & Guide* cited a great wealth of information on economic census products, but the information was 6 to 18 months old by the time it was published.)

CENDATA™, an online data service offering the most current and widely used census facts, carried highlights from census reports and ordering information immediately after products became available. (For more information on CENDATA™, see chapter 9.)

The Census Bureau's Internet site provided the same highlight information that was available on CENDATA™. Because the Internet was flexible and interactive, it also was used for online purchases of CD-ROM's and other products and services.

Press Releases

For 1992, the agency made great use of press releases to alert local and national media, associations, and chambers of commerce about the availability of reports from all the economic censuses. "Boilerplate" releases were issued State-by-State for all geographic area series reports, and detailed news releases provided highlights from some of the most important reports.

Articles

The Bureau kept users abreast of its latest plans and progress in disseminating economic census data through articles in *Census and You*. The most popular ones featured interesting findings from newly released reports. A number of trade association periodicals, like *Restaurants USA* and *American Bookseller*, developed articles about census findings relevant to their industries.

Public Relations

The Bureau staged exhibits at professional and trade association conventions to publicize the taking of the censuses during the data-collection phase and to publicize

Digitized by Google

the release of the economic censuses' publications once the data had been tabulated. At some of these exhibits, Census staff demonstrated computerized data retrieval to attract the attendees' attention. These exhibits provided an opportunity to distribute order forms and promotional literature, including *Introduction to the 1992 Economic Census* and *How People use Economic Census Data*, to persons who might not otherwise contact the agency. The redesigned *Introduction to the 1992 Economic Census* offered more detailed information than *A Preview of the 1992 Economic Census* (which was used during response promotion activities) about using census data and included a new data-release schedule for the census reports.

For 1992, the Bureau did not update the *Guide to the 1987 Economic Censuses and Related Statistics.*

User Training

Unlike for the 1987 Economic Censuses, the Bureau did not conduct user conferences and user-training courses for 1992 because of a lack of financial and personnel resources.

CD-ROM Products

The Census Bureau revised and updated its CD-ROM products for the 1992 Economic Census. Users of the 1987 products had requested a more reliable publication schedule (there were five discs issued between May 1988 and December 1993) and improved software.

For the 1992 census program, the production process was restructured to made CD-ROM's an integral part of the 1992 publishing program, and all data from the economic census were included on CD-ROM. To make the data more timely, the agency issued CD-ROM's quarterly (10 discs between may 1994 and December 1996), and determined that discs should not be delayed for any particular report. The Bureau placed all new files destined for future CD-ROM's on the Bureau's bulletin board, from which they could be downloaded by subscribers to the 1992 Economic Census CD-ROM's. (The Internet was not used for downloading interim files because could not be limited to CD-ROM subscribers.)

Census also improved its CD-ROM's by providing useful software. DocView software provided access to all terminology, methodology, and summary findings, as well as the content of the CD-ROM, schedule for future file release, and information on how to use the various software packages. "GO92" software provided a basic format that was used to view data from the most popular files (typically establishment, employment, payroll, and value of output were provided). "EXTRACT" software provided a more powerful tool that let users specify unique queries and download data files from the CD-ROM for use in the other software, and provided the most comprehensive access to data on the discs. "Profile" software provided fixed-format presentations for a geographic area; the software could profile the United States as a whole, States, metropolitan areas, counties, and places. "Landview II" mapping software, developed by the Environmental Protection Agency for the Census Bureau, provided basic mapping capabilities.

Digitized by Google

Appendix A.
Historical Development of Economic Censuses in the United States and the Outlying Areas

HISTORY OF THE 1992 ECONOMIC CENSUS[1]

The most recent quinquennial economic census, for the year 1992, covered retail trade; wholesale trade; service industries; transportation, communications, and utilities; financial, insurance, and real estate; construction industries, manufactures, and mineral industries; and the truck inventory and use survey. The program also included the 1992 Survey of Minority-Owned Business Enterprises, the 1992 Survey of Women-Owned Businesses, the 1992 Survey of Characteristics of Business Owners, and the 1992 Enterprise Statistics Program. The Census Bureau took all of these in the 50 States and the District of Columbia. The 1992 Economic Census of Outlying Areas collected data on retail and wholesale trades, service industries, manufactures, and construction industries in Puerto Rico, the U.S. Virgin Islands, Guam, and the Northern Mariana Islands. The enumeration in Puerto Rico was the most detailed.

THE NINETEENTH CENTURY

1810

The first economic census was part of the Third Decennial Census of the United States in 1810, when the census of population included questions on manufacturing. In an act passed May 1, 1810, Congress directed "That it shall be the duty of the several marshals, secretaries, and their assistants aforesaid, to take, under the direction of the Secretary of the Treasury, and according to such instructions as he shall give, an account of the several manufacturing establishments and manufactures within their several districts, territories, and divisions." The act did not outline any specific questions or prescribe a schedule; it left these matters to the Secretary of the Treasury's discretion.

To facilitate the collection of data, the Treasury Department divided manufactured products into 25 broad categories, encompassing more than 220 kinds of goods. As they enumerated the population, the U.S. marshals and their assistants charged with taking the decennial census visited the manufacturing establishments in their assigned areas to obtain information, generally on the quantity and value of products manufactured. Paid $40,000 for this "account of manufactures," these officials performed their tasks from August 1810 to July 1811. However, it was not until March 1812 that Congress authorized $2,000 for the Treasury Department to "employ a person to digest and reduce [the returns]" and prepare a statistical report that would basically cover the kind, quantity, and value of goods manufactured and the number of manufacturing establishments in each State, territory, district, and county. The report, published in May 1813, noted in its summary that there had been serious undercounting and omissions in the enumeration. Although the censuses valued total manufactures at about $173 million, the actual figure probably exceeded $200 million.

1820

The manufactures census of 1820 was similar to that of 1810. However, in addition to a question on the location of establishments, 14 additional inquiries elicited information on raw materials employed (kind, quantity, and cost), number of employees (men, women, and boys and girls), machinery (whole quantity and kind of machinery and quantity of machinery in operation), expenditures (capital, wages, contingent expenses), and production (nature and names of articles manufactured, value, demand, and sales). Again, the Federal marshals and their assistants collected the data and published a digest of the returns, this time under the auspices of the U.S. Department of State. Statistics appeared for each State, territory, and district, but there was no attempt to compute U.S. totals because the data were again admittedly incomplete. This was attributed to insufficient funds allocated to pay the marshals and the fact that many establishments apparently neglected (or refused) to provide the required information. In addition, 1820 and 1810 data were not comparable because household manufactures (goods produced at home) were counted in 1810 but not in 1820. The 1830 Decennial Census made no attempt to obtain economic data, partly as a result of incompleteness in the 1810 and 1820 censuses and perhaps because of the comparatively slow rate of economic growth in the 1820's.

[1]The Census Bureau used the term "economic census*es*" to cover all of its economic data-collection activities between 1954 and 1987. For 1992, on the advice of the Advertising Council, the Bureau used the term "economic census" primarily to assist its promotional activities and because data users frequently did not understand what "economic census*es*" meant.

Digitized by Google

1840

With extensive growth in the 1830's in commercial fishing, commerce, and mining (and considerable pressure to resume the collection of economic statistics), the decennial census of 1840 encompassed not only a census of manufactures, but also included a series of questions about mining and fisheries to measure the extent of commercial activities. The marshals and their assistants used one form, "Schedule of Mines, Agriculture, Commerce, Manufactures, Etc.," to collect data on these subjects. The census divided manufacturing into 30 categories on the basis of the manufactured product (machinery, paper, furniture, etc.), plus an "all other manufactures" classification. In general, census takers collected statistics on the quantity and value of goods produced, amount of capital invested, number of employees, and number of establishments. There were questions on the following classifications of minerals: Iron; lead; gold; other metals; coal; domestic salt; and granite, marble, and other stone. These inquiries generally covered quantity and value of minerals produced, employment, and capital invested in mining operations. Commercial fishermen were to report the quantity (and sometimes the value) of fish products taken, the number of men employed, and the capital invested.

Commerce and trade activities also accelerated during the early and middle decades of the 19th century, as evidenced in part by the fact that volume of trade (total imports plus total exports) increased almost twofold, from about $126 million in 1821 to approximately $248 million in 1841. To measure the extent of commercial activities, the 1840 Decennial Census included, for the first time, a series of questions on the number of business enterprises in various categories (commercial houses in foreign trade, commission houses, lumber yards, grocery stores, etc.), capital invested, and number of employees.

The marshals tabulated the returns for manufacturing, fishing, commerce, and mining and published statistical tables on the "commerce and industry of the country." However, as in the 1810 and 1820 censuses, the 1840 census results, even though "corrected" in Washington, reflected considerable undercoverage. Many historians and statisticians consider the economic data tabulated and published for these three censuses to be of little value except as indicators of the gross outlines of manufacturing development. For example, Robert C. Morgan and W. A. Shannon, Treasury Department statisticians, stated in a technical paper prepared for the 34th Congress (18551856) that economic census data before 1840 were almost worthless.

These inauspicious beginnings of economic census-taking resulted from several interrelated factors, in addition to customary handicaps such as wide geographic dispersion, poorly defined boundaries, and inadequate transportation. The Federal marshals who supervised the field operations had many other duties and often could not devote adequate time and attention to the census of economic activity. The marshals' assistants, the actual enumerators, often received sketchy instructions or none at all. Although they might not normally have required detailed training or instructions to obtain answers to straightforward population questions (e.g., age and sex of members of a household), it is reasonable to assume that they might have had some conceptual or practical problems eliciting answers to more complex economic questions (such as the cost of raw materials consumed in manufacturing during the year).

Even assuming that enumerators were perceptive enough to know what information they were seeking and how to ask for it, there was still a serious question as to whether the respondent could and would provide it. The prevailing philosophy in political economy was that of laissez faire—a minimal role of government in economic affairs—and many entrepreneurs were suspicious and uncooperative when asked to provide information about their business to Federal agents. To deal with these circumstances, the instructions given the marshals stated that "you [marshals] will perceive the strong necessity for acquainting the people in advance with the nature of the inquiries to be made of them, and to give them time for preparation to answer the questions promptly . . . . If [the inquiries] be made known and generally understood before the enumeration commences, the answers to the interrogatories will be prepared in time for the domiciliary visit of the assistant, and the responses promptly made." The instructions went on to say that "Objections, it has been suggested, may possibly arise on the part of some persons to give the statistical information required by the act, upon the ground of disinclination to expose their private affairs. Such, however, is not the intent, nor can be the effect, of answering ingenuously the interrogatories. On the statistical tables no name is inserted—the figures stand opposite no man's name; and therefore the objection can not apply. It is, moreover, inculcated upon the assistant that he consider all communications made to him in the performance of his duty, relative to the business of the people, as strictly confidential."[2] In other cases, the census takers found that the respondents' records were inadequate or nonexistent, and the owners or operators simply could not provide more than sketchy estimates.

Tabulating the statistics also presented problems because, in most cases, the Federal marshals supervising the enumeration had to compile and classify the data for their jurisdiction and generally prepare tables for publication. This decentralization inevitably introduced some irregularities in the reported information because the marshals, who were not trained statisticians, frequently used divergent procedures in performing these duties.

1850

As a result of acknowledged inaccuracies in the previous censuses, Congress passed an act on March 3, 1849 to establish a Census Board, consisting of the Secretary of

[2]The 1840 census marked the first evidence of official concern with the need to regard economic census data as confidential. Subsequent censuses had similar instructions.

Digitized by Google

State, the Attorney General, and the Postmaster General as members, for the purpose of improving the 1850 census results. The act also provided for a fulltime secretary; in effect, this official functioned as the director of the census. He had to design and have printed suitable schedules for the 1850 census, and to collect and publish data on manufacturing, mining, fishing, and commerce that would reflect a full view of the industrial development of the United States. The Census Board consulted with prominent statisticians in government and the academic and business communities to develop six questionnaires,[3] one of which (schedule 5) was for the collection of the economic data. It was to be completed for each corporation, company, or individual accounting for annual production valued at $500 or more for the year ending July 1, 1850. Schedule 5 asked for "name of business, manufacture, or product"; amount of capital invested in real and personal estate in the business; quantities, kinds, and values of raw materials used; kind of motive power (water or steam), machinery, structure, or resource used in the manufacturing process; average number of male and female workers employed; average monthly cost of male and female labor; and quantities, kinds, and values of annual production. Enumerators received written instructions of how each question should be answered and examples of properly completed questionnaires.

Although Federal marshals still supervised field operations, they no longer had to compile and assemble for publication the statistics for their respective jurisdictions. Instead, clerks performed this work in a central office in Washington, DC. The Census Office published general census results in June 1853 and made available partial data for manufactures in September 1854, but it did not release complete economic statistics for the 1850 census until December 1859. The total value of manufactures (including fisheries and the products of mines), as reflected in the 1850 census, exceeded $1 billion. This represented a 500-percent increase over the $200 million estimated for 1810, as against a growth in population of only 75 percent. The 500-percent increase in value should be viewed in the light of the decrease in the wholesale price index (for all commodities) from 131 in 1810 to 84 in 1850. Even given some undercounting, most statisticians have concluded that 1850 census data—both economic and demographic—are considerably more accurate than in previous censuses.

The Census Board appointed Joseph C. G. Kennedy, a statistician and Pennsylvania newspaper editor-owner, to serve as secretary of the Board in 1849. The Secretary of the Interior appointed Kennedy superintendent of the Census Office in 1850. He was largely responsible for the improved accuracy of the census results. In 1853, Kennedy resigned to become U.S. representative to the first and second International Statistical Congresses in Brussels (1853 and 1854), where he consulted with leading European statisticians and became familiar with government statistical programs in Europe. The Secretary rehired Kennedy in June 1858 to supervise the preparation of the report on economic statistics. At the completion of this assignment, the Secretary appointed Kennedy superintendent of the 1860 Decennial Census.

1860-1879

With the exception of some minor modifications in the schedules used, the censuses of 1860 were similar to those of 1850. The Census Office published four volumes, including one devoted exclusively to economic statistics. A major innovation was Superintendent Kennedy's analysis of the census statistics. He used the data as a basis for describing "all the great elements of a nation's prosperity as they existed in the year 1860."

In his section on "products of industry" (included in the *Preliminary Report on the Eighth Census,* published in 1862), Kennedy described the increasing impact of manufacturing and commerce in the United States, estimating that one-third of the entire population in 1860 was supported, directly or indirectly, by manufacturing. He compared various industries, and interpreted the data to show how and why sections of the economy expanded, stabilized, or decreased, and illustrated interrelationships among the production and socioeconomic factors. For example, he credited the expanded use of the sewing machine in industry with adding "thousands of industrious females" to the labor force, as well as promoting the growth of the garment industry. He praised the "cultivated intellect" of the Federal army mobilized for Civil War duty and cited the increasing number of printing presses as being a prime factor in making books and newspapers readily available for average citizens to improve their intellects.

The Civil War (1861-1865) had a marked effect on economic development in both the North and the South. The need for war material provided major stimulation to industry, particularly in the North, where industrial capitalism to a large degree supplemented merchant capitalism. Wartime requirements for woolen cloth, clothing, iron, guns, munitions, and other products led to production methods that hastened the Industrial Revolution in the United States. The need to mobilize a Federal army of more than 2 million men brought an attendant economic mobilization, the first in the Nation's history. The Federal Government actively encouraged industrialization during and after the Civil War by tariff protection, a central banking system, large grants to railroads, and generally conservative monetary policies.

Faced with a naval blockade and an economy based on cotton, the Confederate Government attempted to develop manufacturing. Industrialization increased (particularly cotton cloth and leather goods) and the Government took over some essential industries. In the wake of the war, with slavery ended and the plantation system turned in the direction of tenant farming and sharecropping, the South

[3]For a time, the Government used the words "schedule" and "questionnaire" interchangeably to refer to the report form completed either by a respondent or a census enumerator; however, in more recent years, the Census Bureau has generally used the term "questionnaire" in the economic censuses.

Digitized by Google

was forced to develop a more diversified economy emphasizing manufacturing and commerce.

Many other factors encouraged this transformation throughout the United States after the war. There was a successful blend of abundant natural resources, adequate supplies of capital and labor, technical advances in virtually all industries, readily available markets, and rapidly expanding and improving transportation networks.

The Civil War emergency had compelled the Federal Government to adopt explicit policies to promote industrial development. With the implementation of such policies, which continued after the war, came an increased need for and interest in economic statistics, which could best be supplied through the periodic censuses.

(Before 1860, the American economy was basically agrarian, but by 1900, the value of manufactured goods was double that of agricultural products. During that 40-year period, the United States advanced from fourth to first place among the world's industrial nations, as measured by the value of manufactures. The following statistics, all collected in economic censuses, reflect this expansion: In 1859 there were only about 140,000 industrial establishments in the country, employing 1.3 million workers and producing goods with a gross value of $1.9 billion. By 1899, there were about 509,000 establishments providing jobs for 5.3 million workers and producing goods with a gross value of $13 billion. Value added by manufacture increased from $854 million in 1859 to $5.5 billion in 1899; but note that when the Census Office tabulated the 1900 manufactures census results, excluding neighborhood and household industries and hand trades from the 1900 results (for 1899), the number of manufacturing establishments was reduced from about 509,000 to approximately 205,000 and value added by manufacture from $5.5 billion to $4.6 billion.)

As industrial specialization increased, it became more difficult to develop general questions applicable to all establishments. Many unique schedules, tailored to the characteristics of each industry, had to be designed to obtain meaningful statistics. At the same time, the concentration of economic power brought a growing public demand for Government regulation of business, which culminated in the antitrust movement. As the Government exercised increasing power over economic affairs, it required more and better data upon which to base its far-reaching decisions.

During 1869 and 1870, Congress attempted to draft new census legislation to supersede the 1850 law under which the 1850 and 1860 censuses had been taken, but which was deemed inadequate to meet the changing conditions of 1870. However, the Members could not agree, and the 1870 Decennial Census had to follow the old law. Congress did modify slightly, however, the 1870 schedule for "products of industry" to collect additional or better information on machinery and machine power sources, cost of labor, and number of months the establishment was in operation. For example, the inquiry concerning motive power and machinery was subdivided so as to show specifically the kind of motive power, number of horsepower (if steam or water), and the number of machines used. The inquiry concerning the average number of hands employed was made to cover males above 16 years of age, females above 15 years, and children and youth, instead of the number of males and females, as formerly noted. However, the census volume on statistics on industry and wealth contained basic tabulations closely resembling those of 1850 and 1860. Innovations for the 1870 censuses included the use of tally machines (for the population schedules) and the introduction of maps and charts to portray census results in a statistical atlas.

1880

At least in part to meet the Nation's changing economic structure brought about by the Industrial Revolution, Congress passed a new census law in March 1879 that implemented major changes in economic data collection for the censuses of 1880. This law provided for—

1. Many additional special schedules tailored to various specialized businesses.

2. Expansion in the scope of the censuses.

3. Utilization of census supervisors and "experts," appointed by the President and confirmed by the Senate, to conduct the censuses (instead of Federal marshals, who had been responsible for the enumeration since 1790). In the economic area, "experts" and "special agents" (not regular enumerators) were authorized to collect, classify, and analyze statistics on manufacturing, mineral industries, or commercial fisheries in 279 large cities and towns. These specialists were college professors, engineers, economic statisticians, and others with training and experience in the appropriate subject matter areas.

4. Penalties which made it a misdemeanor for "any supervisor or enumerator, who, having taken and subscribed by this act, shall, without justifiable cause, neglect or refuse to perform the duties enjoined on him by this act, or shall, without the authority of the Superintendent, communicate to any person not authorized to receive the same, any statistics of property or business included in his return, ... [upon] conviction [he] shall forfeit a sum not exceeding five hundred dollars; or, if he shall willfully and knowingly swear or affirm falsely, he shall be deemed guilty of perjury, and, on conviction thereof, shall be imprisoned not exceeding three years or be fined not exceeding eight hundred dollars; or, if he shall willfully and knowingly make false certificates or fictitious returns, he shall be deemed guilty of a misdemeanor, and, upon conviction of either of the last named offenses, he shall forfeit and pay a sum not exceeding five thousand dollars and be imprisoned not exceeding two years." The act also provided that "if any person should receive or secure to himself any fee, reward, or compensation as a consideration

Digitized by Google

for the employment of any person as enumerator or clerk, or shall in any way receive or secure to himself any part of the compensation provided in this act for the services of any enumerator or clerk, he shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be fined not less than five hundred dollars nor more than three thousand dollars, in the discretion of the court."

The Census Office expanded the number of general economic questions to 29 and designed 49 special schedules containing more than 2,000 inquiries for particular industries in the manufacturing area. Although there was considerable overlap of questions (i.e., the same item appearing on several special schedules, or on the general schedules and also on one or more special schedules), more than 700 of the inquiries were unique.

Whereas questions on mining and mineral industries had been included on the "products of industry" schedules in the 1850, 1860, and 1870 censuses, the Census Office used 42 special schedules to collect data on this subject in 1880. These special schedules contained almost 3,000 inquiries, including over 1,600 unique items. Those for copper mines contained more than 120 questions, but the median number of items on the special schedule for minerals was 53.

There were five special schedules just for commercial fisheries. The 87 questions generally elicited information on the amount and kind of fish taken, type of equipment used, employment, and finances. There was a basic schedule for all commercial fishermen, plus more detailed schedules for dealers in fresh and salt fish, respectively, and two for river fishing activities.

The post-Civil War period witnessed the rapid growth of the communications and transportation industries (particularly railroads). The first transcontinental railroad was completed in 1869, and rapid construction of new railroad facilities was manifest throughout the latter decades of the 19th century. Track mileage increased from 31,000 in 1860 to 93,000 in 1880 and to 167,000 in 1890. The Civil War and the Nation's westward expansion gave impetus, too, to the telegraph industry. In 1854, there were only 34,000 miles of telegraph wire, but by 1880, 291,000 miles of wire were carrying over 30 million messages annually. Growth of the telephone industry was even more expeditious: The first commercial telephone exchange was opened in 1878, only 2 years after the invention of the instrument, and by 1880, 54,000 telephones were in use. The 1880 censuses marked the first major effort to compile detailed statistics on transportation and communications.[4] Congress directed the Superintendent of the Census to collect and publish data on steam railroads, steamboat companies, incorporated express companies, and telegraph companies. Several special schedules (466 inquiries) were used for this purpose. Most of the questions (375 items) were designed to compile voluminous statistics on the railroads' financial and physical characteristics.[5] Financial characteristics included income, expenses, and analysis of earnings, while physical characteristics encompassed such things as track mileage, amount and kind of rolling stock (locomotives and cars), and fuel used to power locomotives. The census requested a detailed report from each railroad on virtually every facet of its operations, including timber conservation practices and a tabulation of employees and others killed or injured in accidents.

In addition to the questions about railroads' current characteristics, there was a special inquiry on the history of their construction from which the Census Office tabulated statistics on mileage built and existent, by groups of States, for individual companies, annually from 1830 to 1880.

The rise of organized labor was still another outgrowth of the Industrial Revolution in the United States. At the same time, business and industrial leaders with common interests frequently formed trade societies and associations. The need for information on these developments prompted the Government—for the first and only time in the economic censuses—to include a series of inquiries on labor unions and trade societies (number, objectives and methods, membership, receipts, and expenditures) and on the number, location, causes, and results of strikes and lockouts. The census used four special schedules containing a total of 101 questions to collect this information.

The 1880 census also contained a special survey on wages and prices. Three special schedules, consisting of a total of 167 questions, collected statistics on wages in the manufacturing industries and building trades, and on average retail prices of the "necessaries of life."

The first casualty insurance policy was not issued in the United States until 1832, and the first fidelity bond, 1840. But by 1860, the insurance industry had grown to the extent that a few questions on this subject (primarily on life insurance) had been included in the 1860 census. The 1880 census covered life, fire, and marine insurance companies, and the census used 15 special schedules to compile statistics on their organizational and other characteristics, finances, and insurance in force. However, staff encountered considerable difficulty in collecting and tabulating the data and, except for a preliminary statement in the statistical compendium, no report was issued on this subject.

The Census Office published the compendium summarizing census data in early 1883, but because of budgetary problems, it did not release the basic census volumes reporting manufacturing statistics and transportation-communications data until October 1883, and the mineral industries volume, until July 1886. Several special monographs (e.g., on water power used in manufacturing; precious metals; and petroleum, coke, and building stone) appeared in the mid-1880's. The planned statistical atlas

[4]The 1850 Decennial Census collected some data on telegraph facilities.

[5]The special schedules asked questions (but fewer and in less detail) of steamboat companies (21), express companies (30), telegraph companies (24), and telephone/telegraph companies (16).

Digitized by Google

had to be left to a commercial publisher, who hired the former census geographer to compile it. The Census Office resumed producing atlases after the 1890 census, however.

The economic statistics compiled in the 1880 census were more comprehensive than in any previous census. The use of experts and special agents generally resulted in more complete and consistent returns, which led to more accurate data on the Nation's economy.

1890

The 1890 Censuses of Manufactures and Mineral Industries followed the basic procedures established for the 1880 censuses; e.g., specialists and agents canvassed in 1,042 important manufacturing and commercial centers, bulletins announced preliminary census results, and in many instances, the same schedule formats were used. The 1890 censuses also marked what was probably the first use of administrative records (those kept by governmental or private organizations on their day-to-day operations) to compile economic census data. Congress directed that statistics be collected on the recorded indebtedness (i.e., real estate mortgages) of private corporations and individuals. Special census agents went to real estate recorders' offices to abstract information about mortgages made during the period 1880 to 1890. This included a description of the property, provisions of the mortgage, and the addresses of the mortgagor and mortgagee. Then, the Census Office mailed schedules (and postage-free return envelopes) to the mortgagors (or the mortgagees if the mortgagors did not respond), asked them to supply additional information about their mortgages (whether or not they had been fully paid and, if not, how much was owed) and return the completed schedules to the Census Office.

There was a census of manufactures in Alaska for the first time in 1890.[6] The Office expanded considerably the inquiries on transportation (first asked in 1880), with coverage extended to sailing vessels and rapid-transit facilities in cities. (These latter primarily included cable railways, railways operated by animal power, and electric street railroads. By 1888, there were 38 electric rail systems in use in American cities.)

[6]In the early 1880's, Ivan Petroff, a special Census Office agent, traveled to Alaska (in accordance with instructions from the Superintendent of the Census) to ascertain and report on the number of inhabitants. As a result of his work, he (1) produced a brief statistical review of Alaska in geographic divisions, with tables of population; (2) provided a review of the fur trade, fisheries, mineral, and agricultural resources; (3) gave a description of the geography and topography of Alaska; (4) furnished an historical sketch of Alaska from its discovery to the year 1880, and (5) wrote notes on Alaskan ethnology. However, this effort did not constitute an economic census of that territory. U.S. Census Office. Tenth Census of the United States: 1880. Vol. VIII, Part II, *Population, Industry, and Resources of Alaska*. 189 pp. U.S. Government Printing Office, Washington, DC, 1884.

1900

The census of 1900,[7] which was limited by law to an exact parallel of the 1890 census, included coverage of manufactures, mines and quarries, street and electric railroads, and, for the first time, central electric light and power stations.

The census generally compiled manufacturing information on the number of establishments, capital invested, number of wage earners and total wages paid, cost of materials, and value of products. Most manufacturing establishments reported information on the one general questionnaire (about 530,000 of the 644,000 total returns), but there was still some criticism from respondents that the 32 special questionnaires required too much information in too much detail.

Special agents again compiled manufacturing data in selected areas: 1,891 specialists (supervised by 20 "expert special agents") collected data in 1,340 cities and towns. In disseminating the results, the Census Office prepared 59 unique bulletins on various special subjects in manufacturing, such as shipbuilding, slaughtering and packing, and lumbering. The Office also released bulletins on manufacturing for each of the States and territories except Alaska and Hawaii. (Data for Alaska and Hawaii appeared in the regular census reports.) Manufacturing data were published in four volumes and summarized in a statistical abstract and the atlas.

Statistics on mines and quarries, street and electric railroads, and central electric light and power stations were initially published in bulletins and later in final reports somewhat less detailed than the bound volumes on manufactures. Data on mining covered the same general topics as before (number of mines and mine operators, wage earners and total wages, cost of supplies, other operating expenses, and quantity and value of minerals extracted), by geographic area and by type of mineral.

For street and electric railroads, Census Office employees assembled statistics on such topics as number of companies, length of rail lines, cost of construction and equipment, employees, and passengers. Data compiled for central electric light and power companies included number of stations, cost of construction and equipment, earnings, expenses, and power generated.

THE TWENTIETH CENTURY 1902

After several decades of hearing pleas from government decisionmakers, members of the academic community, business leaders, and other experts for more data—and more current data, Congress established the Census Office as a permanent agency in March 1902. (The name changed to the Bureau of the Census in 1903, when it became part

[7]Statistics for manufacturing were for the year 1900. Data for mining, street and electric railroads, and electric light and power stations were for 1902, but the Census Office released these results as part of the 12th Decennial Census publication series.

Digitized by Google

of the new Department of Commerce and Labor. Legislation continued to refer to "the Census Office," however.) This legislation made it possible to have economic censuses more frequently than once every 10 years and, indeed, mandated a number of specialized interdecennial censuses (subsequently taken between 1902 and 1937). These included street railways and telephone and telegraph companies. The Bureau expanded the "street railways" category in 1922 to include motor buses and in 1932, trolley buses. The "telegraph" classification included only land telegraph and ocean cable systems for 1902, but the Bureau enlarged the definition for 1907 to take in wireless systems. Censuses of water transportation covered 1906, 1916, and 1926. Other special enumerations included a census of the express business for 1907. A census of commercial fisheries was taken in 1908 and again in 1963 and 1967, but was discontinued thereafter for lack of interest by data users.

As part of the 1902 Permanent Census Act, Congress directed, "That in the year 1905, and every ten years thereafter, there shall be a collection of the statistics of manufacturing establishments . . . ." This was in addition to the coverage of manufactures in the decennial census, which meant that the Bureau compiled data on this topic every 5 years (quinquennially). The schedules used in the 1905 enumeration of the industrial activity in 1904 were the same as those used in 1900. The Bureau developed new enumeration techniques: It constructed a card index containing names and addresses of manufacturing establishments on the basis of 1900 census results, city directories, trade publications, State and local government lists, and similar sources. Then, in October 1904, the agency sent preliminary circulars to these establishments, asking that they answer a few questions (name and address, period of operation, and kind of business). Based on the results of this precanvass, the Bureau updated the card index and mailed census schedules to establishments in early December 1904. Then, beginning in January 1905, 835 canvassers (regular Census Bureau employees and temporary employees hired for the duration for the operation) visited companies that had not completed and returned their schedules. Also, the agency redefined the scope of the census to cover only manufacturing establishments under the "factory system," excluding the neighborhood and household industries and trades[8] that had been previously included. To provide for comparability, the Bureau retabulated the 1900 manufactures census results under the new definition. With neighborhood and household industries and hand trades excluded from the 1900 results (for 1899), the number of manufacturing establishments shrank from about 509,000 to approximately 205,000, and value added by manufacture, from $5.5 billion to $4.6 billion.

[8]Examples of these industries include custom tailoring, carpentering, taxidermy, and in general, contract work done for individual customers. The census also excluded establishments that produced products with an annual value of less than $500.

1909

The Census Bureau took the first economic census of Puerto Rico (for manufactures) for the year 1909 and, excepting 1929, had one at 10-year intervals through 1949. Censuses of manufactures were then taken concurrently with censuses of business, covering retail and wholesale trade and selected service industries, for the years 1954 and 1958, and since 1963, as part of the regular economic census program. In 1952 and 1956, the Commonwealth Government of Puerto Rico conducted censuses of manufactures with more limited coverage than in the States.

1910

For manufacturing establishments, the Bureau used one general and 60 special questionnaires. These establishments were given the opportunity to complete and mail in questionnaires, but again, special agents canvassed in a field enumeration companies that did not complete and return their schedules. For mines and quarries, only one schedule was used to collect data for the Census Bureau and the U.S. Geological Survey. (This was done in 1910 so that the "operators of mines and quarries should be called upon by the Federal Government to fill out or furnish information for only one schedule, instead of two emanating from different bureaus.") Census assigned a total of 1,227 special agents, plus 76 of its regular employees, to canvass the factories, mines, and quarries. In a few sparsely settled areas, population census enumerators visited the manufacturing and mining establishments.

The coverage in 1910 differed from that of 1905 only in that the Bureau secured information, for the first time, from custom sawmills and gristmills and steam laundries. However, the number of industries for which the agency published a separate tabulation was reduced to 264, mainly as a result of consolidating some of the 1905 categories. Under the definitions at the time of the two previous censuses of manufactures, mills that did not produce for sale but only sawed lumber or ground grain for toll did not fall under the factory system. The census covered steam laundries because they had become an important industry. The data-collection forms for manufactures consisted of one general schedule applicable to all industries and 60 special schedules, each relating to a single industry. The general schedule was materially simpler than that employed for the censuses of 1900 and 1905, and the same was even more true of most of the special schedules. In the enumeration of mines and quarries, the Bureau pursued the same policy of using general and special schedules.

An amendment to the 1902 census act, passed February 25, 1910, required the Bureau to enumerate the number of animals slaughtered for food purposes and the number of hides produced during the year. This necessitated a canvass of all butchering establishments, many of which would not have been included under the general rules defining the factory system.

The act authorizing the 1910 census also strengthened the confidentiality restrictions, particularly as they related to economic data. It was this law that placed restrictions on

Digitized by Google

the publication of census statistics. As a matter of administrative policy, responses on schedules for earlier economic censuses had been considered confidential, but the 1910 law specified that information furnished by business, manufacturing, and mining establishments "shall be used only for the statistical purposes for which it is supplied. No publication shall be made by the Census Office whereby the data furnished by any particular establishment can be identified, nor shall the Director of the Census permit anyone other than the sworn employees of the Census Office to examine the individual reports."

The Census Bureau acknowledged the importance of confidentiality by noting in the volume containing 1910 manufactures census results that "It is essential to the success of the manufactures census that every concern should be assured explicitly by law that its business will not be disclosed to competitors, to the general public, to State and local officials, or even to officials of the Federal Government outside of the Census Bureau. Only with such a pledge of confidential treatment can the Bureau of the Census report expect manufacturers to furnish data promptly and accurately."

1915

The 1915 Census of Manufactures was a repetition of the 1905 census. One feature of the preparatory work for this census that distinguished it from previous enumerations, however, was the effort to secure the assistance of prominent manufacturers and of representative commercial and trade groups of all kinds. The staff wrote letters to such people and 7 groups, inviting cooperation and requesting suggestions, particularly in reference to the inquiries carried on the various special or supplementary schedules. The Director of the Census and the Chief Statistician for Manufactures made trips to a number of cities (Philadelphia, New York, Boston, St. Louis, etc.) to obtain suggestions on the form and content of the schedules. In addition, the Bureau enlisted the aid of Members of the Senate and House of Representatives, the Department of Agriculture, the Bureau of Corporations, and the State statistical organizations. Census employees tabulated data for 1914 for 344 industries and 271 industry subgroups. Plans called for the prompt publication of bulletins containing preliminary results, but when the United States entered World War I in April 1917, the preparation of these bulletins (and the two volumes and the abstract containing final results) was delayed because of demands on the Public Printer for war-related work. The Bureau did not issue the last of the bulletins until August 1918, just before the census volumes were published.

Because of the urgent need for industrial data during the war, there were a number of special economic censuses—something not done in prior times of emergency data needs. For example, the agency compiled statistics of New York's daily landings of fresh catches from U.S. fishing boats and receipts by rail and steamer during the last 4 months of 1917. In late 1917 and early 1918, the Bureau took a number of mail censuses for the War Trade, War Industries, Shipping, Federal Reserve, and Commercial Economy Boards, the Food Administration, and the Council of National Defense. These covered such commodities as iron and steel; wool machinery and woolen manufactures; kapok fiber, jute, and silk; leather stocks, boots, shoes, and manufactured leather goods; antimony and graphite crucibles; commercial greenhouses; materials used in the manufacture of explosives; and the production of dental gold.

1920-1929

The 1920 censuses (patterned after those of 1910 with two exceptions described below) included manufactures and mines and quarries (including oil and gas wells).

1. In addition to collecting data for establishments that had not returned schedules, the field enumerators corrected defective schedules (i.e., those with inconsistent or incomplete responses) that had been returned by respondents. The censuses covered 358 industries and 98 industry subgroups, but combined data for 7 industries to avoid disclosure of data for individual firms. For the census of manufactures, the Bureau published three volumes and a special abstract (plus the usual preliminary bulletins).

2. The agency used a punchcard tabulating system, introduced in the 1890 Census of Population, for the first time in the economic censuses, for manufactures and mines and quarries. (While this system was periodically improved between 1890 and 1915, the agency did not use it for processing economic data until the development of the integrating tabulator (between 1917 and 1919), which not only recorded and added units but also numbers.)

For mining, the published statistics generally reflected geographic distribution of operations, land controlled by mining operators, characteristics of organization, scale of operations, and amount and kind of power used. The one-volume general report contained analytical tables (arranged to facilitate comparisons with the mining statistics published annually by the U.S. Geological Survey) and tabulations on selected mineral industries by State.

The Government's interest in economic affairs and its need for detailed statistics to assist in decisionmaking (brought about in large measure by the demands of the war effort, postwar demobilization, and reconversion) prompted Congress to direct, in the act providing for the decennial census of 1920, the collection and publication "for the years [1921, 1923, 1925,] 1927, and for every tenth year after each of said years, statistics of the products of manufacturing industries. . . ." Since the decennial censuses would cover the years 1929, 1939, etc., censuses of manufactures thus were authorized on a biennial basis. Data would show (1) the absolute and relative magnitude of the various branches of industry and their growth and

Digitized by Google

decline and (2) the industrial importance (with increase or decrease) of individual States and large cities. Statistics were to be collected that would throw light upon certain matters of economic and sociological importance, such as the size of establishments and hours of labor.

To reduce the expense of the biennial census and expedite processing and publication of results, the Bureau did two things for the 1921 census. First, it omitted certain items that had been included in the quinquennial censuses of manufactures. These included capital invested, age and sex distribution of employees, rent and taxes, primary horsepower used, and kind and quantity of fuel used in manufacturing. Second, the Bureau collected only limited statistics on number of wage earners and value of production from manufacturing establishments reporting products valued at less than $5,000 for 1921. (In the quinquennial censuses, data had been obtained from establishments with annual production valued at $500 or more.)

For 1921, about 22 percent of the establishments had products valued at less than $5,000, but these plants accounted for less than 1 percent of the wage earners and total production. For 1921, the census gathered data on 348 separate industries (98 of which were subdivided to show greater detail) on such things as the number of proprietors or firm members, number of salaried employees, number of wage earners, amounts paid in salaries and wages, amount paid for contract work, and cost of materials.

In planning the first biennial census of manufactures, Bureau officials consulted extensively with the National Association of Manufacturers, the Bureau's General Advisory Committee (which included representatives of the American Economic Association), committees from civic associations (such as chambers of commerce), representatives of important trade associations, and statisticians in the government and private sectors. These sources helped develop schedules, publicize the census, and generally encourage industry's acceptance of the project.

The 1921 canvass was a combination mailout/mailback operation and field enumeration, and respondents returned more than half of the schedules by mail. The Bureau issued preliminary summary reports of census results as press releases, each relating to a particular industry or group of industries. A summary bulletin presented statistics for the United States, by industries, and for all industries combined by State. All data were then consolidated into a one-volume report published in 1924.

The procedures and coverage of the 1923 census were virtually the same as those of 1921, but the mail operation was more successful than in 1921 due in part to the cooperation of chambers of commerce. In many large cities, chamber representatives, sworn in as census agents, took complete charge of the canvass. Approximately 65 percent of the returns were received by mail and, by June 1924, almost 95 percent of the establishments had been canvassed by mail or by personal enumeration. The Bureau collected and tabulated data for 333 industries, of which it subdivided 87 to provide greater detail. As in the 1921 census, preliminary statistics first appeared in press releases; then final data were assembled in industry bulletins and a final one-volume report was published in January 1926.

The 1925 census covered 324 industries, and respondents returned about 75 percent of the schedules by mail, again with the close cooperation of the chambers of commerce and other professional groups. Census staff prepared press releases of preliminary results, plus the usual industry bulletins, and released the one-volume final report in December 1927.

For the 1927 census, manufacturers of confectionery and ice cream and fabricators of sheet iron completed schedules only if they produced products with an annual value of $20,000 or more. (This was in recognition of the fact that many of the smaller firms were primarily engaged in retail trade, not manufacturing.) Over all, the census encompassed 335 industries, and approximately 65 percent of the respondents returned their schedules by mail. The press-release, industry-bulletin, and final-volume publication sequence was again followed, with the final volume published in April 1930.

1930

The 1930 Decennial Census had, in addition to the censuses of manufactures and mineral industries, censuses of construction industries, distribution (which included retail and wholesale trades and special topics), and hotels. These censuses encompassed activities for the year 1929.

The construction census was a response to the post-World War I boom in this sector of the economy. In 1920, less than 850,000 workers were employed in contract construction, and total private construction for that year was valued at $5.4 billion. By 1928 (the last full year before the start of the Depression), more than 1.6 million workers were employed in this field, and total private construction was valued at $9.2 billion.

In planning this first census of construction industries, the Bureau worked closely with an advisory committee representing national contractors' associations and individual construction companies. This cooperative effort produced one basic questionnaire designed to collect information on (1) organization of the establishment, (2) number of salaried employees and total salaries paid, (3) number of skilled and unskilled workmen employed, (4) total annual wages, (5) length of working day and week, (6) expense for equipment, operation, and overhead, and (7) total value of materials and building equipment installed.

The construction census was a mailout/mailback operation. To mail the questionnaires to the correct companies at the right addresses, the Bureau prepared a directory from lists of names and addresses provided by contractors' associations, private statistical agencies, builders' exchanges, chambers of commerce, and other business and trade associations. The agency sent letters to city officials and postmasters, asking that they submit (or list) names and addresses of known construction establishments in their jurisdictions. Bureau clerks obtained additional names from

Digitized by Google

classified telephone directories, city directories, and other sources. Ultimately, the directory encompassed about 144,000 unduplicated names and addresses. The questionnaire was to be completed by all persons and establishments engaged in construction business of any kind (except industrial concerns, public utilities, municipalities, or common carriers that maintained construction crews to repair or maintain their own property). In two followups, the Bureau mailed reminder letters to nonrespondents. In cities with populations of at least 100,000, enumerators canvassing for the population census personally contacted nonrespondents. However, census employees compiled detailed statistics only for establishments that reported gross business of at least $25,000 during calendar year 1929. A punchcard system mechanically tabulated construction census results (and, in fact, virtually all 1930 census data), but a series of clerical cross-checks and reviews by experienced statisticians ensured maximum accuracy and consistency. The Government published the results in December 1932 in one bound volume.

The 1930 census of distribution consisted only of a field canvass, using procedures that had been tested and refined in 11 cities in 1927. The retail trade census covered operations of "all establishments doing business in a retail manner." Thus, in addition to retail stores per se, it encompassed restaurants and some semiservice businesses, such as garages, which sold merchandise in addition to their services. The agency classified retail establishments on the basis of the following types of operation: Single-store establishments; two- and three-store independents; local branch systems; local, sectional, and national chains; and miscellaneous types of operations.

Enumerators personally visited each of approximately 1.5 million stores to obtain answers to questions on one of the six questionnaires designed for this operation. In cities with populations of at least 10,000, only special enumerators took the census of distribution. In smaller cities and rural areas, the population census canvassers also visited retail outlets. The census compiled data on the number of stores, personnel, payroll, stocks, sales, operating expenses, seasonal employment characteristics, credit business, receipts from sales of meals and automotive services, value of returned goods and allowances, and type of organization. The Bureau published preliminary results as press releases and, in February 1933, issued a one-volume final report that included a summary of data by States, counties, and incorporated places, and separate tables for each State.

The same field enumeration procedures, with four questionnaires, were used for the approximately 168,000 wholesale establishments. The wholesale trade classification embraced all establishments engaged in the purchase, sale, or distribution of goods on a conventional wholesale basis, plus other special categories such as cash-and-carry wholesalers, drop shippers (middlemen who secured orders from buyers and had merchandise shipped directly from the manufacturer to the buyer), manufacturers' sales branches, and cooperative marketing associations. For the purposes of this census, the wholesale field covered virtually all merchandising establishments not in the retail group. The census compiled data on the number of establishments, number of employees, salaries and wages, stocks, net sales, credit sales, sales to ultimate consumers, and sales to industrial consumers. Clerks tabulated these statistics by kind of business (chemical products wholesaler, drug wholesaler, etc.), by geographic area (division and State), and by type of organization (proprietorship, partnership, etc.). Special tabulations yielded wholesale statistics for cities with populations of at least 100,000, where almost half of the establishments were located. The Bureau published preliminary results as press bulletins and released the final bound volume in December 1933.

The census of hotels, which included only those with at least 25 guestrooms, was originally planned as a mailout/mailback operation. The staff compiled a directory of names and addresses of about 27,000 hotels, and census employees mailed questionnaires in February 1930. Because of changes in ownership, duplications, and classification problems, a field canvass was necessary, using population census enumerators, to supplement the mail operation. Ultimately, clerks compiled statistics for approximately 15,500 hotels (70 percent of which returned questionnaires by mail, while enumerators canvassed the rest). The agency published tabulations on the number of hotels, number of rooms, seating capacity of dining rooms, receipts, employment, salaries and wages, and number of proprietors and firm members. These data were classified by plan of operation (American, European, and mixed), type of occupancy (transient, permanent, or mixed), and geographic division and State.

The procedures, coverage, and publication program for the 1930 manufactures census closely resembled those of the biennial censuses for 1921 through 1927.[9] There were 165 questionnaires for canvassing 238 industries.

The scope of the 1930 Census of Mines and Quarries, however, differed considerably from that of 1920 in that it did not cover the petroleum and natural gas industries, nor did the census collect data for capital, land holdings, rents, royalties, and taxes, as well as a detailed breakdown by kind of employees. This census included, for the first time, the sand and gravel, glass-sand, and molding-sand industries, and the quarrying of limestone carried on in connection with the manufacture of lime and cement; added inquiries as to distribution of sales, equipment purchased, and mobile power equipment; and consolidated and reclassified a number of industries. The agency, however, basically left unchanged the data-collection methods and the publication program. There is no historical record as to why certain industries were added nor why those covered in earlier censuses were not included for 1929.

The 1930 census publication program included several special reports on economic topics—i.e., distribution of

[9]As noted earlier, one major difference in coverage was that whereas the first four biennial censuses of manufactures included only firms reporting annual production valued of at least $5,000, the Bureau returned this cutoff to $500 for the 1930 census, inasmuch as this was the decennial enumeration.

Digitized by Google

sales of manufacturing plants, products of manufacturing industries, materials used in manufacturing, and location of industrial plants. In addition, the census collected statistics on unemployment as an adjunct to the population census. With the addition of the censuses of distribution, construction industries, and hotels, the continuation of the manufactures and mineral industries censuses, and the coverage of special topics, the 1930 Decennial Census was broader in scope than any previous economic census in the United States.

1931-1933

In efforts to reduce Federal expenditures and balance the budget, Congress decreased the Census Bureau's funding and personnel authorizations for the 1931 and 1933 biennial censuses of manufactures. The 1931 census covered 310 industries, but discontinued some inquiries (e.g., on salaried employees, power equipment, and coal consumption). The Bureau mailed questionnaires in January 1932, and about 60 percent were returned by mail. Officials of local chambers of commerce and, in large industrial centers, census field employees, followed up nonrespondents by telephone. Funding was inadequate for a large crew of canvassers, so there were few field followups. Budget restrictions also delayed the publications of census results.

The agency reduced the number of special questionnaires for 1933. It made greater use of the general questionnaire and a short-form version for smaller establishments. Again, this census used the mailout/mailback enumeration method, with telephone followups, and about 75 percent of the questionnaires were returned by mail. The volume containing final census results warned data users that the smaller field force available for personal followups had resulted in "some incompleteness of coverage."

President Franklin D. Roosevelt's "New Deal" policies, however, provided emergency relief measures, some of which directly involved economic census projects. An example of this was the 1933 business census, which encompassed retail distribution, wholesale distribution, and a new category, "Services, Amusements, and Hotels." The service classification consisted of personal services (such as barber shops and beauty parlors), mechanical repair services (such as radio shops), and miscellaneous services (such as parking lots). The agency collected data exclusively in a field canvass, which the Civil Works Administration funded as part of its emergency project to provide temporary employment for 4 million people during the winter of 1933-1934.

1935

The expanded scope of the 1935 manufactures census provided for about the same level of detail as in the 1930 census. Although the Bureau developed a mailing list and mailed questionnaires in January 1936, it instructed companies to hold their questionnaires until enumerators visited their establishments in a door-to-door canvass in all cities, towns, and villages. The field workers canvassed every manufacturing concern, even those that had not received questionnaires by mail.

The 1935 Census of Business covered retail trade, wholesale trade, the construction industries, and service establishments (personal, business, repair, custom, and miscellaneous services) in an extensive field operation. The Works Progress Administration funded the operation as a public works project for the unemployed. In addition, the census included a miscellaneous business category consisting of many types of establishments not canvassed in any previous census. This miscellaneous category consisted of—

1. Advertising agencies (questionnaires were mailed, but there was extensive field followup)
2. Radio broadcasting stations (mailed questionnaires and one followup letter, plus field followup)
3. Real estate agencies (field enumeration exclusively)
4. Insurance companies (mailout, plus field followup)
5. Banks (data collected by mail by the Federal Reserve Board, Comptroller of the Currency, and Federal Deposit Insurance Corporation, plus field followup supervised by the Census Bureau)
6. Financial institutions other than banks, such as stock brokerage firms and finance companies (field enumeration exclusively)
7. Hotels and tourist courts (field enumeration exclusively)
8. Places of amusement (field enumeration exclusively)
9. Transportation—motor buses, trucks for hire, and warehousing (field enumeration exclusively)
10. Nonprofit organizations, office-building management firms, and miscellaneous business (field enumeration exclusively)

The announced goal of the 1935 census was to canvass "every recognizable place of business" to provide for the "first factual appraisal ever available on the effects of a serious business depression." The census collected a mass of data, some of which staff tabulated at a special Bureau branch established to provide work in Philadelphia, where the unemployment rate was higher than in Washington, DC. The Bureau published final business census results in 14 volumes (3 each for retail trade, wholesale trade, selected service industries, and construction; 1 for transportation and warehousing; and 1 for the miscellaneous topics), plus a series of special reports. The agency also published a one-volume census of manufactures report. The sheer scope and complexity of the operation, the limited time available for planning, and the difficulty in supervising the large contingent of field workers and clerks

Digitized by Google

resulted in misclassifications, undercounting, tabulation difficulties, and other problems. The 1935 census, however, yielded some valuable data.

1937

For 1937, The Bureau conducted only the biennial census of manufactures, and the Congress funded the operation through regular census appropriations rather than as an emergency public works project. Although the number of special questionnaires was reduced, the amount of detail concerning products was greater than in any previous census. For example, there were questions added concerning finished-product and work-in-progress inventories. Enumerators canvassed 351 industries, using 1 general, 1 administrative, and 143 special questionnaires.

The Bureau derived a mailing list from 1935 census files, trade directories, license lists, and other sources. It mailed questionnaires in January 1938, and dispatched two followup letters to nonrespondents in February and March. Census field employees visited establishments during the period April to June 1938, after which the agency made a final attempt to obtain outstanding questionnaires by mail. The results appeared first as press releases with preliminary data, then as pamphlets with final results, and ultimately as a volume published in December 1939.

1940

The 1940 Decennial Census included the censuses of business (retail and wholesale trades; selected service establishments, places of amusement, hotels, tourist courts, and tourist camps; and construction), manufactures, and mineral industries, covering activities for the year 1939. The business census was exclusively a field canvass. In 1940, the Bureau did not canvass most of the establishments classified in the 1935 miscellaneous business category (e.g., banks, advertising agencies, and radio stations). The agency shifted coverage of places of amusement and hotels and tourist courts to the selected service industry group. The 1935 retail classifications were modified for 1940, and a special table on "reconciliation of classifications" was published to facilitate comparing the 1935 and 1940 tabulations. The Bureau also altered the scope of the census of selected service establishments, both by the addition of the miscellaneous business classifications (as noted above) and by internal adjustments. The agency recommended that users of the data, because of the numerous additions and deletions, not compare the 1935 and 1940 aggregates. For the construction industries, the Bureau eliminated the size cutoff for tabulating detailed statistics used in previous censuses (annual business of at least $25,000), and for the wholesale trade category, kept the scope essentially the same as in previous censuses.

The agency also extended the censuses of retail and wholesale trades and selected service industries to Puerto Rico in 1940 (and for the subsequent economic census years, except for 1948).

Coverage of the census of manufactures remained approximately the same as that of 1937, but the enumeration shifted from a mailout/mailback operation with field followup to a canvass. There was a new inquiry on capital expenditures for plants and equipment, and the question on personnel requested detailed breakdowns for various categories of nonmanufacturing employees and by sex of manufacturing workers.

The census of mineral industries did involve a mail canvass, and most establishments returned their report forms by mail. The Bureau enumerated the bituminous coal industry by mail with the close cooperation of the Bituminous Coal Division of the Bureau of Mines, U.S. Department of the Interior. That Bureau's field offices distributed and collected the questionnaires.

In addition to the usual press releases and pamphlets, Census employees compiled economic statistics in 10 volumes (5 for the census of business, 3 for the census of manufactures, and 2 for the census of mineral industries). The country's entry into World War II interrupted the final tabulation and preparation of planned special reports. Some of these (e.g., subject reports in the retail area) were abandoned, and the Bureau did not publish the last volume until June 1943.

During World War II, the Government discontinued the periodic economic censuses in favor of war-related current surveys to provide statistics for the Office of Price Administration, the War Manpower Commission, the Office of Defense Transportation, and other agencies in charge of defense efforts. Title 14 of the Second War Powers Act, passed March 27, 1942, allowed the Secretary of Commerce to dispense with or curtail any regular census of the Department of Commerce in order to undertake other urgent statistical work vital to the war effort. Executive Order 9152 of April 29, 1942, specifically canceled the 1941 Census of Manufactures. The 1943 Census of Manufactures was similarly dispensed with under proper authority. The 1945 census was suspended because the Congress failed to appropriate the necessary funds.

The first economic census taken after World War II, and the first major one since 1940, was the manufactures census for 1947. This was almost entirely a mailout/mailback operation[10] taken in accordance with the prewar law authorizing biennial censuses on this topic. (Title 14 of the Second War Powers Act (but not the entire act) expired on March 31, 1947. Therefore, under the then-existing law, a census of manufactures for 1947 would be taken in 1948 and other censuses in 1950 would cover 1949 unless other legislation was enacted.) A number of significant new features highlighted the 1947 Census of Manufactures:

1. The Bureau used the Old Age and Survivors Insurance (OASI) records of the Social Security Administration as a basis to ensure coverage in the census, and staff

[10]Field enumerators canvassed approximately 15,000 sawmills, which had highly mobile and sporadic operations.

Digitized by Google

reconciled the OASI establish ment and industry classifications and those of the census. This not only improved the basis for accurate and economic coverage for the census, but also was an important initial step in further integrating Census Bureau and other Federal agencies' statistics.

2. To ensure efficiency in response and improvements in coverage, the Bureau sent a precanvass card to about 525,000 possible manufacturing firms before mailing the questionnaires. The precanvass form contained inquiries on company name and address, corporation affiliation, manufacturing process used, types of products, and number of employees. Using the returned cards, the Bureau was able to quickly eliminate many addresses that should not have been listed as manufacturing establishments, and determined in advance which of the 212 types of industry questionnaires should be sent to a given establishment. The Post Office Department also cooperated by verifying the presence or absence of a manufacturing plant at specified addresses on lists for particular localities. During the period January to March 1948, the agency used about 325,000 census questionnaires to collect statistics on 435 manufacturing industries. Field office employees telephoned nonrespondents and companies whose answers were deemed incomplete or inadequate. After the staff culled duplicates and out-of-business and out of-scope firms from the file, it tabulated statistics for approximately 141,000 manufacturing establishments.

3. For the first time since 1933, the agency used a simplified questionnaire for small establishments to reduce the reporting burden and processing cost.

4. For the first time, the Bureau collected statistics on work hours from all industries, and gave more prominence to the total number of employees rather than to production workers. Thus, the size distributions in presenting statistics were set up in terms of the total number of employees rather than the number of production workers. The census collected questionnaires from firms manufacturing products valued at $5,000 or more during the census year. This step was taken mainly to provide coverage more comparable to that used in other Federal programs.

5. In addition to statistics for individual products ordinarily published in the census of manufactures, the staff grouped value figures into about 1,000 product classes, and used these classes where the number of reporting establishments was too small to permit showing data for individual products; e.g., State data were published for all product classes in addition to selected products.

6. The Bureau discontinued the publication of statistics on cost of materials and value of products for the United States as a whole, for the major industry groups and for all geographic areas, because of the unknown amount of duplication contained in these totals resulting from transfers, especially between industries. The agency, however, published these figures for most individual industries, and released data on value added by manufacture and number of employees for industry groups as well as individual industries.

7. Staff made a quality check involving an intensive field canvass of selected areas below the State level to establish the completeness of the census, the nature of problems involved in coverage, and types of establishments missed or misclassified.

8. The agency based classification of industries on the 1945 *Standard Industrial Classification [SIC] Manual.* (In previous censuses (those before World War II), the Census Bureau had developed its own classifications; see box.)

9. The Bureau tabulated and published data for 147 standard metropolitan areas.[11]

As in the past, the 1947 census results appeared first as preliminary reports, then as final reports, and finally assembled in three volumes— general summary, statistics by industry, and statistics by State.

1948

After the 1947 Census of Manufactures had begun, Congress considered Senator Albert W. Hawkes' (R., NJ) bill to shift the years in which the various economic censuses would be taken and to conduct the census of manufactures every 5 years instead of 2 and the censuses of business and mineral industries every 5 years instead of 10. Congress estimated that this would save the Government $1 million during the first 10-year period alone. In addition, the law would provide the Census Bureau with the authority to "make such surveys as are deemed necessary to furnish annual and other interim current data on the subjects covered by the censuses provided for in this and other Acts" and it gave the agency "authority to place on a mandatory basis annual surveys collecting needed information of the type collected in a complete Census."

These last two provisions were largely responsible for the widespread business and editorial backing of the legislation. Among the organizations that advocated passage of the bill were the U.S. Chamber of Commerce; chambers of commerce of Los Angeles, CA, Philadelphia, PA, Richmond, VA, and Seattle, WA; the Chicago Association of Commerce and Industry; and the American Marketing Association. Editorial backing for the bill or its principles appeared in such varied publications as the *New York Herald Tribune, Editor and Publisher, Advertising Age, Industrial Marketing,* and the *Northwestern Miller.* As far as is known, there was no significant opposition.

[11]These were the forerunners of the present Office of Management and Budget-designated metropolitan statistical areas—one or more counties around central city or urbanized areas with 50,000 or more inhabitants. Contiguous counties were included if they had close social and economic ties with the area's population nucleus.

Digitized by Google

Therefore, on June 19, 1948, Congress passed what became Public Law 80-671 (incorporated into Title 13, U.S. Code, when the Bureau's censuses and surveys were codified in 1954) that authorized "censuses of manufactures, of mineral industries, and of other businesses, including the distributive trades, service establishments, and transportation ...in the year 1949 and every fifth year thereafter, and each census shall relate to the year immediately preceding the taking thereof." The law further specified that, because there had been a census of manufactures for 1947, one would not be taken in 1949. One immediate result was the authorization of an Annual Survey of Manufactures (ASM) at the time the transition was made from the 2-year to the 5-year censuses of manufactures after 1947. The ASM was designed to carry forward the main outlines of the establishment statistics in the noncensus years.

The first application of this law was for the 1948 business census, which included retail trade, wholesale trade, and selected service industries.[12] After the Bureau had divided the country into 37,000 enumeration districts and established 308 temporary field offices, it distributed questionnaires to respondents during the period May to November 1949. The first phase of the project was a listing operation during which enumerators systematically canvassed each business establishment to secure basic information (name of business and proprietor, type of business, whether it was part of a multiestablishment company, etc.) and entered the information in a listing book for each enumeration district. The field workers listed all recognizable businesses (except medical, dental, and law offices; government offices; and also farms). For most single-establishment companies, they left the appropriate questionnaire with instructions that it be completed and returned to the census office by mail. (There were 12 questionnaires—5 for selected service establishments, 5 for wholesalers, and 2 for retail stores.) For multiestablishment firms, the central office staff completed the questionnaires for all establishments, unless the management specifically requested other arrangements.

The second phase was the data-collection/ coding-editing operation. Most companies completed and returned their questionnaires without further contact, and clerks "checked in" the firms in the listing books for each enumeration district. The agency mailed reminder letters to nonrespondents, and field workers revisited those who had not complied. Field office employees carefully coded and edited questionnaires so that field workers could visit firms whose returns were incomplete or contained inconsistent or illogical information. Other procedural changes included preliminary editing of questionnaires in the field offices and payment of field enumerators on a per diem rather than a piece-rate basis.

Before the temporary offices closed, there were several coverage checks, including matching operations with Social Security Administration lists and comparisons of county totals with those of neighboring counties or counties with similar economic characteristics.

Significant changes in the scope of the 1948 business census included the exclusion of the contract construction industry; the limitation of the census to those areas where coverage was mandatory under the new law (the 48 States, the District of Columbia, Alaska, and Hawaii, but not Puerto Rico); a reduced emphasis on employment and payroll information; and the compilation of data on the number of trucks operated by business establishments. The census collected only a limited amount of information from most small single-establishment firms, but obtained more detailed data from a sample consisting of every 10th small independent retailer, from all large retailers (those independent retailers with 1948 sales volume in excess of $100,000), and all multiestablishments or chain organizations.

After the field canvass, a postenumeration survey reenumerated 2,500 representative small (substate) areas. This survey revealed undercoverage of 8.2 percent of service establishments and 3.6 percent of retail establishments. In general, the undercoverage reflected failure to list and canvass small businesses, particularly those with no employees. As usual, the Bureau published preliminary results first and then final reports, which were later assembled in bound volumes (three for retail trade, two for wholesale trade, and two for service industries). In addition to the usual tabulations (receipts, sales, payroll, number of establishments, etc.), there were special tabulations on sales of retail stores by merchandise line and sales of wholesale outlets by commodity line. The publications presented statistics for 147 standard metropolitan areas, in addition to States, counties, and cities.

1954-1955

As noted above, Public Law 80-671 specifically authorized censuses of business, manufactures, and mineral industries in 1954, covering calendar year 1953. Although the Congress appropriated funds for planning and preparatory operations in fiscal years 1952 and 1953, it disallowed the fiscal year 1954 budget request for the actual census-taking. Instead, there was money only for limited special surveys of manufactures and business. This congressional action forced the Bureau in May 1953 to terminate work on the economic censuses and created considerable opposition in many Government departments and agencies and in the business and academic communities. In light of this opposition, the Secretary of Commerce, in October 1952, appointed a number of professors, business executives, economists, and other specialists not affiliated

[12]The law authorized censuses of mineral industries and transportation in 1949, but Congress did not appropriate funds for them and they were not taken until 1954 (minerals) and 1963 (transportation; see discussion under 1963 below).

Digitized by Google

Standardizing the collection and publication of economic statistical data had been long the goal of the Federal Government. In 1939, the U.S. Central Statistical Board in the Bureau of the Budget (BOB), (the predecessor, several times removed, of the Statistical Policy Branch of the Office of Management and Budget (OMB)), observed that several Federal agencies were engaged in industrial classification of business enterprises and were using various classification systems that sometimes differed from one agency to another. Such a situation made the comparison of industrial data produced by different agencies difficult and often misleading. Recognizing the need for a standard classification of industries, the Board's objective was to arrive at a standard list of industries.

This objective was met fairly quickly through the efforts of an Interdepartmental Committee on Industrial Classification and a Technical Subcommittee on Industrial Classification. Draft lists and descriptions of industries and alphabetical indexes were produced separately for manufacturing and nonmanufacturing industries during 1938-1940. After review, the BOB (now OMB) published the first *Standard Industrial Classification (SIC) Manual* for manufacturing industries in 1941 and for nonmanufacturing industries in 1942, and issued the subsequent editions of the *SIC Manual* discussed below.

The Census Bureau followed the 1941 manufacturing classifications in coding industrial occupations in the 1940 Decennial Census of Population, and then manufacturing SIC's revised in 1945 for the 1947 Census of Manufactures. For the 1948 Business Census (i.e., retail trade, wholesale trade, and selected service industries), the agency relied on the 1942 SIC codes for nonmanufacturing industries. By 1954, these dual classification systems were combined in the 1954 *SIC Manual*, used for the 1954 Economic Censuses. The SIC system was substantially revised for the 1957 censuses and again for 1967. The manual underwent yet another major revision for the 1972 censuses. The 1972 *SIC Manual*, in conjunction with minor changes instituted after the 1972 censuses, was utilized for the 1977 Economic Censuses. Though the Government revised the manual again for 1982, the changes were not implemented because of insufficient funds. Some, but not all, of the 1982 revisions, plus major changes not considered for earlier ones, were implemented for 1987.

The many SIC revisions instituted since the 1940's were the result of work undertaken by economists, statisticians, and classification specialists representing Federal agencies that used the SIC system as well as from recommendations made by the Census Bureau's Advisory Committees of the American Economic Association, the American Marketing Association, and the American Statistical Association; businesses; trade associations; and State and local government agencies. In addition to the Census Bureau, Federal participants represented such agencies as the Bureau of Economic Analysis (BEA), the Bureau of Labor Statistics (BLS), the Social Security Administration (SSA), the Internal Revenue Service (IRS), the U.S. Tariff Commission (now the U.S. International Trade Commission), Bureau of Mines, Department of Agriculture, Department of Transportation, Board of Governors of the Federal Reserve System, Small Business Administration, Federal Emergency Management Agency, National Science Foundation, the Federal Trade Commission, and the Interstate Commerce Commission.

Finally for the 1987 revisions, the Government gave special consideration to industry changes that would increase comparability of the SIC with the United Nation's International Standard Industrial Classification and that would increase the Government's capability to assess the impact of international trade on domestic industries, such as making the domestic SIC system comparable with the Customs Cooperation Council's Harmonized System.

Digitized by Google

with the Census Bureau to an "Intensive Review Committee." In March 1954, this group added its strong recommendation that the economic censuses be resumed. As a result, Congress enacted legislation (which became Public Law 83-467) in June 1954 that provided that "the censuses of manufacturing, of mineral industries, and other business, including the distributive trades and service establishments, directed to be taken in the year 1954 relating to the year 1953, shall be taken instead in the year 1955, relating to the year 1954." Thus, the economic censuses, for the first time, became an integrated economic statistical program in which data for retail trade, wholesale trade, manufacturing establishments, and construction, mineral, and service industries were collected for the same benchmark years.

The 1954 Census of Business (retail and wholesale trades and selected service industries) marked the Bureau's first attempt since 1890 to compile census statistics from administrative records. While employers were enumerated via the mailout/mailback procedure, the agency did not require nonemployers in retail and service trades to complete census questionnaires; instead, it derived selected data items (such as employment, payroll, and sales) for retail nonemployers with 1954 sales of a least $2,500 and for service nonemployers with 1954 receipts of a least $1,000 from the 1954 income tax returns filed with the U.S. Internal Revenue Service (IRS). The Bureau excluded wholesale firms without employees from the census. (Just prior to the 1954 censuses, and after consultations with the Census Bureau, the IRS revised its income tax forms to distinguish physical location from mailing address and to determine whether a firm's activities were within the scope of the census.) The enumeration excluded retail and service nonemployers with sales and receipts below the cutoff points. Nonemployers, although large in number, accounted for only a small percentage of retail sales volume and service receipts in 1954. Experience also had demonstrated that these small firms were the ones most likely to be missed in an enumeration, since many were operated from the owner's home and/or on an intermittent basis.

While the Bureau collected data for employers exclusively in a mail operation for the business census and for the censuses of manufactures and mineral industries, it made extensive use of administrative records in developing the mailing lists. The starting point was the IRS list of all employers who made one or more quarterly payments to the Social Security Trust Fund under the Federal Insurance Contributions Act. Since this list did not contain kind-of-business classifications necessary to determine which questionnaire should be mailed to a particular establishment, the Bureau had to match the IRS list with other lists containing kind-of-business classifications (e.g., the Social Security Administration's (SSA's) employer master file). The names on these lists could usually be linked through the use of the employer identification number (EIN) assigned to each case by the SSA, and matched mechanically on punchcard collating equipment. To secure accurate and upto-date information on establishments of multiestablishment companies and to correct and consolidate the IRS list, the Bureau conducted a precanvass by mail in the fall of 1954. It asked multiestablishment companies to complete and return questionnaires on which they listed their establishments with corresponding information about name and address, employment, type of activity, etc.

The economic census mailout occurred in early 1955. The census of manufactures used 192 different questionnaires, each tailored to a particular industry or group of industries, to compile statistics for 450 industries defined under the standard industrial classification (SIC) system. Each type of questionnaire contained common items (e.g., employment, payroll, work hours, and cost of materials), but there were different questions on such subjects as product mix and raw materials to suit the characteristics of each industry. Bureau employees prepared the mailing list using the process described above and, for large companies, the mailing register for the 1953 ASM. (The ASM was instituted for 1949 because of the need for data for intercensal years. Since that time, it has been a current program in the years between censuses.) In census years, the ASM panel of establishments served as the nucleus of the census of manufactures. The survey covered all large plants (those having 100 employees or more from 1954 through 1967 and, from 1972, those with 250 employees or more) and a representative sample of the smaller ones. All large plants remained in the ASM over time, but the Bureau replaced smaller ones every 5 years. During census years, the ASM questionnaire served as the first two pages of the census questionnaire for survey respondents. The survey part was primarily a plant report and, instead of asking information on specific products (as in the census of manufactures), it wanted manufacturers to report shipments by class of product.

Respondents returned the questionnaires by mail, and nonrespondents received followup letters. Census field office employees telephoned or visited those who still did not respond. The mailout and followup operations involving large companies (generally those with at least six employees) were under the direct control of the Bureau's Suitland, MD headquarters. Field offices controlled mailout and followup operations for the smaller companies. Coverage-control procedures ensured that all establishments on the mailing list were accounted for.

There were similar methods for the mailout/mailback canvass of the mail universe portion of the censuses of business and mineral industries. For mining companies, the Bureau supplemented the mailing list with information provided by such agencies as the Bureau of Mines and the Federal Power Commission. In total, approximately 280,000 manufacturing, 1.8 million business (retail and wholesale trade and selected services), and 32,000 mining establishments completed questionnaires. Census derived data for more than 1 million retail and selected service companies from tax returns, resulting in an estimated savings of $3 million in data-collection costs.

Digitized by Google

The 1954 censuses also marked their transition to electronic computing. In 1951, the Bureau acquired the United States' first large-scale nonmilitary computer, UNIVAC I, in time to tabulate part of the 1950 Decennial Census. UNIVAC I still required punchcards as input to its magnetic tape, but it could be used extensively, not only for calculating, but also for editing and imputing data and for driving high-speed printers that prepared offset copy.

The availability of computers (and the adoption of the general procedure of having all questionnaires for multiestablishment firms completed at company headquarters) also enabled the Bureau to initiate its first enterprise statistics program. This regrouped data for establishments under common ownership or control into tabulations showing various economic characteristics based on the classification of the owning or controlling company (enterprise).

As in past censuses, the Bureau published 1954 census results in preliminary bulletins, final reports, and bound volumes. In addition to the usual summary, industry, subject, and area reports, there were special tabulations for central business districts, newly defined geographic entities encompassing the downtown business areas of large cities. Using the 1954 definition of a central business district, the Bureau published retroactive retail trade and selected service data for 1948.

1958

The scope, coverage, questionnaires, procedures, and tabulations for the 1958 censuses closely resembled those of 1954. The Bureau mailed questionnaires during the period January to May 1959. Innovations for the 1958 censuses included—

1. The use of more sophisticated computers. Processing operations performed by computer greatly expanded to mailing list controls, more extensive editing, certain kinds of coding, and other functions that had been previously performed manually or with punchcard equipment.

2. Establishment of a census operations office in Jeffersonville, IN, for the extensive preparatory operations and mass clerical procedures—preparation of mailing packages, mailout, receipt, check-in, clerical editing and coding, and card punching. Clerks took prints of the IRS's microfilmed tax returns and edited, industry-coded, and cardpunched the data from these administrative records. Bureau headquarters then transferred the data on the cards to electronic tape and processed them by computer.

3. A new statistical area for the business census, the "major retail center" (MRC; an outlying business area, such as a shopping center). The Bureau published data for these major retail centers in standard metropolitan statistical areas (SMSA's), together with information for central cities and their central business districts (CBD's), in a new series of reports for 97 SMSA's.

4. Economic censuses for the first time in Guam and the Virgin Islands.

1963

The 1963 Economic Censuses expanded to include censuses of transportation (for the first time[13]) and commercial fisheries.

Previously, nearly all available transportation statistics were byproducts of Federal and State governments' regulatory and promotional activities. Statistics were adequate for some aspects but inadequate or nonexistent for other areas of equal or greater public importance.

Because of the inadequacy of transportation data and the need for appropriate action by the Department of Commerce to overcome this deficiency, the President had signed Public Law 80-671 in 1948, which authorized a census of transportation in 1949. Congress did not provide funds, however, so the Bureau did not undertake the census. Subsequently, Congress appropriated money to develop methods for the census, then scheduled for 1953. Most of this work was accomplished on a reimbursable-cost basis for other governmental or nongovernmental organizations requiring data not currently available. However, Congress did not approve funds for a transportation census in either the 1954 or 1958 Economic Censuses.

In July 1961, Congress held hearings to discuss the need for a census of transportation, with particular reference to plans for undertaking the census in 1963. Thereafter, that body appropriated funds, and work commenced in April 1963.

The 1963 Census of Transportation was necessarily a pioneering effort with respect to the economic areas covered as well as the survey techniques used. The primary objective was to close, or at least narrow, major gaps in statistical knowledge without duplicating data already available from other governmental or private sources. This objective led to a program consisting of four individual surveys, each aimed at a specific gap in knowledge, rather than a single unified project as was common in other economic censuses:

1. The Passenger Transportation Survey produced statistics showing national and regional passenger patterns for 1963 and their relationship to socioeconomic and geographic factors. Census representatives collected data in four quarterly personal interviews from a probability sample of about 6,000 households.

2. The Truck Inventory and Use Survey (TIUS) yielded data on the Nation's truck resources, such as the number of trucks classified by physical characteristics,

[13]Earlier censuses taken by the Bureau covered only specific areas of transportation, such as the censuses of water transportation taken periodically between 1880 and 1926, and the censuses of street railway, trolley bus, and affiliated motorbus operations covered by the early censuses of electrical industries taken at 5-year intervals between 1902 and 1926.

Digitized by Google

occupational use, intensity of vehicle utilization, and geographic distribution of vehicles. The Bureau mailed question naires to a sample of about 100,000 truck and truck-tractor owners selected from State motor vehicle registration records.

3. The Commodity Transportation Survey (CTS) compiled data concerning the geographic distribution of tons and ton-miles of commodities, by type, shipped by the manufacturing sector of the United States. The survey obtained the basic information from a probability sample of bills of lading or other shipping records maintained in company files.

4. The Motor Carrier Survey supplied statistics concerning for-hire carriers not subject to economic regulation by the Interstate Commerce Commission. This involved a complete mailout/mailback enumeration of bus companies and public warehouses that also provided trucking services, plus a mailout/mailback enumeration of a probability sample of trucking firms.

The census of commercial fisheries, resumed at the recommendation of the Interior Department's Bureau of Commercial Fisheries after a 55-year hiatus, involved a mail canvass of commercial fishing operations reporting employment to the Social Security Administration. The questionnaires contained inquiries on employment, payroll, receipts, characteristics of vessels, and landed catch. The Bureau did not ask part- and full-time fishermen without paid employees to complete questionnaires. Rather, the agency used a sample of administrative records for nonemployers to compile limited statistics. Because the mailing list was later revealed to be incomplete, there was a supplemental vessel survey for 1964.

The 1963 censuses of retail and wholesale trades, selected service industries, manufactures, and mineral industries closely resembled their 1958 counterparts. The main differences again were that the Bureau used newer model computer systems and expanded the use of electronic equipment, including—

1. Computerized geographic coding of establishment addresses.

2. Substitution of magnetic tape for punchcards in developing the census mailing lists from IRS lists.

3. Automated procedures to control mailout and followup operations.

4. A high-speed telephone-transmission system to expedite mass transfer of data from Jeffersonville to the computer facility at headquarters.

5. A computerized system for work and progress reporting of census operations.

6. Implementation of computer programmed news stories for releasing census results and automatically mailing them to news media.

Again, the Bureau obtained selected items of information, such as value of receipts and sales, from tax returns for nonemployers. The agency also used administrative records to assemble mailing lists and obtain preliminary industry classifications for employer firms to be included in the mail canvass. In total, the agency asked about 3 million firms to complete questionnaires (which were mailed from November 1963 to March 1964), and it derived statistics for approximately 1.5 million nonemployer firms from administrative records based on a 50-percent sample. (For a detailed account of the 1963 Economic Censuses, see *1963 Economic Censuses: Procedural History.)* 1967 For 1967,[14] the Census Bureau increased the scope of the economic censuses. Major elements of this expansion consisted of—

1. Reinstitution of a census of construction industries (the first since 1939). For the first time, this was taken in Puerto Rico as part of the economic censuses.

2. Expansion of coverage of the census of selected service industries to include architects and engineers, law firms, and arrangement of passenger transportation (travel agents and tour operators).

3. Three surveys as the census of transportation—the National Travel Survey (NTS),[15] the Truck Inventory and Use Survey (TIUS), and the Commodity Transportation Survey (CTS). (The fourth part of the 1963 program, a survey of nonregulated motor carriers, was part of the 1967 and 1972 Censuses of Selected Service Industries. For 1977, it was reinstated in the transportation census as the Nonregulated Motor Carriers and Public Warehousing Survey.)

4. Modification of the prototype 1963 CTS by doubling the sample size in the major population centers as a means of improving the quality of the point-of origin to point-of-destination commodity flow data, and extending the survey's scope to include printing and publishing establishments (except those printing or publishing newspapers and periodicals). These types of establishments were not in the 1963 survey.

The 1967 Economic Censuses thus included censuses of retail and wholesale trades, selected services, construction and mineral industries, manufactures, commercial fisheries, transportation, and the enterprise statistics program.

The 1967 Census of Commercial Fisheries mail canvass collected statistics on the number of vessel operators; catch, and fishing gear; and various vessel characteristics.

[14]In 1967, Congress modified Title 13 of the U.S. Code (the law under which the Bureau operated), so that the period covered by the economic censuses would be the years ending in "2" and "7" instead of "3" and "8." This revision was introduced to distribute more evenly the staff and computer workload generated by the economic and demographic censuses.

[15]For 1963, the NTS was called the Passenger Transportation Survey. As did its predecessor, the NTS measured national and regional travel patterns and their relationship to the socio-economic characteristics of persons who traveled.

Digitized by Google

While the Bureau obtained some basic information (gross receipts and industry classification) from the IRS and SSA for part- and full-time fishermen without paid employees, it did not publish the 1967 data from administrative records because of serious classification problems.

A major change in the use of administrative records for the 1967 censuses was that data for all nonemployers (establishments without paid employees) in retail trade and selected service and construction industries were obtained from IRS income tax records. In addition, the Bureau expanded the use of these records to compile statistics for selected single-establishment small employers (firms with few employees during 1967). For retail trade and selected service industries, different payroll cutoffs for various kinds of businesses determined which firms would be excused from completing questionnaires. The number-of-employees equivalent to the payroll cutoff for manufacturing firms was 10 employees and 5 for mineral industries establishments. For construction industries with employees, Census used administrative records only to select the mail sample and not to compile statistics. Thus, data for more than 1 million small-employer establishments, canvassed by mail in previous censuses, were compiled from tax returns in the 1967 censuses. In total, the Bureau used administrative records for 2.9 million establishments, and asked 1.9 million establishments to complete questionnaires.

The Bureau devised various new techniques for handling mass data for the 1967 censuses, and utilized new computers and auxiliary electronic equipment. Other significant changes in processing methods included the expansion of the geographic coding file to facilitate computer coding of establishments located in small cities, development of specifications and computer programs to perform complementary disclosure analyses (to ensure that data for individual establishments were not revealed), and extended use of computer editing to replace some operations previously performed manually. (For a detailed account of the 1967 Economic Censuses, see *1967 Economic Censuses: Procedural History.)*

1972

Except that there was no census of commercial fisheries after 1967, the 1972 Economic Censuses were essentially the same as those for 1967. In addition, for the first time, they covered construction industries in Guam and the U.S. Virgin Islands. For the 1972 census program as a whole, staff mailed 2.9 million questionnaires between December 1972 and February 1973. In addition, there was information from administrative records for approximately 2.6 million establishments.

As well as incorporating the improvements and expansions introduced for 1967 (see above), the 1972 censuses included a precanvass of all out-of-scope activities of companies that reported on an establishment basis in previous economic censuses. Also, the NTS sample size increased (from 6,000 households for 1963, and 18,000 for 1967) to 24,000 households for 1972.

The Bureau classified all 1972 data according to the new 1972 *SIC Manual.* For selected data items, the reports contained "bridge" tables that showed 1972 data classified under both the 1967 and the 1972 SIC systems. The 1972 revision recognized a number of additional separate industries, eliminated statistically insignificant ones, and contained modified definitions of many others within the scope of the economic censuses by shifting products and services from one industry to another within each SIC division.

The 1972 program included a Survey of Minority-Owned Business Enterprises (SMOBE) that the Bureau had begun with a 1969 study analyzing data from the 1967 Economic Censuses. The SMOBE presented tabulations by major SIC industry or industry group by race (Black, Asian American, American Indian, and "Other") and Hispanic origin for metropolitan areas and, from 1972 on, for counties and places with specified numbers of minority-owned firms. The SMOBE usually limited the published data to legal form of organization and receipt- and employment-size of firm.

Economic census data users had stressed the importance of early availability of the information on a detailed industry and geographic basis. As a result, work on the 1972 censuses emphasized improving the timeliness of the publication program. The first reports in key publication series from each of the censuses appeared within 1 year of the period covered by the censuses. This achievement represented an average gain of 6 months compared with the release of the 1967 census information. A further achievement was the completion of publication of the major series 9 to 12 months earlier than for 1967. Finally, the 1972 censuses witnessed the introduction of a systematic, standardized program to issue public-use computer tapes, which consisted of the same summary data as the printed reports, for data users with their own processing facilities. (For a further description, see *1972 Economic Censuses: Procedural History.)*

1977

The 1977 Economic Censuses program covered retail trade; wholesale trade; service, construction, and mineral industries; manufactures; and transportation; the survey of minority-owned business enterprises; the enterprise statistics program; and a census and a survey of women-owned businesses. The Bureau mailed more than 3 million questionnaires between December 1977 and April 1978, and obtained data for about 4 million small firms from administrative records. The census of women-owned businesses was a compilation of economic data from existing records and presented a general economic picture of women-owned businesses. Finally, the special survey of women-owned businesses collected more specific information about the demographic and economic characteristics of women-owned businesses and their owners.

For the 1977 censuses, a 1976 recordkeeping practices survey obtained information on the ability of respondents to provide data not previously requested in the Bureau's economic censuses and surveys. As a result, the Bureau decided to—

Digitized by Google

1. Collect additional data needed to improve the gross national product accounts.
2. Expand the coverage of the service industries census.
3. Develop a common set of commodity lines for all types of operations in the wholesale trade census.
4. Develop a better geographic coding system to improve the classification of data by areas.
5. Improve the quality of the national travel survey.
6. Carry out evaluation programs.

The staff gave high priority to the growing need for more data to compare domestic output to imports and exports in expanding product line detail for the 1977 Censuses of Manufactures and Mineral Industries. Section 608, "Uniform Statistical Data on Imports, Exports, and Production," of the 1974 Trade Act mandated that a comparability study be made of the commodity classification systems used by the United States for imports, exports, and domestic production. This study, in 1975-1976, was a joint effort of the Bureau of the Census and the International Trade Commission. These Federal agencies proposed modifications for each of the three existing systems so that data collected for individual products or groups of products would be more compatible with each other, and some of the product-line classifications for the 1977 censuses were developed or revised as a result of the study. The censuses incorporated all new product-line classifications identified during the trade act review for which questionnaires had not already cleared the Office of Management and Budget. Those changes identified after clearance were not used for 1977 but were included in the 1982 censuses.

There were changes in the practice, begun in 1954, of having a quinquennial precanvass of all known multiestablishment companies. The primary objective of the precanvass was to update the Bureau's file of company and establishment address records, so that the agency could mail the appropriate questionnaires more economically and efficiently to each inscope establishment operated by these firms during the census year. It also assured completeness of company reporting in the census. However, since the precanvass occurred only once every 5 years, the file of company and establishment address records became obsolete within a very short period of time. As a result, after the 1972 Economic Censuses, the Bureau developed and implemented a standard statistical establishment list (SSEL), and began an annual company organization survey (COS) designed to update the address files in the SSEL. The SSEL consisted of a central, multipurpose computerized name and address file of all known single-and multiestablishment employer firms (and nonemployer agricultural firms) in the Nation. Through the combined use of the SSEL file number and the EIN (assigned to each legal entity by the IRS), the Bureau could link together and identify the affiliation of parent companies, subsidiary firms, and their establishments throughout all phases of economic activity.

Unlike the 1967 and 1972 Censuses of Transportation, the 1977 coverage included nonregulated motor carriers and public warehousing as well as the national travel, truck inventory and use, and commodity transportation surveys. While the Bureau based the last three surveys on probability samples, it based data for nonregulated motor carriers and public warehousing firms with employees on an enumeration of establishments in the same manner as the other economic censuses. In addition, the staff made a number of changes and improvements in the probability surveys. These are described in the *History of the 1977 Economic Censuses,* chapter 10.

1982

The 1982 program consisted of censuses of retail trade; wholesale trade; service, construction, and mineral industries; manufactures; and transportation; the survey of minority-owned business enterprises; the survey of women-owned businesses; the survey of characteristics of business owners (an expanded version of the 1977 special survey of women-owned businesses (see p. 51)); and the enterprise statistics program. The Bureau mailed more than 3 million economic census questionnaires and classification forms between mid-December 1982 and March 1983. The agency began the mailout of questionnaires for the 1982 Truck Inventory and Use Survey in October 1982 and completed the operation in June 1983; the Commodity Transportation Survey was in 1984 (for 1983). In addition, staff obtained data for about 3 million small firms (which were not sent questionnaires) from administrative records.

Because of the need to revise the inventory question in the 1982 Censuses of Wholesale Trade, Construction and Mineral Industries, Manufactures, and the 1982 Enterprise Statistics Program, the Bureau carried out several inventory test surveys in 1981. The objectives were to measure response rates and accuracy for several plausible and controlled data-collection methodologies. Based on the response evaluations, the agency adopted a revised inventory inquiry for the 1982 Economic Censuses (and its annual surveys). This meant that only the term "last in/first out reserve" was used and that it was related to a standard definition. The question also included the value of inventories not subject to last in/first out costing.

Between June 1 and July 31, 1981, the Bureau tested proposed revisions to the 1982 Truck Inventory and Use Survey. For example, would it be feasible to use two different questionnaires in 1982 rather than one, as had been done in the past? The results of the test demonstrated that although the use of two different questionnaires increased the Census Bureau's processing burden, it provided the respondent with a survey instrument more closely related to the characteristics of the sampled vehicle. In addition, other results led to the revision of the sequence and wording of many of the questions in the 1982 survey questionnaire to improve their clarity and to reduce reporting errors.

Digitized by Google

The 1981 Recordkeeping Practices Survey sought to determine if establishments maintained alternative document systems that were better suited to gather commodity-flow data requested in the Commodity Transportation Survey (CTS). The results of the practices survey prompted the following changes in the CTS:

1. Instructions to respondents emphasized using the sales-invoice document system versus the traditional bills of lading. (Bills of lading would be accepted if respondents decided not to use sales invoices.)
2. Respondents received stronger worded instructions for using the serial number sequence.
3. The staff intended to make special provisions for establishments that wanted to use automated data processing systems in responding, but these were not implemented.

The 1982 CTS did not take place in 1983 (for 1982) as noted earlier, but in 1984, to allow time for the staff to test and consider alternative data-collection methods. They divided establishments into three groups to test one of three techniques: (1) The systematic method, (2) the first-15 method, and (3) the summary method. (For a description of these three methods, see chapter 2 of the 1982 history.) The 1983 test did not result in a workable methodology for shipment sampling. The Bureau, therefore, decided on a much less detailed survey for 1983, which would only provide summary CTS data.

Unlike the 1977 Census of Transportation, the 1982 census did not include a national travel survey or collect data on nonregulated motor carriers. Data on public warehousing and arrangement of passenger transportation appeared in the census of service industries reports.

The 1982 census excluded some of the service industries that had been covered for the first time in the 1977 census (e.g., hospitals; elementary and secondary schools; colleges, universities, and professional schools; junior colleges and technical institutes; labor unions; and political organizations) because the information for these service industries appeared to be available from other sources, such as the Department of Education and the Bureau of Labor Statistics. The need to reduce census cost also was a factor. For the first time, the Bureau obtained data on retail trade, wholesale trade, manufacturing, and construction and service industries for the Northern Mariana Islands.

Despite known inadequacies that would prevent complete publication processing, the Bureau had adopted an experimental computer program—Table Image Processor System (TIPS)—for the 1977 Economic Censuses publication program. The staff had designed this system to photocompose (in conjunction with its own computer-output-to-microfilm device and the Government Printing Office's Video Computer-output-to-microfilm system) large volumes of tables for the census reports. Prior to the 1982 censuses, the Bureau examined the experimental TIPS and determined that 34 refinements to that system would be needed. Of the refinements, at least three were major: The ability to (1) place any kind of table anywhere on a page, (2) produce multiple tables on a page, and (3) produce multibanked tables (those with the boxhead repeated horizontally or the stub repeated vertically within the same table and on the same page). Since only about one-third of the required refinements could be realized by modifying the TIPS, the system, as then designed, was not capable of meeting the 1982 Economic Censuses' publication requirements. Therefore, the staff undertook a major redesign of the photocomposition system in 1981. The result was the Table Image Processor Systems II (TIPS II), which remedied most of the original system's deficiencies. (For a detailed account of the 1982 censuses, see *History of the 1982 Economic Censuses.)*

1987

The 1987 program consisted of the same censuses as for 1982 (see above). These encompassed approximately 12.4 million establishments, with information collected through a combination of 3.7 million mail questionnaires and data for about 8.7 million small firms from the administrative records of other Government agencies.

There were a number of significant changes in specific censuses. For **retail trade,** the Bureau increased by 20 percent the number of merchandise-line questions, providing data users with more detailed information on the kinds of merchandise sold by different kinds of retail stores. The 1982 major retail center (MRC) series of reports marked the sixth and last in a series that, since 1958, had traced the movement of retail businesses from the central business districts (CBD's) to outlying shopping centers, particularly suburban centers. In the more recent past, the role of CBD's in retail trade had declined dramatically in most metropolitan areas. Since the migration of retail business to the suburbs appeared to be complete, it was decided to no longer publish CBD data separately. Conversely, the substantial increase in the number of suburban shopping centers changed not only the nature but also the cost of the MRC program. Costs rose significantly not only because of the increase in the number of centers but also because the boundaries of each center had to be delineated on site, with each store listed by name and type of business. Each store then had to be clerically matched to census listings for the geographic area in which the center was located. Even the changes made for the 1977 censuses, which revised the size criteria and delegated the delineation and enumeration process to local Census Statistical Areas Committees or other local organizations, failed to keep enumeration costs at a manageable level. Consequently, the agency decided to discontinue the MRC program after the 1982 censuses.

To meet the increasing need for small-area data, however, the census of retail trade provided data (for employer establishments only) for each five-digit ZIP Code in the *ZIP-Code Statistics Series* reports. Information here, including establishments counts classified by employment-size

Digitized by Google

groups and sales-size ranges, was issued via electronic media only, such as CD-ROM, diskette, and computer tape.

Other 1987 changes consisted of removing nonemployer establishments from the *Geographic Area Series* reports (i.e., each report presented statistics for establishments without payroll only) and adding a new *Nonemployer Statistics Series.* This series included a separate report for each of four geographic regions on the number of establishments with and without payroll and sales for each type of varied retail classifications for each State, and within each State, for metropolitan statistical areas, counties, and places with 2,500 inhabitants or more.

Finally, the new *Special Report Series* presented the *Selected Statistics* report. It contained selected aggregate data by kind of business, including ranks and ratios not provided in the other final reports, for the United States, States, and metropolitan statistical areas.

For 1987, the **service industries** census collected information on health services as well as on other industries, such as educational services; social services; museums, art galleries, and botanical and zoological gardens; membership organizations, except religious organizations; rooming and boarding houses; etc. The Bureau obtained data on privately owned and operated hospitals (collected for 1977 but not for 1982) for 1987 and, for the first time, gathered information on government-owned and -operated hospitals.

The census collected additional information on international service transactions. For 1982, there had been tabulations for exported service receipts for architects, engineers, and surveying services; management, consulting, and public relations services; equipment rental and leasing services; and computer and data processing services. For 1987, four additional industries reported data on exported services—advertising agencies; accounting, auditing, and bookkeeping services; research, development and testing services; and legal services.

As with the census of retail trade (see above), the 1987 Census of Service Industries also provided data for individual ZIP Codes (for employer establishments only) and statistics for nonemployer businesses.

The **transportation** census originally consisted of the Truck Inventory and Use Survey (TIUS), the Commodity Transportation Survey (CTS), and expanded census coverage of transportation establishments (to include all motor freight transportation, water transportation, and transportation services). The 1987 TIUS was substantially the same as for 1982. The CTS had to be cancelled in January 1988 after the Government reduced the fiscal year 1988 funding for the economic censuses and many other Federal projects because of the mandated deficit-reduction guidelines establishments by the 1986 Gramm-Rudman-Hollings Deficit Reduction Act.

For **construction industries,** the Bureau introduced a conceptual change. Previous censuses collected receipts as the primary measure of construction activity, but for 1987, it collected the "value of construction work done." (Receipts could be different from the value of work done, since work can occur in one year and receipts in the prior or succeeding year. In practice, receipts for most contractors approximated "value." For key industries, however, such as operative builders and developers, receipts and work done might be different. In addition, receipts did not include work a contractor performed for its own account and use, which could be substantial.) The number of construction questions increased from 8 to 24, tailored to particular industries, so that respondents might complete the questionnaires more easily and provide more detail data, especially for the kind of construction work performed and the type of construction involved (residential, commercial, etc.).

Finally, the agency expanded its efforts to capture construction activities of establishments not classified as construction establishments by the SIC system. The Bureau added force-account construction questions to the census of manufactures questionnaires for the chemical, petroleum, and steel industries. (Force-account construction is construction work performed by an establishment primarily engaged in some business other than construction, for its own account and use, and by employees of the establishment.) Additional information on secondary construction activity was also collected by adding questions to manufactures questionnaires covering steel industries and installation of metal and wood buildings, and to the census of retail trade questionnaires covering hardware and building supply stores.

The Bureau published more comprehensive data on manufacturers that exported, and improved production statistics to make them more comparable with foreign trade statistics. It did this not only because of the revision of the SIC system for 1987, but also because in January 1989 the United States adopted the Harmonized Coding system as the official classification for import and export statistics.

For 1987, the census of manufactures collected aggregate data on the foreign content of domestically produced products for the first time. Industry and government agencies consulted about the manufacturing questionnaires requested that the Bureau measure the cost of foreign-made materials used by domestic manufacturing plants to produce goods. Many data users asked for information on the foreign content of each material input consumed in an establishment, but the agency found that this information was not easily reportable and, in many cases, not available. Therefore, the 1987 ASM asked about 55,000 establishments for information on the aggregate amount of materials, parts, and supplies purchased from foreign countries.

For 1987, the Bureau added several recordkeeping inquiries to 12 questionnaires covering industries where partial fabrication was prevalent, such as apparel; motor vehicles; footwear; electronics industries, such as computers and semiconductors; motors and generators; toys; and sporting goods. The responses permitted a better understanding of what was being reported in domestic statistics. If misreporting was widespread and companies in these

Digitized by Google

industries were including foreign costs of materials, fabrication, or labor in their domestic statistics, the census could miscalculate value added.

The agency dropped special inquiries on metalworking operations from the census questionnaires. Finally, because of budgetary constraints, published concentration data appeared at the four-digit industry level but not at the five-digit product class level as in the past.

The 1987 Economic Censuses saw significant data-processing changes. With the acquisition of several minicomputers, analysts now had interactive access to microrecords and summary data. These additional analytical tools reduced the amount of paper listings and improved data quality.

Another processing improvement involved upgrading the agency's automated photocomposition system—the TIPS II. Placement of laser printers in each of the subject-matter divisions (Business, Construction, and Industry) that were compatible with the photocomposition system significantly reduced the time required to produce photocomposed proof copies of data tables and, therefore, contributed to the release of the final publications several months earlier than was done for the 1982 censuses.

Finally, the Bureau established the Economic Programming Division in January 1987 to better utilize computer programming personnel. All employees working on the census or census-related surveys, such as the Annual Survey of Manufactures, were consolidated into one division. This permitted streamlining many programming activities, and computer staff moved among projects as required.

Other important changes occurred in geographic presentation. Effective June 1983, the Office of Management and Budget established a new set of metropolitan areas—metropolitan statistical areas (MSA's), consolidated metropolitan statistical areas (CMSA's), and primary metropolitan statistical areas (PMSA's)—to replace the two former types of metropolitan areas—standard metropolitan statistical areas and standard consolidated statistical areas. The Census Bureau used the two-level system to report data for 21 metropolitan areas for the 1987 Economic Censuses: It designated each area, as a whole, as a CMSA consisting of two or more PMSA's. Metropolitan areas that were not subdivided into PMSA's retained their designation simply as MSA's.

The Bureau instituted changes in its publication program. In prior censuses, published preliminary reports preceded final reports. In the manufacturing and mineral censuses, preliminary industry reports were followed by preliminary geographic series, and then the final industry and area reports. For the 1987 Census of Manufactures, the Bureau discontinued the preliminary geographic series. It consolidated the 443 industry preliminary reports (published for the 1982 censuses) into 83 bulletins covering related manufacturing industries. The preliminary U.S. summary report included data at the four-digit SIC level, while the State reports contained information only at the two-digit SIC level. The final industry series was also available in 83 bulletins, followed by the final geographic area and subject series.

The census of construction industries continued to published preliminary industry and final industry and final geographic area reports.

For 1982, the census of retail trade, wholesale trade, and service industries had a preliminary industry series followed by final geographic area, industry, and special reports. For 1987, there were no preliminary industry reports produced; rather, two-page press releases appeared for each State approximately 6 weeks before the publication of the final State reports. (The press releases were not preliminary reports, but highlighted data published in the 584 reports. Of this number, 125 were preliminary reports and 459 were final publications.) (For a detailed account, see *History of the 1987 Economic Censuses.)*

Digitized by Google

Digitized by Google

Appendix B.
Provisions of Title 13, United States Code, Relating to the 1992 Economic Census

CHAPTER 1.—ADMINISTRATIVE

Subchapter I—General Provisions

5. Questionnaires; number, form, and scope of inquiries

The Secretary shall prepare questionnaires, and shall determine the inquiries, and the number, form, and subdivisions thereof, for the statistics, surveys, and censuses provided for in this title.

6. Information from other Federal departments and agencies; acquisition of reports from other governmental and private sources

(a) The Secretary, whenever he considers it advisable, may call upon any other department, agency, or establishment of the Federal Government, or of the government of the District of Columbia, for information pertinent to the work provided for in this title.

(b) The Secretary may acquire, by purchase or otherwise, from States, counties, cities, or other units of government, or their instrumentalities, or from private persons and agencies, such copies of records, reports, and other material as may be required for the efficient and economical conduct of the censuses and surveys provided for in this title.

(c) To the maximum extent possible and consistent with the kind, timeliness, quality and scope of the statistics required, the Secretary shall acquire and use information available from any source referred to in subsection (a) or (b) of this section instead of conducting direct inquiries.

7. Printing; requisitions upon Public Printer; publication of bulletins and reports

The Secretary may make requisitions upon the Public Printer for miscellaneous printing necessary to carry out the provisions of this title. He may further have printed by the Public Printer, in such editions as he deems necessary, preliminary and other census bulletins, and final reports of the results of the several investigations authorized by this title, and may publish and distribute such bulletins and reports.

8. Authenticated transcripts or copies of certain returns; other data; restriction on use; disposition of fees received

(a) The Secretary may, upon written request, furnish to any respondent, or to the heir, successor, or authorized agent of such respondent, authenticated transcripts or copies of reports (or portions thereof) containing information furnished by, or on behalf of, such respondent in connection with the surveys and census provided for in this title, upon payment of the actual or estimated cost of searching the records and furnishing such transcripts or copies.

(b) Subject to the limitations contained in sections 6(c) and 9 of this title, the Secretary may furnish copies of tabulations and other statistical materials which do not disclose the information reported by, or on behalf of, any particular respondent, and may make special statistical compilations and surveys, for departments, agencies, and establishments of the Federal Government, the government of the District of Columbia, the government of any possession or area (including political subdivisions thereof) referred to in section 191(a) of this title, State or local agencies, or other public and private persons and agencies, upon payment of the actual or estimated cost of such work. In the case of nonprofit agencies or organizations, the Secretary may engage in joint statistical projects, the purpose of which [is] otherwise authorized by law, but only if the cost of such projects [is] shared equitably, as determined by the Secretary.

(c) In no case shall information furnished under this section be used to the detriment of any respondent or other person to whom such information relates, except in the prosecution of alleged violations of this title.

(d) All moneys received in payment for work or services enumerated under this section shall be deposited in a separate account which may be used to pay directly the costs of such work or services, to repay appropriations which initially bore all or part of such costs, or to refund excess sums when necessary. History of the 1992 Census

9. Information as confidential; exception

(a) Neither the Secretary, nor any other officer or employee of the Department of Commerce or

Digitized by Google

bureau or agency thereof, may, except as provided in section 8 of this title—

(1) use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or

(2) make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or

(3) permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports.

No department, bureau, agency, officer, or employee of the Government, except the Secretary in carrying out the purposes of this title, shall require, for any reason, copies of census reports which have been retained by any such establishment or individual. Copies of census reports which have been so retained shall be immune from legal process, and shall not, without the consent of the individual or establishment concerned, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding.

12. Mechanical and electronic development

The Secretary is authorized to have conducted mechanical and electronic development work as he determines is needed to further the functions and duties of carrying out the purposes of this title and may enter into such developmental contracts as he may determine to be in the best interest of the Government.

Subchapter II—Officers and Employees

23. Additional officers and employees

(c) The Secretary may utilize temporary staff, including employees of Federal, State, or local agencies or instrumentalities, and employees of private organizations to assist the Bureau in performing the work authorized by this title, but only if such temporary staff is sworn to observe the limitations imposed by section 9 of this title.

24. Special employment provisions

(a) The Secretary may utilize the services of nontemporary employees of the Bureau (by assignment, promotion, appointment, detail, or otherwise) in temporary positions established for any census, for not to exceed the period during which appropriations are available for that census. Whenever the Secretary determines History of the 1992 Census that the services of an employee which have been utilized under this section are no longer required in such a temporary position, he may, without regard to the provisions of any other law, return the employee to a continuing position, with rank and compensation not less than that which he held in his last permanent position in the Bureau: Provided, That no employee shall, by reason of his service in a temporary position under this subsection, lose the protection of any law or regulation with respect to his separation, suspension, furlough, or reduction in rank or compensation below the level held in his last permanent position in the Bureau. Service by a nontemporary employee in a temporary position under this subsection shall be creditable for step increases (both periodic and longevity) under title VII of the Classification Act of 1949, as amended, as though it were a continuation of service in his last permanent position.

(b) As used in this title with respect to appointments or positions, "temporary" shall be construed to mean not in excess of one year, or not in excess of the specific period during which appropriations are available for the conduct of a particular census, whichever is longer. No employee of the Bureau who holds only a temporary appointment within the meaning of this section shall be considered as other than strictly temporary for purposes of any other provision of law relating to separations, suspensions, or reductions in rank or compensation.

(d) The Secretary may fix compensation on a piece-price basis without limitation as to the amount earned per diem, and payments may be made to enumerators for the use of private automobiles on official business without regard to section 4 of the Travel Expense Act of 1949, as amended (5 U.S.C. 837), but at rates not in excess of the rates provided by that Act.

(e) The Secretary may authorize the expenditure of necessary sums for travel expenses of persons selected for appointment for attendance at training courses held by the Department of Commerce with respect to any of the work provided for by law.

25. Duties of supervisors, enumerators, and other employees

(a) Each supervisor shall perform the duties imposed upon him by the Secretary in the enforcement of chapter 5 of this title in accordance with the Secretary's orders and instructions.

(b) Each enumerator or other employee detailed to serve as enumerator shall be charged with the collection in his subdivision of the facts and statistics called for on such schedules as the Secretary determines shall be used by him in connection with any census or survey provided for by chapter 5 of this title.

Digitized by Google

CHAPTER 5.—CENSUSES

Subchapter I—Manufactures, Mineral Industries, and Other Businesses

131. Collection and publication; five-year periods
The Secretary shall take, compile, and publish censuses of manufactures, of mineral industries, and of other businesses, including the distributive trades, service establishments, and transportation (exclusive of means of transportation for which statistics are required by law to be filed with, and are compiled and published by, a designated regulatory body), in the year 1964, then in the year 1968, and every fifth year thereafter, and each such census shall relate to the year immediately preceding the taking thereof.

132. Controlling law; effect on other agencies
To the extent that the provisions of this subchapter or subchapter IV of this chapter conflict with any other provision of this title or other law, pertaining to the Secretary or the Department of Commerce, the provisions of this title shall control; but nothing in this title shall be deemed to revoke or impair the authority of any other Federal agency with respect to the collection or release of information.

Subchapter IV—Interim Current Data

182. Surveys
The Secretary may make surveys deemed necessary to furnish annual and other interim current data on the subjects covered by the censuses provided for in this title.

Subchapter V—Geographic Scope, Preliminary and Supplemental Statistics, and Use of Sampling

191. Geographic scope of censuses

(a) Each of the censuses authorized by this chapter shall include each State, the District of Columbia, the Virgin Islands, Guam, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico, and as may be determined by the Secretary, such other possessions and areas over which the United States exercises jurisdiction, control, or sovereignty. Inclusion of other areas over which the United States exercises jurisdiction or control shall be subject to the concurrence of the Secretary of State.

(b) For censuses taken in the Virgin Islands, Guam, the Commonwealth of the Northern Mariana Islands, or any possession or area not specifically designated in subsection (a) of this section, the Secretary may use census information collected by the Governor or highest ranking Federal official, if such information was obtained in accordance with plans prescribed or approved by the Secretary.

(c) If, pursuant to a determination by the Secretary under subsection (a) of this section, any census is not taken in a possession or area over which the United States exercises jurisdiction, control, or sovereignty, the Secretary may include data obtained from other Federal agencies or government sources in the census report. Any data obtained from foreign governments shall be obtained through the Secretary of State.

193. Preliminary and supplemental statistics
In advance of, in conjunction with, or after the taking of each census provided for by this chapter, the Secretary may make surveys and collect such preliminary and supplementary statistics related to the main topic of the census as are necessary to the initiation, taking, or completion thereof.

195. Use of sampling
Except for the determination of population for purposes of apportionment of Representatives of Congress among the several States, the Secretary shall, if he considers it feasible, authorize the use of the statistical method known as "sampling" in carrying out the provisions of this title.

CHAPTER 7.—OFFENSES AND PENALTIES

Subchapter I—Officers and Employees

211. Receiving or securing compensation for appointment of employees

Whoever—

(1) receives or secures to himself any fee, reward, or compensation as a consideration for the appointment of any person as supervisor, enumerator, clerk, or other officer or employee of the Department of Commerce or bureau or agency thereof, referred to in subchapter II of chapter I of this title; or

(2) in any way receives or secures to himself any part of the compensation paid to any person so appointed— shall be fined not more than $3,000 or imprisoned not more than five years, or both.

212. Refusal or neglect of employees to perform duties
Whoever, being an employee referred to in subchapter II of chapter I of this title, and having taken and subscribed the oath of office, neglects or refuses, without justifiable cause, to perform the duties enjoined on such employee by this title, shall be fined not more than $500.

Digitized by Google

213. False statements, certificates, and information

(a) Whoever, being an officer or employee referred to in subchapter II of chapter I of this title, willfully and knowingly swears or affirms falsely as to the truth of any statement required to be made or subscribed by him under oath by or under authority of this title, shall be guilty of perjury, and shall be fined not more than $2,000 or imprisoned not more than five years, or both.

(b) Whoever, being an officer or employee referred to in subchapter II of chapter I of this title—

(1) willfully and knowingly makes a false certificate or fictitious return; or

(2) knowingly or willfully furnishes or causes to be furnished, or, having been such an officer or employee, knowingly or willfully furnished or caused to be furnished, directly or indirectly, to the Secretary or to any other officer or employee of the Department of Commerce or bureau or agency thereof, any false statement or false information with reference to any inquiry for which he was authorized and required to collect information provided for in this title—shall be fined not more than $2,000 or imprisoned not more than five years, or both.

214. Wrongful disclosure of information

Whoever, being or having been an employee or staff member referred to in subchapter II of chapter I of this title, having taken and subscribed the oath of office, or having sworn to observe the limitations imposed by section 9 of this title, publishes or communicates any information, the disclosure of which is prohibited under the provisions of section 9 of this title, and which comes into his possession by reason of his being employed (or otherwise providing services) under the provisions of this title, shall be fined not more than $5,000 or imprisoned not more than 5 years, or both.

Subchapter II—Other Persons

221. Refusal or neglect to answer questions; false answers

(a) Whoever, being over eighteen years of age, refuses or willfully neglects, when requested by the Secretary, or by any other authorized officer or employee of the Department of Commerce or bureau or agency thereof acting under the instructions of the Secretary or authorized officer, to answer, to the best of his knowledge, any of the questions on any schedule submitted to him in connection with any census or survey provided for by subchapters I, II, IV, and V of chapter 5 of this title, applying to himself or to the family to which he belongs or is related, or to the farm or farms of which he or his family is History of the 1992 Census the occupant, shall be fined not more than $100.

(b) Whoever, when answering questions described in subsection (a) of this section, and under the conditions or circumstances described in such subsection, willfully gives any answer that is false, shall be fined not more than $500.

223. Refusal, by owners, proprietors, etc., to assist census employees

Whoever, being the owner, proprietor, manager, superintendent, or agent of any hotel, apartment house, boarding or lodging house, tenement, or other building, refuses or willfully neglects, when requested by the Secretary or by any other officer or employee of the Department of Commerce or bureau or agency thereof, acting under the instructions of the Secretary, to furnish the names of the occupants of such premises, or to give free ingress thereto and egress therefrom to any duly accredited representative of such Department or bureau or agency thereof, so as to permit the collection of statistics with respect to any census provided for in subchapters I and II of chapter 5 of this title, or any survey authorized by subchapter IV or V of such chapter insofar as such survey relates to any of the subjects for which censuses are provided by such subchapters I and II, including, when relevant to the census or survey being taken or made, the proper and correct enumeration of all persons having their usual place of abode in such premises, shall be fined not more than $500.

224. Failure to answer questions affecting companies, businesses, religious bodies, and other organizations; false answers

Whoever, being the owner, official, agent, person in charge, or assistant to the person in charge, of any company, business, institution, establishment, religious body, or organization of any nature whatsoever, neglects or refuses, when requested by the Secretary or other authorized officer or employee of the Department of Commerce or bureau or agency thereof, to answer completely and correctly to the best of his knowledge all questions relating to his company, business, institution, establishment, religious body, or other organization, or to records or statistics in his official custody, contained on any census or other schedule or questionnaire prepared and submitted to him under the authority of this title, shall be fined not more than $500; and if he willfully gives a false answer to any such question, he shall be fined not more than $10,000. History of the 1992 Census

Digitized by Google

225. Applicability of penal provisions in certain cases

(a) In connection with any survey conducted by the Secretary or other authorized officer or employee of the Department of Commerce or bureau or agency thereof pursuant to subchapter IV of chapter 5 of this title, the provisions of sections 221, 222, 223 and 224 of this title shall apply—

(1) with respect to the answering of questions and furnishing of information, only to such inquiries as are within the scope of the schedules and questionnaires and of the type and character heretofore used in connection with the taking of complete censuses under subchapters I and II of chapter 5 of this title, or in connection with any censuses hereafter taken pursuant to such subchapters;

(2) only after publication of a determination with reasons therefor certified by the Secretary, or by some other authorized officer or employee of the Department of Commerce or bureau or agency thereof with the approval of the Secretary, that the information called for is needed to aid or permit the efficient performance of essential governmental functions or services, or has significant application to the needs of the public, business, or industry and is not publicly available from nongovernmental or other governmental sources;

(3) in the case of any new survey, only after public notice, given by the Secretary or other authorized officer or employee of the Department of Commerce or bureau or agency thereof at least thirty days in advance of requesting a return, that such survey is under consideration.

(b) The provisions for imprisonment provided by section 222 of this title shall not apply in connection with any survey conducted pursuant to subchapter II of chapter 3 of this title, or to subchapter IV of chapter 5 of this title.

Subchapter III—Procedure

241. Evidence

When any request for information, made by the Secretary or other authorized officer or employee of the Department of Commerce or bureau or agency thereof, is made by registered or certified mail or telegram, the return receipt therefor or other written receipt thereof shall be prima facie evidence of an official request in any prosecution under such section.

Digitized by Google

Digitized by Google

Appendix C.
Principal Advisory Committees on the 1992 Economic Census

PUBLIC ADVISORY COMMITTEES

A public advisory committee is any group of persons—not composed wholly of officers or employees of the Federal Government—organized under Governmental authority for the purpose of obtaining advice, recommendations, or other types of assistance. From October 1, 1990 to March 31, 1994 (the period in which the majority of the 1992 Economic Census operations took place), the Census Bureau had nine public advisory committees responsible to the Director, the membership of which was made up wholly of non-Bureau employees. Three of these committees were concerned with one or more aspects of the economic census; all three were composed mainly of professional experts from the business and academic communities. They made recommendations concerning the scope, content, and methodology, and proposed tabulations and publications for the censuses. They also made other recommendations to help the agency ensure that the censuses would provide accurate, meaningful data. Representation on these bodies changed during the census period.

These committees operated under provisions of the Federal Advisory Committee Act, which went into effect on January 5, 1973. This act stipulated that the Director of the Office of Management and Budget would prescribe administrative guidelines and management controls. In addition, the committees were governed by Executive Order 11769 (February 21, 1974) and by OMB Circular A-63 Revised (March 27, 1974). All these public advisory committees'[1] proposals or formal recommendations were reported to the Secretary of Commerce, together with appropriate responses by the Census Bureau indicating what actions, if any, would be taken as a result of these proposals.

The advisory committees were established on the presumption that they could make significant contributions to the Census Bureau's programs and objectives. Only the Secretary of Commerce could establish a public advisory committee within the Department, and no such body could be formed or used unless the Secretary specifically determined as a matter of formal record that the establishment of such a committee was in the public interest and was connected with the performance of the Department's duties specified by law. Except where otherwise fixed by law, a public advisory committee terminated 2 years after its formation unless the Department of Commerce determined in writing not more than 60 days prior to the termination date that its continued existence was in the public interest. Until 1972, the Secretary was empowered to renew committee members' appointments as often as the Census Bureau might request; after that time, members of Census Bureau committees were generally limited to a maximum of 6 years' continuous service. None of the committee members received remuneration, other than per diem and travel expenses, for attending meetings.

The three committees described below usually met every 6 months. (As noted in footnote 1, there was only one committee as of April 1994, which consisted of members from the four professional associations.) In the fall of 1990, they turned their attention to the forthcoming 1992 Economic Census. Their membership is shown for the period July 1, 1989 to June 30, 1995.

CENSUS ADVISORY COMMITTEE OF THE AMERICAN STATISTICAL ASSOCIATION

In November 1918, Secretary of Commerce William C. Redfield invited the presidents of the American Statistical Association (ASA) and the American Economic Association (AEA) to appoint a joint public advisory committee to assist the Census Bureau in organizing and taking the 1920 Decennial Census. The joint committee met for the first time in February 1919. This socalled General Advisory Committee functioned until 1937 on a permanent basis, with its members drawn from the two associations. At that time, it was reconstituted, with all its members appointed by the ASA for 3-year terms.

This oldest standing advisory committee of the Bureau of the Census was designed to be representative of all statistical fields in which the Bureau operated. The committee's functions were defined in 1964 as "(a) critically observing and appraising the Census Bureau program as a whole, and the progress of its various segments, (b) considering priority issues that arise between and within fields, (c) examining formulations of guiding principles, (d) advising

[1]Presidential Executive Order 12838 (signed in February 1993) was implemented in 1994 which transformed the American Statistical Association, American Economic Association, American Marketing Association, and Population Statistics Advisory Committees into one group called the Census Advisory Committee of Professional Associations. Therefore, as of the April 14-15, 1994 meeting, there was only one member, selected from one of the four associations, who served as the chairperson: Gail Fosler, the April 1994 meeting; Michael McKelvey, the October 1994 meeting; and David Steward, calendar year 1995.

Digitized by Google

on questions of policy and procedure, especially alternative sources of data, and (e) responding to the Bureau's requests for opinions and judgments in the whole area of its operations."

Members who served during the planning and conduct of the 1992 Economic Census were as follows:

Charles B. Bell, Jr., 1986-1991
David A. Binder, 1994-1997
Edward Binkowski, 1988-1993
Donna R. Brogan, 1988-1993
Clifford Clogg, 1990-1995
Morris H. Hansen, 1986-1990
Richard Kulka, 1990-1995 (Chairperson, 1993)
Judith Lessler, 1989-1994 (Chairperson, 1992)
Margaret Martin, 1984-1989
Robert B. Miller, 1986-1991 (Chairperson, 1990-1991)
John W. Pratt, 1988-1989
Richard C. Rockwell, 1992-1994
John E. Rolph, 1992-1994
Judith Rowe, 1990-1995
Jacob Ryten, 1991-1993
Edward J. Spar, 1988-1993
Elizabeth A. Stasny, 1994-1997
Lynne Stokes, 1994-1997
Michael A. Stoto, 1985-1990 (Chairperson, 1989)
Seymour Sudman, 1989-1994
Roger E. Tourangeau, 1993-1996
Joseph Waksberg, 1991-1996
Tommy Wright, 1984-1989 (Chairperson, 1988)

CENSUS ADVISORY COMMITTEE OF THE AMERICAN ECONOMIC ASSOCIATION

Various members of the American Economic Association (AEA), together with representatives of the ASA, served on a single Census Bureau advisory committee from 1919 to 1937. In 1960, when the Bureau was entering new areas of interest to economists and it appeared desirable to have a direct channel of contact with the principal professional organizations representing economists, a separate committee of AEA members was established. (From 1937 to 1960, the AEA was not represented by any particular committee.)

The president of the AEA appointed all members who served for 3-year (4-year prior to 1972) terms. While most of the committee's attention was given to the economic censuses, it also reviewed and commented on plans for other censuses, evaluation studies, and program planning within the larger framework of the Bureau's functions.

Committee members who served during the planning and conduct of the 1992 Economic Census were as follows:

Ben S. Bernanke, 1987-1989
Timothy F. Bresnahan, 1986-1991 (Chairperson, 1988)
David Card, 1991-1996
Dennis W. Carlton, 1987-1989
Ellen R. Dulberger, 1992-1997
William C. Dunkelberg, 1992-1997
Gail Fosler, 1990-1995[2]
Michael Gort, 1994-1997
Bronwyn Hall, 1990-1995
Ben E. Laden, 1985-1990 (Chairperson, 1989)
Lee Lillard, 1994-1997
Michael McKelvey, 1989-1994[3]
Dale T. Mortensen, 1988-1993 (Chairperson, 1991)
Walter Oi, 1991-1996 (Chairperson, 1993)
Margaret C. Simms, 1986-1991 (Chairperson, 1990)
Thomas Synnott, III, 1989-1994 (Chairperson, 1992)
Robert Willis, 1994-1997
Victor Zarnowitz, 1985-1990 (Chairperson, 1987)

CENSUS ADVISORY COMMITTEE OF THE AMERICAN MARKETING ASSOCIATION

In 1945, the American Marketing Association (AMA) passed a resolution that emphasized the need for marketing information to promote the Nation's economy and outlined a suggested statistical program for the Bureau of the Census. The interest of this group continued, and the agency felt that a regular advisory committee would provide the most efficient way to learn the needs for marketing statistics and to determine whether these needs could be met. The committee was accordingly established for this purpose in 1946, and the president of the AMA appointed its members for 3-year terms.

Committee members who served during the planning and conduct of the 1992 Economic Census were as follows:

Laurie Ashcraft, 1992-1995
Gemma Baker, 1986-1992 (Chairperson, 1989-1990)
Kenneth L. Bernhardt, 1992-1997 (Chairperson, 1992-1993)
Stephen Brown, 1986-1992
Larry Chiagouris, 1991-1992
Dorothy Clark, 1989-1995 (Chairperson, 1991-1992)
Keith Cox, 1991-1996
Frank W. Davis, Jr., 1985-1991
Beth Fischer, 1993-1995
Naylor Fitzhugh, 1986-1989
Susan S. Kossack, 1987-1993
William Lazer, 1986-1992
Vern J. McGinnis, 1985-1991 (Chairperson, 1990-1991)
James Myers, 1993-1995
Robert W. Pratt, Jr., 1988-1991
Mary Lou Roberts, 1992-1997
Dianne H. Schmalensee, 1988-1990
Debra Semans, 1993-1996
David Stewart, 1993-1995[4]
Valarie Zeithaml, 1990-1991

[2]See footnote 1.
[3]See footnote 1.
[4]See footnote 1.

Digitized by Google

INTERAGENCY MEETING

Unlike for the 1987 Economic Censuses, the Bureau did not sponsor a meeting of representatives from Federal agencies to discuss ways in which the 1992 census could best satisfy the Government's data needs. (Federal agencies, private associations, and trade journals, however, were contacted on individual census areas. For a list of those that responded, see appendix D.)

Digitized by Google

Digitized by Google

Appendix D.
Consultation on the Census Questionnaires

Over a thousand agencies, trade associations, trade journals, and other organizations, including companies reporting in the censuses, were requested to recommend questionnaire content for the 1992 Economic Census. The list below shows those that responded. To protect confidentiality, companies in the censuses are not listed.

1992 CENSUS OF RETAIL TRADE

Federal Agencies

Department of Agriculture
Department of Commerce:
  Bureau of Economic Analysis
Department of Labor:
  Bureau of Labor Statistics
Federal Trade Commission:
  Bureau of Economics

Other Organizations

American Booksellers Association
American Furniture Manufacturers Association
American Home Sewing Association
American Institute of Food Distribution
American Petroleum Institute
Automotive Parts and Accessories Association
Book Industry Study Group
Chocolate Manufacturers Association of the U.S.A.
Direct Marketing Association
Direct Selling Association
Distilled Spirits Council of the United States
Fairchild Publications
Florists' Transworld Delivery Association
Flower News
Footwear Industries of America
Greater Blouse, Skirt and Undergarment Association
International Foodservice Manufacturers Association
International Sleep Products Association
Jewelers Circular-Keystone
Lawn & Gardening Marketing
Manufactured Housing Institute
Marketing Spectrum
Marketing Statistics
National Association of Floor Covering Distributors
National Association of Retail Dealers of America
National Association of Truck Stop Operators
National Automobile Dealers Association
National Decorating Products Association
National Home Furnishings Association
National Marine Manufacturers Association
National Office Products Association
National Restaurant Association
National Retail Federation
National Retail Hardware Association
National Retail Pet Store and Groomers Association
National Sporting Goods Association
Nonprescription Drug Manufacturers Association
Opticians Association of America
Progressive Grocer
Recreation Vehicle Dealers of North America
Sporting Goods Manufacturers Association

1992 CENSUS OF WHOLESALE TRADE

Federal Agencies

Department of Commerce:
  Bureau of Economic Analysis
Department of Labor
  Bureau of Labor Statistics
Small Business Administration

Other Organizations

Air-Conditioning and Refrigeration Institute
Air-Conditioning and Refrigeration Wholesalers
American Bakers Association
American Home Sewing Association
American Machine Tool Distributors' Association
American Petroleum Institute
American Society of Computer Dealers
Association of Steel Distributors
Automotive Dismantlers and Recyclers Association
Construction Industry Manufactures Association
Electronics Representatives Association
Farm Equipment Wholesalers Association
Hobby Industries of America
International Foodservice Manufacturers Association
Irrigation Association
Livestock Marketing Association
Machinery Dealers National Association

Digitized by Google

Milk Industry Foundation/International Ice Cream Association
Motor Vehicle Manufacturers Association of the United States
National American Wholesale Grocers' Association
National Appliance Parts Suppliers Association
National Association of Aluminum Distributors
National Association of Electrical Distributors
National Association of Meat Purveyors
National Association of Plastics Distributors
National Associationof Sporting Goods Wholesalers
National Association of Wholesaler-Distributors
National Candy Wholesalers Association
National Cotton Council of America
National Fisheries Institute
National Fluid Power Association
National Food Brokers Association
National Frozen Food Association
National Office Machine Dealers Association
National Office Products Association
National Paper Trade Association
National School Supply and Equipment Association
National Wholesale Druggists' Association
National Wholesale Furniture Association
North American Heating and Airconditioning Wholesalers Association
Photographic Manufacturers and Distributors Association
Steel Service Center Institute
Tobacco Merchants Association
Wholesale Stationer's Association

1992 CENSUS OF SERVICE INDUSTRIES

Federal Agencies

Department of Commerce:
  Bureau of Economic Analysis
  International Trade Administration
Department of Health and Human Services:
  Health Care Financing Administration

Other Organizations

Advertising Council
Alliance of Motion Picture and Television Producers
American College of Obstetricians and Gynecologists
American Academy of Pediatrics
American Association of Advertising Agencies
American Association of Homes for the Aging
American Association of Museums
American Car Rental Association
American Chiropractic Association
American College of Radiology
American Congress of Surveying and Mapping
American Consulting Engineers Council
American Council of Independent Laboratories
American Health Care Association
American Hotel and Motel Association
American Institute of Architects
American Institute of Certified Public Accountants
American Medical Association
American Optometric Association
American Osteopathic Association
American Podiatric Medical Association
American Symphony Orchestra League
American Telemarketing Association
Associated Credit Bureaus
Association of National Advertisers
Association of Progressive Rental Organizations
Automotive Service Association
Bowling Proprietors Association of America
Building Service Contractors Association International
Coin Laundry Association
Convention Liaison Council
Direct Marketing Association
Electrical Apparatus Service Association
Group Health Association of America
Independent Sector
International Association of Amusement Parks and Attractions
International Foodservice Manufacturers Association
International Reprographic Association
International Society for Clinical Laboratory Technology
International Society of Performing Arts Administration
National Association of Accountants
National Association for Home Care
National Association of Rehabilitation Facilities
National Association of Temporary Services
National Association of Theatre Owners
National Bowling Council
National Electronic Sales and Service Dealers Association
National Society of Public Accountants
National Technical Services Association
Park Marketing Association
U.S. Travel Data Center
Visiting Nurse Associations of America

1992 CENSUS OF FINANCIAL, INSURANCE, AND REAL ESTATE

Federal Agencies

Department of Commerce:
  Bureau of Economic Analysis
Department of Labor:
  Bureau of Labor Statistics
Department of the Treasury:
  Comptroller of the Currency
Department of Housing and Urban Development
Commodity Futures Trading Commission
Federal Deposit Insurance Corporation
Federal Reserve System
Resolution Trust Corporation
Securities Exchange Commission

Digitized by Google

Other Organizations

Alliance of American Insurers
American Bankers Association
American Council of Life Insurance
American Financial Services Association
American Institute for Property and Liability Underwriters
American Institute of Real Estate Appraisers
American Insurance Association
American Nuclear Insurers
Association of Bank Holding Companies
Bank Administration Institute
Bank Administration Institute Foundation
Blue Cross and Blue Shield Association
Building Owners and Managers Association International
Electronic Funds Transfer Association
Independent Bankers Association of America
Independent Insurance Agents of America
Institute of Home Office Underwriters
Institute of Real Estate Management
International Franchisers Association
International Marine Institute
Investment Company Institute
Life Insurance Marketing and Research Association
Mortgage Bankers Association of America
National Apartment Association
National Association of Federal Credit Unions
National Association of Home Builders
National Association of Independent Insurers
National Association of Insurance Commissioners
National Association of Life Underwriters
National Association of Real Estate Investment Trusts
National Association of Realtors
National Association of Securities Dealers
National Council of Savings Institutions
Society of Real Estate Appraisers
U.S. League of Savings Institutions
Urban Land Institute

1992 CENSUS OF TRANSPORTATION, COMMUNICATIONS, AND UTILITIES

Federai Agencies

Department of Agriculture:
  Rural Electrification Administration
Department of Commerce:
  Bureau of Economic Analysis
  Travel and Tourism Administration
Department of Energy:
  Energy Information Administration
  Federal Energy Regulatory Commission
Department of Labor:
  Bureau of Labor Statistics
Department of Transportation:
  Federal Highway Administration
  Federal Railroad Administration
  Maritime Administration
  Office of Aviation Information Management
  Office of Economic Analysis
  Urban Mass Transportation Administration
Environmental Protection Agency
Federal Aviation Administration
Federal Communications Commission
U.S. Army Corps of Engineers

Other Organizations

Airport Ground Transportation Association
Air Transport Association of America
American Gas Association
American Institute of Merchant Shipping
American Public Power Association
American Public Transit Association
American Short Line Railroad Association
American Society of Travel Agents
American Trucking Associations
American Waterways Operators
American Water Works Association
Association of American Railroads
Association of Commercial Records Centers
Association of Oil Pipe Lines
Association of Telemessaging Services, International
Chemical Waste Transportation Council
Competitive Telecommunications Association
Cruise Lines International Association
Edison Electric Institute
Household Goods Carriers' Bureau
Household Goods Forwarders Association of America
Independent Liquid Terminals Association
Inland Rivers Ports and Terminals
International Association of Refrigerated Warehouses
International Marina Institute
Lake Carriers' Association
National Air Transportation Association
National Association of Broadcasters
National Association of Passenger Vessel Owners
National Association of Public Television Stations
National Association of NVOCCS [Nonvessel Operating Common Carriers]
National Association of State Cable Agencies
National Association of Water Companies
National Cable Television Association
National Cargo Bureau
National Customs Brokers and Forwarders Association of America
National Defense Transportation Association
National Marine Manufacturers' Association
National Motor Freight Traffic Association
National Moving and Storage Association
National School Transportation Association
National Solid Wastes Management Association
National Tour Association
National Waterways Conference
Offshore Marine Service Association

Digitized by Google

Private Truck Council of America
Self Storage Association
Transportation Brokers Conference of America
Transportation Institute
Travel Industry Association of America
United Bus Owners of America
U.S. Travel Data Center
U.S. Telephone Association
U.S. Tour Operators Association

1992 CENSUS OF CONSTRUCTION INDUSTRIES

Federal Agencies

Department of Commerce:
  Bureau of Economic Analysis

Other Organizations

Air-Conditioning Contractors of America
American Subcontractors Association
American Railway Bridge and Building Association
Associated Builders and Contractors
Brick Institute of America
Ceiling and Interior Systems Construction Association
Ceramic Tile Distributors Association
Drilling Equipment Manufacturers Association
Golf Course Builders of America
Mason Contractors Association of America
National Association of Plumbing-Heating-Cooling Contractors
National Association of Reinforcing Steel Contractors
National Association of the Remodeling Industry
National Electrical Contractors Association
National Frame Builders Association
National Roof Deck Contractors Association
National Utility Contractors' Association
National Water Well Association
Resilient Floor Covering Institute
Sealant and Waterproofing Restoration Institute
United Brotherhood of Carpenters and Joiners of America
United Steelworkers of America
United Union of Roofers, Waterproofers and Allied Workers
U.S. Tennis Court and Track Builders Association

1992 CENSUS OF MANUFACTURES

Federal Agencies

Business Council on Reduction of Paperwork
Department of Agriculture
Department of Commerce:
  Bureau of Economic Analysis
  International Trade Administration
Department of Energy:
  Energy Information Administration
Department of the Interior:
  U.S. Geological Survey
Department of Justice
Department of Labor:
  Bureau of Labor Statistics
Environmental Protection Agency
Federal Reserve Board
Federal Trade Commission
General Accounting Office
International Trade Commission
Small Business Administration

Other Organizations

Abrasive Grain Association
Adhesive and Sealant Council
Aerospace Industries Association of America
Air Brake Association
Air Movement and Control Association
Air-Conditioning and Refrigeration Institute
Aircraft Electronics Association
Aluminum Association
Aluminum Extruders Council
Aluminum Foil Container Manufacturers Association
Aluminum Recycling Association
Amalgamated Clothing and Textile Workers Union
American Association of Meat Processors
American Boiler Manufacturers Association
American Book Producers Association
American Bureau of Metal Statistics
American Bureau of Shipping
American Cast Metals Association
American Chain Association
American Chemical Society
American Concrete Pipe Association
American Cutlery Manufacturers Association
American Dairy Products Institute
American Electronics Association
American Electroplaters and Surface Finishers Society
American Fastener and Closure Association
American Fiber Manufacturers Association
American Fishing Tackle Manufacturers Association
American Foundrymen's Society
American Galvanizers Association
American Gear Manufacturers Association
American Hardboard Association
American Hardware Manufacturers Association
American Institute of Steel Construction
American Iron Ore Association
American Iron and Steel Institute
American Meat Institute
American Mining Congress
American Monument Association
American Newspaper Publishers Association
American Orthotic and Prosthetic Association
American Paper Institute
American Paper Machinery Association
American Pipe Fittings Association

Digitized by Google

American Plywood Association
American Powder Metallurgy Institute
American Pulpwood Association
American Railway Bridge and Building Association
American Railway Car Institute
American Restaurant China Council
American Society of Electroplated Plastics
American Society of Heating, Refrigeration and Air-Conditioning Engineers
American Soybean Association
American Spice Trade Association
American Supply and Machinery Manufacturers Association
American Textile Machinery Association
American Tin Trade Association
American Wire Cloth Institute
American Wire Producers Association
American Wood-Preservers' Association
American Wood Preservers Bureau
American Yarn Spinners Association
Anti-Friction Bearing Manufacturers Association
Appalachian Hardwood Manufacturers
Architectural Precast Association
Architectural Woodwork Institute
Asbestos Information Association/North America
Asphalt Institute
Associated Glass and Pottery Manufacturers
Associated Wire Rope Fabricators
Association of American Publishers
Association of Asbestos Cement Pipe Producers
Association of Business Products Manufacturers
Association of Business Publishers
Association for Dressings and Sauces
Association of Home Appliance Manufacturers
Association for Manufacturers Technology
Association of Oil Pipe Lines
Association of Reproduction Materials Manufacturers
Association of Steel Distributors
Association of Rotational Molders
Automotive Engine Rebuilders Association
Automotive Parts and Accessories Association
Automotive Parts Rebuilders Association
Bakery Equipment Manufacturers Association
Beauty and Barber Supply Institute
Beer Institute
Bicycle Manufacturers Association of America
Book Industry Study Group
Brass and Bronze Ingot Manufacturers
Brick Institute of America
Building Stone Institute
Can Manufacturers Institute
Carpet Cushion Council
Carpet and Rug Institute
Casket Manufacturers Association of America
Cast Iron Soil Pipe Institute
Casting Industry Supplies Association
Cedar Shake and Shingle Bureau
Ceramic Tile Institute of America
Chain Link Fence Manufacturers Institute
Chemical Specialties Manufactures Association
Chilled Foods Association
Clock Manufacturers and Marketing Association
Closure Manufacturers Association
Clothing Manufacturers Association of the U.S.A.
Coated Abrasive Manufactures Institute
Commercial Refrigerator Manufacturers Association
Computer and Business Equipment Manufacturers Association
Computer and Communications Industry Association
Concrete Reinforcing Steel Institute
Construction Industry Manufacturers Association
Contact Lens Manufacturers Association
Copper and Brass Fabricators Council
Copper and Brass Service Center Association
Copper Development Association
Cordage Institute
Corn Refiners Association
COSMEP [Cooperative of Small Magazine Editors and Publishers], International Association of Independent Publishers
Crane Manufacturers Association of America
Crusher and Portable Plant Association
Cultured Marble Institute
Custom Roll Forming Institute
Cutting Die Institute
Decorative Laminate Products Association
Diamond Core Drill Manufacturers Association
Distilled Spirits Council of the U.S.
Door and Hardware Institute
Ductile Iron Pipe Research Association
Ductile Iron Society
Electrical Generating Systems Association
Electronic Industries Association
Engine Manufacturers Association
Envelope Manufacturers Association of America
Expansion Joint Manufacturers Association
Ferroalloys Association
Fertilizer Institutel
Fiberglass Fabrication Association
Fine Hardwoods American Walnut Association
Fire Suppression Systems Association
Flexible Packaging Association
Fluid Controls Institute
Fluid Power Society
Fluid Sealing Association
Footwear Industries of America
Forging Industry Association
Gas Appliance Manufacturers Association
Gasoline Pump Manufacturers Association
General Aviation Manufacturers Association
Glass Packaging Institute
Gravure Association of America
Guitar and Accessories Music Marketing Association
Gypsum Association
Hack and Band Saw Manufacturers Association of America
Hand Tools Institute

Digitized by Google

Handgun Control
Hardwood Plywood Manufacturers Association
Heat Exchange Institute
Hoist Manufacturers Institute
Independent Battery Manufacturers Association
Independent Zinc Alloyers Association
Industrial Fasteners Institute
Industrial Heating Equipment Association
Industrial Safety Equipment Association
Industrial Truck Association
Institute of Packaging Professionals
Institute of Scrap Recycling Industries
International Coil Winding Association
International Dairy Foods Association
International Foodservice Manufacturers Association
International Ice Cream Association
International Institute of Synthetic Rubber Products
International Jelly and Preserve Association
International Magnesium Association
International Mobile Air Conditioning Association
Investment Casting Institute
Iron and Steel Society
Irrigation Association
Juvenile Products Manufacturers Association
Knitted Textile Association
Luggage and Leather Goods Manufacturers of America
Magazine and Paperback Marketing Institute
Manufactured Housing Institute
Manufacturing Jewelers and Silversmiths of America
Marking Device Association
Material Handling Institute
Mechanical Power Transmission Association
MEMA [Motor and Equipment Manufacturers Association] Information Services Council
Metal Building Manufacturers Association
Metal Ladder Manufacturers Association
Metal Polishers, Buffers, Platers and Allied Workers International Union
Metal Powder Industries Federation
Metal Treating Institute
Millers' National Federation
Mineral Insulation Manufacturers Association
Motor Vehicle Manufacturers Association of the United States
NABADA [National Barrel and Drum Association]-The Association of Container Reconditioners
National Association of Printing Ink Manufacturers
National Association of Aluminum Distributors
National Association of Architectural Metal Manufacturers
National Association of Chain Manufacturers
National Association of Chewing Gum Manufacturers
National Association of Doll and Stuffed Toy Manufacturers
National Association of Electronic Keyboard Manufacturers
National Association of Food Equipment Manufacturers
National Association of Metal Finishers
National Association of Mirror Manufacturers
National Association of Nameplate Manufacturers
National Association of Photographic Manufacturers
National Association of Pipe Nipple Manufacturers
National Association of Printers and Lithographers
National Association of Scissors and Shears Manufacturers
National Association of Solar Contractors
National Association of Store Fixture Manufacturers
National Automatic Merchandising Association
National Cheese Institute
National Clay Pipe Institute
National Commercial Refrigeration Sales Association
National Corrugated Steel Pipe Association
National Cotton Council of America
National Cottonseed Products Association
National Electric Sign Association
National Electrical Manufacturers Association
National Engine Parts Manufacturers Association
National Fashion Accessories Association
National Fertilizer Solutions Association
National Fisheries Institute
National Fluid Power Association
National Forest Products Association
National Glass Association
National Hardwood Lumber Association
National Industrial Belting Association
National Knitwear Manufacturers Association
National Lime Association
National Marine Manufacturers Association
National Milk Producers Federation
National Oak Flooring Manufacturers Association
National Office Products Association
National Onion Association
National Paperbox and Packaging Association
National Particleboard Association
National Pasta Association
National Printing Equipment and Supply Association
National Ready Mixed Concrete Association
National Reloading Manufacturers Association
National Screw Machine Products Association
National Seasoning Manufacturers Association
National Sporting Goods Association
National Spray Equipment Manufacturers Association
National Tooling and Machining Association
National Water Well Association
National Welding Supply Association
National Wood Window and Door Association
National Wooden Pallet and Container Association
Non-Ferrous Founders Society
North American Die Casting Association
Northern Textile Association
Orthopedic Surgical Manufacturers Association
Outdoor Power Equipment Institute
Paperboard Packaging Council
Pattern Makers' League of North America
Pattern and Plastic Tool Builders Association
Peanut Butter and Nut Processors Association
Pharmaceutical Manufacturers Association
Piano Manufacturers Association International
Plastic and Metal Products Manufacturers Association

Digitized by Google

Plastics Pipe Institute
Plumbing and Drainage Institute
Portable Power Equipment Manufacturers Association
Portland Cement Association
Powder Actuated Tool Manufacturers Institute
Power Conversion Products Council, International
Power Tool Institute
Precast/Prestressed Concrete Institute
Recording Industry Association of America
Recreation Vehicle Industry Association
Resilient Floor Covering Institute
Resistance Welder Manufacturers Association
Rubber Manufacturers Association
Sales Association of the Chemical Industry
Scaffolding, Shoring and Forming Institute
Schiffli Lace and Embroidery Manufacturers Association
Scientific Apparatus Makers Association
Semiconductor Equipment and Materials International
Snack Food Association
Soap and Detergent Association
Society of American Foresters
Society of Plastics Engineers
Society of the Plastics Industry
Southern Forest Products Association
Sporting Arms and Ammunition Manufacturers Institute
Sporting Goods Manufacturers Association
Steel Founders' Society of America
Steel Plate Fabricators Association
Steel Tank Institute
Sugar Association
Summer and Casual Furniture Manufacturers Association
Sump and Sewage Pump Manufacturers Association
Technical Association of the Pulp and Paper Industry
Textile Care Allied Trades Association
Thermal Insulation Manufacturers Association
Tile Council of America
Tire Industry Safety Council
Toy Manufacturers of America
Truck Body and Equipment Association
Truck Trailer Manufacturers Association
Typographers International Association
Ultrasonic Industry Association
United Dairy Industry Association
U.S. Cane Sugar Refiners' Association
Vacuum Cleaner Manufacturers Association
Value Manufacturers Association of America
Vermiculite Association
Water and Wastewater Equipment Manufacturers Association
Western States Meat Association
Wire Association International
Wood Heating Alliance
Woven Wire Products Association

1992 CENSUS OF MINERAL INDUSTRIES

Federal Agencies

Department of Commerce:
  Bureau of Economic Analysis
Department of Energy:
  Energy Information Administration
Department of the Interior:
  Bureau of Mines
Federal Reserve Board

Other Organizations

American Iron Ore Association
American Petroleum Institute
Marble Institute of America
National Stone Association

1992 SURVEYS OF MINORITY-OWNED BUSINESS ENTERPRISES AND WOMEN-OWNED BUSINESSES

Federal Agencies

Department of Commerce:
  Minority Business Development Agency
Small Business Administration

Other Organizations

American Association of Black Women Entrepreneurs
Asian-Pacific Chambers of Commerce and Industry
Interracial Council for Business Opportunity
National Association of Minority Businesses
National Association of Minority Contractors
National Association of Minority Enterprises
National Center for American Indian Enterprise Development
Organization of Pan Asian American Women
U.S. Hispanic Chamber of Commerce

1992 SURVEY OF CORPORATE OWNERSHIP

Federal Agencies

Department of Commerce:
  Minority Business Development Agency
  Office of Small and Disadvantaged Business Utilization
Small Business Administration

Other Organizations

American Business Women's Association
American Institute of Certified Public Accountants
Entrepreneur Group
Entrepreneurial Women
Inc. Magazine
Houston Business Council
National Foundation for Women Business Owners

Digitized by Google

1992 ECONOMIC CENSUS OF OUTLYING AREAS

Puerto Rico—Government Agencies

Commonwealth of Puerto Rico Government Agencies
Puerto Rico Planning Board
Administracion de Pequenos Comerciantes [Small Business Administration]

Puerto Rico—Other Organizations

Chamber of Commerce
Certified Public Accountants
Home Builders Association
Asociacion de Manufactureros de Puerto Rico [Puerto Rico Manufacturers Association]
Retailers Association
Wholesalers Association

Virgin Islands

Department of Economic Development and Agriculture

Guam

Department of Commerce

Northern Mariana Islands

Department of Commerce and Labor

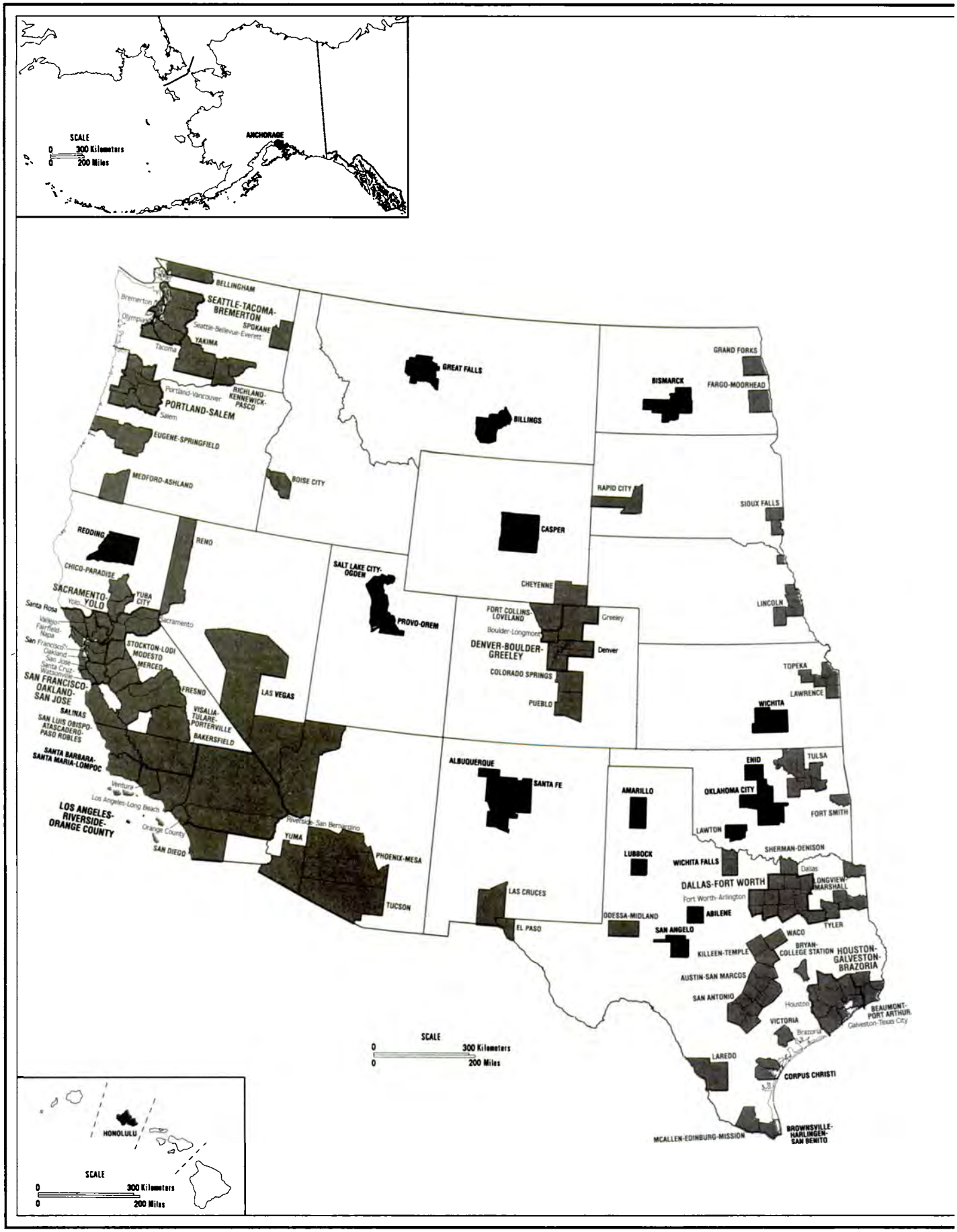
Digitized by Google

Appendix E.
Definitions and Descriptions of Geographic Areas Covered and Codes Used

The definitions and descriptions of geographic areas covered and codes used are shown on the following pages.

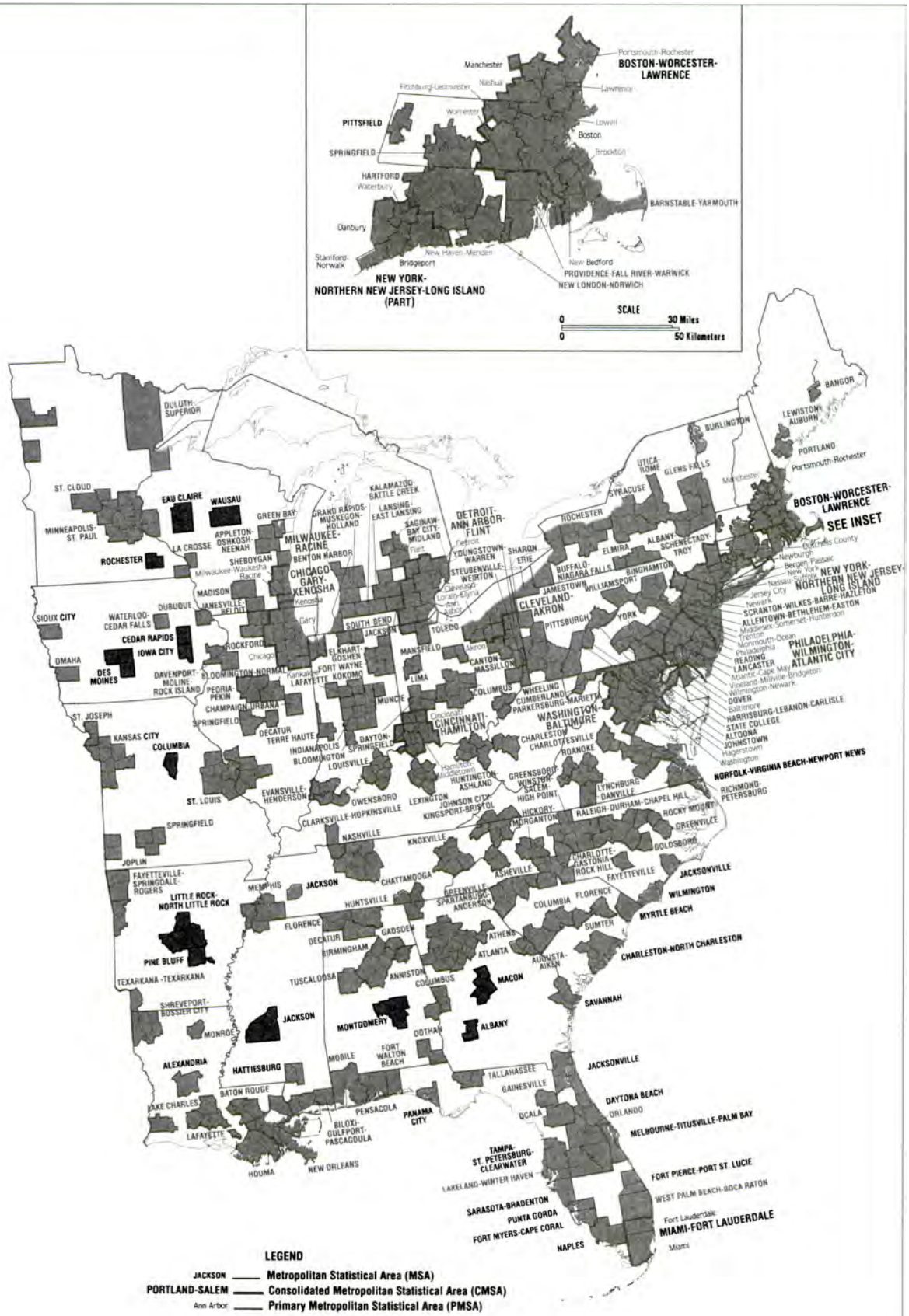
Digitized by Google

METROPOLITAN AREAS—Areas defined by the office of Management and Budget, July 1, 1994.



U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration Bureau of the Census

Digitized by Google



Metropolitan area boundaries and names are those defined by the Federal Office of Management and Budget on July 1, 1994. All other boundaries and names are as of January 1, 1992.

Digitized by Google

UNITED STATES

The United States comprises the 50 States and the District of Columbia.

CENSUS REGIONS AND DIVISIONS

The Census Bureau does not collect or publish its economic census data by these two geographic entities.

STATES AND STATE EQUIVALENTS

In addition to the 50 States, the following entities were treated as equivalent to States for reporting data for the 1992 Economic Census: The District of Columbia, Puerto Rico, the Virgin Islands of the United States, Guam, the Commonwealth of the Northern Mariana Islands, and pseudo-States (for the mineral industry census only created to cover areas in the Pacific and Atlantic Oceans and the northern Gulf of Mexico.

State Codes

The 1992 Economic Census (as did its 1987 counterparts) used two types of numeric State codes: The Federal Information Processing Standards two-digit State code, which represented the 50 States and the District of Columbia in alphabetic sequence followed by Guam, the Northern Mariana Islands, Puerto Rico, the Virgin Islands of the United States, and the census recognized pseudo States, and the Bureau-assigned two-digit code whose first digit identified the geographic division (1-9) within the United States, and the second digit, the State within the geographic division. (Zero was the first digit used for Puerto Rico and the other outlying areas; the pseudo States had a division code assigned but were not considered part of a division.)

METROPOLITAN AREAS[1]

The concept of metropolitan areas was developed to meet the need for the presentation by Federal Government agencies of general purpose statistics (including census data on population, housing, industry, and trade; current employment and payroll data; and local housing and labor market information). Criteria for designating Metropolitan areas were established by the Office of Management and Budget, Executive Office of the President, until the fall of 1977; by the Office of Federal Statistical Policy and Standards, Department of Commerce, until late summer 1981; from that time until late 1983, by the Statistical Policy Branch, Office of Information and Regulatory Affairs, Office of Management and Budget; and since then, by the Statistical Policy Office, Office of Information and Regulatory Affairs, Office of Management and Budget. A metropolitan area comprised an integrated economic and social unit with a large population nucleus. Generally, each metropolitan area consisted of one or more entire counties (or county equivalents) that met specified standards pertaining to population, commuting patterns, and metropolitan character. In New England, county subdivisions (cities, towns, and, in one instance, an American Indian reservation) rather than counties, were the geographic units that constituted a metropolitan area. (Note: The portion of Sullivan city in Crawford County, MO was legally part of the St. Louis, MO-IL metropolitan statistical area. It was not included in the 1992 Economic Census code structure, however, because it did not adhere to the requirement that whole counties be used to define metropolitan areas, except in New England.) (A map on pp. 2 and 3 shows metropolitan areas as of July 1, 1994.)

Consolidated Metropolitan Statistical Areas, Primary Metropolitan Statistical Areas, and Metropolitan Statistical Areas

For metropolitan areas that contained at least 1 million people and also met other specific criteria, local governments, in consultation with the Office of Management and Budget, had the option to be subdivided into two or more primary metropolitan statistical areas for statistical purposes; in such cases, the Office of Management and Budget designated the metropolitan area a consolidated metropolitan statistical area[2]. Governments, with Office of Management and Budget approval, in 19 metropolitan areas opted for this two-tiered definition, and these metropolitan areas were subdivided into 76[3] primary metropolitan statistical areas. Metropolitan statistical areas were relatively free-standing metropolitan areas not closely associated with other metropolitan areas and typically were surrounded by nonmetropolitan counties. For a list of the county(s) or cities/towns that comprised each metropolitan statistical area, consolidated metropolitan statistical area, and primary metropolitan statistical area for the 1992 census, refer to the *Geographic Reference Manual*, reference series EC92-R-1, issued September 1993.

Metropolitan Area Codes

The Federal Information Processing Standards four-digit numeric codes represented the metropolitan areas in alphabetic sequence within the United States and Puerto Rico.

[1]As of June 1983, the Office of Management and Budget established metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas. (Prior to June 1983, the Office of Management and Budget called metropolitan statistical areas standard metropolitan statistical areas.) Between June 1983 and April 1990, the term metropolitan statistical area was used as both a generic term to designate all metropolitan areas and a specific term to designate a specific type of metropolitan area. As of April 1990, the Office of Management and Budget used metropolitan area as the generic term to include metropolitan statistical areas, consolidated metropolitan statistical areas, and primary metropolitan statistical areas. Metropolitan statistical areas and consolidated metropolitan statistical areas were equivalent levels of geography; primary metropolitan statistical areas were subdiviszions of consolidated metropolitan statistical areas.

[2]The consolidated metropolitan statistical area concept replaced what were called standard consolidated statistical areas in the 1982 Economic Censuses.

[3]These numbers include those areas in the United States and in Puerto Rico.

Digitized by Google

bnIn addition to the four-digit metropolitan area code, each consolidated metropolitan statistical area had a two-digit Federal Information Processing Standards code assigned in alphabetic sequence.

Size Codes

Each metropolitan area was assigned a two-digit numeric size code based on its 1990 Decennial Census population, as shown below:

Population range	Size code[4]
Not in universe	00
0	01
1 to 24	02
25 to 99	03
100 to 199	04
200 to 249	05
250 to 299	06
300 to 499	07
500 to 999	08
1,000 to 1,499	09
1,500 to 1,999	10
2,000 to 2,499	11
2,500 to 4,999	12
5,000 to 9,999	13
10,000 to 19,999	14
20,000 to 24,999	15
25,000 to 49,999	16
50,000 to 99,999	17
100,000 to 249,999	18
250,000 to 499,999	19
500,000 to 999,999	20
1,000,000 to 2,499,999	21
2,500,000 to 4,999,999	22
5,000,000 or more	23

COUNTIES AND STATISTICALLY EQUIVALENT AREAS

The primary divisions of the States usually were termed counties. These areas were called parishes in Louisiana; in Alaska, boroughs and "census areas"—the latter were located in the portion of that State that was not within an organized borough, but were established as equivalent to boroughs/counties for general statistical purposes through the cooperation of the State and the Census Bureau. The following also were treated as the statistical equivalents of counties: The District of Columbia, the portion of Yellowstone National Park located in Montana, the 78 municipios in Puerto Rico, the three major islands of the Virgin Islands of the United States, Guam, and the four municipalities in the Northern Mariana Islands. (Guam and the District of Columbia were coextensive with the State equivalents.) Kalawao County, HI, was included with Maui County for statistical purposes. Finally, Baltimore, MD; St. Louis, MO; Carson City, NV; and 41 cities in Virginia were independent of any county organization and thus constituted primary divisions of their States.

County Codes

The county code was a three-digit Federal Information Processing Standards code assigned to counties and statistically equivalent areas in alphabetic sequence within each State or statistically equivalent area, except for independent cities, which were alphabetized in a separate sequence after the counties. For the mineral industry census only, the Bureau created psuedo-counties for the offshore areas in Alaska, California, Louisiana, and Texas and assigned a three-digit pseudo-county code of 886 for each pseudo-county (called Alaska-offshore, California-offshore, Louisiana-offshore, and Texas-offshore), preceded by a two-digit State code in each case.

CONSOLIDATED CITIES

Seven of the consolidated governments in the United States included separately incorporated municipalities. The Bureau referred to such entities as consolidated cities[5]. Each one had a one-character alphabetic census code, a five-digit Federal Information Processing Standards place code, and a two-character Federal Information Processing Standards 55 class code. (See the discussion of "Balance of consolidated city" below for a list and description of the seven areas.)

PLACES

For the 1992 Economic Census, the Census Bureau recognized seven types of places, defined as follows:

Incorporated places were political units incorporated as cities, towns, boroughs, and villages, with the exception of boroughs in Alaska and New York, and towns in the New England States, New York, and Wisconsin. The Bureau treated the boroughs in Alaska as statistical equivalents of counties for presenting data from the 1992 Economic Census. The towns in the New England States, New York, and Wisconsin, as well as the boroughs in New York, were classified as minor civil divisions, similar to the townships in other States, for purposes of data presentation. Although the towns in most of these States, and the townships in New Jersey and Pennsylvania, generally possessed powers and functions similar to those of incorporated places, the Bureau did not classify them as incorporated places. (Also see "Special economic urban areas" on page E-6.) Except as noted herein, only incorporated places with a census population of 2,500 or more were included in the 1992 census. New entity incorporations legally in effect on

[4]Only size codes 17 through 23 were relevant for metropolitan areas.

[5]This was a new type of entity introduced for the 1992 census.

Digitized by Google

or before January 1, 1992, were recognized, if the 1990 Decennial Census or a subsequent special census reported a population of at least 2,500 within their limits. Mergers and consolidations were treated similarly. In the Virgin Islands of the United States, the towns of Charlotte Amalie, Christiansted, and Frederiksted were recognized as incorporated places. Three incorporated places with a population of fewer than 2,500 inhabitants were recognized as places for the 1992 Economic Census tabulations because of their economic importance—Industry and Vernon, CA, and Bedford Park, IL.

Balance of consolidated city existed for seven consolidated governments—cities that consolidated their functions with a county or town but continued to include other separately incorporated places. A place within a consolidated city that has a population of 2,500 or more was treated as a separate tabulation area; those with fewer than 2,500 inhabitants were included as part of the "balance of consolidated city."

The consolidated city of Milford, CT comprised all of Milford town in New Haven County, and included the borough of Woodmont, which was not populous enough for separate recognition. Therefore, "Milford city (balance)" referred to the whole consolidated city.

Jacksonville, FL, comprised all of Duval County, but the municipalities of Atlantic Beach, Jacksonville Beach, and Neptune Beach were recognized separately. "Jacksonville city (balance)" included the town of Baldwin, which was not populous enough for separate recognition.

Athens-Clarke County, GA, comprised all of Clark County. The municipalities of Bogart (partially in Oconee County) and Winterville were not populous enough for separate recognition. Therefore, "Athens-Clarke County (balance)" referred to the whole consolidated city.

Columbus, GA, comprised all of Muscogee County, including the town of Bibb City, which was not populous enough for separate recognition. Therefore, "Columbus city (balance)" referred to the whole consolidated city.

Indianapolis, IN, consolidated city comprised all of Marion County, except four independent places—Beech Grove, Lawrence, Southport, and Speedway. Eleven of the 12 municipalities within the consolidated city were not populous enough for separate recognition and, therefore, were included in "Indianapolis city (balance)." Cumberland, which was partially in Hancock County, was recognized separately.

Butte-Silver Bow, MT, consolidated city was coextensive with Silver Bow County and included the city of Walkerville, which was not populous enough for separate recognition. Therefore, "Butte-Silver Bow (balance)" referred to the whole consolidated city.

Nashville-Davidson, TN, consolidated city (the "Metropolitan Government of Nashville and Davidson County") was coextensive with Davidson County. It included the municipalities of Belle Meade, Forest Hills, Goodlettsville (partially in Sumner County), and Oak Hill, which were recognized as separate places. The other three municipalities—Berry Hill, Lakewood, and Ridgetop (partially in Robertson County)—were not populous enough for separate recognition and, therefore, were included in "Nashville-Davidson (balance)."

Special economic urban areas were townships in Michigan, Minnesota, New Jersey and Pennsylvania and towns in the six New England States and New York and Wisconsin with a 1990 census population or special census population of 10,000 or more.

Balance of special economic urban areas was designated in the same States where special economic urban area was designated. The designation "balance" in the special economic urban area name referred to the residual portion of a town/township containing an incorporated place that was recognized separately for the 1992 census.

Other place equivalents were recognized for the State of Hawaii, which had no incorporated places recognized by the the Census Bureau; the city of Honolulu was coextensive with the county of Honolulu, but was not recognized for census purposes in agreement with the State. Therefore, geographic areas were designated as place equivalents for statistical purposes through the cooperation of the State government and the Census Bureau. "Census designated places," used in the decennial census of population and housing) were not recognized as places for the 1992 Economic Census except in Hawaii. There, Census designated places with a census population of 2,500 or more were recognized as place equivalents for 1992. In addition, at the request of the State government, the islands of Lanai and Molokai within Maui County were recognized as places for the 1992, 1987, 1982, and 1977 census. The island of Molokai included the governmentally nonfunctioning Kalawao County.

Puerto Rico, Guam, and the Commonwealth of the Northern Mariana Islands did not have functioning governmental entities equivalent to legally established incorporated places. In Guam, 19 election districts were recognized as place equivalents. In Puerto Rico, barrios and barrios-pueblos were recognized as place equivalents. The Northern Mariana Islands had no places recognized for the 1992 Economic Census.

Balance of metropolitan area was designated only in the New England States, because their metropolitan areas were defined in terms of county subdivisions rather than counties. To maintain the ability to tabulate data for metropolitan statistical areas/consolidated metropolitan statistical areas/primary metropolitan statistical areas, the residual areas within a metropolitan area—those county subdivisions that did not meet the population criteria for separate data tabulation—were grouped as "balance of metropolitan area."

Balance of county was the residual area of a county (or equivalent entity) outside any entity(s) recognized separately as a place by the preceding place definition.

Digitized by Google

Incorporated municipalities with populations of fewer than 2,500, New England towns not in metropolitan areas and not qualifying as special economic urban areas, townships in Michigan, Minnesota, New Jersey, and Pennsylvania and towns in New York and Wisconsin not qualifying as special economic urban areas, and the remainders of counties outside geographic areas recognized as unique entities (that is, areas not located in any "place") were categorized as "balance of county."

Place Codes

These codes were a four-digit Bureau code and the five-digit Federal Information Processing Standards 55 code assigned to all places and place equivalents described above in alphabetic sequence within a State. Balance of county was assigned a census place code of 9999 and a Federal Information Processing Standards place code of 99999.

In New England (where metropolitan areas were defined in terms of county subdivisions rather than counties), incorporated municipalities under 2,500 population within metropolitan areas and towns and the American Indian Reservation in Maine not qualifying as special economic urban areas were categorized as "balance of metropolitan area." The census place code for each "balance of metropolitan area" was a "9" followed by the first three digits of its metropolitan statistical area or primary metropolitan statistical area code. The Federal Information Processing Standards place code was "99," followed by the first three digits of the metropolitan statistical area or primary metropolitan statistical area code.

The place-size code was a two-digit code based on the 1990 census or special census population counts.

ZIP CODES

ZIP Codes were administrative entities of the U.S. Postal Service. ZIP Codes did not necessarily coincide with the Census Bureau's geographic areas, and they frequently changed according to postal requirements. Most ZIP Codes did not have specific boundaries, and their implied boundaries did not necessarily follow clearly identifiable physical features. There were about 42,000 ZIP Codes at the time of the 1992 Economic Census. Limited statistics were summarized for individual five-digit ZIP Codes in the censuses of retail trade, service industries, and manufactures.

MINERAL INDUSTRIES CODES

The mineral industries geographic code structure used in the 1992 census allowed tabulating oil and gas establishment statistics to a State, an offshore area within a State, and offshore areas not associated with a particular State, rather than the usual State, county, or place level. It reflected a classification of oil and gas operations based on where their "bottoming out" actually occurred. Operations that bottomed out on land or inland waters were classified as "onshore" if within a coastal State; if within a noncoastal State, as "statewide." Operations that bottomed out seaward of the coastal line were classified as "offshore." The offshore areas for the 1992 census were the same as those for 1987 with pseudo-States in the Atlantic Ocean (called Atlantic offshore), the Pacific Ocean (called Pacific Offshore), and the Northern Gulf of Mexico (called Northern Gulf of Mexico offshore). The geographic code structure included a two-digit Federal Information Processing Standards State code or a Census Bureau pseudo-State code, and a three-digit pseudo-county code.

Digitized by Google

Digitized by Google

Appendix F.
List of Questionnaires and Record Books, With Selected Facsimiles

Page

General Forms
NC-9901 Report of Organization ---------- 2
NC-9926 Classification Report ---------- 5
NC-9923 General Schedule ---------- 6

Census of Retail Trade
CB-5202 Paint, Glass, Wallpaper ---------- 8
CB-5302 General Merchandise ---------- 11
CB-5400 Food ---------- 15
CB-5504 Gasoline Service Stations ---------- 19

Census of Wholesale Trade
CB-5001 Short Form ---------- 23
CB-5012 Motor Vehicles ---------- 25
CB-5013 Motor Vehicles Parts and Supplies ---------- 29
CB-5099 Miscellaneous Durable Goods ---------- 33

Census of Service Industries
CB-7001 Hotels and Motels ---------- 37
CB-7002 Miscellaneous Lodging Places ---------- 40
CB-7201 Laundry, Cleaning, and Related Services ---------- 43
CB-7307 Computer and Data Processing Services ---------- 46
CB-7802 Motion Picture Theaters ---------- 50
CB-7903 Miscellaneous Amusement and Recreation Services ---------- 52
CB-8001 Offices and Clinics of Physicians and Other Health Providers (Except Dentists) ---------- 55
CB-8702 Accounting, Auditing, and Bookkeeping Services ---------- 58

Transportation Surveys
TC-9502 Truck Inventory and Use Survey ---------- 61
CFS-1000 Commodity Flow Survey ---------- 72

Census of Transportation, Communications, and Utilities
CB-4100 Highway Passenger Transportation ---------- 79
CB-4701 Arrangement of Passenger Transportation ---------- 82
CB-4801 Telephone and Telegraph Communications ---------- 85

Census of Financial, Insurance, and Real Estate Industries
CB-6000 Depository and Related Institutions ---------- 88
CB-6200 Security and Commodity Brokers and Services ---------- 92
CB-6400 Insurance Agents, Brokers, and Services ---------- 95
CB-6503 Miscellaneous Real Estate ---------- 98

Page

Census of Construction Industries
CC-1509 Building Construction—General Contractors and Operative Builders ---------- 102
CC-1609 Heavy Construction Other Than Building Construction—Contractors ---------- 106
CC-1729 Painting and Paper Hanging Special Trade Contractors ---------- 110

Census of Manufactures
MA-1000(L) 1992 Annual Survey of Manufactures ---------- 114
MC-2002 Meat Processing Plants ---------- 118
MC-2004 Dairy Products ---------- 127

Census of Mineral Industries
MC-1001 Iron, Ferroalloy, Uranium, and Miscellaneous Metal Ores ---------- 138
MC-1301 Oil and Gas Field Operations ---------- 146
MC-1401 Stone, Sand, and Gravel ---------- 153

Census of Outlying Areas
OA-9820 Puerto Rico ---------- 161
OA-9873 Virgin Islands of the United States ---------- 179
OA-9863 Guam ---------- 183
OA-9883 Northern Mariana Islands ---------- 187
OA-9851 Record Book (The Virgin Islands of the United States, Guam, and the Northern Mariana Islands ---------- 190
OA-9852 Listing Sheet ---------- 191

Survey of Minority-Owned Business Enterprises
MB-1 Survey of Business Owners and Self-Employed Persons ---------- 192
MB-2 Survey of Business Owners ---------- 196
MB-3 Survey of Business Owners ---------- 199

Survey of Women-Owned Businesses
WB-1 Survey of Corporate Ownership ---------- 202

Enterprise Statistics
ES-9100 Enterprise Summary Report ---------- 205
ES-9200 Auxiliary Establishment Report ---------- 212

Characteristics of Business Owners Survey
CBO-1 Characteristics of Business Owners Survey (Sole Proprietorship) ---------- 218
CBO-2 Characteristics of Business Owners Survey (Partnership or Subchapter S Corporation) Business Characteristics ---------- 230
CBO-3 Characteristics of Business Owners Survey (Partnership or Subchapter S Corporation) Owner Characteristics ---------- 241

Note: The facsimiles of the questionnaires illustrated in this appendix are examples of those used in the 1992 Economic Census.

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
FORM

NC-9901 (Items 1—4)

1992 ECONOMIC CENSUSES
REPORT OF ORGANIZATION

OMB No. 0607-0636: Approval Expires 12/31/93

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Return your ORIGINAL completed form to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

(Please correct any error in name, address, and ZIP Code)

Census use only																

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, YOUR CENSUS REPORT IS CONFIDENTIAL. It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1 — CERTIFICATION

Name of person to contact regarding this report	Address (if different from above address)	Telephone: Area code	Number	Extension

This report is substantially accurate.

Signature of authorized person	Title	Date

Item 2 — COMPANY OWNERSHIP OR CONTROL — DOMESTIC

Does another U.S. (domestic) company own more than 50 percent of the voting stock of your company OR have the power to control the management and policies of your company?

1 ☐ YES — *Enter the following information on the owning or controlling company then go to item 3.*

2 ☐ NO — *Go to item 3.*

Name of owning or controlling company	Home office address *(Number and street, city, state, and ZIP Code)*	Employer Identification Number of owning or controlling company
		–

Percent of voting stock owned — *Mark (X) one* → 1 ☐ Less than 50% 2 ☐ 50% 3 ☐ More than 50%

Item 3 — COMPANY OWNERSHIP OR CONTROL — FOREIGN

Does a foreign entity (company, individual, government, etc.) own directly or indirectly 10 percent or more of the voting stock or other equity rights of your company?

1 ☐ YES — *Enter the following information on the owning entity then go to item 4.*

2 ☐ NO — *Go to item 4.*

Name of foreign beneficial owner	Home office address *(Number and street, city, country)*

Percent of ownership (direct or indirect) — *Mark (X) one* → 1 ☐ Less than 10% 2 ☐ 10–24% 3 ☐ 25–49% 4 ☐ 50% 5 ☐ 51–99% 6 ☐ 100%

Item 4 — FOREIGN AFFILIATES

Does this company alone, or with its domestic affiliates, own 10 percent or more of the voting stock of an incorporated foreign business enterprise, or an equivalent interest in an unincorporated foreign business enterprise, including ownership of real estate?

1 ☐ YES 2 ☐ NO

Digitized by Google

FORM NC-9901 (Item 5A) (9902)
(3-13-92)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

1992 ECONOMIC CENSUSES
REPORT OF ORGANIZATION

Refer to this CENSUS FILE NUMBER in any correspondence pertaining to this report

Item 5A — ESTABLISHMENTS OF YOUR COMPANY AND ITS SUBSIDIARIES, AND THEIR 1992 EMPLOYMENT AND PAYROLL

THIS ITEM SHOULD INCLUDE AN UP-TO-DATE LIST OF ALL ESTABLISHMENTS OF YOUR COMPANY AND ITS SUBSIDIARIES FOR WHICH SEPARATE ESTABLISHMENT REPORTS ARE NOT REQUIRED FOR THE 1992 ECONOMIC CENSUSES. For your convenience the prelisted establishments have been grouped in the following sequence: Employer Identification Number, major activity, and geographic location. Please bring this list up to date as follows:

- **Column (a)** — Correct any errors or omissions in the prelisted information.
- **Column (b), 1992 establishment data** — Report number of employees and payroll for each establishment (including part-year operations). Please do not combine data for establishments. If book figures are not available for providing employment and payroll data for each establishment, please provide your best estimates.
- **Column (c)** — Report status of each establishment as of the end of 1992.

Please read the definitions and instructions on the reverse side before completing this item.

Line No.	Employer Identification (EI) Number, establishment name, address of physical location (including ZIP Code), and major activity — *Add store or plant number, if any, and correct any errors or omissions* (a)	1992 establishment data — *Report the number of employees and payroll for each establishment (including part-year operations)* (b)	Status of establishment at end of 1992 — *Mark (X) one box and complete as indicated* (c)
	Employer ID number / Major activity Name Store or plant number Physical location — *Number and street* City / State / ZIP	Employees (during pay period including March 12, 1992) (Number) Payroll for 1st quarter of 1992 before deductions (Mil. / Thou. / Dol.) Total annual payroll for 1992 before deductions (Mil. / Thou. / Dol.)	1 ☐ In operation 2 ☐ Idle or inactive (but still owned) → 3 ☐ Closed (no new owner or operator), dismantled, or destroyed on → 4 ☐ Sold or leased to another operator — *Give date at right → AND enter name, etc., below* ↓ Month / Year Name of new owner or operator Number and street City / State / ZIP Code 5 ☐ Other — *Describe* →
Census use only	Census file number / TO / IND / TAB / WT GEO / SC / TE / CCS / NID		
	Employer ID number / Major activity Name Store or plant number Physical location — *Number and street* City / State / ZIP	Employees (during pay period including March 12, 1992) (Number) Payroll for 1st quarter of 1992 before deductions (Mil. / Thou. / Dol.) Total annual payroll for 1992 before deductions (Mil. / Thou. / Dol.)	1 ☐ In operation 2 ☐ Idle or inactive (but still owned) → 3 ☐ Closed (no new owner or operator), dismantled, or destroyed on → 4 ☐ Sold or leased to another operator — *Give date at right → AND enter name, etc., below* ↓ Month / Year Name of new owner or operator Number and street City / State / ZIP Code 5 ☐ Other — *Describe* →
Census use only	Census file number / TO / IND / TAB / WT GEO / SC / TE / CCS / NID		
	Employer ID number / Major activity Name Store or plant number Physical location — *Number and street* City / State / ZIP	Employees (during pay period including March 12, 1992) (Number) Payroll for 1st quarter of 1992 before deductions (Mil. / Thou. / Dol.) Total annual payroll for 1992 before deductions (Mil. / Thou. / Dol.)	1 ☐ In operation 2 ☐ Idle or inactive (but still owned) → 3 ☐ Closed (no new owner or operator), dismantled, or destroyed on → 4 ☐ Sold or leased to another operator — *Give date at right → AND enter name, etc., below* ↓ Month / Year Name of new owner or operator Number and street City / State / ZIP Code 5 ☐ Other — *Describe* →
Census use only	Census file number / TO / IND / TAB / WT GEO / SC / TE / CCS / NID		
	Employer ID number / Major activity Name Store or plant number Physical location — *Number and street* City / State / ZIP	Employees (during pay period including March 12, 1992) (Number) Payroll for 1st quarter of 1992 before deductions (Mil. / Thou. / Dol.) Total annual payroll for 1992 before deductions (Mil. / Thou. / Dol.)	1 ☐ In operation 2 ☐ Idle or inactive (but still owned) → 3 ☐ Closed (no new owner or operator), dismantled, or destroyed on → 4 ☐ Sold or leased to another operator — *Give date at right → AND enter name, etc., below* ↓ Month / Year Name of new owner or operator Number and street City / State / ZIP Code 5 ☐ Other — *Describe* →
Census use only	Census file number / TO / IND / TAB / WT GEO / SC / TE / CCS / NID		
	Employer ID number / Major activity Name Store or plant number Physical location — *Number and street* City / State / ZIP	Employees (during pay period including March 12, 1992) (Number) Payroll for 1st quarter of 1992 before deductions (Mil. / Thou. / Dol.) Total annual payroll for 1992 before deductions (Mil. / Thou. / Dol.)	1 ☐ In operation 2 ☐ Idle or inactive (but still owned) → 3 ☐ Closed (no new owner or operator), dismantled, or destroyed on → 4 ☐ Sold or leased to another operator — *Give date at right → AND enter name, etc., below* ↓ Month / Year Name of new owner or operator Number and street City / State / ZIP Code 5 ☐ Other — *Describe* →
Census use only	Census file number / TO / IND / TAB / WT GEO / SC / TE / CCS / NID		

Digitized by Google

FORM NC-9901 (Item 5B) (3-13-92) (8903)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

1992 ECONOMIC CENSUSES

REPORT OF ORGANIZATION

Page _____ of _____ pages

PLEASE ENTER YOUR CENSUS FILE NUMBER (See front page)

Item 5B — LISTING OF ADDITIONAL ESTABLISHMENT(S) AND/OR NEW PLANT(S) UNDER CONSTRUCTION OPERATED BY YOUR COMPANY AND ITS SUBSIDIARIES

- **Column (a)** — List separately any establishments of your company and its subsidiaries that are not accounted for in Item 5A or on other report forms in this mailing package, but were in operation or any new plants under construction during part or all of 1992.
  - **For acquired establishments** that you list, complete Item (e).
  - **For new plant(s) under construction or all other establishments** that you list, complete Item (f).
- **Column (b)** — Complete this column for each listed establishment.
- **Column (c)** — Mark (X) the box which best describes the activity of each establishment. *See box codes at right.*
- **Column (d)** — Describe major activity or list principal products or services.

NOTE: Additional copies of Item 5B are available upon request to Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47134-0001. If you prefer, you may use your own paper to list additional establishments; in such instances, however, please follow the same format as shown on the report form. Be sure to enter the item number, your company's name and address, and the Census File Number in the upper right corner of each additional sheet.

DESCRIPTION AND CODES FOR COLUMN (c)

1 — Agricultural production
2 — Agricultural services
3 — Minerals extraction or ore processing
4 — Mining services or oil and gas field services
5 — Construction
6 — Merchant wholesalers
7 — Commission merchant/broker/agent
8 — Manufacturers' sales branches, manufacturers' sales offices
9 — Manufacturing
10 — Finance, insurance, or real estate
11 — Retail
12 — Retail concessions/departments in retail stores
13 — Transportation, communications, and public utilities
14 — Legal, educational, or health services
15 — Services
16 — Central administrative office: accounting, purchasing, legal activities for your own company
17 — Other auxiliary establishments such as storage warehouses and research laboratories primarily providing service to your own or affiliated company rather than customers or clients
18 — Other — *Specify major activity in column (d) below.*

Important **DO NOT DUPLICATE ESTABLISHMENTS ALREADY PRELISTED IN ITEM 5A**

Line No.	Employer Identification (EI) Number, establishment name, your store or plant number, if any, and address of physical location (including ZIP Code) (a)	1992 establishment data — Report number of employees and payroll for each establishment (including part-year operations) (b)	Kind of business activity in 1992 — Major activity Mark (X) one box from the above descriptions (c)	Description of major activity or principal products or services (d)
	Employer Identification number → ___ – ___ Name / Store or plant number Physical location — *Number and street* City / State / ZIP Code (e) Name and address of former owner or operator and date of purchase Name and address of former owner or operator / Month / Year (f) Date establishment opened or is expected to open and expected employment / Month / Year / Expected employment	Employees (during pay period including March 12, 1992) (Number) Payroll for 1st quarter of 1992 before deductions — Mil. / Thou. / Dol. Total annual payroll for 1992 before deductions Census use only: Census file number / SC / TO / IND / FORM; TAB / WT / CCS / OID	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐	
	Employer Identification number → ___ – ___ Name / Store or plant number Physical location — *Number and street* City / State / ZIP Code (e) Name and address of former owner or operator and date of purchase Name and address of former owner or operator / Month / Year (f) Date establishment opened or is expected to open and expected employment / Month / Year / Expected employment	Employees (during pay period including March 12, 1992) (Number) Payroll for 1st quarter of 1992 before deductions — Mil. / Thou. / Dol. Total annual payroll for 1992 before deductions Census use only: Census file number / SC / TO / IND / FORM; TAB / WT / CCS / OID	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐	
	Employer Identification number → ___ – ___ Name / Store or plant number Physical location — *Number and street* City / State / ZIP Code (e) Name and address of former owner or operator and date of purchase Name and address of former owner or operator / Month / Year (f) Date establishment opened or is expected to open and expected employment / Month / Year / Expected employment	Employees (during pay period including March 12, 1992) (Number) Payroll for 1st quarter of 1992 before deductions — Mil. / Thou. / Dol. Total annual payroll for 1992 before deductions Census use only: Census file number / SC / TO / IND / FORM; TAB / WT / CCS / OID	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐	
	Employer Identification number → ___ – ___ Name / Store or plant number Physical location — *Number and street* City / State / ZIP Code (e) Name and address of former owner or operator and date of purchase Name and address of former owner or operator / Month / Year (f) Date establishment opened or is expected to open and expected employment / Month / Year / Expected employment	Employees (during pay period including March 12, 1992) (Number) Payroll for 1st quarter of 1992 before deductions — Mil. / Thou. / Dol. Total annual payroll for 1992 before deductions Census use only: Census file number / SC / TO / IND / FORM; TAB / WT / CCS / OID	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐	

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
FORM
NC-9926

1992 ECONOMIC CENSUSES CLASSIFICATION REPORT

OMB No. 0607-0742: Approval Expires 06/30/94

DUE DATE: 30 DAYS AFTER RECEIPT

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Return your completed form to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Census use only

(Please correct any error in name, address, and ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1 – EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the SAME as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI number (9 digits)* → ☐☐ – ☐☐☐☐☐☐☐

Item 2 – PHYSICAL LOCATION OF ESTABLISHMENT – *Answer items a, b, c, and d*

NOTE – P.O. Boxes or rural routes are not physical locations.

a. 1 ☐ **Same as shown in mailing label, if different, indicate change.**

Number and street

City, town, village, etc. | State | ZIP Code

b. **Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?**

095 1 ☐ Yes 2 ☐ No 3 ☐ No legal boundaries 4 ☐ Don't know

c. **Type of municipality where physically located**

096 1 ☐ City, village, or borough 2 ☐ Town or township 3 ☐ Other or don't know

d. **Name of county where physically located**

Item 3 – BUSINESS OR ACTIVITY

a. **Mark (X) the ONE** box which **BEST** describes your major type of activity during the past year.

070 1 ☐ MANUFACTURING 2 ☐ OTHER – *Specify activity* _____

b. **Mark (X) the ONE** box which **BEST** describes your specific business or activity.

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

Item 4 – CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report – *Print or type*	Telephone →	Area code	Number	Extension
Signature of authorized person	Date			

PENALTY FOR FAILURE TO REPORT

Digitized by Google

U. S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
FORM

NC-9923

1992 ECONOMIC CENSUSES

GENERAL SCHEDULE

OMB No. 0607-0740: Approval Expires 06/30/94

DUE DATE: 30 DAYS AFTER RECEIPT

If you have any questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Return your completed form to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Census use only

NC-9923

(Please correct any error in name, address, and ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1 – EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the SAME as that used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – Enter current EI Number → *(9 digits)* ☐☐-☐☐☐☐☐☐☐

Item 2 – PHYSICAL LOCATION OF ESTABLISHMENT

Answer items a, b, c, and d

NOTE: P.O. boxes or rural routes are not physical locations.

a. 1 ☐ Same as shown in mailing label. If different, indicate change.

Number and Street		
City, Town, Village, etc.	State	ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Don't know

c. Type of municipality where physically located

096 1 ☐ City, village, or borough 3 ☐ Other or don't know
2 ☐ Town or Township

d. Name of county where physically located

Item 3 – BUSINESS OR ACTIVITY

Mark (X) the ONE box which best describes the PRINCIPAL activity of this establishment in 1992.

070 881100 2 ☐ **Private household** (employing domestic help, e.g., cooks, maids, gardeners, secretaries, etc.)

RETAIL TRADE (R)

594130 7 ☐ Bicycle shop
581230 0 ☐ Cafeteria
573420 7 ☐ Computer software store
581250 8 ☐ Contract feeding
541120 2 ☐ Convenience food store
581300 1 ☐ Drinking place (alcoholic beverages)
565100 5 ☐ Family clothing store
571210 4 ☐ Furniture store
554110 7 ☐ Gasoline service station
594110 9 ☐ General-line sporting goods store
594700 7 ☐ Gift, novelty, or souvenir shop
541110 3 ☐ Grocery store
553120 7 ☐ Home and auto supply store
581260 7 ☐ Ice cream/frozen yogurt stand (or store)
592100 2 ☐ Liquor store
581210 2 ☐ Restaurant or lunchroom (full service)
581240 9 ☐ Refreshment places (limited menu, e.g., fast food)
581220 1 ☐ Social caterer
553110 8 ☐ Tires, batteries, and accessories dealer (new)
554120 6 ☐ Truck stop
562100 8 ☐ Woman's clothing store
☐ Other kind of retail business – *Specify*

(Specify source of receipts in ITEM 4)

☐ **WHOLESALE TRADE (W)**

Principal Commodity Sold – *Specify*

☐ Agent or broker
☐ Merchant
☐ Other type of wholesaler – *Specify*

(Specify source of receipts in ITEM 4)

MANUFACTURING (M)

☐ Publishing, or Publishing and Printing – *Specify*

(Specify source of receipts in ITEM 4)

275200 4 ☐ Commercial printing, lithographic
☐ Other commercial printing – *Specify*

(Specify source of receipts in ITEM 4)

241100 7 ☐ Logging camps and logging contractors
359900 8 ☐ Machine shop, jobbing and repair
☐ Other manufacturing – *Specify*

(Specify source of receipts in ITEM 4 and materials consumed in ITEM 5)

CONSTRUCTION (C)

Building construction – general contractor

152100 4 ☐ Single-family housing construction
☐ Other building construction – *Specify*

(Specify source of receipts in ITEM 4)

Heavy construction contractor

161100 3 ☐ Highway and street construction
☐ Other heavy construction – *Specify*

(Specify source of receipts in ITEM 4)

Special trade contractor

175100 7 ☐ Carpentry work
177100 5 ☐ Concrete work
173100 9 ☐ Electrical work
179400 7 ☐ Excavation work
174100 8 ☐ Masonry or other stonework
172100 0 ☐ Painting or paper hanging contractor
171100 1 ☐ Plumbing, heating, or air conditioning contractor
176100 6 ☐ Roofing, siding, or sheet metal work
☐ Other special trade contractor – *Specify*

(Specify source of receipts in ITEM 4)

PENALTY FOR FAILURE TO REPORT

CONTINUED ON PAGE 2 →

Digitized by Google

Item 3 – BUSINESS OR ACTIVITY – Continued

SERVICES (S)

872100 3 ☐ Accounting, auditing, or bookkeeping service
871200 2 ☐ Architectural services
753210 4 ☐ Auto top and body shop, except paint shop
753810 1 ☐ Auto repair shop, general (except diesel)
753220 3 ☐ Automotive paint shop
724100 3 ☐ Barber shop
723100 4 ☐ Beauty shop (or unisex shop)
734900 4 ☐ Building cleaning or maintenance service
835100 9 ☐ Child day care services
804100 6 ☐ Chiropractors' office/clinic
866100 1 ☐ Church, synagogue, convent, monastery, etc.
864100 3 ☐ Civic, social, or fraternal association
733610 0 ☐ Commercial art
733500 3 ☐ Commercial photography
737200 6 ☐ Computer prepackaged software, except stores
737100 8 ☐ Computer programming services (custom software)
802110 7 ☐ Dentist's office
801110 8 ☐ Doctor's office, medical (M.D. degree only)
803110 6 ☐ Doctor's office, osteopathic (D.O. degree only)
873200 0 ☐ Economic, sociological, educational research
871100 4 ☐ Engineering services
733620 9 ☐ Graphic arts and related design
832200 0 ☐ Individual and family social service
874100 1 ☐ Management or administrative services
874200 9 ☐ Management consulting services
701130 7 ☐ Motel or tourist court
811110 6 ☐ Lawyers (or attorney's) office
804200 4 ☐ Optometrist's office/clinic
804300 2 ☐ Podiatrist's office/clinic
874300 7 ☐ Public relations services
871300 0 ☐ Surveying services
784100 0 ☐ Video tape rental
☐ Other kind of services – *Specify* ▼

(Specify source of receipts in ITEM 4)

TRANSPORTATION (T)

4212 ☐ Local trucking without storage
4213 ☐ Trucking, except local

Type of trucking

40 ☐ Agriculture products
70 ☐ Dump trucking
60 ☐ Garbage and trash collection
20 ☐ General freight trucking
30 ☐ Hazardous materials trucking
10 ☐ Household goods moving
☐ Other specialized trucking – *Specify* ▼

(Specify source of receipts in ITEM 4)

451300 8 ☐ Air courier services
411930 1 ☐ Ambulance or rescue service
421520 8 ☐ Courier services, except local or by air
473110 5 ☐ Freight forwarder
411920 2 ☐ Limousine service
421510 9 ☐ Local courier services, except air
415100 7 ☐ School bus
473120 4 ☐ Shipping agent or broker
411910 3 ☐ Sightseeing bus
412100 0 ☐ Taxicab
472500 8 ☐ Tour operator
472400 1 ☐ Travel agent
☐ Other transportation – *Specify* ▼

(Specify source of receipts in ITEM 4)

FINANCE, INSURANCE, AND REAL ESTATE (F)

641110 2 ☐ Insurance agent or broker
628200 8 ☐ Investment advisor
653120 6 ☐ Nonresidential real estate agent or broker
653130 5 ☐ Nonresidential real estate property manager
651220 6 ☐ Operator of manufacturing or industrial building
651210 7 ☐ Operator of professional or other office building
651230 5 ☐ Operator of shopping center
651300 6 ☐ Owner-operator of apartment building
653160 2 ☐ Real estate appraiser
653110 7 ☐ Residential real estate or broker
☐ Other kind of finance, insurance, or real estate – *Specify* ▼

(Specify source of receipts in ITEM 4)

OTHER (O)

☐ **AGRICULTURAL PRODUCTION**
☐ **AGRICULTURAL SERVICE**
☐ **COMMUNICATIONS**
☐ **ELECTRIC, GAS, OR SANITARY SERVICES**
☐ **MINERAL EXTRACTION**
☐ **MINERAL SERVICE**
☐ **OTHER BUSINESS OR ACTIVITY** – *Specify* ▼

Specify source of receipts in ITEM 4

(Specify source of receipts in ITEM 4)

Item 4 – SOURCE OF SALES, RECEIPTS, OR REVENUE

List below the principal lines of merchandise sold, construction work done, products produced or services provided and indicate the approximate percentage each was of the total dollar volume of business in 1992 (e.g., gasoline 85%, auto repairs 10%, oil 5%).

Source	Percent
	%
	%
	%
	%
TOTAL – Should equal 100% →	100 %

Item 5 – MATERIALS CONSUMED

If you are a manufacturer, list the primary materials consumed in producing the manufactured products.

Item 6 – CLASS OF CUSTOMER

Mark (X) the ONE box which best describes to whom you sell most of your products or provide your services.

To the general public (household consumers and individuals) . . . . . 1 ☐
To retail or wholesale establishments . . . . . 2 ☐
To construction contractors . . . . . 3 ☐
To institutional, industrial, commercial, professional, government, or farm users . . . . . 4 ☐
Other customers – *Specify* ▼ 5 ☐

Item 7 – REMARKS

Item 8 – CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report – *Print or type*	Telephone →	Area Code	Number	Extension

Signature of authorized person	Date

FORM NC-9923

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-5202

1992 CENSUS OF RETAIL TRADE
PAINT, GLASS, WALLPAPER

OMB No. 0607-0719: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-5202

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

Number of months

002

a. How many months during 1992 was this establishment actively operated?

b. Which of the following best describes this establishment's status at the end of 1992? *Mark (X) only ONE box.*

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.

Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 4. DOLLAR VOLUME OF BUSINESS

Sales of merchandise and other operating receipts for 1992 (Exclude sales or other taxes collected)

010 Mil. | Thou. | Dol.

Item 5. PAYROLL

Payroll in 1992, BEFORE DEDUCTIONS

a. Annual 030 Mil. | Thou. | Dol.

b. First quarter (January–March) 031 Mil. | Thou. | Dol.

Item 6. EMPLOYMENT

Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees)

032 Number

Item 7. KIND OF BUSINESS

What was this establishment's PRINCIPAL kind of business in 1992? *Mark (X) only ONE box.*

070

- Paint, glass, wallpaper store . . . . . ☐ 523101
- Hardware store . . . . . ☐ 525101
- Retail lumber yard . . . . . ☐ 521111
- Home center . . . . . ☐ 521121
- Metal storm door and window dealer . . . . . ☐ 521132
- Other retail building materials dealer (brick, cabinets to be installed, ceramic tile, cinder blocks, fencing, prefabricated buildings, roofing, sand and gravel, siding, wallboard) . . ☐ 521131
- Wholesale paint and wallpaper distributor . . . ☐ 519800
- Construction contractor (painting, glass installation, etc.) – *Describe* . . . . . ☐ 9170000
- Other kind of business – *Describe* . . . . . ☐ 777777

Item 8. METHOD OF SELLING

What was this establishment's PRINCIPAL method of selling in 1992? *Mark (X) only ONE box.*

235

- Selling at this establishment . . . . . 1 ☐
- Mail order (include catalog selling and home shopping via television or computer) . . . . . 2 ☐
- Telemarketing . . . . . 3 ☐
- Direct selling (include selling from house-to-house and nonfixed or temporary locations) . . 4 ☐
- Operating merchandise vending machines . . . 5 ☐

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 9. CLASS OF CUSTOMER

Report the percentage of this establishment's total sales in 1992 (Item 4) to each class of customer.

		Whole percent of sales
a. General public (household consumers and individuals)	237	
b. Builders and contractors	238	
c. Other, including retailers; wholesalers; institutional, industrial, commercial, professional, and farm users (for use in farm production); and government	239	

Item 10. MERCHANDISE LINES

Report sales for each merchandise line sold by this establishment, either as a dollar figure or as a whole percent of total sales. *(See HOW TO REPORT DOLLAR FIGURES on page 1 and HOW TO REPORT PERCENTS below)*

HOW TO REPORT PERCENTS

If figure is **38.76%** of total sales:

- ***Report whole percents*** → **39**
- *Not acceptable* → 38.76

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
1. Lumber, millwork, building materials, and home repair and modernization equipment and supplies (Report paint and related preservatives on line 2 and materials installed in construction, renovation, or repair on line 12)	230	231			232
a. Wallpaper and other flexible wallcoverings (Report wallboard and paneling on line 1c)	658				
b. Glass (Report glassware on line 6)	661				
c. Other lumber, millwork, building materials, home repair and modernization equipment and supplies	662				
d. Sum of lines 1a through 1c	640				
2. Paint and related preservatives and supplies					
a. Paint, varnish, and shellac	671				
b. Paint sundries (brushes, thinners, compounds, spackling paste, etc.)	672				
c. Sum of lines 2a and 2b	670				
3. Floor coverings					
a. Soft-surface (textile) floor coverings and accessories	361				
b. Hard-surface floor coverings and accessories (include tile and sheet goods)	362				
c. Sum of lines 3a and 3b	360				
4. Hardware, tools, and plumbing and electrical supplies					
a. Hardware	601				
b. Tools	602				
c. Plumbing supplies	603				
d. Electrical supplies	604				
e. Sum of lines 4a through 4d	600				
5. Lawn and garden equipment and supplies, cut flowers, plants, shrubs, fertilizers, etc.	620				

Item 10. MERCHANDISE LINES – Continued

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
6. Kitchenware and homefurnishings (include cookware, dinnerware, clocks, pictures, frames, mirrors, bathroom accessories, etc.)	380				
7. Furniture, sleep equipment	340				
8. Small electric appliances (include shavers; mixers; blenders; can openers; toasters; coffee makers; frypans; and personal care appliances, such as hair dryers, curling irons, etc.)	310				
9. Curtains, draperies, blinds, slipcovers, bed and table coverings					
a. Curtains and draperies	281				
b. Vertical and horizontal blinds and woven wood blinds	282				
c. Furniture coverings and domestics	285				
d. Sum of lines 9a through 9c	280				
10. Automotive tires, batteries, parts, accessories	740				
11. All other merchandise (Report receipts for services on line 12)	890				
Specify principal lines and estimated sales below					
a.	891				
b.	892				
c.	893				
12. All nonmerchandise receipts (include receipts from rentals, storage, and other services provided to customers) EXCLUDING SALES AND OTHER TAXES					
a. Construction receipts (include material and labor charges for adding rooms, installing windows, building fences, rebuilding furnaces, reroofing, etc., for work done by employees of this establishment. Report receipts for work done by hired subcontractors on line 12c.)	901				
b. Repair and maintenance receipts (include material and labor charges for property upkeep, such as painting, furnace cleaning, furnace repair, roof repair, etc., for work done by employees of this establishment. Report receipts for work done by hired subcontractors on line 12c.)	902				
c. All other nonmerchandise receipts (include charges for delivery, storage, rental or lease of tools and equipment, etc.)	946				
d. Sum of lines 12a through 12c	900				
13. **TOTAL** (Should equal item 4 if reporting in dollars)	900				100%

Item 11. Not applicable to this report

Item 12. Not applicable to this report

FORM CB-5202

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-5202** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF RETAIL TRADE
PAINT, GLASS, WALLPAPER

Enter the 11-digit CENSUS FILE NUMBER as shown on this report ***(See label on page 1)***

Item 13. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992? *Mark (X) only ONE box.*

003
1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
3 ☐ Cooperative association (taxable)
4 ☐ Cooperative association (tax-exempt)
5 ☐ Government – *Specify* _____
0 ☐ Corporation *(Do not mark if any form of cooperative association)*
9 ☐ Other – *Specify* _____

Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 15*

b. Is this company owned or controlled by another company?

097 1 ☐ Yes ⟶
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?

098 1 ☐ Yes ⟶
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in Item 1) AT THE END of 1992? Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

					1992	Mil.	Thou.	Dol.
1	Name				Sales	081		
	Number and street				Annual payroll	082		
	City	State	ZIP Code		Paid employees for pay period including March 12	083		
	Kind-of-business description				Census use	088		

					1992	Mil.	Thou.	Dol.
2	Name				Sales	081		
	Number and street				Annual payroll	082		
	City	State	ZIP Code		Paid employees for pay period including March 12	083		
	Kind-of-business description				Census use	088		

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 15. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year	Name of person to contact regarding this report – *Print or type*

Telephone	Area code	Number	Extension	Title

Signature of authorized person	Date

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-5302

1992 CENSUS OF RETAIL TRADE
GENERAL MERCHANDISE

OMB No. 0607-0719: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1–800–233–6136

Please read the accompanying instructions before answering the questions.

Census use

CB-5302

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? 002 Number of months

b. Which of the following best describes this establishment's status at the end of 1992? *Mark (X) only ONE box.*

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report • ***Preferred*** *Acceptable*

Millions (000)	Thousands (000)	Dollars (000)
1	126	
1	125	629

Item 4. DOLLAR VOLUME OF BUSINESS

010 Mil. | Thou. | Dol.

Sales of merchandise and other operating receipts for 1992 (Exclude sales or other taxes collected)

Item 5. PAYROLL

030 Mil. | Thou. | Dol.

Payroll in 1992, BEFORE DEDUCTIONS

a. Annual

031

b. First quarter (January–March)

Item 6. EMPLOYMENT

Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees) 032 Number

Item 7. KIND OF BUSINESS

What was this establishment's PRINCIPAL kind of business in 1992? *Mark (X) only ONE box.*

070

Variety store, five and dime store	☐ 533101
Limited price variety store	☐ 533102
Conventional department store	☐ 531111
Discount or mass merchandising department store	☐ 531121
General merchandise store	☐ 539911
Catalog showroom (inventory at location)	☐ 539921
Catalog store (including telephone order offices)	☐ 596111
Mail order – general merchandise	☐ 596121
Craft supplies store	☐ 594521
Other kind of business – *Describe*	☐ 777777

Item 8. METHOD OF SELLING

What was this establishment's PRINCIPAL method of selling in 1992? *Mark (X) only ONE box.*

235

Selling at this establishment	1 ☐
Mail order (include catalog selling and home shopping via television or computer)	2 ☐
Telemarketing	3 ☐
Direct selling (include selling from house-to-house and nonfixed or temporary locations)	4 ☐
Operating merchandise vending machines	5 ☐

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 9. CLASS OF CUSTOMER

Report the percentage of this establishment's total sales in 1992 (item 4) to each class of customer.

	Whole percent of sales
a. General public (household consumers and individuals)	237
b. Other, including retailers; wholesalers; institutional, industrial, commercial, professional, and farm users (for use in farm production); and government	239

Item 10. MERCHANDISE LINES

Report sales for each merchandise line sold by this establishment, either as a dollar figure or as a whole percent of total sales. *(See HOW TO REPORT DOLLAR FIGURES on page 1 and HOW TO REPORT PERCENTS below)*

HOW TO REPORT PERCENTS	If figure is **38.76%** of total sales:	Mil.	Thou.	Dol.	Percent
	• ***Report whole percents*** →				**39**
	Not acceptable →				38.76

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
	230	231			232
1. Women's, juniors', and misses' wear (Report girls' and infants' and toddlers' wear on line 3 and footwear on line 4)	220				
2. Men's wear (Report boys' wear on line 3 and footwear on line 4)	200				
3. Children's wear (Include boys' (sizes 2 to 7 and 8 to 20), girls' (sizes 4 to 6x and 7 to 14), and infants' and toddlers' clothing and accessories. Report footwear on line 4.)	240				
4. Footwear (include accessories)	260				
5. Curtains, draperies, blinds, slipcovers, bed and table coverings					
a. Curtains and draperies	281				
b. Vertical and horizontal blinds and woven wood blinds	282				
c. Furniture coverings (ready-made and custom-made)	283				
d. Domestics (include towels, sheets, blankets, table linens and coverings, etc.)	284				
e. Sum of lines 5a through 5d	280				
6. Sewing, knitting, needlework goods (include fabrics, notions, patterns, yarns, laces, trimmings, needlework kits, etc.)	270				
7. Kitchenware and homefurnishings (include cookware, dinnerware, clocks, pictures, frames, mirrors, bathroom accessories, etc.)					
a. Cookware and cooking accessories (include strainers, sifters, grinders, cutlery, canning supplies, etc.)	381				
b. Dinnerware, china, glassware, tableware, giftware (include all flatware and holloware)	382				
c. Decorative accessories (include lamps, lampshades, mirrors, pictures, clocks, magazine racks, spice racks, desk sets, etc.)	383				
d. All other kitchenware and homefurnishings (include closet and bathroom accessories, etc.)	384				
e. Sum of lines 7a through 7d	380				

Item 10. MERCHANDISE LINES – Continued

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
8. Audio equipment, musical instruments, and supplies (Include radios, stereos, compact discs, records, tapes, sheet music, accessories. Report parts installed in repair on line 44 and rental receipts on line 44.)	330				
9. Small electric appliances (include shavers; mixers; blenders; can openers; toasters; coffee makers; frypans; and personal care appliances, such as hair dryers, curling irons, etc.)	310				
10. TV's, video recorders, video cameras, video tapes, etc. (include parts and accessories)					
a. Televisions	321				
b. Video recorders, cameras, and tapes (Report receipts from video tape rental on line 44)	324				
c. Sum of lines 10a and 10b	320				
11. Furniture, sleep equipment	340				
12. Major household appliances (include refrigerators, ranges, microwave ovens, room air-conditioners, etc.)	300				
13. Floor coverings					
a. Soft-surface (textile) floor coverings and accessories	361				
b. Hard-surface floor coverings and accessories (include tile and sheet goods)	362				
c. Sum of lines 13a and 13b	360				
14. Computer hardware, software, and supplies (Report computer-related furniture on line 11. Report calculators and office equipment, such as adding machines, copiers, fax machines, etc., on line 15. Report office supplies on line 43.)	370				
15. Office equipment (Include fax machines, dictaphones, copying machines, calculating machines, etc. Report office supplies on line 43.)	854				
16. Toys, hobby goods, and games (Include video and electronic games, and wheel goods, except bicycles. Report bicycles on line 29.)					
a. Toys (include wheel goods)	461				
b. Games (include video and electronic games)	462				
c. Hobby goods and craft kits	463				
d. Sum of lines 16a through 16c	460				
17. Craft supplies	881				
18. Meals, snacks, sandwiches, nonalcoholic beverages generally served for immediate consumption	120				

ITEM 10 CONTINUED ON PAGE 3

FORM CB-5302

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-5302** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF RETAIL TRADE
GENERAL MERCHANDISE

Enter the 11-digit CENSUS FILE NUMBER as shown on this report ***(See label on page 1)***

Item 10. MERCHANDISE LINES – Continued

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
19. Groceries and other food items for human consumption off the premises (Include candy, gum, etc. Report vitamins on line 33 and pet food on line 40.)	100				
20. Stationery	851				
21. School supplies	852				
22. Greeting cards	855				
23. Luggage and leather goods (Report men's and women's small leather apparel accessories on line 2 or 1)	859				
24. Books (Report audio tape books on line 8)	420				
25. Magazines and newspapers	856				
26. Hardware, tools, and plumbing and electrical supplies	600				
27. Lawn and garden equipment and supplies, cut flowers, plants, shrubs, fertilizers, etc.	620				
28. Lumber, building materials, and home improvement equipment and supplies (Report paint and related preservatives on line 42)	640				
29. Sporting goods	500				
30. Jewelry (Include watches, watch attachments, novelty jewelry, etc. Report flatware and holloware on line 7b and receipts from watch, clock, and jewelry repair and engraving on line 44.)	400				
31. Optical goods (include eyeglasses, contact lenses, sunglasses, telescopes, microscopes, etc.)	490				
32. Tobacco products and accessories (exclude sales from vending machines operated by others)	150				
33. Drugs, health aids, beauty aids	160				
34. Paper and related products (include paper towels, toilet tissue, wraps, bags, foils, etc.)	190				
35. Soaps, detergents, and household cleaners	180				
36. Automotive fuels	720				
37. Automotive lubricants (oil, greases, etc.)	730				
38. Automotive tires, batteries, parts, accessories	740				
39. Packaged liquor, wine, and beer	140				
40. Pets, pet foods, and pet supplies	800				
41. Photographic equipment and supplies (Report photofinishing on line 44)	440				

Item 10. MERCHANDISE LINES – Continued

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
42. Paint and related preservatives and supplies	670				
43. All other merchandise (Report receipts for services on line 44)	890				
Specify principal lines and estimated sales below					
a. _____	891				
b. _____	892				
c.	893				
44. All nonmerchandise receipts (include receipts from rentals, storage, and other services provided to customers) EXCLUDING SALES AND OTHER TAXES	900				
45. TOTAL (Should equal item 4 if reporting in dollars)	990				100%

Item 11. SPECIAL INQUIRIES

a. Floor space as of December 31, 1992

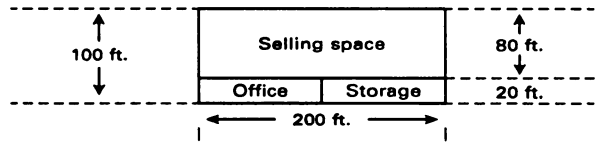
INCLUDE:

- Only the floor space used/controlled by this company.
- All space occupied by this establishment on every floor of multi-story buildings.

EXAMPLE: How to compute floor space in square feet

(1) Under-roof selling space is:
200 ft. x 80 ft. = 16,000 sq. ft.

(2) Total under-roof floor space is:
200 ft. x 100 ft. = 20,000 sq. ft.



	Square feet
(1) Under-roof selling space – Enter the square feet of in-store selling space at the end of 1992. Include all store areas open to customers, including aisles, elevators, etc. Do not include display windows fronting onto streets or walks, outdoor entrance ways, or other outdoor space.	251
(2) Total under-roof floor space – Enter the total square footage of all under-roof selling space plus all other space available at the end of 1992. Include dry storage, refrigerated space, offices, workrooms, display windows, and enclosed entrance ways. Do not include outdoor space, even if covered.	252

b. Did this establishment have a CENTRALIZED check-out area with MULTIPLE cash registers in 1992? 259 1 ☐ Yes 2 ☐ No

Item 12. Not applicable to this report

Item 13. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992? *Mark (X) only ONE box.*

003
1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
3 ☐ Cooperative association (taxable)
4 ☐ Cooperative association (tax-exempt)
5 ☐ Government – *Specify* _____
0 ☐ Corporation *(Do not mark if any form of cooperative association)*
9 ☐ Other – *Specify* _____

CONTINUE ON PAGE 4

Digitized by Google

Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 15*

b. Is this company owned or controlled by another company?

097 1 ☐ Yes ⟶
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI Number (9 digits)

c. Does this company own or control any other company or companies?

098 1 ☐ Yes ⟶
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI Number (9 digits)

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992?

Number
079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.
Estimates are acceptable if book figures are not available.

1	Name			1992	Mil.	Thou.	Dol.	3	Name			1992	Mil.	Thou.	Dol.
	Number and street			Sales	081				Number and street			Sales	081		
	City	State	ZIP Code	Annual payroll	082				City	State	ZIP Code	Annual payroll	082		
	Kind-of-business description			Paid employees for pay period including March 12					Kind-of-business description			Paid employees for pay period including March 12			
				083								083			
				Census use 088								Census use 088			
2	Name			1992	Mil.	Thou.	Dol.	4	Name			1992	Mil.	Thou.	Dol.
	Number and street			Sales	081				Number and street			Sales	081		
	City	State	ZIP Code	Annual payroll	082				City	State	ZIP Code	Annual payroll	082		
	Kind-of-business description			Paid employees for pay period including March 12					Kind-of-business description			Paid employees for pay period including March 12			
				083								083			
				Census use 088								Census use 088			

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 15. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year	Name of person to contact regarding this report – *Print or type*	
Telephone	Area code	Number	Extension	Title
Signature of authorized person				Date

FORM CB-5302

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-5400

1992 CENSUS OF RETAIL TRADE
FOOD

OMB No. 0607-0719: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-5400

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? 002 Number of months

b. Which of the following best describes this establishment's status at the end of 1992? *Mark (X) only ONE box.*

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 4. DOLLAR VOLUME OF BUSINESS

010 Mil. | Thou. | Dol.

Sales of merchandise and other operating receipts for 1992 (Exclude sales or other taxes collected)

Item 5. PAYROLL

030 Mil. | Thou. | Dol.

Payroll in 1992, BEFORE DEDUCTIONS

a. Annual

031

b. First quarter (January–March)

Item 6. EMPLOYMENT

032 Number

Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees)

Item 7. KIND OF BUSINESS

What was this establishment's PRINCIPAL kind of business in 1992? *Mark (X) only ONE box.*

070

Grocery store	☐ 541111
Food supermarket	☐ 541112
Convenience food store	☐ 541121
Convenience food/gasoline store	☐ 541131
Food warehouse store	☐ 541113
Delicatessen	☐ 541141
Bakery (baking on premises)	☐ 546111
Bakery goods store (no baking on premises)	☐ 546121
Doughnut shop	☐ 546112
Meat market	☐ 542101
Fish (seafood) market	☐ 542102
Freezer and locker meat provisioner	☐ 542103
Dairy products store (no pasteurizing or bottling on the premises)	☐ 545102
Ice cream/soft serve shop	☐ 581261
Candy, nut, confectionery store	☐ 544101
Fruit stand, vegetable market	☐ 543101
Health food and vitamin store	☐ 549901
Coffee, tea, spice store	☐ 549902
Egg, poultry dealer	☐ 549903
Dairy plant (pasteurizing or bottling on the premises)	☐ 9202000

ITEM 7 CONTINUED ON PAGE 2

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 7. KIND OF BUSINESS – Continued

070

- Dairy route (no pasteurizing or bottling on the premises) . . . . . ☐ 596342
- Mail order food . . . . . ☐ 596132
- Frozen food plan (door-to-door delivery) . . . . . ☐ 596344
- Soft drink distributor (route delivery/no bottling) . ☐ 596343
- Bottled water distributor . . . . . ☐ 596345
- Other kind of business – *Describe* (If manufacturing, name products manufactured) ☐ 777777

Item 8. METHOD OF SELLING

What was this establishment's PRINCIPAL method of selling in 1992? *Mark (X) only ONE box.*

235

- Selling at this establishment . . . . . 1 ☐
- Mail order (include catalog selling and home shopping via television or computer) . . . . . 2 ☐
- Telemarketing . . . . . 3 ☐
- Direct selling (include selling from house-to-house and nonfixed or temporary locations) . . . 4 ☐
- Operating merchandise vending machines . . . . 5 ☐

Item 9. CLASS OF CUSTOMER

Report the percentage of this establishment's total sales in 1992 (item 4) to each class of customer.

		Whole percent of sales
a. General public (household consumers and individuals)	237	
b. Other, including retailers; wholesalers; institutional, industrial, commercial, professional, and farm users (for use in farm production); and government	239	

Item 10. MERCHANDISE LINES

Report sales for each merchandise line sold by this establishment, either as a dollar figure or as a whole percent of total sales. *(See HOW TO REPORT DOLLAR FIGURES on page 1 and HOW TO REPORT PERCENTS below)*

HOW TO REPORT PERCENTS

If figure is **38.76%** of total sales:	Mil.	Thou.	Dol.	Percent
• ***Report whole percents*** →				**39**
Not acceptable →				38.76

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
	230	231			232
1. Groceries and other food items for human consumption off the premises (Include candy, gum, etc. Report vitamins on line 6c and pet food on line 10.) NOTE: Please do NOT combine nonfood items with food items 1a through 1j below. Report nonfood items (e.g., soaps, detergents, and household cleaners; paper and related products; etc.) on the appropriate lines 4 to 30 below. Estimates are acceptable.					
a. Meat, fish, and poultry (Include canned meats requiring refrigeration on this line. Report meats sold in a frozen state on line 1c.)	101				
b. Produce (fresh fruits and vegetables) (Report floral items on line 20 and soup and salad bar sales on line 2a)	102				
c. Frozen foods (Include packaged foods sold in a frozen state such as vegetables, fruits, juices, prepared foods, etc. Report frozen dairy products such as ice cream on line 1d.)	103				
d. Dairy products and related foods (Include milk, cheese, butter, yogurt, ice cream, eggs, etc. Report hand-dipped ice cream and yogurt on line 2b.)	104				
e. Bakery products baked on premises	105				

Item 10. MERCHANDISE LINES – Continued

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
1. Groceries and other foods – Continued					
f. Bakery products not baked on the premises, except frozen	106				
g. Delicatessen items (Include service delicatessen items only. Report prepared sandwiches on line 2b.)	107				
h. Bottled, canned, or packaged soft drinks	108				
i. Candy	109				
j. All other foods (include dry groceries, canned and bottled foods, and other food items not covered by lines 1a through 1i)	111				
k. Sum of lines 1a through 1j	100				
2. Meals, snacks, sandwiches, nonalcoholic beverages generally served for immediate consumption (include sales from soup and salad bars, party platters, and hand-dipped ice cream)					
a. Soup and salad bars	123				
b. All other meals and snacks	124				
c. Sum of lines 2a and 2b	120				
3. Packaged liquor, wine, and beer					
a. Distilled spirits (include liquor, brandy, and liqueurs)	141				
b. Wine	142				
c. Beer and ale	143				
d. Sum of lines 3a through 3c	140				
4. Soaps, detergents, and household cleaners	180				
5. Paper and related products (include paper towels, toilet tissue, wraps, bags, foils, etc.)	190				
6. Drugs, health aids, beauty aids					
a. Prescriptions (Report here only if pharmacist engaged)	161				
b. Nonprescription medicines	162				
c. Vitamins, minerals, and other dietary supplements	163				
d. Health aids (Include first aid products, foot products, prescription accessories, and convalescent aids. Report first aid and footcare nonprescription medicines on line 6b.)	164				
e. Cosmetics (include face cream, make-up, perfumes and colognes, etc.)	165				
f. Other hygiene needs (include deodorants; hair and shaving products; oral, feminine, and baby hygiene needs; hand products; etc.)	166				
g. Sum of lines 6a through 6f	160				

ITEM 10 CONTINUED ON PAGE 3

FORM CB-5400

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-5400** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF RETAIL TRADE
FOOD

Enter the 11-digit CENSUS FILE NUMBER as shown on this report ***(See label on page 1)***

Item 10. MERCHANDISE LINES – Continued

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
7. Cigars, cigarettes, tobacco, and smokers' accessories (exclude sales from vending machines operated by others)	150				
8. Automotive fuels	720				
9. Automotive lubricants (oil, greases, etc.)	730				
10. Pet foods and supplies	800				
11. Books	420				
12. Magazines and newspapers	856				
13. Kitchenware and homefurnishings (include cookware, dinnerware, clocks, pictures, frames, mirrors, bathroom accessories, etc.)	380				
14. Men's wear (Report boys' wear on line 16 and footwear on line 17)	200				
15. Women's, juniors', and misses' wear (Report girls' and infants' and toddlers' wear on line 16 and footwear on line 17)	220				
16. Children's wear (Include boys' (sizes 2 to 7 and 8 to 20), girls' (sizes 4 to 6x and 7 to 14), and infants' and toddlers' clothing and accessories. Report footwear on line 17.)	240				
17. Footwear (include accessories)	260				
18. Small electric appliances (include mixers, toasters, coffee makers, personal care appliances, etc.)	310				
19. Hardware, tools, and plumbing and electrical supplies	600				
20. Cut flowers, plants, shrubs, lawn and garden equipment and supplies, fertilizers, etc.	620				
21. Curtains, draperies, blinds, slipcovers, bed and table coverings	280				
22. Sewing and knitting materials and supplies	270				
23. Jewelry (include watches, watch attachments, novelty jewelry, etc.)	400				

Item 10. MERCHANDISE LINES – Continued

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
24. Photographic equipment and supplies (Report photofinishing on line 30c or 30d)	440				
25. Toys, hobby goods, and games	460				
26. Stationery	851				
27. School supplies	852				
28. Greeting cards	855				
29. All other merchandise (Report receipts for services on line 30)	890				
Specify principal lines and estimated sales below					
a. _____	891				
b. _____	892				
c.	893				
30. All nonmerchandise receipts EXCLUDING SALES AND OTHER TAXES (Include rentals, storage and other services provided to customers. Exclude all receipts and commissions received from lottery ticket sales.)					
a. Receipts from video tape and player/recorder rental	912				
b. Receipts from coin-operated amusement machines (exclude receipts from coin-operated machines operated by others)	913				
c. Receipts from photo-finishing performed by this establishment	917				
d. Receipts from photo-finishing contracted out to other establishments	918				
e. All other nonmerchandise receipts (include receipts from customers for delivery, rental or lease of equipment, etc.)	969				
f. Sum of lines 30a through 30e	900				
31. **TOTAL** (Should equal item 4 if reporting in dollars)	990				100%

CONTINUE ON PAGE 4

Digitized by Google

Item 11. SPECIAL INQUIRIES

a. Floor space as of December 31, 1992

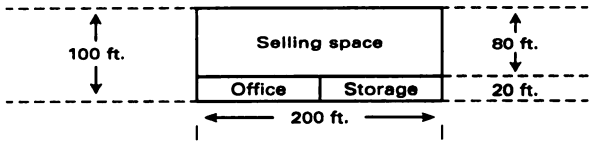
INCLUDE:

- Only the floor space used/controlled by this establishment.
- All space occupied by this establishment on every floor of multi-story buildings.

EXAMPLE: How to compute floor space in square feet

(1) Under-roof selling space is:
200 ft. x 80 ft. = 16,000 sq. ft.

(2) Total under-roof floor space is:
200 ft. x 100 ft. = 20,000 sq. ft.



	Square feet
(1) Under-roof selling space – Enter the square feet of in-store selling space at the end of 1992. Include all store areas open to customers, including aisles, elevators, etc. Do not include display windows fronting onto streets or walks, outdoor entrance ways, or other outdoor space.	251
(2) Total under-roof floor space – Enter the total square footage of all under-roof selling space plus all other space available at the end of 1992. Include dry storage, refrigerated space, offices, workrooms, display windows, and enclosed entrance ways. Do not include outdoor space, even if covered.	252

b. Did sales of any ONE of the eight groups listed immediately below account for more than half of the total receipts (item 4) of this establishment in 1992? 266

1 ☐ Yes
2 ☐ No

If "Yes," mark (X) the ONE box which accounted for more than half of the total receipts

If "No," skip to item 13

267

Bread, cakes, cookies, other bakery goods	1 ☐
Candy, nuts, confectionery	2 ☐
Eggs, poultry	3 ☐
Fish and other seafood, fresh or frozen meat	4 ☐
Ice cream, frozen custard	5 ☐
Fruits, vegetables	6 ☐
Milk, other dairy products – for consumption off the premises	7 ☐
Vitamins, minerals, health foods, and other dietary supplements	8 ☐

Item 12. Not applicable to this report

Item 13. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992? *Mark (X) only ONE box.*

003
1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
3 ☐ Cooperative association (taxable)
4 ☐ Cooperative association (tax-exempt)
5 ☐ Government – *Specify* _____
0 ☐ Corporation *(Do not mark if any form of cooperative association)*
9 ☐ Other – *Specify* _____

Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 15*

b. Is this company owned or controlled by another company?

097 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?

098 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in Item 1) AT THE END of 1992? Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

1	Name			1992	Mil. Thou. Dol.
	Number and street			Sales 081	
	City	State	ZIP Code	Annual payroll 082	
	Kind-of-business description			Paid employees for pay period including March 12 083	
				Census use 088	
2	Name			1992	Mil. Thou. Dol.
	Number and street			Sales 081	
	City	State	ZIP Code	Annual payroll 082	
	Kind-of-business description			Paid employees for pay period including March 12 083	
				Census use 088	
3	Name			1992	Mil. Thou. Dol.
	Number and street			Sales 081	
	City	State	ZIP Code	Annual payroll 082	
	Kind-of-business description			Paid employees for pay period including March 12 083	
				Census use 088	
4	Name			1992	Mil. Thou. Dol.
	Number and street			Sales 081	
	City	State	ZIP Code	Annual payroll 082	
	Kind-of-business description			Paid employees for pay period including March 12 083	
				Census use 088	

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 15. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year

Name of person to contact regarding this report – *Print or type*

Title

Telephone	Area code	Number	Extension

Signature of authorized person | Date

FORM CB-5400

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-5504

1992 CENSUS OF RETAIL TRADE
GASOLINE SERVICE STATIONS

OMB No. 0607-0719: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1–800–233–6136

Please read the accompanying instructions before answering the questions.

Census use

CB-5504

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? 002 Number of months

b. Which of the following best describes this establishment's status at the end of 1992? *Mark (X) only ONE box.*

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 4. DOLLAR VOLUME OF BUSINESS

010 Mil. | Thou. | Dol.

Sales of merchandise and other operating receipts for 1992 (Include excise taxes)

Item 5. PAYROLL

Payroll in 1992, BEFORE DEDUCTIONS

030 Mil. | Thou. | Dol.

a. Annual

031

b. First quarter (January–March)

Item 6. EMPLOYMENT

032 Number

Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees)

Item 7. KIND OF BUSINESS

What was this establishment's PRINCIPAL kind of business in 1992? *Mark (X) only ONE box.*

070

Gasoline service station	☐ 554111
Gasoline station/car wash	☐ 554112
Truck stop	☐ 554121
Gasoline/convenience food store	☐ 554131
Self-service fuel stop	☐ 554113
LP gas dealer	☐ 598401
Fuel oil dealer	☐ 598301
Auto supply store	☐ 553111
Petroleum bulk station	☐ 517110
Automotive repair, general	☐ 753810
Automotive repair, specialized – *Describe*	☐ 753000
Other kind of business – *Describe*	☐ 777777

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 8. Not applicable to this report

Item 9. CLASS OF CUSTOMER

Report the percentage of this establishment's total sales in 1992 (Item 4) to each class of customer.

	Whole percent of sales
a. General public (household consumers and individuals)	237
b. Other, including retailers; wholesalers; institutional, industrial, commercial, professional, and farm users (for use in farm production); and government	239

Item 10. MERCHANDISE LINES

Report sales for each merchandise line sold by this establishment, either as a dollar figure or as a whole percent of total sales. *(See HOW TO REPORT DOLLAR FIGURES on page 1 and HOW TO REPORT PERCENTS below)*

HOW TO REPORT PERCENTS	Mil.	Thou.	Dol.	Percent
If figure is **38.76%** of total sales:				
• ***Report whole percents*** →				**39**
Not acceptable →				38.76

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
1. Automotive fuels	230	231			232
a. Unleaded regular gasoline	721				
b. Unleaded mid-grade gasoline	722				
c. Unleaded premium gasoline	723				
d. Leaded gasoline	724				
e. Diesel fuel	725				
f. Other automotive fuels	726				
g. Sum of lines 1a through 1f	720				
2. Automotive tires, tubes, batteries, parts, accessories (Report parts installed in repair on line 12a)					
a. Automotive tires and tubes	741				
b. Automotive parts	744				
c. Storage batteries	749				
d. Automotive accessories and sundry supplies (include polishes, paint, decorative items, etc.)	754				
e. Sum of lines 2a through 2d	740				
3. Groceries and other food items for human consumption off the premises (Include candy, gum, etc. Report vitamins on line 11 and pet food on line 10.)					
a. Dairy products and related foods (Include milk, cheese, butter, yogurt, ice cream, eggs, etc. Report hand-dipped ice cream and yogurt on line 5.)	104				
b. Bakery products not baked on the premises, except frozen	106				
c. Bottled, canned, or packaged soft drinks	108				

Item 10. MERCHANDISE LINES – Continued

Merchandise lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
3. Groceries and other foods – Continued					
d. Candy	109				
e. All other foods (dry groceries; canned, frozen, and bottled foods; produce, etc.)	112				
f. Sum of lines 3a through 3e	100				
4. Automotive lubricants (oil, greases, etc.)	730				
5. Meals and snack items generally served for immediate consumption (include restaurant sales of truck stops)	120				
6. Packaged liquor, wine, and beer	140				
7. Cigars, cigarettes, tobacco, and smokers' accessories (exclude sales from vending machines operated by others)	150				
8. Cars, trucks, motorcycles, and other powered vehicles	700				
9. Household fuels (oil, LP gas, wood, coal)	780				
10. Pet foods and supplies	800				
11. All other merchandise (Report receipts for services on line 12)	890				
Specify principal lines and estimated sales below					
a.	891				
b.	892				
c.	893				
12. All nonmerchandise receipts EXCLUDING SALES AND OTHER TAXES (Include rentals, storage, and other services provided to customers. Exclude all receipts and commissions received from lottery ticket sales.)					
a. Parts installed in repair	907				
b. Labor charges for work performed by this establishment	904				
c. Rental or lease of automobiles, trucks, or utility trailers	923				
d. Car wash receipts	934				
e. All other nonmerchandise receipts	954				
f. Sum of lines 12a through 12e	900				
13. TOTAL (Should equal item 4 if reporting in dollars)	990				**100%**

FORM CB-5504

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-5504** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF RETAIL TRADE
GASOLINE SERVICE STATIONS

Enter the 11-digit CENSUS FILE NUMBER as shown on this report ***(See label on page 1)***

Item 11. SPECIAL INQUIRIES

a. Was this establishment a petroleum bulk plant with ABOVE GROUND storage tanks having a capacity of 10,000 gallons or more in 1992? 288 1 ☐ Yes 2 ☐ No

b. Storage capacity

(1) What was the TOTAL GALLON STORAGE CAPACITY of ALL automotive fuels combined (gasoline, diesel, etc.) AT THE END of 1992? 289 Gallons

(2) How many of the following size storage tanks did this establishment have at the end of 1992?

	Mark (X) if "0"	Number of tanks
(a) 4,000 gallon	290 1 ☐	291
(b) 6,000 gallon	292 1 ☐	293
(c) 8,000 gallon	294 1 ☐	295
(d) 10,000 gallon	296 1 ☐	297
(e) Other size	298 1 ☐	299
(f) **Total** (Sum of (a) through (e))		300

c. Mark (X) the ONE box which best describes the PRINCIPAL kind of supplier of this establishment in 1992. 301

(1) Refiner . . . . . 1 ☐

(2) Single brand wholesaler . . . . . 2 ☐

(3) Multi-brand wholesaler . . . . . 3 ☐

(4) Other – *Describe* . . . . . 4 ☐

***NOTE** – In answering part d and (if applicable) (1) and (2), report as **gasoline** any fuels which are **primarily gasoline** (e.g., gasohol), but exclude other fuels (e.g., diesel).*

d. Did this establishment sell gasoline in 1992? 302 1 ☐ Yes 2 ☐ No

If "Yes," complete (1) and (2)
If "No," skip to e

(1) Number of GALLONS of gasoline sold during 1992. 303 Number

(2) How many gasoline PUMPS were operated for sale of gasoline at the end of 1992? 304 Number

e. Did this establishment sell other automotive fuels (include diesel) during 1992? 305 1 ☐ Yes 2 ☐ No

If "Yes," complete (1) and (2)
If "No," skip to f

(1) Number of GALLONS of other automotive fuels (include diesel) sold during 1992. 306 Number

(2) How many other automotive fuel PUMPS (include diesel) were operated at the end of 1992? 307 Number

f. Did this establishment offer SELF-SERVICE sale of automotive fuels in 1992? 308 1 ☐ Yes 2 ☐ No

If "Yes," complete (1) and (2)
If "No," skip to g

(1) Number of GALLONS of automotive fuels sold through SELF-SERVICE pumps in 1992. 309 Number

(2) How many automotive fuel PUMPS were SELF-SERVICE pumps at the end of 1992? 310 Number

Item 11. SPECIAL INQUIRIES – Continued

g. Did this establishment operate 24 hours daily in 1992? 311 1 ☐ Yes 2 ☐ No

h. Did this establishment perform automotive repair work in 1992? 274 1 ☐ Yes 2 ☐ No

i. Mechanics

(1) Did this establishment employ any mechanics (full- and part-time) during the pay period including March 12, 1992? 275 1 ☐ Yes 2 ☐ No

If "Yes," complete (2)
If "No," skip to j

(2) Enter the number of mechanics (full- and part-time) working in this establishment during the pay period including March 12, 1992. 276 Number

j. Automotive service bays

(1) Did this establishment have any automotive service bays as of December 31, 1992? 277 1 ☐ Yes 2 ☐ No

If "Yes," complete (2)
If "No," skip to item 13

(2) How many automotive service bays did this establishment have in 1992? 278 Number

k. Did this establishment offer 24-hour truck repair? 312 1 ☐ Yes 2 ☐ No

Item 12. Not applicable to this report

Item 13. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992? *Mark (X) only ONE box.*

003
1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
3 ☐ Cooperative association (taxable)
4 ☐ Cooperative association (tax-exempt)
5 ☐ Government – *Specify* _____
0 ☐ Corporation *(Do not mark if any form of cooperative association)*
9 ☐ Other – *Specify* _____

Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 15*

b. Is this company owned or controlled by another company? 097 1 ☐ Yes → 2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies? 098 1 ☐ Yes → 2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

ITEM 14 CONTINUED ON PAGE 4

CONTINUE ON PAGE 4

Digitized by Google

Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued

Number 079

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992?

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

1	Name			1992	Mil.	Thou.	Dol.
	Number and street			Sales 081			
	City	State	ZIP Code	Annual payroll 082			
	Kind-of-business description			Paid employees for pay period including March 12 083			
				Census use 088			
2	Name			1992	Mil.	Thou.	Dol.
	Number and street			Sales 081			
	City	State	ZIP Code	Annual payroll 082			
	Kind-of-business description			Paid employees for pay period including March 12 083			
				Census use 088			
3	Name			1992	Mil.	Thou.	Dol.
	Number and street			Sales 081			
	City	State	ZIP Code	Annual payroll 082			
	Kind-of-business description			Paid employees for pay period including March 12 083			
				Census use 088			
4	Name			1992	Mil.	Thou.	Dol.
	Number and street			Sales 081			
	City	State	ZIP Code	Annual payroll 082			
	Kind-of-business description			Paid employees for pay period including March 12 083			
				Census use 088			

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 15. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year	Name of person to contact regarding this report – *Print or type*	
Telephone	Area code	Number	Extension	Title
Signature of authorized person				Date

FORM CB-5504

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-5001

1992 CENSUS OF DISTRIBUTIVE TRADES
SHORT FORM

OMB No. 0607-0726: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1–800–233–6136

Please read the accompanying instructions before answering the questions.

Census use

CB-5001

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street		
City, town, village, etc.	State	ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Billions (000)	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*		1	126	
Acceptable		1	125	629

Item 3. DOLLAR VOLUME OF BUSINESS

		Bil.	Mil.	Thou.	Dol.
a. Sales and operating receipts for 1992 (Include the gross selling value of business conducted for others)	010				

121 1 ☐ Yes – *Go to line c*
b. Did this establishment earn commissions for the sale of merchandise? 2 ☐ No – *Skip to item 4*

		Bil.	Mil.	Thou.	Dol.
c. Gross selling value of business conducted on a commission basis (Include in item 3a)	122				
d. Commissions received (On transactions reported in item 3c)	123				

Item 4. PAYROLL

		Mil.	Thou.	Dol.
Payroll in 1992, BEFORE DEDUCTIONS				
a. Annual	030			
b. First quarter (January–March)	031			

Item 5. EMPLOYMENT

		Number
Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees)	032	

Item 6. OPERATING EXPENSES

		Mil.	Thou.	Dol.
Operating expenses for 1992 (Include payroll, but exclude cost of goods sold and interest expense)	040			

Item 7. INVENTORIES

a. Did you have inventories at the end of 1991 or 1992?

105 1 ☐ Yes – *Complete the remainder of the item*
2 ☐ No – *Skip to item 8*

b. Were inventories of this establishment subject to the last-in, first-out (LIFO) method of valuation?

111 1 ☐ Yes – *Use the sum of the LIFO amount plus the LIFO reserve for lines c and c(2)*
2 ☐ No – *Complete only line c*

		End of 1992 Mil.	Thou.	Dol.		End of 1991 Mil.	Thou.	Dol.
c. Total inventories	046				047			
(1) Amount not subject to LIFO costing	106				112			
(2) Amount subject to LIFO costing (gross)	107				113			
(a) Amount of the LIFO reserve	108				114			
(b) LIFO value of the line c(2) (net)	109				115			

NOTE – *The sum of lines c(1) and c(2) should equal line c*
The sum of lines c(2a) and c(2b) should equal line c(2)

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 8. TOTAL PURCHASES OF MERCHANDISE IN 1992

	PURCHASES AT COST VALUE			
	Bil.	Mil.	Thou.	Dol.
Purchases of merchandise for resale (Net of returns, allowances, and trade and cash discounts but including amounts allowed for trade-ins) 160				

NOTE – *If purchases are greater than sales, please provide an explanation in the REMARKS section*

Item 9. SALES BY CLASS OF CUSTOMER

Report the percentage of this establishment's total sales in 1992 (item 3a) to each class of customer.

		Whole percent of sales
a. Export sales	141	
b. Restaurants, food services, and for contract feeding	142	
c. Retailers and repair shops	143	
d. Other wholesale establishments	144	
e. Industrial users (manufacturing and mining)	145	
f. Institutional, commercial, and professional users	146	
g. Farmers (for farm use)	147	
h. Household consumers and individual users	148	
i. Builders and contractors	149	
j. Governmental bodies (Federal, State, and local)	150	
k. **TOTAL** (Sum of lines a through j should total 100%)		**100%**

Item 10. TYPE OF OPERATION

What was this establishment's PRINCIPAL type of operation in 1992? *Mark (X) only ONE box.* 060

a. Merchant (buying and selling on own account)
- (1) Merchant, jobber, distributor . . . . . ☐ 11
- (2) Importer . . . . . ☐ 12
- (3) Exporter . . . . . ☐ 13
- (4) Farm-product assembler . . . . . ☐ 19

b. Manufacturers' sales branches and offices . . . ☐ 20

c. Agent, broker, and commission merchant
- (1) Auction company . . . . . ☐ 41
- (2) Broker (representing buyers and sellers) . . ☐ 42
- (3) Commission merchant . . . . . ☐ 43
- (4) Import agent . . . . . ☐ 44
- (5) Export agent . . . . . ☐ 45
- (6) Manufacturers' agent . . . . . ☐ 46

d. Other broker or agent – *Specify type* . . . . . ☐ 77

Item 11. KIND OF BUSINESS

What was this establishment's PRINCIPAL kind of business in 1992? *Mark (X) only ONE box. If none applies, mark box h and enter the description by which your business is known to the trade or public.* 070

a. Furniture and homefurnishings
- (1) Household and lawn furniture . . . . . ☐ 502110
- (2) Office and business furniture. . . . . ☐ 502120
- (3) Household china, glassware, and crockery. . . . . ☐ 502310
- (4) Linens, domestics, curtains, and draperies. . . . . ☐ 502320
- (5) Floor coverings . . . . . ☐ 502330
- (6) Other homefurnishings . . . . . ☐ 502390

b. Lumber, plywood, millwork, and wood panels – **wholesale**
- (1) Lumber without yard (excluding hewn posts, poles, and ties) . . . . . ☐ 503110
- (2) Lumber with yard (excluding hewn posts, poles, and ties) . . . . . ☐ 503120
- (3) Plywood, millwork, and wood panels. . . . . ☐ 503130
- (4) Forest products, except lumber . . . . . ☐ 509930

c. Construction materials and paints – **wholesale**
- (1) Brick, block, tile, clay/cement sewer pipe. . . . . ☐ 503210
- (2) Sand, gravel, and stone . . . . . ☐ 503220
- (3) Cement, lime, and related products . . . . . ☐ 503230
- (4) Roofing, siding, and insulation materials. . . . . ☐ 503300
- (5) Flat glass and other construction materials . . . . . ☐ 503910
- (6) Other construction materials . . . . . ☐ 503990
- (7) Paints, varnishes, wallpaper, and supplies. . . . . ☐ 519800

d. Lumber, building materials and paints – **retail**
- (1) Lumber yard. . . . . ☐ 521119
- (2) Building materials . . . . . ☐ 521139
- (3) Paint, glass and wallpaper store . . . . . ☐ 523109

e. Electrical goods
- (1) Electrical apparatus and equipment, wiring supplies, and electrical construction materials (including industrial controls) . . . . . ☐ 506300
- (2) Electrical appliances and television and radio sets . . . . . ☐ 506400
- (3) Communication equipment and supplies . . . . . ☐ 506510
- (4) Other electronic parts and equipment (including blank audio and video tapes). . . . . ☐ 506590

f. Hardware. . . . . ☐ 507200

g. Plumbing, heating, air-conditioning, and commercial refrigeration equipment and supplies
- (1) Plumbing and heating equipment and supplies (hydronics). . . . . ☐ 507400
- (2) Warm air heating and air-conditioning equipment and supplies. . . . . ☐ 507500
- (3) Refrigeration equipment and supplies . . . . . ☐ 507800

h. Other kind of business – *Specify* . . . . . ☐ 777777

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 12. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year

Name of person to contact regarding this report – *Print or type*

Title

Telephone	Area code	Number	Extension

Signature of authorized person	Date

FORM CB-5001

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-5012

1992 CENSUS OF DISTRIBUTIVE TRADES
MOTOR VEHICLES

OMB No. 0607-0726: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1–800–233–6136

Please read the accompanying instructions before answering the questions.

Census use

CB-5012

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? 002 Number of months

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Billions (000)	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*		1	126	
Acceptable		1	125	629

Item 4. DOLLAR VOLUME OF BUSINESS

		Bil.	Mil.	Thou.	Dol.
a. Sales and operating receipts for 1992 (Include the gross selling value of business conducted for others)	010				

121 1 ☐ Yes – *Go to line c*
b. Did this establishment earn commissions for the sale of merchandise? 2 ☐ No – *Skip to line e*

		Bil.	Mil.	Thou.	Dol.
c. Gross selling value of business conducted on a commission basis (Include in item 4a)	122				
d. Commissions received (On transactions reported in item 4c)	123				

NOTE – If this is the only establishment of this firm skip to item 5

		Percent
e. Percent of products sold by this establishment manufactured or mined in the United States by your company or subsidiaries	124	%

		Mil.	Thou.	Dol.
f. Value of transfers to other establishments within your company (DO NOT include in item 4a)	152			

Item 5. PAYROLL

Payroll in 1992, BEFORE DEDUCTIONS

		Mil.	Thou.	Dol.
a. Annual	030			
b. First quarter (January–March)	031			

Item 6. EMPLOYMENT

		Number
a. Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees)	032	
b. How many of the above employees were involved in:		
(1) Selling	131	
(2) Sales support (including office and clerical, warehousing, customer service, and maintenance employees)	132	
(3) Supporting functions of other establishments in your company (i.e., central administrative, accounting, research, etc.)	133	
(4) Manufacturing	134	
(5) Other – *Specify*	135	

NOTE – The sum of lines 1 through 5 should equal total employment

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 7. OPERATING EXPENSES

	Mil.	Thou.	Dol.
Operating expenses for 1992 (Include payroll, but exclude cost of goods sold and interest expense) 040			

Item 8. INVENTORIES

a. Did you have inventories at the end of 1991 or 1992?

105 1 ☐ Yes – *Complete the remainder of the item*
2 ☐ No – *Skip to item 9*

b. Were inventories of this establishment subject to the last-in, first-out (LIFO) method of valuation?

111 1 ☐ Yes – *Use the sum of the LIFO amount plus the LIFO reserve for lines c and c(2)*
2 ☐ No – *Complete only line c*

	End of 1992			End of 1991		
	Mil.	Thou.	Dol.	Mil.	Thou.	Dol.
c. Total inventories	046			047		
(1) Amount not subject to LIFO costing	106			112		
(2) Amount subject to LIFO costing (gross)	107			113		
(a) Amount of the LIFO reserve	108			114		
(b) LIFO value of the line c(2) (net)	109			115		

***NOTE** – The sum of lines c(1) and c(2) should equal line c*
The sum of lines c(2a) and c(2b) should equal line c(2)

Item 9. TOTAL PURCHASES OF MERCHANDISE IN 1992

	PURCHASES AT COST VALUE			
	Bil.	Mil.	Thou.	Dol.
Purchases of merchandise for resale (Net of returns, allowances, and trade and cash discounts; but including amounts allowed for trade-ins) 160				

***NOTE** – If purchases are greater than sales, please provide an explanation in the REMARKS section*

Item 10. SALES BY CLASS OF CUSTOMER

Report the percentage of this establishment's total sales in 1992 (item 4a) to each class of customer.

	Whole percent of sales
a. Export sales 141	
b. Restaurants, food services, and contract feeding 142	
c. Retailers and repair shops 143	
d. Other wholesale establishments 144	
e. Industrial users (manufacturing and mining) 145	
f. Institutional, commercial, and professional users 146	
g. Farmers (for farm use) 147	
h. Household consumers and individual users 148	
i. Builders and contractors 149	
j. Governmental bodies (Federal, State, and local) 150	
k. **TOTAL** (Sum of lines a through j should total 100%)	**100%**

Item 11. KIND OF BUSINESS

What was this establishment's PRINCIPAL kind of business in 1992? *Mark (X) only ONE box.*

070

a. Musical instruments and supplies . . . . . ☐ 509910
b. Forest products, except lumber (logs, piles, pulpwood, cordwood, hewn posts, poles, and ties, etc.) . . . . . ☐ 509930
c. Lumber yard . . . . . ☐ 503120
d. Luggage . . . . . ☐ 509990
e. Works of art . . . . . ☐ 509990
f. Compact disks, prerecorded audio tapes, and phonograph records . . . . . ☐ 509950
g. Prerecorded videotapes, videocassettes, and videodisks to retailers . . . . . ☐ 782230
h. Fire extinguishers and fire safety equipment . . . . . ☐ 509960
i. General merchandise
(1) Primarily – durable goods . . . . . ☐ 509940
(2) Primarily – nondurable goods . . . . . ☐ 519940
j. Warehouse club . . . . . ☐ 539939
k. Other kind of business – *Specify* . . . . . ☐ 777777

Item 12. TYPE OF OPERATION

What was this establishment's PRINCIPAL type of operation in 1992? *Mark (X) only ONE box.*

060

a. Merchant (buying and selling on own account)
(1) Importer . . . . . ☐ 12
(2) Exporter . . . . . ☐ 13
(3) Merchant . . . . . ☐ 11
b. Manufacturers' sales branches and offices . . . ☐ 20
c. Agent, broker, and commission merchant
(1) Auction company . . . . . ☐ 41
(2) Broker (representing buyers and sellers) . . ☐ 42
(3) Commission merchant . . . . . ☐ 43
(4) Import agent . . . . . ☐ 44
(5) Export agent . . . . . ☐ 45
(6) Manufacturers' agent . . . . . ☐ 46
d. Other broker or agent – *Specify type* . . . . . ☐ 77

Item 13. COMMODITY LINES

Report sales by commodity group either as a dollar figure or as a whole percent of total sales (Include the value of merchandise marketed under capital, finance, or full payout leases and rental receipts derived from merchandise under operating leases)

HOW TO REPORT PERCENTS	If figure is **38.76%** of total sales	Bil.	Mil.	Thou.	Dol.	Percent
	• Report whole percents →					**39**
	Not acceptable →					38.76

Commodity lines	Census use	**ESTIMATES are acceptable. Report dollars OR percents.** Bil.	Mil.	Thou.	Dol.	Percent
1. Musical instruments and supplies	100 3100	101				102
2. Forest products, except lumber (including cordwood, hewn posts, poles, and ties)	3120					
3. Compact disks, prerecorded audio tapes, and phonograph records (Report prerecorded video tapes on line 69)	3130					

ITEM 13 CONTINUED ON PAGE 3

FORM CB-5099

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-5099** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF DISTRIBUTIVE TRADES
MISCELLANEOUS DURABLE GOODS

Enter the 11-digit CENSUS FILE NUMBER as shown on this report ***(See label on page 1)***

Item 13. COMMODITY LINES – Continued

Commodity lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Bil.	Mil.	Thou.	Dol.	Percent
4. Other durable goods						
a. Coin-operated games (including arcade games)	3141					
b. Luggage	3142					
c. Works of art	3143					
d. Other durable goods, n.e.c.	3144					
e. Total (Sum of lines 4a through 4d)	3140					
5. Fire extinguishers and fire safety equipment	3150					
6. Lumber: rough, dressed, and finished	0600					
7. Plywood and millwork	0020					
8. Wire fences, mobile homes, building and construction paper, and prefabricated buildings and structural assemblies	0740					
9. Printing and writing paper	3200					
10. Stationery, office supplies, and greeting cards	3300					
11. Industrial and personal service paper and plastics	3400					
12. Books, periodicals, newspapers, and miscellaneous printed materials	6100					
13. Office equipment (exclude computers)	0600					
14. Computer software (off-the-shelf)	0950					
15. Electrical apparatus and equipment	1400					
16. Electrical appliances, household	1500					
17. Electronic parts and equipment, except communication	1500					
18. Sporting and recreational goods and supplies	2700					
19. Toys and hobby goods and supplies	2500					
20. Photographic equipment and supplies (excluding video)	0800					
21. New and used automobiles, motorcycles, etc.	0100					
22. New and rebuilt automotive parts and supplies (Report parts installed in repair work on line 68b)	0200					
23. Tires and tubes	0800					
24. Linens, domestics, curtains, and draperies	0520					
25. Kitchen utensils, mirrors, lamps, and picture frames	0540					

Item 13. COMMODITY LINES – Continued

Commodity lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Bil.	Mil.	Thou.	Dol.	Percent
26. Frozen foods (packaged)	4100					
27. Dairy products (excluding dried or canned)	4200					
28. Poultry and poultry products	4300					
29. Confectionery	4400					
30. Fish and seafoods (excluding canned and frozen packaged)	4500					
31. Meat and meat products (fresh and unpackaged)	4600					
32. Fresh fruits and vegetables	4700					
33. Coffee, tea, and spices	4300					
34. Canned foods	4830					
35. Soft drinks and bottled water	4850					
36. Refined sugar, flour, pickles, preserves, sauces, cooking oils, cereals, pet foods, and other grocery specialties	4860					
37. Flat iron and steel products	1120					
38. Iron and steel wire and wire products	1140					
39. Iron and steel pipe and tubing	1150					
40. Copper and brass	1200					
41. Aluminum shapes, forms, etc.	1220					
42. Coal and coke	1300					
43. Hardware	1700					
44. Farm machinery, equipment, and parts	2200					
45. General-purpose industrial machinery, equipment, and parts	2320					
40. Metalworking machinery, equipment, and parts	2330					
47. Industrial containers and supplies	2450					
48. Aircraft and aeronautical equipment and supplies	2600					
48. Drugs, pharmaceuticals, cosmetics, and toiletries	3500					
50. Jewelry, diamonds, gem stones, and watches	3600					
51. Advertising specialties (paper novelties, etc.)	6140					
52. Piece goods, knit and woven	3600					
53. Notions (buttons, ribbons, lace, sewing accessories, zippers, bindings, etc.)	3700					
54. Men's and boys' wear	3800					
55. Women's and children's wear	3500					

ITEM 13 CONTINUED ON PAGE 4

CONTINUE ON PAGE 4

Digitized by Google

Item 13. COMMODITY LINES – Continued

Commodity lines	Census use	ESTIMATES are acceptable. Report dollars OR percents. Bil.	Mil.	Thou.	Dol.	Percent
56. Grain and beans	4900					
57. Hides, skins, and pelts	5100					
58. Plastics materials and basic shapes	5300					
59. Chemicals and allied products (excluding agricultural, plastics, gases and petroleum)	5330					
60. Petroleum products – refined (exclude liquefied petroleum)	5400					
61. Liquefied petroleum gases (excluding natural gas)	5420					
62. Crude oil	5500					
63. Farm supplies	5800					
64. Tobacco and tobacco products	5500					
65. Wigs, yarns, and leather products	6150					
66. Miscellaneous commodities – *Specify*						
a.	9811					
b.	9812					
c.	9813					
67. Rental and operating lease receipts	9940					
68. Service receipts and labor charges (including installed parts)						
a. Labor charges for repair work	9711					
b. Parts installed in repair work	9712					
c. Other service receipts and labor charges – *Specify*	9713					
d. **Total** (Sum of lines 68a through 68c)	9700					
69. Prerecorded video tapes	9820					
70. TOTAL (Should equal item 4a if reporting in dollars)	9990					100%

Item 14. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992? *Mark (X) only ONE box.*

003
1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
3 ☐ Cooperative association (taxable)
4 ☐ Cooperative association (tax-exempt)
5 ☐ Government – *Specify* _____
0 ☐ Corporation *(Do not mark if any form of cooperative association)*
9 ☐ Other – *Specify* _____

Item 15. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 16*

b. Is this company owned or controlled by another company?

097 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?

098 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992? Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

1
Name
Number and street
City | State | ZIP Code
Kind-of-business description
Type of operation (choose from item 12)

1992	Mil.	Thou.	Dol.
Sales	081		
Annual payroll	082		
Paid employees for pay period including March 12	083		
Census use	088		
	089		

2
Name
Number and street
City | State | ZIP Code
Kind-of-business description
Type of operation (choose from item 12)

1992	Mil.	Thou.	Dol.
Sales	081		
Annual payroll	082		
Paid employees for pay period including March 12	083		
Census use	088		
	089		

REMARKS – *Please use this space for any explantions that may be essential in understanding your reported data.*

Item 16. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo.	Year	TO: Mo.	Year

Name of person to contact regarding this report – *Print or type*

Title

Telephone	Area code	Number	Extension

Signature of authorized person | Date

FORM CB-5099

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-7001

1992 CENSUS OF SERVICE INDUSTRIES
HOTELS AND MOTELS

OMB No. 0607-0729: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1–800–233–6136

Please read the accompanying instructions before answering the questions.

Census use

CB-7001

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? — Number of months 002

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

Item 4. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992?
Mark (X) only ONE box.

003 1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
5 ☐ Government – *Specify* _____
0 ☐ Corporation
9 ☐ Other – *Specify* _____

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 5. DOLLAR VOLUME

	Mil.	Thou.	Dol.
OPERATING RECEIPTS of this establishment in 1992 010			

Item 6. PAYROLL

	Mil.	Thou.	Dol.
Payroll in 1992, BEFORE DEDUCTIONS			
a. Annual 030			
b. First quarter (January–March) 031			

Item 7. EMPLOYMENT

	Number
Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees) 032	

CONTINUE ON PAGE 2

PENALTY FOR FAILURE TO REPORT

Digitized by Google

Item 8. KIND OF BUSINESS OR ACTIVITY

Mark (X) the ONE box which best describes the business or activity that accounted for the MAJOR portion of this establishment's receipts in 1992.

Hotels, motels, and tourist courts 070

- Hotel with 25 or more guestrooms . . . . . ☐ 701111
- Hotel with less than 25 guestrooms . . . . . ☐ 701121
- Motel or tourist court . . . . . ☐ 701131
- Motor hotel . . . . . ☐ 701141
- Hotel or lodging house operated by membership organization:
  - With rooms open to the general public . . . . ☐ 701112
  - With rooms limited to members only . . . . . ☐ 704103

Other lodging places

- Rooming and boarding house . . . . . ☐ 702103
- Sporting or recreational camp (fishing camp, dude ranch, etc.) . . . . . ☐ 703204
- Trailer park, recreational vehicle park, or campground for transients . . . . . ☐ 703302

Other kinds of activity or operation 070

- Bar or restaurant (operated by membership organization) limited to members only . . . . . ☐ 964106
- Bar or restaurant (open to the public) . . . . . ☐ 581009
- Casino hotel or motel (gambling) **with** guestrooms for lodging . . . . . ☐ 701113
- Casino (gambling) **without** guestrooms for lodging . . . . . ☐ 799995
- Ski area or resort **with** guestrooms for lodging ☐ 701114
- Ski area or resort **without** guestrooms for lodging . . . . . ☐ 799997
- Hotel/motel real estate owner (owning land or building but not the lodging business) . . . . ☐ 651200
- Apartment, cooperative, or condominium operator . . . . . ☐ 651000
- Other kind of activity – *Describe* . . . . . ☐ 777777

Item 9. SOURCES OF RECEIPTS

Report receipts by source either in dollar figures (see example for Item 5) or as percentages (in whole percents) of the total – see example below.

Please do **not** combine data for two or more receipts lines.

Do not include sales, occupancy, or other taxes collected from customers. Do not include the total, or this establishment's share of, receipts from coin-operated machines operated by others in part a.

Line a(1) – Report receipts from guestroom or unit rentals. Report receipts from rentals of public rooms (e.g., ballrooms, convention halls) on line a(9), and store rental receipts on line b.

Lines a(1) and a(2) – Establishments which include meals and rooms in a single rate should estimate the values for lines a(1) and a(2).

Line a(8) – Report this establishment's share from gaming operations (e.g., casino games, slot machines).

Line a(10) – Report receipts from valet, laundry, parking, and other guest services.

Line b – Receipts from "other sources" include rental and commission receipts from operators of leased departments, concessions, stores, and coin-operated machines.

HOW TO REPORT PERCENTS	If figure is **38.76%** of total sales:	Mil.	Thou.	Dol.	Percent
	• ***Report whole percents*** →				**39**
	Not acceptable →				38.76

Sources of receipts	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
a. Receipts from customers	400	401			402
(1) Guestroom or unit rentals	121				
(2) Sales of meals and nonalcoholic beverages	122				
(3) Sales of alcoholic beverages for consumption on premises	123				
(4) Sales of packaged liquor, wine, or beer	124				
(5) Sales of other merchandise	575				
(6) Camp tuitions or fees	125				
(7) Telephone service charges	126				
(8) Gaming receipts	127				
(9) Rental of public rooms (e.g., conference/convention meeting rooms)	128				
(10) Other receipts from customers – *Describe in REMARKS if more than 10 percent of total receipts.*	585				
(11) **TOTAL** (Should equal item 5 if reporting in dollars)	990				100%
b. Receipts from other sources **Were any receipts OTHER than from customers received by this establishment in its business operations?** 455 1 ☐ Yes → 2 ☐ No		456			

Item 10. NUMBER AND TYPE OF ACCOMMODATIONS DECEMBER 31, 1992

The number of guestrooms, units, or quarters consists of the number which can be rented as single units. Suites of rooms which cannot be subdivided should be counted as a single unit.

Number of rooms, units, or quarters, by type		Number as of December 31, 1992
a. Primarily rented as residential quarters or units (occupied as one's primary residence)	460	
b. Primarily rented as transient guestrooms or units	461	
c. **TOTAL** (Sum of lines a and b)	462	

Item 11. FRANCHISE OPERATIONS

a. **Does this establishment use a trade name which is authorized by ANOTHER company (franchisor) for a fee, royalty payment, and/or other contract agreement?** 463 1 ☐ Yes – *Skip to item 12* 2 ☐ No – *Continue with line b*

b. **Does this establishment use a trade name which this establishment's OWN company (franchisor) authorizes others (franchisees) to use for a fee, royalty payment, and/or other contract agreement?** 464 1 ☐ Yes 2 ☐ No

Item 12. FOOD SERVICE 465

a. **Is there a restaurant, coffee shop, or other food service (excluding vending machines) on the premises?** 1 ☐ Yes 2 ☐ No – *Skip to item 13*

b. **If "Yes,"** 466

(1) **Does this establishment own and operate the food service(s)?** 1 ☐ Yes 2 ☐ No

(2) **Does this establishment contract with, or lease space to, another company to operate the food service(s)?** 467 1 ☐ Yes 2 ☐ No

Item 13. HOTELS, BY TYPE

(To be completed by hotels only)

Mark (X) the ONE box which best describes this hotel.

466

1 ☐ Transient hotel: full service (providing food and beverage service(s), convenience shop, laundry service, banquet/meeting facilities, and limited recreational amenities on the premises)

2 ☐ Transient hotel: limited service (providing some or none of the services available from full-service establishments)

3 ☐ All-suite hotel

4 ☐ Resort hotel

5 ☐ Conference center/convention hotel

6 ☐ Inn (including bed-and-breakfast inn)

7 ☐ Other – *Describe*

FORM CB-7001

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-7001** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF SERVICE INDUSTRIES
HOTELS AND MOTELS

Enter the 11-digit CENSUS FILE NUMBER as shown on this report *(See label on page 1)*

Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 15*

b. Is this company owned or controlled by another company?
097 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?
098 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992? 079 Number

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

1				1992	Mil.	Thou.	Dol.
Name				Receipts 081			
Number and street				Annual payroll 082			
City	State	ZIP Code		Paid employees for pay period including March 12 083			
Kind-of-business description							
Hotels and motels – number of guestrooms → 084				Census use 088			

2				1992	Mil.	Thou.	Dol.
Name				Receipts 081			
Number and street				Annual payroll 082			
City	State	ZIP Code		Paid employees for pay period including March 12 083			
Kind-of-business description							
Hotels and motels – number of guestrooms → 084				Census use 088			

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 15. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year	Name of person to contact regarding this report – *Print or type*
Telephone	Area code	Number	Extension	Title
Signature of authorized person			Date

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-7002

1992 CENSUS OF SERVICE INDUSTRIES
MISCELLANEOUS LODGING PLACES

OMB No. 0607-0729: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-7002

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street		
City, town, village, etc.	State	ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? 002 Number of months

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only

Month	Year

Name of new owner or operator		
Number and street		
City	State	ZIP Code

Item 4. LEGAL FORM OF ORGANIZATION AND TAX STATUS

a. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992?
Mark (X) only ONE box.

003 1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
5 ☐ Government – *Specify* _____
0 ☐ Corporation
9 ☐ Other – *Specify* _____

b. TAX STATUS

(1) Is this establishment operated on a not-for-profit basis?

005 1 ☐ Yes
2 ☐ No – *Skip to item 5*

(2) Was all or part of the income of this establishment or organization exempt from Federal income taxes under section 501 of the Internal Revenue Code?

004 1 ☐ Yes
2 ☐ No

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.

Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 5. DOLLAR VOLUME

If the answer to item 4b(2) was "Yes," skip to part b; otherwise, complete part a and skip to item 6.

		Mil.	Thou.	Dol.
a. OPERATING RECEIPTS of this (taxable) establishment in 1992	010			
b. REVENUE AND EXPENSES of this (tax-exempt) establishment in 1992	010			
(1) REVENUE	040			
(2) EXPENSES (including payroll)				

Item 6. PAYROLL

Payroll in 1992, BEFORE DEDUCTIONS		Mil.	Thou.	Dol.
a. Annual	030			
b. First quarter (January–March)	031			

Item 7. EMPLOYMENT

Number of paid employees for pay period including March 12, 1992 (include both full- and part-time employees) 032 Number

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 8. KIND OF BUSINESS OR ACTIVITY

Mark (X) the ONE box which best describes the business or activity that accounted for the MAJOR portion of this establishment's receipts or revenue in 1992.

Residential lodging places 070

- Rooming or boarding house or tourist home . . . ☐ 702101
- Dormitory (commercially operated) or hostel . . . ☐ 702102
- Fraternity or sorority boarding house . . . . . ☐ 704101
- Residential care facility (providing room and board for children, the aged, and others with some limits for self-care, but with health care incidental) . . . . . ☐ 836102
- Residential mobile home park . . . . . ☐ 651500
- Apartment building or residential complex (providing housing facilities only) . . . . . ☐ 651300
- Management of cooperative or condominium ☐ 653100

Sporting camps, recreational camps, and transient trailer parks

- Trailer park, recreational vehicle park, or campground (except residential) . . . . . ☐ 703301
- Children's day camp . . . . . ☐ 799998
- Children's camp (except day camp) . . . . . ☐ 703201
- Fishing or hunting camp . . . . . ☐ 703202
- Other sporting and recreational camp . . . . . ☐ 703203

Hotels, motels, and motor hotels 070

- Hotel with 25 or **more** guestrooms for transients . . . . . ☐ 701115
- Hotel with **less** than 25 guestrooms for transients . . . . . ☐ 701122
- Motel. . . . . ☐ 701132
- Motor hotel . . . . . ☐ 701142
- Hotel or lodging house (operated by membership organization) with rooms limited to members only . . . . . ☐ 704102

Bar or restaurant (open to the public) . . . . . ☐ 581009

Bar or restaurant (operated by membership organization) limited to members only . . . . . ☐ 864107

Civic, social, veterans', fraternal, or youth association (except residential) . . . . . ☐ 864108

Other kind of activity – *Describe* . . . . . ☐ 777777

Item 9. SOURCES OF RECEIPTS OR REVENUE

Report receipts or revenue by source in dollar figures (see example for item 5).

Please do **not** combine data for two or more receipts or revenue lines.

Establishments which are subject to Federal income tax should complete items b(1) and b(2). Do not include these values in item 5a.

Exclude all sales, occupancy, or other taxes collected from customers.

Neither the total, nor this establishment's share of, receipts from coin-operated machines operated by others is to be included in item 9a.

Line a(1) - Report receipts from guestroom or unit rentals. Report receipts from rentals of public rooms (e.g., ballrooms, convention halls) on line a(9), and store rental receipts on line b(2).

Lines a(1) and a(2) - Establishments which include meals and rooms in a single rate should estimate the values for lines a(1) and a(2).

Line a(8) - Report this establishment's share of receipts from gaming operations (e.g., casino games, slot machines).

Line a(11) - Report receipts from valet, laundry, parking, and other guest services.

Line b(2) - Include rental and commission receipts from operators of leased departments, concessions, stores, and coin-operated machines.

Sources of receipts or revenue	Census use	ESTIMATES are acceptable Mil.	Thou.	Dol.
a. Receipts from customers	400	401		
(1) Guestroom or unit rentals	121			
(2) Sales of meals and nonalcoholic beverages	122			
(3) Sales of alcoholic beverages for consumption on premises	123			
(4) Sales of packaged liquor, wine, or beer	124			
(5) Sales of other merchandise	575			
(6) Camp tuitions or fees	125			
(7) Telephone service charges	126			
(8) Gaming receipts	127			
(9) Rental of public rooms (e.g., conference/convention meeting rooms)	128			
(10) Membership dues and fees	444			
(11) Other receipts from customers – *Describe in REMARKS if more than 10 percent of total receipts or revenue.*	585			
(12) **TOTAL RECEIPTS OF TAXABLE ESTABLISHMENTS** (Sum of lines a(1) through a(11) should equal item 5a) → *Tax-exempt establishments - leave blank*	990			
b. Other sources of revenue				
(1) Gifts, grants, contributions	701			
(2) All other sources – *Describe in REMARKS if more than 10 percent of total revenue.*	785			
c. TOTAL REVENUE OF TAX-EXEMPT ESTABLISHMENTS (Sum of lines a(1) through a(11) and b(1) and b(2) should equal item 5b(1)) → *Taxable establishments - leave blank*	995			

Item 10. NUMBER AND TYPE OF ACCOMMODATIONS DECEMBER 31, 1992

(To be completed by hotels/motels and other lodging facilities)

The number of guestrooms, units, or quarters consists of the number which can be rented as single units. A suite of rooms which cannot be subdivided should be counted as a single unit.

Number of rooms, units, or quarters, by type	Number as of December 31, 1992
a. Primarily rented as residential quarters or units (occupied as one's primary residence)	460
b. Primarily rented as transient guestrooms or units	461
c. TOTAL (Sum of lines a and b)	462

FORM CB-7002

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-7002** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF SERVICE INDUSTRIES
MISCELLANEOUS LODGING PLACES

Enter the 11-digit CENSUS FILE NUMBER as shown on this report *(See label on page 1)*

Item 11. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 12*

b. Is this company owned or controlled by another company?

097 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?

098 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in Item 1) AT THE END of 1992? 079 Number

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

				1992	Mil.	Thou.	Dol.
1	Name			Receipts or revenue 081			
	Number and street			Annual payroll 082			
	City	State	ZIP Code	Paid employees for pay period including March 12 083			
	Kind-of-business description						
	Hotels/motels and other lodging facilities – number of guestrooms → 084			Census use 088			
2	Name			1992	Mil.	Thou.	Dol.
	Number and street			Receipts or revenue 081			
	City	State	ZIP Code	Annual payroll 082			
	Kind-of-business description			Paid employees for pay period including March 12 083			
	Hotels/motels and other lodging facilities – number of guestrooms → 084			Census use 088			
3	Name			1992	Mil.	Thou.	Dol.
	Number and street			Receipts or revenue 081			
	City	State	ZIP Code	Annual payroll 082			
	Kind-of-business description			Paid employees for pay period including March 12 083			
	Hotels/motels and other lodging facilities – number of guestrooms → 084			Census use 088			

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 12. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year	Name of person to contact regarding this report – *Print or type*
Telephone	Area code	Number	Extension	Title
Signature of authorized person			Date

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-7201

1992 CENSUS OF SERVICE INDUSTRIES
LAUNDRY, CLEANING, AND RELATED SERVICES

OMB No. 0607-0729: Approval Expires: 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-7201

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

004 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? — Number of months 002

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

Item 4. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992?

Mark (X) only ONE box.

003 1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
5 ☐ Government – *Specify* _____
0 ☐ Corporation
9 ☐ Other – *Specify* _____

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be rounded to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 5. DOLLAR VOLUME — Mil. | Thou. | Dol.

010 **OPERATING RECEIPTS of this establishment in 1992**

Item 6. PAYROLL — Mil. | Thou. | Dol.

Payroll in 1992, BEFORE DEDUCTIONS

030 **a. Annual**

031 **b. First quarter (January–March)**

Item 7. EMPLOYMENT — Number

032 **Number of paid employees for pay period including March 12, 1992** (Include both full- and part-time employees)

CONTINUE ON PAGE 2

PENALTY FOR FAILURE TO REPORT

Digitized by Google

Item 8. KIND OF BUSINESS OR ACTIVITY

a. *Mark (X) the ONE box which best describes the business or activity that accounted for the MAJOR portion of this establishment's receipts in 1992.* 070

- Coin-operated (or other self-service) laundry and/or drycleaning "store" . . . . . ☐ 721511
- Coin-operated laundry washing machine route (apartments, dormitories, etc.) . . . . . ☐ 721521
- Drycleaning plant . . . . . ☐ 721601
- Power laundry (family or commercial) . . . . . ☐ 721101
- Linen supply service . . . . . ☐ 721301
- Industrial laundry service . . . . . ☐ 721801
- Diaper service . . . . . ☐ 721901
- Rug cleaning plant . . . . . ☐ 721701
- Carpet and upholstery cleaning on location . . . ☐ 721702
- Pressing or valet shop (laundry or cleaning done by others) . . . . . ☐ 721201
- Retail agent (including "bobtailers") for laundries and drycleaners (work done by others) . . . . . ☐ 721202
- Laundry, except commercial power and coin-operated (hand, Chinese, or French laundries) . . . . . ☐ 721902
- Garment repair or alteration . . . . . ☐ 721903
- Fur repair and storage . . . . . ☐ 721904
- Seamstress and dressmaking service (material owned by customer) . . . . . ☐ 721905
- Other kind of activity – *Describe* . . . . . ☐ 777777

b. Is laundry work (other than finish work) done at this location? 470 1 ☐ Yes 2 ☐ No

c. Is drycleaning work (other than finish work) done at this location? 471 1 ☐ Yes 2 ☐ No

Item 9. SOURCES OF RECEIPTS

Report receipts by source either in dollar figures (see example for item 5) or as percentages (in whole percents) of the total – see example below.

Please do **not** combine data for two or more receipts lines.

Line q – Include receipts for alteration and garment construction services on material owned by the individual customer. Report receipts for alteration and garment construction on material owned by this company on line t.

NOTE – Receipts from wholesale work (for press shops, other laundries, "bobtailers," etc.) should be reported on lines d, f, and g below.

HOW TO REPORT PERCENTS	If figure is **38.76%** of total sales:	Mil.	Thou.	Dol.	Percent
	• *Report whole percents* →				39
	Not acceptable →				38.76

Sources of receipts	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
a. Coin-operated laundry and/or drycleaning store	400	401			402
(1) Washer receipts	131				
(2) Dryer receipts	132				
(3) Drycleaning machine receipts	133				
b. Coin-operated laundry washing machine route (apartments, etc.)	134				
c. Drycleaning (except coin-operated, industrial, linen supply, and rug) for **direct consumers**	135				
d. Drycleaning (except coin-operated, industrial, linen supply, and rug) for **resellers** (press shops, other drycleaners and laundries, "bobtailers," etc.)	136				
e. Laundry work, family and bachelor, including shirts, for **direct consumers** (excludes diapers)	137				

Item 9. SOURCES OF RECEIPTS – Continued

Sources of receipts	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
f. Laundry work, family and bachelor, including shirts, for **resellers** (press shops, other drycleaners and laundries, "bobtailers," etc.)	138				
g. Laundry work, commercial (other than industrial or linen supply)	139				
h. Laundry/drycleaning work and rental receipts for linen supply garments (gowns, coats, aprons, etc.)	141				
i. Laundry work and rental receipts for linen supply flatwork and full dry linens	142				
j. Laundry/drycleaning work and rental receipts for industrial garments (uniforms, gloves, etc.), except those for "clean room" operations	143				
k. Laundry/drycleaning work and rental receipts for industrial "clean room" operations	144				
l. Laundry work and rental receipts for industrial wiping cloths	145				
m. Laundry/drycleaning work and rental receipts for industrial/commercial mats (launderable or unlaunderable)	146				
n. Laundry/drycleaning work and rental receipts for industrial/commercial mops, cloths, and miscellaneous dust control items	147				
o. Laundry work and rental receipts for diapers	148				
p. Rug/carpet and upholstery cleaning **(1)** In plant	149				
(2) On customers' premises	151				
q. Alterations and garment construction	152				
r. All other laundry, cleaning, and garment services receipts (including hand laundry work)	153				
s. Shoe repair	157				
t. Sales of disposables and other merchandise – *Describe in REMARKS if more than 10 percent of total receipts.*	575				
u. All other receipts – *Describe in REMARKS if more than 10 percent of total receipts.*	585				
v. TOTAL (Should equal item 5 if reporting in dollars)	990				100%

Item 10. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 11*

b. Is this company owned or controlled by another company? 097 1 ☐ Yes → 2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies? 098 1 ☐ Yes → 2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

ITEM 10 CONTINUED ON PAGE 3

FORM CB-7201

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-7201** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF SERVICE INDUSTRIES
LAUNDRY, CLEANING, AND RELATED SERVICES

Enter the 11-digit CENSUS FILE NUMBER as shown on this report ***(See label on page 1)***

Item 10. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992? Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

NOTE – Do **not** consider branch locations of laundries and drycleaners (including industrial, linen, and diaper supply) that are **only** providing pick-up and distribution of finished work as separate establishments. Data for these locations should be included with the plant in which the work is actually done.

Estimates are acceptable if book figures are not available.

				1992	Mil.	Thou.	Dol.
1	Name			Receipts	081		
	Number and street			Annual payroll	082		
	City	State	ZIP Code	Paid employees for pay period including March 12	083		
	Kind-of-business description			Census use	088		

				1992	Mil.	Thou.	Dol.
2	Name			Receipts	081		
	Number and street			Annual payroll	082		
	City	State	ZIP Code	Paid employees for pay period including March 12	083		
	Kind-of-business description			Census use	088		

				1992	Mil.	Thou.	Dol.
3	Name			Receipts	081		
	Number and street			Annual payroll	082		
	City	State	ZIP Code	Paid employees for pay period including March 12	083		
	Kind-of-business description			Census use	088		

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 11. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year	Name of person to contact regarding this report – *Print or type*

Telephone	Area code	Number	Extension	Title

Signature of authorized person	Date

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-7307

1992 CENSUS OF SERVICE INDUSTRIES
COMPUTER AND DATA PROCESSING SERVICES

OMB No. 0607-0729: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-7307

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

004 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

003 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

005 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

006 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? — Number of months 002

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

Item 4. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992?

Mark (X) only ONE box.

003 1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
5 ☐ Government – *Specify* _____
0 ☐ Corporation
9 ☐ Other – *Specify* _____

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 5. DOLLAR VOLUME — Mil. | Thou. | Dol.

010

OPERATING RECEIPTS of this establishment in 1992

Item 6. PAYROLL — Mil. | Thou. | Dol.

030

Payroll in 1992, BEFORE DEDUCTIONS

a. Annual

031

b. First quarter (January–March)

Item 7. EMPLOYMENT — Number

032

Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees)

CONTINUE ON PAGE 2

PENALTY FOR FAILURE TO REPORT

Digitized by Google

Item 8. KIND OF BUSINESS OR ACTIVITY

a. *Mark (X) the ONE box which best describes the kind of business or activity that accounted for the MAJOR portion of this establishment's receipts in 1992.* 070

Computer software design and related services

- Custom computer programming services (including software systems analysis and design) . . . . . ☐ 737101
- Prepackaged computer software (development and marketing of prepackaged computer software) . . . . . ☐ 737201
- Computer integrated systems design or value added reseller (engaged in the development or modification of software **and** the "bundling" of software with computers and peripheral equipment to create an integrated system designed for specific applications) . . . . . ☐ 737301
- Other integrated systems design or value added reseller – *Describe type of system* . . . . . ☐ 777776

Computer processing and data preparation services

- Data preparation services (e.g., data entry) . . . . . ☐ 737401
- Computer data processing services . . . . . ☐ 737402
- Computer facilities management services (management or operation of customers' computer facilities) . . . . . ☐ 737601

Rental and leasing of computers and peripheral equipment

- Finance (equity) leasing of computers and related data processing equipment . . . . . ☐ 615900
- Rental and leasing of computers and related data processing equipment by the manufacturer (or its sales branches) . . . . . ☐ 9000000
- Rental and leasing of computers and related data processing equipment, except finance (equity) leasing or leasing by the manufacturer (or its sales branches) . . . . . ☐ 737701

Other computer services

- "On-line" information retrieval services (providing computer resources for the storage and retrieval of information) . . . . . ☐ 737501
- Repair and maintenance of computers and related data processing equipment . . . . . ☐ 737801
- Computer or data processing consulting (software and/or hardware), except programming services . . . . . ☐ 737911
- Computer education and training – other than consulting (software and/or hardware) . . . . ☐ 824304
- Other computer related services – *Describe* . . . ☐ 737991

Other kinds of business

Computer hardware or software "store" selling:

- Primarily to individuals for personal use . . . . . ☐ 573412
- Primarily to businesses, government, etc., for business use . . . . . ☐ 504511
- Computer equipment (hardware or software) wholesaler . . . . . ☐ 504500
- Engineering consulting and design service . . . . . ☐ 871102
- Research and development of computers and related hardware . . . . . ☐ 873112
- Manufacturer – *Describe type of equipment manufactured* . . . . . ☐ 9357000
- Other – *Describe* . . . . . ☐ 777777

b. Was this establishment primarily engaged in providing support services (e.g., data processing, research and development) to other establishments of the same company (rather than for the general public or other business firms) in 1992? 504 1 ☐ Yes 2 ☐ No

Item 9. SOURCES OF RECEIPTS

Report receipts by source either in dollar figures (see example for item 5) or as percentages (in whole percents) of the total – see example below.

Please do **not** combine data for two or more receipts lines.

Receipts should include amounts received for work subcontracted to others.

Line a – Include receipts from developing and marketing software for nonspecialized use, such as for payroll and tax accounting, data base systems, etc. Such software may require minor modifications for individual customer needs. Receipts from the sale of software **not** developed by this firm (resales) should be reported on line j(2).

Line b(1) – Include receipts for the development (analysis, design, and programming) of software tailored to customer specifications. Free-lance computer software writers should include receipts from the sale of their software here.

Line b(2) – Include receipts from providing systems analysts and/or programmers to participate in the development or maintenance of software systems.

Line c(1) – Include receipts from providing advice related to the management of clients' computer resources. This advice typically consists of assessing the needs of the organization and planning or consulting on the purchase of hardware and software.

Line c(2) – Include receipts from providing advice on technical matters related to computer systems, such as conducting feasibility studies on the implementation of a system, providing specifications for data base design, and providing technical expertise for the integration of software and hardware.

Line d – Include receipts from the development or modification of software and the "bundling" of the software with hardware to create an integrated system designed for specific applications. Receipts should represent the combined charges from software development, hardware sales, and other services provided in developing and installing the systems. Receipts from the sale of computer systems comprised entirely of purchased hardware and software should be reported on line j.

Line f – Include amounts received for the contract management and operations of government and other data processing facilities. Include operation of computer and data processing facilities at customers' location.

Line g – Include receipts from providing computer resources (hardware and software) for the storage and on-line retrieval of information.

Line h(1) – Include the fair sales value of merchandise marketed in 1992 by your firm under capital, financa, or full payout leases. **Do not** include installment payments received from any capital, finance, or full payout leases.

Line h(2) – Include receipts from rental and leasing (operating leases only) of computers and other equipment. Total receipts should be reported here whether or not the lease includes maintenance.

Line i – Report receipts from providing telecommunications services (e.g., data transmission services, leased networks) here.

HOW TO REPORT PERCENTS	If figure is **38.76%** of total sales:	Mil.	Thou.	Dol.	Percent
	• *Report whole percents* →				39
	Not acceptable →				38.76

Sources of receipts	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
a. Prepackaged computer software	400	401			402
(1) Systems and user tools software	221				
(2) Applications software	222				
(3) Other prepackaged software (e.g., computer games)	223				
(4) Sum a(1) through a(3)	220				
b. Custom computer programming, systems design, and related custom software services					
(1) Custom software development services	231				
(2) All other (e.g., systems analysis and design services, including systems maintenance)	232				
(3) Sum b(1) and b(2)	230				

ITEM 9 CONTINUED ON PAGE 3

FORM CB-7307

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-7307** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF SERVICE INDUSTRIES
COMPUTER AND DATA PROCESSING SERVICES

Enter the 11-digit CENSUS FILE NUMBER as shown on this report *(See label on page 1)*

Item 9. SOURCES OF RECEIPTS – Continued

HOW TO REPORT PERCENTS

If figure is **38.76%** of total sales:	Mil.	Thou.	Dol.	Percent
• *Report whole percents* →				39
Not acceptable →				38.76

Sources of receipts	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
c. Consulting services (computer related)	400	401			402
(1) Related to the installation of hardware	241				
(2) Systems and other technical computer related consulting	242				
(3) Sum c(1) and c(2)	240				
d. Computer integrated systems (sale or lease)	251				
e. Computer processing services					
(1) Data processing and tabulation services	261				
(2) Data entry services	262				
(3) Other computer processing services	263				
(4) Sum e(1) through e(3)	260				
f. Computer facilities management services	271				
g. On-line information retrieval services	272				
h. Rental and leasing					
(1) Finance (equity) leasing	207				
(2) All other rental and leasing, except finance leasing					
(a) Computers and peripheral equipment	274				
(b) Other equipment – *Describe in REMARKS if more than 10 percent of total receipts.*	275				
i. Maintenance and repair					
(1) Computers and peripheral equipment	277				
(2) All other equipment – *Describe in REMARKS if more than 10 percent of total receipts.*	278				
j. Sales of merchandise and equipment					
(1) Computers and peripheral equipment	279				
(2) Prepackaged software (resales)	281				
(3) All other – *Describe in REMARKS if more than 10 percent of total receipts.*	575				
k. Other computer related services – *Describe in REMARKS if more than 10 percent of total receipts.*	282				
l. All other receipts – *Describe in REMARKS if more than 10 percent of total receipts.*	585				
m. TOTAL (Should equal item 5 if reporting in dollars)	990				100%

Item 10. INTEGRATED SYSTEMS DESIGN

(To be completed by establishments engaged in integrated systems design)

a. Did this establishment perform any of the following functions or activities in developing integrated systems?

(1) Write or modify software (custom or prepackaged) 493 1 ☐ Yes 2 ☐ No

(2) Develop systems which include **primarily**

(a) Computers and peripheral equipment 494 1 ☐ Yes 2 ☐ No

(b) **Other** than computers and peripheral equipment 495 1 ☐ Yes 2 ☐ No

If "Yes" – *Describe equipment*

b. Estimate the percentage of the value of the integrated systems sold or leased (reported on line d of Item 9) for the following categories – Report in whole percents

(1) Software 496

(2) Hardware and other equipment 497

(3) Other (e.g., consulting, training, engineering) 498

(4) **TOTAL** 100%

c. Was any of the equipment/hardware included in the systems sold or leased by this establishment either manufactured or assembled – *(Mark (X) all that apply)*

	Manufactured	Assembled
(1) **At this location?**	500 1 ☐ Yes 2 ☐ No	501 1 ☐ Yes 2 ☐ No
(2) **At other locations of this company?**	502 1 ☐ Yes 2 ☐ No	503 1 ☐ Yes 2 ☐ No

"Manufacturing" includes making computers and other equipment from parts that this company built or fabricated.

"Assembly" includes making computers and other equipment from parts that were purchased; final assembly; and testing. Do not consider linking computers to peripheral devices, networks, etc., as "assembly."

Item 11. RECEIPTS, BY CLASS OF CUSTOMER

Estimate the percentage of receipts (reported in item 5) by class of client. Report in whole percent of receipts

a. Individuals 441

b. Trade, farming, industrial, transportation, financial, and other business firms 442

c. Federal Government 443

d. State and local governments 444

e. All other 445

f. **TOTAL** 100%

Item 12. EXPORTED SERVICES

NOTE – An exported service is a service performed for a customer or client (individual, government, business establishment, etc.) located **outside** the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.) are included. Services provided to domestic subsidiaries of foreign firms are excluded.

	Mil.	Thou.	Dol.
a. Did the receipts reported in item 5 include any amounts received for exported services? 406			
405 1 ☐ Yes – *Amount* →			
2 ☐ No			
b. Did this establishment receive any amounts for exported services which were NOT included in Item 5? 408			
407 1 ☐ Yes – *Describe type of service in REMARKS and report amount here* →			
2 ☐ No			

CONTINUE ON PAGE 4

Digitized by Google

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 14*

b. Is this company owned or controlled by another company?

097 1 ☐ Yes ⟶
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?

098 1 ☐ Yes ⟶
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992?

Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

					1992	Mil.	Thou.	Dol.
1	Name				Receipts	081		
	Number and street				Annual payroll	082		
	City	State	ZIP Code		Paid employees for pay period including March 12	083		
	Kind-of-business description				Census use	088		

					1992	Mil.	Thou.	Dol.
2	Name				Receipts	081		
	Number and street				Annual payroll	082		
	City	State	ZIP Code		Paid employees for pay period including March 12	083		
	Kind-of-business description				Census use	088		

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 14. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year	Name of person to contact regarding this report – *Print or type*
Telephone	Area code	Number	Extension	Title
Signature of authorized person			Date

FORM CB-7307

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-7802

1992 CENSUS OF SERVICE INDUSTRIES
MOTION PICTURE THEATERS

OMB No. 0607-0729: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-7802

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? 002 Number of months

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

Item 4. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992?
Mark (X) only ONE box.

003 1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
5 ☐ Government – *Specify* _____
0 ☐ Corporation
9 ☐ Other – *Specify* _____

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be rounded to thousands of dollars.
Example: If a figure is $1,125,628.79 report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 5. DOLLAR VOLUME

	Mil.	Thou.	Dol.
010 **OPERATING RECEIPTS of this establishment in 1992**			

Item 6. PAYROLL

	Mil.	Thou.	Dol.
030 **Payroll in 1992, BEFORE DEDUCTIONS**			
a. Annual			
031 **b. First quarter (January–March)**			

Item 7. EMPLOYMENT

	Number
032 **Number of paid employees for pay period including March 12, 1992** (include both full- and part-time employees)	

Item 8. KIND OF BUSINESS OR ACTIVITY

070

Motion picture theater, except drive-in . . . . . ☐ 783201

Drive-in motion picture theater . . . . . ☐ 783301

Theater, except motion picture – *Describe* . . . . . ☐ 777776

Other kind of activity – *Describe* . . . . . ☐ 777777

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 9. SOURCES OF RECEIPTS

Report receipts by source either in dollar figures (see example for item 5) or as percentages (in whole percents) of the total – see example to the right.

Please do **not** combine data for two or more receipts lines.

Do not include anywhere on this report receipts from rental of stores or other real estate, or receipts from sales made by operators of concessions on these premises.

Line a(1) – Amount received from the sale of admissions. **Do not** include State and local admission taxes.

Line a(2) – Total receipts from refreshment stands and vending machines **owned** by this establishment, excluding sales tax. Receipts from electronic game machines owned by this establishment should be included on line a(4). This establishment's share of receipts from vending machines or concessions and from electronic game machines owned by others and operated on these premises should be reported on line b.

Line a(4) – Include receipts from electronic game machines owned by this establishment.

Line b – Amount received from operators of concessions located on these premises, regardless of whether compensation was in the form of a flat rental or a percentage of the receipts. Also include here **this establishment's share** of receipts from vending machines and electronic game machines owned by others and operated on these premises, receipts from screen advertising, and receipts from rental of theater facilities (e.g., for meetings, receptions).

HOW TO REPORT PERCENTS

If figure is **38.76% of total sales:**

- *Report whole percents* → 39
- *Not acceptable* → 38.76

Sources of receipts	Census use	Mil.	Thou.	Dol.	Percent
		ESTIMATES are acceptable. Report dollars OR percents.			
a. Receipts from theater patrons	400	401			402
(1) From admissions (excluding admission taxes)	374				
(2) From refreshment stands and vending machines owned by this establishment (excluding sales tax)	375				
(3) From all other merchandise sales (excluding sales tax)	575				
(4) All other receipts from patrons – *Describe in REMARKS if more than 10 percent of total receipts.*	585				
(5) **TOTAL** (Should equal item 5 if reporting in dollars)	990				
b. Receipts from other sources					
Was any amount other than from theater patrons received by this establishment in its business operations during 1992?		511			

510 1 ☐ Yes →
2 ☐ No

Item 10. PAID ADMISSIONS DURING 1992

Report admissions to the nearest thousand.

		Number of admissions Thou.	000
a. Conventional theater - Total number of paid admissions	515		
b. Drive-in theater	516		
(1) Total number of paid admissions where charge was by per person in the car			
(2) Total number of car admissions where charge was by the car	517		

Item 11. THEATER CAPACITY DECEMBER 31, 1992

Drive-in motion picture theaters having seats should report car and seating capacities separately.

		Number
a. Seating capacity	518	
b. Car capacity (if this is a drive-in motion picture theater)	519	

Item 12. NUMBER OF SCREENS

a. **Does this report cover operation of more than one theater or theater screen?** 520 1 ☐ Yes 2 ☐ No

b. **If "Yes," mark (X) ONE box and enter number.**

		Number of screens
(1) ☐ Theaters at different physical locations	521	
(2) ☐ Two or more screens at same location	522	

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. **Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?**

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 14*

b. **Is this company owned or controlled by another company?**

087 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. **Does this company own or control any other company or companies?**

096 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued

d. **How many establishments operated under the Employer Identification Number shown in the label (or as corrected in Item 1) AT THE END of 1992?** 079 Number

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

					1992	Mil.	Thou.	Dol.
1	Name				Receipts	081		
	Number and street				Annual payroll	082		
	City	State	ZIP Code		Paid employees for pay period including March 12			
	Kind-of-business description				083			
	Motion picture theaters – number of screens	085			Census use	088		

					1992	Mil.	Thou.	Dol.
2	Name				Receipts	081		
	Number and street				Annual payroll	082		
	City	State	ZIP Code		Paid employees for pay period including March 12			
	Kind-of-business description				083			
	Motion picture theaters – number of screens	085			Census use	088		

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 14. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo.	Year	TO: Mo.	Year

Name of person to contact regarding this report – *Print or type*

Title

Telephone	Area code	Number	Extension

Signature of authorized person | Date

FORM CB-7802

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-7903

1992 CENSUS OF SERVICE INDUSTRIES
MISCELLANEOUS AMUSEMENT AND RECREATION SERVICES

OMB No. 0607-0729: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-7903

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

Number of months

a. How many months during 1992 was this establishment actively operated? 002

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only

Month	Year

Name of new owner or operator

Number and street

City | State | ZIP Code

Item 4. LEGAL FORM OF ORGANIZATION AND TAX STATUS

a. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992?

Mark (X) only ONE box.

003 1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
5 ☐ Government – *Specify* _____
0 ☐ Corporation
9 ☐ Other – *Specify* _____

b. TAX STATUS

(1) Is this establishment operated on a not-for-profit basis?

005 1 ☐ Yes
2 ☐ No – *Skip to item 5*

(2) Was all or part of the income of this establishment or organization exempt from Federal income taxes under section 501 of the Internal Revenue Code?

004 1 ☐ Yes
2 ☐ No

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.

Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 5. DOLLAR VOLUME

NOTE – Amusement parlors and video arcades should include commissions received from vending and amusement machine operators.

If the answer to item 4b(2) was "Yes," skip to part b; otherwise, complete part a and skip to item 6.

		Mil.	Thou.	Dol.
a. OPERATING RECEIPTS of this (taxable) establishment in 1992	010			
b. REVENUE AND EXPENSES of this (tax-exempt) establishment in 1992	010			
(1) REVENUE	040			
(2) EXPENSES (including payroll)				

Item 6. PAYROLL

		Mil.	Thou.	Dol.
Payroll in 1992, BEFORE DEDUCTIONS	030			
a. Annual	031			
b. First quarter (January–March)				

Item 7. EMPLOYMENT

Number

Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees) 032

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 8. KIND OF BUSINESS OR ACTIVITY

Mark (X) the ONE box which best describes the business or activity that accounted for the MAJOR portion of this establishment's receipts or revenue in 1992.

070

Carnivals, circuses, and fairs

- Carnival or circus . . . . . ☐ 799921
- Concession operator (amusements, rides, etc.) . . . . . ☐ 799911
- Fair (State, county, etc.) . . . . . ☐ 799931
- Amusement park, theme park, water park, kiddie park . . . . . ☐ 799601

Coin machine operations

- Coin machine operator (or distributor) – operator of coin-operated machines located in other establishments
  - Juke boxes . . . . . ☐ 799301
  - Pinball, electronic games, and other amusement machines . . . . . ☐ 799302
  - Merchandise vending machines . . . . . ☐ 596209
  - Service machines, except laundry (weighing, locker rental, etc.) . . . . . ☐ 729995
- Amusement parlor or video arcade . . . . . ☐ 799303

Membership clubs

- Country club, membership . . . . . ☐ 799701
- Yacht club, membership . . . . . ☐ 799702
- Charter boat or yacht, except party fishing boat . . ☐ 448900
- Marina . . . . . ☐ 449300
- Membership sports and recreation club, except country or yacht (e.g., tennis, golf, swimming club) . . . . . ☐ 799703
- Gymnasium or athletic club . . . . . ☐ 799191
- Physical fitness, strength development, or weight training center, membership . . . . . ☐ 799111
- Civic, social, or fraternal membership association . . . . . ☐ 864109

Other amusement and recreation services (except membership clubs)

- Physical fitness, strength development, or weight training center . . . . . ☐ 799112
- Diet or weight reducing center (no physical fitness facilities) . . . . . ☐ 729972
- Billiard or pool establishment . . . . . ☐ 799991
- Rental of amusement and recreation items (e.g., beach chairs, bicycles, boats, horses) . . . . . ☐ 799992
- Sports instruction (including instructional schools and camps) . . . . . ☐ 799993
- Golf driving range . . . . . ☐ 799994
- Miniature golf . . . . . ☐ 799994
- Golf course (open to the public) . . . . . ☐ 799201
- Casino (gambling) with 25 or **more** guestrooms for lodging . . . . . ☐ 701116
- Casino (gambling) with **less** than 25 (or no) guestrooms for lodging . . . . . ☐ 799995
- Skating rink, roller . . . . . ☐ 799961
- Skating rink, ice . . . . . ☐ 799971
- Swimming pool, bathing beach . . . . . ☐ 799996
- Ski area with 25 or **more** guestrooms for lodging. . . . . ☐ 701117
- Ski area with **less** than 25 (or no) guestrooms for lodging . . . . . ☐ 799997
- Children's day camp . . . . . ☐ 799998
- Sports professional, except jockey or racing car driver . . . . . ☐ 799999
- Public dance hall or ballroom . . . . . ☐ 791111
- Dancing school (including modern dance, ballet, tap, ethnic, etc.) . . . . . ☐ 791121
- Other amusement or recreation service – *Describe* . . . . . ☐ 777776

Other kind of activity – *Describe* . . . . . ☐ 777777

Item 9. SOURCES OF RECEIPTS OR REVENUE

Report receipts or revenue by source in dollar figures (see example for item 5).

Please do **not** combine data for two or more receipts or revenue lines.

Line a – Operators of coin-operated amusement machines (including coin-operated gambling machines) located in other establishments should report in part a the total amount paid by customers into such machines, **without** deduction for amounts paid to those establishments. Amusement parlors and video arcades should report on line b(9) their share of receipts from coin machines operated by others.

Line b(1) – Report amounts received from the sale of general or specific exhibit admissions, exclusive of any State or local taxes.

Line b(2) – Report amounts received for the use of recreational facilities. Include tuition or fees for instructional services, billiard or pool table fees, and greens fees.

Line b(4) – Report amounts received from the rental of boats, canoes, beach chairs, and other recreational items.

Line b(5) – Report amounts received from sales of food, candy, refreshments, etc., excluding all sales taxes. Do not include sales of alcoholic beverages, receipts made by operators of concessions, or this establishment's share of receipts from vending machines operated by others at this establishment.

Line b(8) – Report casino's share of gaming receipts. **Operators of coin-operated gambling machines (e.g., slots) should report on line a.**

Line b(9) – Report amounts received from miscellaneous sources such as parking fees, etc.

Line d(1) – Report contributions, gifts, and grants, whether or not restricted against use for operations. Include here any donations made for admissions.

Line d(2) – Report receipts from operators of concessions on the premises, rental of display space, advertising, endorsements, radio or television broadcast income, and other noncustomer receipts. Also include amounts received from interest and dividends, but exclude income derived from the sale of investments, real estate, or other assets.

Sources of receipts or revenue	Census use	ESTIMATES are acceptable Mil.	Thou.	Dol.
a. Amusement machines	400	401		
(1) Phonograph, compact disc, or video jukeboxes	401			
(2) Pinball machines	402			
(3) Video games	403			
(4) Other amusement machines (**exclude** billiard or pool tables)	404			
(5) **Sum lines a(1) through a(4)**	400			
b. Other amounts received from customers				
(1) Admissions (do not include admission taxes)	374			
(2) Amounts received for the use of recreational facilities	395			
(3) Membership dues and fees	444			
(4) Rental fees	342			
(5) Sales of food and refreshments, excluding alcoholic beverages	122			
(6) Sales of alcoholic beverages	123			
(7) Sales of other merchandise	575			
(8) Gaming receipts	399			
(9) All other amounts received from customers – *Describe in REMARKS if more than 10 percent of total receipts.*	585			
c. TOTAL RECEIPTS OF TAXABLE ESTABLISHMENTS (Sum of lines a(5) through b(9) should equal item 5a) *Tax-exempt establishments – leave blank*	990			
d. Other sources of receipts or revenue				
(1) Contributions, gifts, grants	701			
(2) All other sources – e.g., dividends, rents, interest (**Do not** include income from the sale of investments)	785			
e. TOTAL REVENUE OF TAX-EXEMPT ESTABLISHMENTS (Sum of lines a(5) through b(9), d(1) and d(2) should equal item 5b(1)) *Taxable establishments – leave blank*	995			

FORM CB-7903

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-7903** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF SERVICE INDUSTRIES

MISCELLANEOUS AMUSEMENT AND RECREATION SERVICES

Enter the 11-digit CENSUS FILE NUMBER as shown on this report *(See label on page 1)*

Item 10. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 11*

b. Is this company owned or controlled by another company?

087 1 ☐ Yes ⟶
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?

088 1 ☐ Yes ⟶
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in Item 1) AT THE END of 1992? Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

				1992	Mil.	Thou.	Dol.
1	Name			Receipts or revenue 081			
	Number and street			Annual payroll 082			
	City	State	ZIP Code	Paid employees for pay period including March 12 083			
	Kind-of-business description			Census use 086			
2	Name			Receipts or revenue 081			
	Number and street			Annual payroll 082			
	City	State	ZIP Code	Paid employees for pay period including March 12 083			
	Kind-of-business description			Census use 086			
3	Name			Receipts or revenue 081			
	Number and street			Annual payroll 082			
	City	State	ZIP Code	Paid employees for pay period including March 12 083			
	Kind-of-business description			Census use 086			

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 11. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year	Name of person to contact regarding this report – *Print or type*
Telephone	Area code	Number	Extension	Title
Signature of authorized person			Date

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-8001

1992 CENSUS OF SERVICE INDUSTRIES

OFFICES AND CLINICS OF PHYSICIANS AND OTHER HEALTH PROVIDERS (EXCEPT DENTISTS)

OMB No. 0607-0729: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-8001

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

004 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

003 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

005 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

006 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

Number of months
002

a. How many months during 1992 was this establishment actively operated?

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

Item 4. LEGAL FORM OF ORGANIZATION AND TAX STATUS

a. LEGAL FORM OF ORGANIZATION

Which of the following best describes this practice's legal form of organization during 1992?
Mark (X) only ONE box.

003 1 ☐ Sole practitioner (including individual practitioner in a group practice filing a sole proprietorship Federal income tax return)
2 ☐ Partnership (including association or other form of group practice filing a partnership Federal income tax return)
5 ☐ Government – *Specify* _____
0 ☐ Professional service organization or association (operating under State professional association or corporation statutes, and filing a corporation Federal income tax return)
0 ☐ Corporation (other than specified above)
9 ☐ Other – *Specify* _____

b. TAX STATUS

(1) Is this establishment operated on a not-for-profit basis?

005 1 ☐ Yes 2 ☐ No – *Skip to item 5*

(2) Was all or part of the income of this establishment or organization exempt from Federal income taxes under section 501 of the Internal Revenue Code?

004 1 ☐ Yes 2 ☐ No

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 5. DOLLAR VOLUME

If the answer to item 4b(2) was "Yes," skip to part b; otherwise, complete part a and skip to item 6.

		Mil.	Thou.	Dol.
a. OPERATING RECEIPTS of this (taxable) establishment in 1992	010			
b. REVENUE AND EXPENSES of this (tax-exempt) establishment in 1992	010			
(1) REVENUE	040			
(2) EXPENSES (including payroll)				

Item 6. PAYROLL

		Mil.	Thou.	Dol.
Payroll in 1992, BEFORE DEDUCTIONS	030			
a. Annual				
b. First quarter (January–March)	031			

Item 7. EMPLOYMENT

		Number
Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees)	032	

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 8. KIND OF ACTIVITY OR OPERATION

Mark (X) the ONE box which best describes this practice or facility in 1992.

070

Offices of health practitioners (including group clinics owned and oporated by health practitioners associated for the purpose of carrying on their profession)

- Office of physician(s) (licensed practitioner(s) having **M.D.** degree and engaged in the practice of general or specialized medicine and/or surgery) . . ☐ 801111
- Office of osteopathic physician(s) (licensed practitioner(s) having **D.O.** degree and engaged in the practice of general or specialized osteopathic medicine and/or surgery) . . . . . ☐ 803111
- Office of chiropractor(s) . . . . . ☐ 804101
- Office of podiatrist(s) . . . . . ☐ 804301
- Office of optometrist(s) . . . . . ☐ 804201
- Office of dentist(s) . . . . . ☐ 802112
- Office of other health practitioner(s) (including nurses, physical therapists, and psychologists) . . . . ☐ 804901

Outpatient care facilities (including clinics) NOT owned and operated by health practitioners associated for the purpose of carrying on their profession

- General medical clinic (staffed by licensed practitioners having **M.D.** degree) . . . . . ☐ 801131
- General medical clinic (staffed by licensed practitioners having **D.O.** degree) . . . . . ☐ 803121
- Ambulatory surgical center . . . . . ☐ 801132
- Emergency or urgent care center . . . . . ☐ 801133
- Chiropractic clinic . . . . . ☐ 804102
- Podiatric clinic . . . . . ☐ 804302
- Optometric clinic . . . . . ☐ 804202
- Dental clinic . . . . . ☐ 802122
- Kidney dialysis center . . . . . ☐ 809202
- Specialty outpatient clinic – *Describe* . . . . . ☐ 809303

Hospital and medical service plans (including HMO's)

- General medical clinic operated by the provider of a prepaid medical plan . . . . . ☐ 801134
- Other health facility operated by the provider of a prepaid medical plan – *Describe* . . . . . ☐ 777775
- Management office engaged in arranging for hospital, medical, and other health services in return for a fixed periodic premium from subscribers . . . . . ☐ 632400

Other health services

- Association or similar group of health practitioners formed solely for the purpose of sharing expenses (Employer Identification Number is assigned to the association) . . . . . ☐ 801121
- Optical goods store . . . . . ☐ 599509
- Other kind of health service – *Describe* . . . . . ☐ 777776

Other kind of activity or operation – *Describe* . . . . ☐ 777777

Item 9. PERSONNEL, BY OCCUPATION

Note – Data on "Type of employee" should cover **only** the personnel under this Employer Identification (EI) Number. **Line a(10) should equal item 7.**

Line a – Physicians who are members of a professional corporation (PC) or professional association (PA) should be included in "Type of employee" data.

Line b – Only proprietors and partners **not** considered employees of the firm for Federal income tax purposes should be included here.

	Personnel for pay period including March 12, 1992 (number)
a. Type of employee	
(1) Physicians (licensed practitioners having **M.D.** degree)	533
(2) Osteopathic physicians (licensed practitioners having **D.O.** degree)	534
(3) Chiropractors (licensed practitioners having **D.C.** degree)	535
(4) Podiatrists (licensed practitioners having **D.P.** degree)	536
(5) Optometrists (licensed practitioners having **O.D.** degree)	537
(6) Registered nurses	538
(7) Licensed practical nurses	539
(8) All other health practitioners	540
(9) All other employees (bookkeepers, secretaries, etc.)	541
(10) TOTAL (Sum of lines (1) through (9) should equal item 7)	542
b. Active proprietors or partners at this location (**unincorporated practices** only)	450

For partnerships operating more than one location, report partners at the one location at which they spend most of their working time.

Group practices should include only physicians who are members of the practice covered by this EI Number.

Item 10. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 11*

b. Is this company owned or controlled by another company?

097 1 ☐ Yes ⟶
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?

098 1 ☐ Yes ⟶
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

ITEM 10 CONTINUED ON PAGE 3

FORM CB-9001

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-8001** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF SERVICE INDUSTRIES

OFFICES AND CLINICS OF PHYSICIANS AND OTHER HEALTH PROVIDERS (EXCEPT DENTISTS)

Enter the 11-digit CENSUS FILE NUMBER as shown on this report ***(See label on page 1)***

Item 10. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued

Number 079

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992?

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Note – Offices which are not staffed on a full-time basis by at least one employee covered by this EI Number should **not** be considered separate establishments. Include data for these offices with data reported for the main location. Physicians whose main practice is outside the hospital (clinic), but whose practice necessitates using hospital facilities, should **not** consider the hospital (clinic) as a separate location (e.g., a surgeon with a private practice who utilizes hospital facilities). Physicians who practice solely from hospitals (e.g., anesthesiologists) should **not** consider these hospitals as separate office locations.

Estimates are acceptable if book figures are not available.

				1992	Mil.	Thou.	Dol.
1	Name			Receipts or revenue 081			
	Number and street						
	City	State	ZIP Code	Annual payroll 082			
	Kind-of-business description			Paid employees for pay period including March 12 083			
				Census use 088			

				1992	Mil.	Thou.	Dol.
2	Name			Receipts or revenue 081			
	Number and street						
	City	State	ZIP Code	Annual payroll 082			
	Kind-of-business description			Paid employees for pay period including March 12 083			
				Census use 088			

				1992	Mil.	Thou.	Dol.
3	Name			Receipts or revenue 081			
	Number and street						
	City	State	ZIP Code	Annual payroll 082			
	Kind-of-business description			Paid employees for pay period including March 12 083			
				Census use 088			

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 11. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year		Name of person to contact regarding this report – *Print or type*
Telephone	Area code	Number	Extension	Title
Signature of authorized person				Date

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-8702

1992 CENSUS OF SERVICE INDUSTRIES
ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES

OMB No. 0607-0729: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-8702

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? Number of months 002

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

Item 4. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992?

Mark (X) only ONE box.

003 1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
5 ☐ Government – *Specify* _____
0 ☐ Corporation
9 ☐ Other – *Specify* _____

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 5. DOLLAR VOLUME

	Mil.	Thou.	Dol.
010 **OPERATING RECEIPTS of this establishment in 1992**			

Item 6. PAYROLL

	Mil.	Thou.	Dol.
030 **Payroll in 1992, BEFORE DEDUCTIONS** **a. Annual**			
031 **b. First quarter (January–March)**			

Item 7. EMPLOYMENT

	Number
032 **Number of paid employees for pay period including March 12, 1992** (Include both full- and part-time employees)	

CONTINUE ON PAGE 2

PENALTY FOR FAILURE TO REPORT

Digitized by Google

Item 8. KIND OF BUSINESS OR ACTIVITY

Mark (X) the ONE box which best describes the business or activity that accounted for the MAJOR portion of this establishment's receipts in 1992.

070

Accounting, auditing, and bookkeeping services

- CPA practice . . . . . ☐ 872101
- Public accounting practice (other than CPA practice) ☐ 872102
- Bookkeeping service . . . . . ☐ 872103
- Payroll accounting service (client's employees **not included** on the payroll of this establishment) . . . . ☐ 872104
- Payroll acounting service (client's employees **included** on the payroll of this establishment) . . . . ☐ 736393
- Tax return preparation service . . . . . ☐ 729103

Other kind of activity

- Computer data processing service (excludes establishments which may utilize computers in providing services such as accounting or bookkeeping services) . . . . . ☐ 737403

070

- Computer integrated systems design service (engaged in the development or modification of software **and** the "bundling" of software with computers and peripheral equipment to create an integrated system designed for specific applications) ☐ 737303
- Computer or data processing consulting service (hardware and/or software), except programming or systems integration service . . . . . ☐ 737912
- Other computer related service – *Describe* . . . . . ☐ 777775
- Management consulting service . . . . . ☐ 874204
- Other consulting service – *Describe* . . . . . ☐ 777776
- Other – *Describe* . . . . . ☐ 777777

Item 9. SOURCES OF RECEIPTS

Report receipts by source either in dollar figures (see example for item 5) or as percentages (in whole percents) of the total – see example to the right.

Please do **not** combine data for two or more receipts lines.

Line a(1) – Include receipts for preparing preadjusted trial balances (clients have own bookkeeper) and periodic financial statements for clients. Auditing services include examining, reporting, analyzing, and confirming clients' existing accounting records. Include reimbursement of expenses incurred for clients.

Line a(2) – Include receipts for preparing trial balances, journals, ledgers, payrolls, etc.

Line b(1) – Include receipts for providing strategic and organizational planning, financial planning and budgeting, and other management consulting services. Receipts for tax consulting should be included on line b(2).

Line b(2) – Include receipts for providing advice on tax matters. If advice is provided as part of the preparation of tax returns, enter amount on line c.

Line g – Include receipts for developing software tailored to customer specifications. Receipts for developing and marketing prepackaged software should be included on line h.

Line i – Include receipts for developing or modifying software and "bundling" the software with hardware to create an integrated system designed for specific applications. Report on this line the combined charges for software development, hardware sales, and other services provided in developing and installing the systems.

HOW TO REPORT PERCENTS	If figure is **38.76%** of total sales:	Mil.	Thou.	Dol.	Percent
	• ***Report whole percents*** →				**39**
	Not acceptable →				38.76

Sources of receipts	Census use	**ESTIMATES are acceptable. Report dollars OR percents.** Mil.	Thou.	Dol.	Percent
a. Accounting, auditing, and bookkeeping services	400	401			402
(1) Accounting and auditing services	471				
(2) Bookkeeping services (writeup work)	472				
(3) Sum a(1) and a(2)	470				
b. Consulting services					
(1) Management consulting	497				
(2) Tax consulting	498				
(3) Computer consulting (hardware and software related), except programming services	240				
(4) Other consulting services	499				
c. Tax return preparation services	161				
d. Public relations services	521				
e. Management and administrative services	512				
f. Data processing services	260				
g. Custom computer programming, systems design, and related custom software services	230				
h. Development and sales of prepackaged software	220				
i. Computer integrated systems (sale or lease)	251				
j. Economic, sociological, educational, and other nonphysical research on a fee or contract basis	493				
k. Sales of merchandise – *Describe in REMARKS if this is largest source of receipts.*	575				
l. All other receipts – *Describe in REMARKS if more than 10 percent of total receipts.*	585				
m. TOTAL (Should equal item 5 if reporting in dollars)	990				**100%**

FORM CB-8702

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-8702** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF SERVICE INDUSTRIES
ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES

Enter the 11-digit CENSUS FILE NUMBER as shown on this report *(See label on page 1)*

Item 10. PERSONNEL AND PAYROLL, BY OCCUPATION

Lines a(1) and a(2) – Include accountants who are members of professional corporations. Report proprietors and partners of unincorporated firms on line b.

Line a(2) – Include licensed, registered, and public accountants, and accounting practitioners who are **not** certified by the State.

Line b – Report the number of proprietors or partners **not** considered employees of the firm for Federal tax purposes.

Occupation (include proprietors and partners on line b only)	Personnel for pay period including March 12, 1992 (number)	Annual payroll Mil.	Thou.	Dol.
a. Type of employee	630	635		
(1) Certified public accountants (employees of firm)	631	636		
(2) Public accountants not certified (employees of firm)	632	637		
(3) Management consultants and other nonaccounting professional staff	633	638		
(4) All others (including clerical and other support staff)	634	639		
(5) **Total** (Sum of lines a(1) through a(4) – should equal entries in items 6a and 7)	450			
b. Active proprietors or partners at this location (unincorporated practices only). For businesses operating at more than one location, report proprietor or partners at the location where they spend most of their working time.				

Item 11. RECEIPTS, BY CLASS OF CLIENT

Estimate the percentage of receipts (reported in item 5) by class of client.

		Report in whole percents
a. Individuals	441	
b. Trade, farming, industrial, transportation, financial, and other business firms	442	
c. Federal Government	443	
d. State and local governments (including public authorities)	444	
e. All other	445	
f. **TOTAL**		**100%**

Item 12. EXPORTED SERVICES

NOTE – An exported service is a service performed for a customer or client (individual, government, business establishment, etc.) located **outside** the United States (i.e., outside the 50 States, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.) are included. Services provided to domestic subsidiaries of foreign firms are excluded.

		Mil.	Thou.	Dol.
a. Did the receipts reported in item 5 include any amounts received for exported services? 405 1 ☐ Yes – *Amount* → 2 ☐ No	406			
b. Did this establishment receive any amounts for exported services which were NOT included in item 5? 407 1 ☐ Yes – *Describe type of service in REMARKS and report amount here* → 2 ☐ No	408			

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 14*

b. Is this company owned or controlled by another company? 097 1 ☐ Yes → 2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies? 096 1 ☐ Yes → 2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992? Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

NOTE – Temporary or special purpose offices of accounting, auditing, and bookkeeping services should not be considered separate locations for purposes of this report. Data for such locations should be included with the controlling main or branch location.

				1992	Mil.	Thou.	Dol.
1	Name			Receipts 081			
	Number and street			Annual payroll 082			
	City	State	ZIP Code	Paid employees for pay period including March 12 083			
	Kind-of-business description			Census use 088			

				1992	Mil.	Thou.	Dol.
2	Name			Receipts 081			
	Number and street			Annual payroll 082			
	City	State	ZIP Code	Paid employees for pay period including March 12 083			
	Kind-of-business description			Census use 088			

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 14. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo.	Year	TO: Mo.	Year

Name of person to contact regarding this report – *Print or type*

Title

Telephone	Area code	Number	Extension

Signature of authorized person | Date

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
TC-9502

1992 CENSUS OF TRANSPORTATION
TRUCK INVENTORY AND USE SURVEY

OMB No. 0607-0730: Approval Expires 12/31/94

DUE DATE: 30 DAYS AFTER RECEIPT OF FORM

Please return completed form to:

BUREAU OF THE CENSUS
1201 East Tenth Street
Jeffersonville, IN 47132-0001

CENSUS USE

TC-9502

REGISTRATION INFORMATION

Make of vehicle 101	Year of model 102	State 103

License number 104

Vehicle Identification Number (VIN) 105

See Survey Coverage below if you have questions about completing this report.

(Please correct any errors in name, address, and ZIP Code)

NOTICE – Public reporting burden for this collection of information is estimated to vary from 40 to 60 minutes per response, with an average of 50 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Associate Director of Management Services, Attn: Paperwork Reduction Project 0607-0730, Room 2027, Bureau of the Census, Washington, DC 20233; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Attn: Paperwork Reduction Project 0607-0730, Washington, DC 20503. *PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE.*

SURVEY COVERAGE

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses, organizations, and residents that receive this questionnaire to answer the questions for the **vehicle identified in the registration information section** above and return the questionnaire to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by sworn Census Bureau employees and may be used only for statistical purposes.

The term **"Truck"** includes all pickups, panel trucks, vans, mini-vans, utility vehicles, jeeps, station wagons built on truck chassis, single-unit light, single-unit heavy, and truck tractors.

If you have questions about completing this report, please call or write the Census Bureau. In any communication be sure to refer to the 11-digit Census File Number (CFN) printed in the label above. Toll-free assistance is available, 8:00 a.m. to 8:00 p.m., Eastern Standard Time, Monday through Friday: **1-800-772-7851**.

IMPORTANT NOTICE: All questions on this form refer to the vehicle described in the registration information section and its use during calendar year 1992, **unless** the vehicle was **disposed of on** or **after July 1, 1991 and prior to January 1, 1992**. If the vehicle was **disposed of on** or **after July 1, 1991 and prior to January 1, 1992**, please complete entire questionnaire, answering each item according to the vehicle's use **during calendar year 1991**. If the vehicle was **disposed of prior to July 1, 1991**, please complete Items 1a, 1b, and 32 only.

PLEASE NOTE – There may be errors in the registration information. If there are errors in the VIN, make, **and** model year registration information, or if the vehicle identified never was in your possession, do not complete the questionnaire. Return it to the Census Bureau, along with a note correcting the errors in the registration information. (For statistical reasons, we cannot accept any substitution for the sampled vehicle.)

It is very important that you read the instructions as you answer the questions. If exact figures are not available for all items, carefully prepared estimates are acceptable.

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

ITEM 1

a. Is the vehicle identified in the Registration information section (cover page) still in your possession?

110 1 ☐ Yes – **Are you the –** 111 1 ☐ **owner?** / 2 ☐ **lessee?** } ***SKIP to Item 2*** *and continue with questionnaire*

2 ☐ No – *Continue with item 1b*

b. Did you dispose of this vehicle prior to July 1, 1991?

112 1 ☐ Yes – *Complete item 32 and return questionnaire*

2 ☐ No – *Continue with items 1c, 1d, and the remainder of the questionnaire*

c. When did you dispose of this vehicle? *Enter figures only* . . . . . .

(Example: If June 14, 1992 – enter 06 92)

Month	Year
113	114 19 ___

NOTE – *If you disposed of this vehicle prior to January 1, 1992, answer each remaining item according to how the vehicle was used during calendar year 1991. If you disposed of this vehicle during calendar year 1992, answer each remaining item according to how the vehicle was used during calendar year 1992.*

d. How did you dispose of this vehicle?

115 1 ☐ Sold, traded, or gave it away

2 ☐ Junked, scrapped, or otherwise destroyed

3 ☐ Returned to leasing company

4 ☐ Other – *Please specify* _____

ITEM 2

When did you obtain this vehicle? *Enter figures only* . . . . . .

(Example: If June 14, 1980 – enter 06 80)

Month	Year
116	117 19 ___

ITEM 3

a. How did you obtain this vehicle?

118 1 ☐ Purchased it **new** – ***SKIP to Item 4a***

2 ☐ Purchased it **used** (or otherwise acquired) – ***SKIP to Item 4a***

3 ☐ **Leased** or **rented** it FROM someone else – *Continue with items 3b and c*

4 ☐ Other – *Please specify* _____

b. How was this vehicle leased or rented?

119 1 ☐ **Without** a driver

2 ☐ **With** a driver other than an owner-operator

3 ☐ With an **owner-operator as driver**

c. Was the agreement for 12 months or more?

120 2 ☐ No

1 ☐ Yes – **Which of the following did the leasing agreement include?** *Mark (X) all that apply.*

121 ☐ Financing only *(Do not mark if installment sales contract.)*

122 ☐ Full maintenance

123 ☐ Maintenance on specified parts only

124 ☐ Payment of taxes

125 ☐ Obtaining licenses and permits

126 ☐ Recordkeeping for leased trucks

127 ☐ Other – *Please specify* _____

ITEM 4

a. Did you lease or rent this vehicle TO anyone else?

128 1 ☐ Yes – *Continue with items 4b and c*

2 ☐ No – ***SKIP to Item 5***

b. How was it leased or rented?

129 1 ☐ **Without** a driver

2 ☐ **With** a driver other than an owner-operator

3 ☐ With an **owner-operator as driver**

c. Was the agreement for 12 months or more?

130 2 ☐ No

1 ☐ Yes – **Which of the following did the leasing agreement include?** *Mark (X) all that apply.*

131 ☐ Financing only *(Do not mark if installment sales contract.)*

132 ☐ Full maintenance

133 ☐ Maintenance on specified parts only

134 ☐ Payment of taxes

135 ☐ Obtaining licenses and permits

136 ☐ Recordkeeping for leased trucks

137 ☐ Other – *Please specify* _____

Digitized by Google

ITEM 5

How would you best describe this vehicle as it was most often operated?

NOTE – *A **straight truck**, also called a single-unit truck, is a complete unit, cab area and body. A **truck tractor** is a cab and chassis that is usually used for pulling trailers. (If the vehicle is a pickup, compact van, mini-van, or panel truck, enter body type on the "Other" line.)*

200 1 ☐ Straight truck **not** pulling trailer – ***SKIP to item 9***
2 ☐ Straight truck pulling trailer – *Continue with item 6a*
3 ☐ Truck tractor (power unit) pulling trailer(s) – ***SKIP to item 6b***
4 ☐ Other – *Please specify* _____

ITEM 6

a. If you indicated in item 5 that this vehicle is a straight truck pulling trailer(s), indicate below the kind of trailer(s) this vehicle MOST OFTEN PULLED. *Mark (X) ONE box only.*

Utility and other trailers less than 20 feet most often pulled by this **straight truck.**

201 1 ☐ One axle on trailer
2 ☐ Two axles on trailer
3 ☐ Three axles or more on trailer

One full trailer (or semi-trailer with converter dolly) most often pulled by this **straight truck.**

4 ☐ Two axles on trailer
5 ☐ Three axles on trailer
6 ☐ Four axles or more on trailer

b. (1) If you indicated in item 5 that this vehicle is a truck tractor (power unit) pulling trailer(s), indicate below the kind of trailer(s) this vehicle MOST OFTEN PULLED. *Mark (X) ONE box only.*

One semi-trailer most often pulled by this **truck tractor** (power unit).

202 01 ☐ One axle on trailer
02 ☐ Two axles on trailer
03 ☐ Three axles or more on trailer

Two trailers, one semi- and one full (or semi-trailer with converter dolly) most often pulled by this **truck tractor** (power unit).

04 ☐ Three axles on two trailers
05 ☐ Four axles on two trailers
06 ☐ Five axles on two trailers
07 ☐ Six axles or more on two trailers

Three trailers, one semi- and two full (or semi-trailers with converter dollies) most often pulled by this **truck tractor** (power unit).

08 ☐ Five axles on three trailers
09 ☐ Six axles on three trailers
10 ☐ Seven axles on three trailers
11 ☐ Eight axles or more on three trailers

12 ☐ Other – *Please describe in detail the number of trailers and the number of axles on those trailers most often pulled by this vehicle if not mentioned above.*

_____

_____

	Percent
(2) What approximate percent of 1992 mileage was no trailer pulled by this vehicle (i.e., bobtail)?	203 %

ITEM 7

	Percent
What approximate percent of 1992 mileage was the trailer/axle configuration, identified in item 6a or b(1) above, MOST OFTEN PULLED by this vehicle?	204 %

ITEM 8

What approximate percent of 1992 mileage pulling trailers did this vehicle haul –		Percent
	a. Railroad, maritime, or domestic containers?	205 %
	b. Piggyback trailers?	206 %
	c. Conventional trailers?	207 %
	TOTAL (a, b, and c should add to 100%) →	**100%**

FORM TC-9502

Digitized by Google

ITEM 9

Please indicate the body type which most closely resembles this vehicle or the trailer MOST OFTEN ATTACHED to it if the power unit is a truck tractor.

If the vehicle is a straight truck, mark (X) the box that best describes the body of the truck (the area behind the cab).

Mark (X) ONE box only.

PLATFORM TYPES

300 05 ☐ Low boy (gooseneck) – platform with depressed center
06 ☐ Basic platform (including flatbed, stake, etc.)
04 ☐ Platform with devices permanently mounted on bed of truck – such as high lift, lift gate, hoist, etc.

VAN TYPES

03 ☐ Multi-stop or step van (including hi-cube or cutaway)
12 ☐ Basic enclosed van (dry cargo)
10 ☐ Drop frame van (including furniture van, etc.)
08 ☐ Insulated, nonrefrigerated van
09 ☐ Insulated, refrigerated van
11 ☐ Open top van (including fruit)

SPECIALIZED USE TRUCKS

18 ☐ Automobile transport
13 ☐ Beverage truck
70 ☐ Concrete mixer
40 ☐ Dump truck (including belly or bottom dump)
29 ☐ Grain bodies (including low-side grain and hoppers, etc.)
30 ☐ Garbage truck
07 ☐ Livestock truck (including livestock drop frame)
27 ☐ Oil field truck – service equipment permanently mounted on vehicle
17 ☐ Pole, logging, pulpwood, or pipe truck
22 ☐ Service truck or "craftsman's vehicle" – body equipped for mobile repair and service
60 ☐ Tank truck for dry bulk
50 ☐ Tank truck for liquids or gases
14 ☐ Utility truck – used in public utility operations (telephone line truck, etc.), body equipped for major repair (may have aerial lift, derrick, etc.)
15 ☐ Winch or crane truck – lifting equipment (including roll on, roll off) permanently mounted on vehicle
16 ☐ Wrecker – for motor vehicle towing or lifting
23 ☐ Yard tractor – cab and chassis ONLY, used to spot trailers

NOTE – *If none of the above descriptions match the body type of this vehicle, or the trailer usually attached to it, mark (X) the "Other" box below and specify body type.*

80 ☐ Other – *Please specify* _____

ITEM 10

a. What is the total number of axles on this truck or truck tractor (power unit) including front and rear axles? *Do not include axles on any trailers pulled.*

301 1 ☐ Two axles (each axle has 2 tires)
2 ☐ Two axles (front axle has 2 tires, rear axle has 4 tires)
3 ☐ Three axles
4 ☐ Four axles or more

How many, IF ANY, of this vehicle's axles are liftable? . . . . . .

Number
302

b. How many of the axles on this truck or truck tractor (power unit) are driving (powered) axles?

303 1 ☐ One driving axle
2 ☐ Two driving axles
3 ☐ Three driving axles or more

Digitized by Google

ITEM 11

What type of cab does this vehicle have?

307
1 ☐ Cab forward of engine
2 ☐ Cab over engine
3 ☐ Conventional cab
4 ☐ Cab beside engine
5 ☐ Other – *Please specify* _____

ITEM 12

a. What was the overall length of this vehicle or vehicle and trailer(s) as it was MOST OFTEN OPERATED? *An estimate is acceptable.*

NOTE – *Report distance from front bumper to rear of vehicle or trailer(s), whichever is applicable.*

Mark (X) ONE box only.

308

01 ☐ Less than 13.0 feet	08 ☐ 45.0 to 49.9 feet
02 ☐ 13.0 to 15.9 feet	09 ☐ 50.0 to 54.9 feet
03 ☐ 16.0 to 19.9 feet	10 ☐ 55.0 to 59.9 feet
04 ☐ 20.0 to 27.9 feet	11 ☐ 60.0 to 64.9 feet
05 ☐ 28.0 to 35.9 feet	12 ☐ 65.0 to 69.9 feet
06 ☐ 36.0 to 40.9 feet	13 ☐ 70.0 to 74.9 feet
07 ☐ 41.0 to 44.9 feet	14 ☐ 75.0 feet or more

b. What was the exterior length of the individual trailer(s) included in the overall length above?

NOTE – *If more than one trailer was most often pulled, please give the length of those trailers pulled. (Example: If double trailers, complete for 1st and 2nd trailer.)*

	1st trailer	2nd trailer	3rd trailer
One trailer	309		
Two trailers	309	310	
Three trailers	309	310	311

c. If this is a combination vehicle, what was the exterior width of the trailer most often attached to the truck or power unit?

If more than one trailer was most often pulled, give the width of the widest trailer pulled. An estimate is acceptable.

Mark (X) ONE box only.

312
1 ☐ 96 inches
2 ☐ 102 inches
3 ☐ More than 102 inches
4 ☐ Other – *Please specify* _____ *inches*

ITEM 13

	Pounds *Estimates are acceptable.*
a. What was the EMPTY weight (truck minus cargo) of this vehicle or vehicle/trailer combination as it was usually operated?	314
b. What was the AVERAGE weight (empty weight plus weight of cargo) of the vehicle or vehicle/trailer combination when carrying a typical payload during 1992?	316
c. What was the GROSS weight (maximum) at which this vehicle or vehicle/trailer combination operated during 1992?	317

FORM TC-9502

Digitized by Google

ITEM 14

How many weeks during 1992 was this vehicle operated? *An estimate is acceptable.*

NOTE – *If vehicle was disposed of **on** or **after July 1, 1991,** but **prior to January 1, 1992,** check number of weeks operated during **1991.***

Mark (X) ONE box only.

400 01 ☐ 49 to 52 weeks
02 ☐ 45 to 48 weeks
03 ☐ 41 to 44 weeks
04 ☐ 37 to 40 weeks
05 ☐ 33 to 36 weeks
06 ☐ 29 to 32 weeks
07 ☐ 25 to 28 weeks
08 ☐ 21 to 24 weeks
09 ☐ 17 to 20 weeks
10 ☐ 13 to 16 weeks
11 ☐ 9 to 12 weeks
12 ☐ 5 to 8 weeks
13 ☐ 1 to 4 weeks
14 ☐ Less than 1 week

ITEM 15

How many miles was this vehicle driven during 1992? *An estimate is acceptable.* . . . . . .

Miles
401

NOTE – *If vehicle was **disposed of during 1992,** only enter mileage driven during **1992.** If vehicle was disposed of **on** or **after July 1, 1991,** but **prior to January 1, 1992,** enter mileage driven during **1991.***

ITEM 16

How many miles has this vehicle been driven since it was manufactured? . . . . . .

Miles
402

NOTE – *If it is no longer in your possession, please estimate the total lifetime mileage at the time you last operated it. If the odometer/speedometer is **broken, please give your best estimate.** If the odometer has turned over (100,000+ miles), please enter the total figure. (Example: If a 100,000 mile odometer has turned over twice and the odometer reads 18,522, then the value is 218,522.)*

ITEM 17

a. Was this vehicle or vehicle/trailer(s) combination ussd ONLY for consumer one-way truck rental or as an over-the-road truck tractor that DOES NOT operate from a home bese location?

NOTE – *"Home base" refers to the location where the vehicle was usually parked when it was not on the road.*

403 1 ☐ Yes – ***SKIP to item 19***
2 ☐ No – *Continue with items 17b and c*

b. Where was the home base of this vehicle on July 1, 1992?

NOTE – *"Home base" refers to the location where the vehicle was usually parked when it was not on the road. If this vehicle was put into service after July 1, 1992, enter current home base.*

City 404		
County 405	State 406	ZIP Code 407

c. What was the type of home base?

Mark (X) ONE box only.

408 1 ☐ Residential or farm – Location is a private residence.

2 ☐ Terminal and administrative location – Private, business or commercial trucking operations and administrative duties and functions (i.e. accounting, payroll, etc.) are conducted at this location.

3 ☐ Terminal and maintenance facilities for business, private, or commercial freight transportation – Location is engaged in the usual business operations of terminal facilities used by highway-type property carrying vehicles. Administrative duties and functions (i.e. accounting, payroll, etc.) are not conducted at this location.

4 ☐ Corporate headquarters – Location conducts administrative duties and functions ONLY. This location does not conduct usual business, private or commercial trucking operations, or related activities of that business.

5 ☐ Other – *Please specify* _____

Digitized by Google

ITEM 18

	Percent
What parcent of 1992 mileage was driven OUTSIDE the home base State? ..... *An estimate is acceptable. (If none, enter zero.)*	409 %

NOTE – *"Home base State" refers to the state where the vehicle was usually parked when it was not on the road.*

ITEM 19

What approximate PERCENT of this vehicle's 1992 mileage was accounted for by the type of trips listed below?

If all trips were within one range, enter 100%. If more than one range is applicable, be sure that percents total 100%.

NOTE – *If this vehicle is used for consumer one-way truck rental or is a long-haul truck tractor that does not operate from a home base, report average range of operation.*

	Percent
Trips **off-the-road**, little travel on public roads	410 %
Trips **less than 50** miles from vehicle's home base	411 %
Trips **between 50 and 100** miles from vehicle's home base	412 %
Trips **between 100 and 200** miles from vehicle's home base	413 %
Trips **between 200 and 500** miles from vehicle's home base	414 %
Trips **beyond 500** miles of vehicle's home base	415 %
TOTAL →	**100%**

ITEM 20

	Miles	Tenths
How many miles-per-gallon (MPG) did this vehicle average during 1992? ..... *Provide tenths, if available. An estimate is acceptable.*	416	.

ITEM 21

What kind of fuel does this vehicle use?

Mark (X) ONE box only.

418
1 ☐ Leaded Gasoline
2 ☐ Unleaded Gasoline
3 ☐ Diesel
4 ☐ Liquified Gas (Petroleum (LPG) or Natural (LNG))
5 ☐ Other – *Please specify* _____

ITEM 22

Where was this vehicle primarily refueled during 1992?

Mark (X) ONE box only.

419
1 ☐ Central company-owned fueling facility
2 ☐ Single contract fueling facility located off-site
3 ☐ Public fueling stations
4 ☐ Other – *Please specify* _____

ITEM 23

What type of brakes does this truck or truck tractor (power unit) have?

420
1 ☐ Hydraulic (standard)
2 ☐ Hydraulic with power assist
3 ☐ Air
4 ☐ Other – *Please specify* _____

Digitized by Google

ITEM 24

Does this vehicle have any of the following?

Mark (X) all that apply.

421 ☐ Radial Tires
422 ☐ Power Steering
423 ☐ Air-conditioning in cab
424 ☐ Trip recorders/on-board computer
425 ☐ Anti-lock brake system
426 ☐ Aerodynamic features
427 ☐ Axle or drive ratio to maximize fuel efficiency
428 ☐ Fuel economy engine with low RPM, high torque rise, turbo-charge, etc.
429 ☐ Variable fan drives
430 ☐ Other fuel conservation features
431 ☐ Reflective materials (in addition to those required by law)
432 ☐ Electronic vehicle management system
433 ☐ Electronic vehicle identification device (transponder), etc.
434 ☐ Road speed governor
435 ☐ Navigational systems
436 ☐ Engine retarder

ITEM 25

Who performed the general maintenance and major overhauls on this vehicle?

Mark (X) all that apply.

	General maintenance	Major overhauls
Yourself	440 ☐	448 ☐
Your company's own maintenance facilities	441 ☐	449 ☐
Dealership's service department	442 ☐	450 ☐
Leasing company	443 ☐	451 ☐
Independent garage or private mechanic (includes gasoline or service stations)	444 ☐	452 ☐
Component distributorship (engine, transmission, etc.)	445 ☐	453 ☐
No one	446 ☐	454 ☐
Other – *Please specify* _____	447 ☐	455 ☐

ITEM 26

a. Which of the following best describes the way this vehicle was most often operated?

Mark (X) ONE box only.

Note – *If this vehicle was operated for business use and personal transportation, please check MIXED and indicate approximately what percent was business and what percent was personal transportation. If this vehicle was operated as a private carrier with for-hire authorization (i.e., backhauls, trip leasing), please check MIXED and indicate approximately what percent was business use and what percent was for-hire.*

500 1 ☐ **BUSINESS USE –** Operated by and for a private business (including self-employers) or a company; used in related activities of that business (including transportation of employees) – ***SKIP to Item 27***

2 ☐ **PERSONAL TRANSPORTATION –** Operated as a personal-use vehicle for pleasure driving, travel to work, carpool, etc. (NO BUSINESS USE) – ***SKIP to Item 31 (Remarks)***

3 ☐ **FOR-HIRE –** *Continue with item 26b*

4 ☐ **DAILY RENTAL (Not motor carrier) – *SKIP to Item 27***

5 ☐ **MIXED**

	Percent
Percent business use	501 %
Percent personal use	502 %
Percent for-hire (includes private carriage with for-hire authorization, i.e., backhauls, trip leasing) (Please complete 26b(1) below)	503 %
TOTAL →	**100%**

Digitized by Google

b. If this vehicle was FOR-HIRE, indicate below the type of for-hire operation.
Enter percent of 1992 mileage for each category. An estimate is acceptable.

		Percent
(1)	**Operation type**	
	MOTOR CARRIER – Operated by a company whose primary business is to provide transportation services, carrying freight belonging to others, for a fee	504 %
	OWNER OPERATOR – Operated by an independent trucker who drives vehicle for himself or on lease to a company –	
	as an independent	505 %
	leased to a company	506 %
	PRIVATE FLEET – Operated by and for a private business to transport company-owned freight, which also maintains for-hire authority (i.e., backhauls, trip leasing) –	
	as private carrier	507 %
	as for-hire operator	508 %
	TOTAL →	**100%**
(2)	**Jurisdiction served (Private Fleet Operation – *SKIP to Item 27*)**	
	INTERSTATE – Operating in more than one State, usually under Interstate Commerce Commission (ICC) authority	509 %
	INTRASTATE – Operating within one State	510 %
	LOCAL – In a single municipality, contiguous municipalities and its suburban area	511 %
	TOTAL →	**100%**
(3)	**Kinds of carrier**	
	CONTRACT – Offered transportation service to certain shippers under specific contracts	512 %
	COMMON – Offered transportation service to general public over regular and irregular routes	513 %
	EXEMPT – Transported commodities or provided types of service that were exempt from Federal regulations, or operated within commercial zones	514 %
	TOTAL →	**100%**
(4)	**Kinds of service**	
	TRUCKLOAD – Usually defined as cargo of a single shipper carried on an individual trip	515 %
	LESS-THAN-TRUCKLOAD – Usually defined as cargo of multiple shippers carried on an individual trip	516 %
	TOTAL →	**100%**

(5) Was this vehicle operated under ICC authority during 1992? 517 1 ☐ Yes 2 ☐ No

ITEM 27

Which of the following best describes your business (or the part of your business in which the vehicle was used)? *If vehicle was leased, indicate business of lessee.*
Mark (X) ONE box only.

518
- 01 ☐ AGRICULTURAL OR FARMING ACTIVITIES (including fisheries)
- 02 ☐ FORESTRY OR LUMBERING ACTIVITIES
- 03 ☐ CONSTRUCTION WORK – buildings, homes, roads, structures, etc.
- 04 ☐ CONTRACTOR ACTIVITIES OR SPECIAL TRADES – painting, plumbing, electrical work, masonry, carpentry, etc.
- 05 ☐ MANUFACTURING, REFINING, OR PROCESSING ACTIVITIES
- 06 ☐ WHOLESALE TRADE
- 07 ☐ RETAIL TRADE
- 08 ☐ BUSINESS AND PERSONAL SERVICES – used to assist in such services as lodging operations, landscaping, repair (except plumbing, electrical work, etc. – *See "Contractor Activities"*), laundry, advertising, entertainment, etc.
- 09 ☐ UTILITIES – Used to assist in operation or service of public utilities (telephone, gas, electric, cable television, etc.)
- 10 ☐ MINING OR QUARRY ACTIVITIES (includes well drilling) – used to assist in the extraction of natural resources or in hauling to processors
- 11 ☐ DAILY RENTAL – rented out, without a driver, to someone else on a daily or short-term basis
- 16 ☐ ONE-WAY RENTAL
- 13 ☐ NOT IN USE – vehicle idle, wrecked, awaiting repair, etc., for more than 6 months
- 14 ☐ FOR-HIRE TRANSPORTATION – including small package delivery
- 15 ☐ OTHER – *Please describe in detail.* _____

FORM TC-9502

Digitized by Google

ITEM 28

From the following list of products, materials, and equipment, indicate which item or items this vehicle carried. *Write in the approximate percent of the vehicle's 1992 mileage that was accounted for while carrying loads and while empty including backhauls, trip leasing, etc. Be sure percents total 100%.*

NOTE – *If you carried only one product, type of equipment, etc., during 1992, enter the percent of mileage while carrying this item.*

If you carried more than one product, enter the percents beside the appropriate items. You can use round figures (10%, 25%, etc.). You DO NOT need to account for every single item the vehicle carried during 1992, just include those that accounted for at least 5% of the mileage.

If the vehicle is involved in some kind of business use, but does not carry any products or equipment, enter 100% in ***NO LOAD****, item 28a.*

Please be sure to account for miles driven ***empty*** *in item 28a below.*

		Percent
a. NO LOAD – Vehicle empty	519	%
b. PRODUCTS, EQUIPMENT, MATERIALS, ETC.	521	%
(1) AGRICULTURAL AND FOOD PRODUCTS		
(a) Live animals – cattle, horses, poultry, hogs, live seafood, insects, etc.	522	%
(b) Fresh farm products – grain, crops, eggs, flowers, nursery stock, raw milk, raw tobacco, etc.	523	%
(c) Processed foods and tobacco products – canned goods, prepared meats, frozen foods, beverages, bottled water, dairy products, cigarettes, etc.	524	%
(d) Animal feed – prepared feed and feed ingredients for animals	525	%
(2) MINING PRODUCTS – crude oil, coal, metal ores	526	%
(3) BUILDING MATERIALS – gravel, sand, concrete, flat glass, etc. (except cut lumber – See "Lumber")	527	%
(4) FORESTRY, WOOD, AND PAPER PRODUCTS		
(a) Logs and forest products – except cut lumber and fabricated wood products *(See below.)*	528	%
(b) Lumber and fabricated wood products – except furniture (See (7) below.)	529	%
(c) Paper and paper products	530	%
(5) CHEMICALS, PETROLEUM, AND ALLIED PRODUCTS *(Placard carriers – also complete item 29a)*		
(a) Chemicals and/or drugs (including fertilizers, pesticides, cosmetics, paints, etc.)	531	%
(b) Petroleum and petroleum products (including paving and roofing materials)	532	%
(c) Plastics and/or rubber products	533	%
(6) METALS AND METAL PRODUCTS		
(a) Primary metal products – pipes, ingots, billets, sheets, etc.	534	%
(b) Fabricated metal products – except machinery or transportation equipment *(See below.)*	535	%
(c) Machinery – electrical or non-electrical and electronic	536	%
(d) Transportation equipment (including complete vehicles) and parts	537	%
(7) OTHER MANUFACTURED PRODUCTS		
(a) Furniture (wood and non-wood) and/or hardware – not involved in household moving	538	%
(b) Glass products	539	%
(c) Textiles and apparel – fibers, leather goods, carpets, clothing, etc.	540	%
(d) Miscellaneous products of manufacturing – including photographic goods, watches, clocks, jewelry, and toys	541	%
(8) MISCELLANEOUS AND MIXED CARGO		
(a) Moving of household and office furniture – from home, offices, etc., under contract	542	%
(b) Miscellaneous tools and/or parts for specialized use, as in a craftsman's vehicle – traveling workshop for plumbers, carpenters, road service crews, etc.	543	%
(c) Mixed cargo (including the delivery of small packages)	544	%
(d) Scrap (not for recycling), garbage, trash, septic tank waste	545	%
(e) Industrial "waste" water	546	%
(f) Hazardous waste (EPA manifest)	547	%
(g) Hazardous waste (non-EPA manifest)	548	%
(h) Recyclable products	549	%
(9) OTHER (not elsewhere classified) – *Please describe in detail.*		
TOTAL – ***No load plus products carried should total 100%***		**100%**

Digitized by Google

ITEM 29

a. At any time during 1992 was this vehicle (or combination) used to haul hazardous materials in quantities large enough to require a hazmat placard on the vehicle due to title 49 CFR 177.823, Transportation?

550 1 ☐ Yes – *Continue with item 29b* 2 ☐ No – ***SKIP to Item 30***

b. What type(s) of hazardous materials were carried by this vehicle? *Write in the approximate percent of the vehicle's 1992 mileage which accounted for each hazardous material carried.*

NOTE – *Indicate only percents for those hazardous materials carried in quantities large enough to* **require a hazmat placard** placed on the vehicle.

Placard name	Former placard name *(if different)*	Percent	Placard name	Former placard name *(if different)*	Percent
Explosives 1.1	Explosives A	551 %	Flammable solid		562 %
Explosives 1.2	Explosives A	552 %	Spontaneously combustible	Flammable solid	563 %
Explosives 1.3	Explosives B	553 %	Dangerous when wet	Flammable solid W	564 %
Explosives 1.4	Dangerous	554 %	Oxidizer		565 %
Explosives 1.5	Blasting agents	555 %	Oxygen		566 %
Explosives 1.6	Dangerous	556 %	Organic peroxide		567 %
Flammable gas		557 %	Poison		568 %
Non-flammable gas		558 %	Keep away from food	(none required)	569 %
Poisonous gas		559 %	Radioactive		570 %
Flammable		560 %	Corrosive		571 %
Combustible		561 %	Class 9	(none required)	572 %

ITEM 30

Please indicate below the total number of trucks, truck tractors (power units), and trailers owned and/or operated by you or your company.

NOTE – *Trucks refer to pickups, small vans (including mini-vans), and straight trucks. Trailers refer to semi and/or full trailers. Do* **not** include utility trailers. Subsidiaries of companies should report fleet size for the respective subsidiary only.

Mark (X) ONE box only.

600 01 ☐ 1 03 ☐ 6 to 9 05 ☐ 25 to 99 07 ☐ 500 to 999 09 ☐ 5,000 to 9,999
02 ☐ 2 to 5 04 ☐ 10 to 24 06 ☐ 100 to 499 08 ☐ 1,000 to 4,999 10 ☐ 10,000 or more

ITEM 31 **Remarks** – *Please use this space for any explanations that may be important in understanding your reported data.*

ITEM 32 **Contact Information**

a. Name of person to contact regarding this report		**b.** Address *(Number and street)*		
c. City			**d.** State	**e.** ZIP Code
f. Daytime telephone number →	Area code	Number	Extension *(If any)*	**g.** If this vehicle has a fleet number, please enter it here
h. Signature of authorized person		**I.** Title		**j.** Date

FORM TC-9502

Page 11

Digitized by Google

OMB No. 0607-0753: Approval Expires 12/31/94

FORM **CFS-1000**
(9-2-92)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

1993 COMMODITY FLOW SURVEY
CENSUS OF TRANSPORTATION

(Please correct any error in name, address, and ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

RETURN TO

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville IN 47132-0001

INSTRUCTIONS

Please read the accompanying instructions before completing this questionnaire. The sampling instructions beginning on page 2 of the questionnaire describe how to take a **sample** of your outbound shipments **covering the two-week period shown above**. You should use your sales invoices, bills of lading, and any other file of shipping documents which represents your total outbound shipments (or deliveries).

Item F, Shipment Characteristics — Beginning on page 2, provide the information requested for each of your **sampled** shipments. If book figures are not available for weight, value, etc., please provide an estimate.

Item A **ESTABLISHMENT NAME**

Is the establishment name shown in the mailing address correct?

1 ☐ Yes 2 ☐ No — *Enter correct name.*

Item B **OPERATIONAL STATUS OF ESTABLISHMENT** — *Mark (X) the **ONE** box which best describes this establishment during the 2-week period shown above.*

1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation — *Give date* → Month/Day/Year

Item C **PHYSICAL LOCATION** (PO boxes or rural routes are not physical locations.)

Is this establishment's physical location the same as the address shown in the label?

1 ☐ Yes 2 ☐ No — *Enter physical location below.*

Number and street		
City, town, village, etc.	State	ZIP Code

Item D **ORIGIN OF SHIPMENTS**

During the two-week period, did any of your shipments (or deliveries) originate from locations other than this physical location?

1 ☐ No — *Skip to Item E on page 2. Enter an "A" as the origin code in column (k) of item F for all shipments.*

2 ☐ Yes — *Enter the City, State, and ZIP Code of these other locations in rows B, C, and D.*

Origin code	City	State	ZIP Code
A	*Location in mailing address or in Item C.*	—	—
B			
C			
D			

Does your **Census File Number (CFN)** shown in the address box above, begin with a "0" (zero)?

1 ☐ Yes — *Include shipments from those other locations in your sampling, and use the appropriate origin code (A, B, C, or D) in column (k) of item F for all shipments selected. Now skip to Item E.*

2 ☐ No — Do any of these other locations keep their own records for these shipments?

1 ☐ Yes — *Omit shipments from these other locations that maintain their own records from your sampling.*

2 ☐ No — *Include shipments from these other locations in your sample, and place the appropriate origin code (A, B, C, or D) in column (k) of item F for all shipments selected.*

FOR ASSISTANCE IN COMPLETING THIS FORM, CALL 1-800-528-3049

CONTINUE ON PAGE 2

Digitized by Google

Item E **SOURCE DOCUMENT**

Please mark (X) the **main** document that you will use to obtain the requested information.

1 ☐ Sales invoices
2 ☐ Bills of lading
3 ☐ Other — *Specify*

SAMPLE SELECTION INSTRUCTIONS

1. Enter your total number of shipments for the 2-week period. → ☐

   NOTE — Remove any voided invoices, credit memoranda, etc. from the files, if possible, before estimating the total number of shipments.

2. Find the range in column (1) at right that includes the number entered in 1 above. Put an (X) in column (2) beside it.

3. If your total number of shipments is 40 or less, provide data for **every** shipment during the 2-week period in Item F. If the number of shipments is 41 or more, continue with steps 4 and 5 to select the shipments to report.

Number of shipments (1)	*Mark (X) one* (2)	"Take every" number (3)	Expected sample size (4)
0–40		*Select every shipment*	1–40
41—100		2	20—50
101—200		5	20—40
201—400		10	20—40
401—800		20	20—40
801—1600		40	20—40
1601 or more		*Call Census 1–800–528–3049*	

CONTINUE ON NEXT PAGE.

Item F **SHIPMENT CHARACTERISTICS**

Line No.	Shipment			Total				Commodity	
	Number	Date (c)		Value *(Dollars)* (d)			Weight *(Pounds)*	Code	Description *(Largest weight)*
(a)	(b)	M	D	Mil.	Thou.	Dol.	(e)	(f)	(g)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Mode of transport codes for columns (i) and (n) ▶ **1** — Parcel delivery, courier, or U.S. Postal Service; **2** — Private truck; **3** — For-hire truck; **4** — Railroad

Continued →

FORM CFS-1000 (9-2-92)

Digitized by Google

SAMPLE SELECTION INSTRUCTIONS — Continued

4. Note the "Take every" number in column (3) next to the "X" you marked in column (2). Beginning with the first shipment in the file for the period, count the shipments until you reach the "Take every" number. Select that shipment as the first one to report on in item F.

   Continuing with the next shipment, begin counting from 1 until you reach the "Take every" number again. Select that shipment. Continue this process until you reach the end of the file.

   EXAMPLE:

   If 176 is entered in 1, mark (X) the third row of the table. The "Take every" number is 5. Begin counting with the first shipment in the file and select the 5th shipment to report in Item F. Now beginning with the 6th shipment, count off 5 more, and select the 10th shipment. Resume counting with the 11th and select the 15th, 20th shipment, etc. until you reach the end of the file. You will have selected 35 shipments to report on in Item F.

   NOTE – If your sample of shipments includes any voided invoices, credit memoranda, etc., write "VOID" in column (b) for that shipment. Leave the rest of the line blank.

5. **Sample validation** — After sample selection is done, compare the number of selected shipments to the expected sample size in column (4). If the number of selected shipments is above or below the range, recheck the sample selection.

Hazardous material? (Y/N) (h)	Domestic mode(s) of transport *Enter all that apply using codes shown below.* (i)	Containerized? (Y/N) (j)	Origin code (k)	**Domestic** destination (or port/airport/border crossing of exit for exports) (l) City	State	ZIP Code	Export? (Y/N) (m)	Export mode (n)	**Foreign** destination (for export shipments only) (o) City	Country	Line No. (p)
											1
											2
											3
											4
											5
											6
											7
											8
											9
											10
											11
											12
											13
											14
											15

5 — Inland water and/or Great Lakes
6 — Deep sea water
7 — Pipeline
8 — Air
9 — Other mode
0 — Unknown

FORM CFS-1000 (9-2-92)

PLEASE CONTINUE ON PAGE 4.

Page 3

Digitized by Google

Item F **SHIPMENT CHARACTERISTICS — Continued**

Line No.	Shipment			Total				Commodity	
	Number	Date (c)		Value *(Dollars)* (d)			Weight *(Pounds)*	Code	Description *(Largest weight)*
(a)	(b)	M	D	Mil.	Thou.	Dol.	(e)	(f)	(g)
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									

Mode of transport codes for columns (i) and (n) ▶ **1** — Parcel delivery, courier, or U.S. Postal Service **2** — Private truck **3** — For-hire truck **4** — Railroad

Continued ⟶

FORM CFS-1000 (9-2-92)

Digitized by Google

Hazardous material? (Y/N) (h)	Domestic mode(s) of transport *Enter all that apply using codes shown below.* (i)	Containerized? (Y/N) (j)	Origin code (k)	**Domestic** destination (or port/airport/border crossing of exit for exports) (l)			Export? (Y/N) (m)	Export mode (n)	**Foreign** destination (for export shipments only) (o)		Line No. (p)
				City	State	ZIP Code			City	Country	
											16
											17
											18
											19
											20
											21
											22
											23
											24
											25
											26
											27
											28
											29
											30
											31
											32
											33
											34
											35
											36
											37
											38
											39
											40

5 — Inland water and/or Great Lakes
6 — Deep sea water
7 — Pipeline
8 — Air
9 — Other mode
0 — Unknown

FORM CFS-1000 (9-2-92)

PLEASE CONTINUE ON PAGE 6.

Digitized by Google

Item F **SHIPMENT CHARACTERISTICS — Continued**

Line No.	Shipment			Total				Commodity	
	Number	Date (c)		Value *(Dollars)* (d)			Weight *(Pounds)*	Code	Description *(Largest weight)*
(a)	(b)	M	D	Mil.	Thou.	Dol.	(e)	(f)	(g)
41									
42									
43									
44									
45									
46									
47									
48									
49									
50									

Mode of transport codes for columns (i) and (n) ▶ **1** — Parcel delivery, courier, or U.S. Postal Service **2** — Private truck **3** — For-hire truck **4** — Railroad

Continued ⟶

REMARKS

Item G **CERTIFICATION**

Name of person to contact regarding this report – *Please print*	Telephone number – *Include area code*	Date
Signature	Title	

Digitized by Google

Hazardous material? (Y/N) (h)	Domestic mode(s) of transport *Enter all that apply using codes shown below.* (i)	Containerized? (Y/N) (j)	Origin code (k)	**Domestic** destination (or port/airport/border crossing of exit for exports) (l)			Export? (Y/N) (m)	Export mode (n)	**Foreign** destination (for export shipments only) (o)		Line No. (p)
				City	State	ZIP Code			City	Country	
											41
											42
											43
											44
											45
											46
											47
											48
											49
											50

5 — Inland water and/or Great Lakes
6 — Deep sea water
7 — Pipeline
8 — Air
9 — Other mode
0 — Unknown

THANK YOU FOR COMPLETING YOUR REPORT

FORM CFS-1000 (9-2-92)

Page 7

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-4100

1992 CENSUS OF TRANSPORTATION, COMMUNICATIONS, AND UTILITIES
HIGHWAY PASSENGER TRANSPORTATION

OMB No. 0607-0738: Approval Expires 05/31/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:
1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-4100

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street		
City, town, village, etc.	State	ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

Number of months

a. How many months during 1992 was this establishment actively operated? 002

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only

Month	Year

Name of new owner or operator		
Number and street		
City	State	ZIP Code

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 4. DOLLAR VOLUME OF BUSINESS

	Mil.	Thou.	Dol.
Operating revenue in 1992 010			

Exclude government subsidies. Taxicabs should include tips. Bus station agents should include commissions.

Item 5. PAYROLL

	Mil.	Thou.	Dol.
Payroll in 1992, BEFORE DEDUCTIONS 030			
a. Annual			
031			
b. First quarter (January–March)			

Item 6. EMPLOYMENT

Number

Number of paid employees for pay period including March 12, 1992 032
(Include both full- and part-time employees)

Item 7. KIND OF BUSINESS OR ACTIVITY

What was this establishment's PRINCIPAL kind of business or activity in 1992?
Mark (X) only ONE box.

070

Interstate/Intercity bus transportation
- Bus ticket office (agent operated) ☐ 472905
- Bus carrier ☐ 413101

Charter bus service
- Local ☐ 414101
- Interstate/Intercity ☐ 414201

Local and suburban passenger transportation
- Local and suburban bus (including commuter) ☐ 411101
- Rail or subway ☐ 411102
- Airport service ☐ 411103
- School bus ☐ 415101
- Sightseeing bus ☐ 411911
- Taxicab service ☐ 412101
- Limousine or auto rental WITH driver ☐ 411921
- Ambulance or rescue service (except by air) ☐ 411931
- Air ambulance or rescue service ☐ 452205
- Handicapped or senior citizen transportation ☐ 411991
- Scenic or amusement rail, trolley, or cable car operation ☐ 799990
- Other local passenger transportation – *Describe* ☐ 411992

Continue with item 8

ITEM 7 CONTINUED ON PAGE 2

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 7. KIND OF BUSINESS OR ACTIVITY – Continued

070

Other arrangement of passenger transportation NOT operated by transportation company

- Travel agency . . . . . ☐ 472406
- Tour operator . . . . . ☐ 472503

Other transportation-related activities

- Motor freight carrier – *Describe* . . . . . ☐ 421000
- Terminal or maintenance facility (except those for exclusive use of company-operated vehicles) . . . . . ☐ 417301
- Automobile rental WITHOUT driver . . . . . ☐ 751400
- Other kind of business or activity – *Describe* ☐ 777777

Skip to item 12

Item 8. SOURCES OF REVENUE

Please read instructions below before completing this item.

Report sources of revenue for this establishment either as dollar figures or as whole percentages of total operating revenue. (See *HOW TO REPORT DOLLAR FIGURES* on page 1 and *HOW TO REPORT PERCENTS* below)

BUS TICKET AGENTS should report commissions on line 16.

HOW TO REPORT PERCENTS

If figure is 38.76% of total revenues:

- ***Report whole percents*** → 39
- *Not acceptable* → 38.76

Sources of revenue	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
1. Interstate/Intercity passenger service	700 101	701			702
2. Charter service a. Local	102				
b. Interstate/Intercity	103				
3. Local and suburban bus, rail, or subway service (including commuter)	104				
4. Airport service	105				
5. School bus service a. For public schools	106				
b. For private and parochial schools	107				
6. Sightseeing	108				
7. Taxicab service	109				
8. Rent or lease of taxicabs to drivers	110				
9. Limousine service	111				
10. Ambulance or rescue service	112				
11. Other passenger transportation	113				
12. Freight, baggage, and mail	114				
13. Repair and maintenance of vehicles NOT owned by your company	308				
14. Advertising	309				
15. Sales of merchandise a. Fuels and lubricants	310				
b. Food and beverages	320				
c. Sales of other merchandise	375				
16. All other operating revenue – *Describe in REMARKS section if this is largest source of revenue*	485				
17. **TOTAL** (Should equal item 4 if reporting in dollars)	990				100%

FORM CB-4100

Item 9. SUBSIDIES

797

a. Did this establishment receive any cash or non-cash subsidies (e.g., fuel, maintenance services) from any agency of local, State, or Federal Government in 1992? (Include Section 5 & 9 Urban Mass Transit Act Grants.)

1 ☐ Yes – *Continue with line b*

2 ☐ No – *Skip to item 10*

b. Report the dollar value of all cash and non-cash subsidies received during 1992. 798 Mil. | Thou. | Dol.

Item 10. INVENTORIES OF REVENUE-GENERATING EQUIPMENT – DECEMBER 31, 1992

Revenue-generating equipment	Number of vehicles: Owned (1)	Leased (2)	Total (3)
a. Vans	811	821	801
b. Small buses (less than 35 seats)	812	822	802
c. Two-axle buses (35 seats or more)	813	823	803
d. Three-axle buses (35 seats or more)	814	824	804
e. Taxicabs	815	825	805
f. Limousines	816	826	806
g. Ambulances	817	827	807
h. Other – *Describe*	818	828	808

Item 11. Not applicable to this report

Item 12. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992? *Mark (X) only ONE box.*

003

1 ☐ Individual owner (sole proprietorship)

2 ☐ Partnership

3 ☐ Cooperative (taxable)

4 ☐ Cooperative (tax-exempt)

5 ☐ Governmental – *Specify* _____

0 ☐ Corporation (taxable)

6 ☐ Corporation (tax-exempt)

9 ☐ Other – *Specify* _____

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*

2 ☐ No – *Skip to item 14*

b. Is this company owned or controlled by another company?

097 1 ☐ Yes →

2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?

098 1 ☐ Yes →

2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

ITEM 13 CONTINUED ON PAGE 3

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-4100** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF TRANSPORTATION, COMMUNICATIONS, AND UTILITIES
HIGHWAY PASSENGER TRANSPORTATION

Enter the 11-digit CENSUS FILE NUMBER as shown on this report ***(See label on page 1)***

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992?

Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

1	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue	081		
	City / State / ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12	083		
		Census use	088		
2	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue	081		
	City / State / ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12	083		
		Census use	088		
3	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue	081		
	City / State / ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12	083		
		Census use	088		
4	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue	081		
	City / State / ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12	083		
		Census use	088		
5	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue	081		
	City / State / ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12	083		
		Census use	088		

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 14. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. / Year	TO: Mo. / Year	Name of person to contact regarding this report – *Print or type*	
Telephone	Area code	Number	Extension	Title
Signature of authorized person				Date

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-4701

1992 CENSUS OF TRANSPORTATION, COMMUNICATIONS, AND UTILITIES
ARRANGEMENT OF PASSENGER TRANSPORTATION

OMB No. 0607-0738: Approval Expires 05/31/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1–800–233–6136

Please read the accompanying instructions before answering the questions.

Census use

CB-4701

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street

City, town, village, etc. | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

Number of months

002

a. How many months during 1992 was this establishment actively operated?

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator

Number and street

City | State | ZIP Code

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.

Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 4. DOLLAR VOLUME OF BUSINESS

a. Operating revenue in 1992
Travel agents should include COMMISSIONS, not gross sales. Tour operators should include the DIFFERENCE between the selling price of their tours and the amounts paid to suppliers, i.e., hotels, transfers, sightseeing companies, etc..

010 Mil. | Thou. | Dol.

769 1 ☐ Yes – *Go to line c*
2 ☐ No – *Skip to item 5*

b. Did this establishment operate as a travel agent, tour operator, or provide other services in arranging passanger transportation?

c. Gross operating revenue in 1992
Travel agents should include GROSS SALES. Tour operators should include the SELLING PRICE of tours.

012 Mil. | Thou. | Dol.

Item 5. PAYROLL

Payroll in 1992, BEFORE DEDUCTIONS

a. Annual 030 Mil. | Thou. | Dol.

b. First quarter (January–March) 031

Item 6. EMPLOYMENT

Number of paid employees for the period including March 12, 1992 (include both full- and part-time employees) 032 Number

Item 7. KIND OF BUSINESS OR ACTIVITY

a. What was this establishment's PRINCIPAL kind of business or activity in 1992?
Mark (X) only ONE box.

Arrangement of transportation or accommodations for passengers

070

- Travel agency (retail) . . . . . ☐ 472401
- Tour operator (except local sightseeing) . . . . . ☐ 472501
- Tourist information bureau . . . . . ☐ 738990
- Agent for FOREIGN cruise ship company . . . . . ☐ 472901
- Ticket office – NOT operated by transportation company . . . . . ☐ 472902
- Other service in arranging transportation or accommodations for passengers or tourists – *Describe* . . . . . ☐ 472903

Continue with item 7b

ITEM 7 CONTINUED ON PAGE 2

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 7. KIND OF BUSINESS OR ACTIVITY – Continued

Other passenger transportation-related activities

Bus charter service
- Local . . . . . ☐ 414102
- Intercity . . . . . ☐ 414202
- Sightseeing bus . . . . . ☐ 411912
- Airport bus service . . . . . ☐ 411106

Limousine or auto rental with driver . . . . . ☐ 411922

Excursion or sightseeing boat, including charter . . . . . ☐ 448903

Sightseeing airplane or helicopter service . . . . . ☐ 452207

Other transportation services

Freight forwarding service . . . . . ☐ 473114

Shipping agent or broker . . . . . ☐ 473124

Other service in arranging transportation of freight or cargo – *Describe* . . . . . ☐ 473127

Other kind of activity – *Describe* . . . . . ☐ 777777

Skip to item 12

b. Did this establishment have a listing, endorsement, or appointment with, by, or from any of the following organizations listed here?

770 1 ☐ Yes – *Mark (X) below the organization(s) with which this establishment had an appointment.*

2 ☐ No – *Skip to item 8*

IATAN (International Airline Travel Agent Network) . . . . . 771 1 ☐

ARC (Airline Reporting Corporation) . . . . . 772 1 ☐

Other – *Describe* . . . . . 773 1 ☐

Item 8. SOURCES OF REVENUE

Report sources of revenue for this establishment either as dollar figures or as whole percentages of total operating revenue. (See *HOW TO REPORT DOLLAR FIGURES* on page 1 and *HOW TO REPORT PERCENTS* below)

Line 1 – Include commissions and other revenue from the RETAIL sale of airline tickets, cruises, package tours, lodging, etc.. Report revenue from the arrangement and sale of assembled tours (whether RETAIL OR WHOLESALE) on line 2.

Line 2 – Report here the DIFFERENCE between the selling price of tours and the amounts paid to suppliers.

Line 3 – Include all other travel-related revenue such as service fees, commissions from sale of travel insurance, traveler's checks, etc.

HOW TO REPORT PERCENTS	If figure is **38.76%** of total revenues:	Mil.	Thou.	Dol.	Percent
	• ***Report whole percents*** →				**39**
	Not acceptable →				38.76

Sources of revenue	Census use	**ESTIMATES are acceptable. Report dollars OR percents.** Mil.	Thou.	Dol.	Percent
1. Commissions and other revenue from the RETAIL sales of passenger transportation and lodging	700 441	701			702
2. Tour operation	442				
3. Other travel-related services	443				
4. All other operating revenue – *Describe in REMARKS if this is largest source of revenue*	485				
5. **TOTAL** (Should equal item 4a if reporting in dollars)	990				**100%**

FORM CB-4701

Item 9. COST OF PURCHASED TRAVEL

	Mil.	Thou.	Dol.
a. Report the dollar amounts paid to purchase tickets, packaged tours, lodging, etc., to each of the following:			
(1) Air carriers	774		
(2) Water carriers	775		
(3) Hotels/Motels	776		
(4) Motor coaches	777		
(5) Railroad transportation	778		
(6) Rental cars	779		
(7) Package tours	780		
(8) Group sales	781		
(9) All other	782		
(10) Total purchased travel	783		

b. What percentage of the total purchased travel was for:	Report in whole percents
(1) Domestic travel	785
(2) International travel	786
(3) **TOTAL** (Sum of lines b(1) and b(2) should total 100 percent)	**100%**

Item 10. Not applicable to this report

Item 11. Not applicable to this report

Item 12. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992? *Mark (X) only ONE box.*

003 1 ☐ Individual owner (sole proprietorship)

2 ☐ Partnership

5 ☐ Governmental – *Specify* _____

0 ☐ Corporation

9 ☐ Other – *Specify* _____

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?

1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 14*

b. Is this company owned or controlled by another company?

097 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?

098 1 ☐ Yes →
2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

ITEM 13 CONTINUED ON PAGE 3

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-4701** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF TRANSPORTATION, COMMUNICATIONS, AND UTILITIES
ARRANGEMENT OF PASSENGER TRANSPORTATION

Enter the 11-digit CENSUS FILE NUMBER as shown on this report ***(See label on page 1)***

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992?

Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

1

Name

Number and street

City | State | ZIP Code

Kind-of-business description

1992	Mil.	Thou.	Dol.
Revenue	081		
Annual payroll	082		

Paid employees for pay period including March 12 083

Census use 088

2

Name

Number and street

City | State | ZIP Code

Kind-of-business description

1992	Mil.	Thou.	Dol.
Revenue	081		
Annual payroll	082		

Paid employees for pay period including March 12 083

Census use 088

3

Name

Number and street

City | State | ZIP Code

Kind-of-business description

1992	Mil.	Thou.	Dol.
Revenue	081		
Annual payroll	082		

Paid employees for pay period including March 12 083

Census use 088

4

Name

Number and street

City | State | ZIP Code

Kind-of-business description

1992	Mil.	Thou.	Dol.
Revenue	081		
Annual payroll	082		

Paid employees for pay period including March 12 083

Census use 088

5

Name

Number and street

City | State | ZIP Code

Kind-of-business description

1992	Mil.	Thou.	Dol.
Revenue	081		
Annual payroll	082		

Paid employees for pay period including March 12 083

Census use 088

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 14. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. Year	TO: Mo. Year	Name of person to contact regarding this report – *Print or type*
Telephone	Area code	Number	Extension	Title
Signature of authorized person			Date

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-4801

1992 CENSUS OF TRANSPORTATION, COMMUNICATIONS, AND UTILITIES
TELEPHONE AND TELEGRAPH COMMUNICATIONS

OMB No. 0607-0738: Approval Expires 05/31/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-4801

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street		
City, town, village, etc.	State	ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 2 ☐ No 3 ☐ No legal boundaries 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

	Number of months
a. How many months during 1992 was this establishment actively operated? 002	

b. Which of the following best describes this establishment's status at the end of 1992?
Mark (X) only ONE box.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operator – *Give date at right AND enter name, etc., below*

Figures only	
Month	Year

Name of new owner or operator		
Number and street		
City	State	ZIP Code

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 4. DOLLAR VOLUME OF BUSINESS

Operating revenue in 1992
Telephone service establishments should: EXCLUDE revenue collected on behalf of another company. INCLUDE revenue received from international calls originating in the United States (including that portion paid to foreign countries for accessing their network). INCLUDE allowances for uncollectable accounts.

	Mil.	Thou.	Dol.
010			

Item 5. PAYROLL

Payroll in 1992, BEFORE DEDUCTIONS

	Mil.	Thou.	Dol.
a. Annual 030			
b. First quarter (January–March) 031			

Item 6. EMPLOYMENT

	Number
Number of paid employees for pay period including March 12, 1992 (Include both full- and part-time employees) 032	

Item 7. KIND OF BUSINESS OR ACTIVITY

What was this establishment's PRINCIPAL kind of business or activity in 1992?
Mark (X) only ONE box.

070

Telephone communications (except radiotelephone)

Local telephone service . . . . . ☐ 481301
Long distance telephone service. . . ☐ 481302
Other telephone service (except telephone answering) – *Describe* . ☐ 481303

Radiotelephone communications

Cellular telephone service . . . . . ☐ 481201
Paging or beeper service (including voice mailbox) . . . . . ☐ 481202
Other radiotelephone service – *Describe* . . . . . ☐ 481203

Telegraph and other nonvoice message communications

Telegraph service . . . . . ☐ 482201
Facsimile transmission service. . . . ☐ 482202
Other telegraph and nonvoice message services (cablegram, electronic mail, telex, etc.) – *Describe* . . . . . ☐ 482203

Continue with item 8

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 7. KIND OF BUSINESS OR ACTIVITY – Continued

Other communications-related activities

- Radio broadcast station . . . . . ☐ 483209
- Television broadcast station . . . . . ☐ 483309
- Cable or other pay television service . . . . . ☐ 484109

Skip to item 12

- Other communications-related services – *Describe* . . . . . ☐ 489901

Continue with item 8

Other telephone and telegraph related activities

- Telephone answering service . . . . ☐ 738930
- Telemarketing service . . . . . ☐ 738990
- Telephone equipment repair . . . . . ☐ 762900
- Telephone equipment sales
  - Individuals . . . . . ☐ 599959
  - Businesses. . . . . ☐ 506511
- Other kind of business or activity – *Describe* . . . . . ☐ 777777

Skip to item 12

Item 8. SOURCES OF REVENUE

Report sources of revenue for this establishment either as dollar figures or as whole percentages of total operating revenue. (See *HOW TO REPORT DOLLAR FIGURES* on page 1 and *HOW TO REPORT PERCENTS* below)

Telephone service establishments should: EXCLUDE revenue collected on behalf of another company. INCLUDE revenue received from international calls originating in the United States (including that portion paid to foreign countries for accessing their network). Include allowances for uncollectable accounts.

HOW TO REPORT PERCENTS	If figure is **38.76%** of total revenues:	Mil.	Thou.	Dol.	Percent
	• ***Report whole percents*** →				**39**
	Not acceptable →				38.76

Sources of revenue	Census use	ESTIMATES are acceptable. Report dollars OR percents. Mil.	Thou.	Dol.	Percent
1. Telephone service revenue	700	701			702
a. Local service	801				
b. Long-distance service	802				
2. Network access revenue	803				
3. Cellular and other radio telephone service	804				
4. Telegraph and other message communication services	805				
5. Other communication services	806				
6. Directory advertising revenue	336				
7. Rent or lease of communications equipment	337				
8. Sale of communications equipment	370				
9. Sale of other merchandise	375				
10. All other operating revenue – *Describe in REMARKS section if this is largest source of revenue*	485				
11. TOTAL (Should equal item 4 if reporting in dollars)	990				**100%**

Item 9. REVENUE BY CLASS OF CUSTOMER

Report the approximate percentage of your 1992 revenue (item 4) to each of the customer classes listed.

		Report in whole percents
a. Residential customers	710	
b. All other customers	711	
c. TOTAL (Sum of lines a and b should add to 100 percent)		**100%**

FORM CB-4801

Item 10. Not applicable to this report

Item 11. CONSTRUCTION ACTIVITY 723

a. Was THIS ESTABLISHMENT involved in new construction, renovation, or maintenance and repairs of buildings, structures, or lines during 1992?
1 ☐ Yes – *Continue with line b*
2 ☐ No – *Skip to item 12*

b. What were your capital expenditures in 1992 for new construction, including renovation? (INCLUDE labor and materials. EXCLUDE land and the value of production machinery and equipment not an integral part of a structure.) 724 — Mil. | Thou. | Dol.

c. What percentage of the capital expenditures reported in line b represents work done by your own employees as opposed to work done by contractors or other hired labor? 725 — Report in whole percent — %

d. What were your expenses in 1992 for maintenance and repairs? (EXCLUDE expenses for such activities as janitorial services, cleaning, lawn maintenance, etc.) 726 — Mil. | Thou. | Dol.

e. What percentage of the expenses for maintenance and repairs reported in line d represents work done by your own employees as opposed to work done by contractors or other hired labor? 727 — Report in whole percent — %

Item 12. LEGAL FORM OF ORGANIZATION

Which of the following best describes this establishment's legal form of organization during 1992? *Mark (X) only ONE box.*

003
1 ☐ Individual owner (sole proprietorship)
2 ☐ Partnership
3 ☐ Cooperative (taxable)
4 ☐ Cooperative (tax-exempt)
5 ☐ Governmental – *Specify* _____
0 ☐ Corporation (taxable)
6 ☐ Corporation (tax-exempt)
9 ☐ Other – *Specify* _____

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?
1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 14*

b. Is this company owned or controlled by another company?
097 1 ☐ Yes → 2 ☐ No

Enter name, address, and EI Number of the owning or controlling company

EI No. (9 digits)

c. Does this company own or control any other company or companies?
098 1 ☐ Yes → 2 ☐ No

Enter name, address, and EI Number of the owned or controlled company

EI No. (9 digits)

ITEM 13 CONTINUED ON PAGE 3

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-4801** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF TRANSPORTATION, COMMUNICATIONS, AND UTILITIES
TELEPHONE AND TELEGRAPH COMMUNICATIONS

Enter the 11-digit CENSUS FILE NUMBER as shown on this report ***(See label on page 1)***

Item 13. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION – Continued

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in item 1) AT THE END of 1992? Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

1	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue	081		
	City / State / ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12	083		
		Census use	088		
2	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue	081		
	City / State / ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12	083		
		Census use	088		
3	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue	081		
	City / State / ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12	083		
		Census use	088		
4	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue	081		
	City / State / ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12	083		
		Census use	088		
5	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue	081		
	City / State / ZIP Code	Annual payroll	082		
	Kind-of-business description	Paid employees for pay period including March 12	083		
		Census use	088		

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 14. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. / Year	TO: Mo. / Year	Name of person to contact regarding this report – *Print or type*	
Telephone	Area code	Number	Extension	Title
Signature of authorized person				Date

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CB-6000

1992 CENSUS OF FINANCIAL, INSURANCE, AND REAL ESTATE INDUSTRIES
DEPOSITORY AND RELATED INSTITUTIONS

OMB No. 0607-0745: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use

CB-6000

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

If this questionnaire does not seem to apply to your business, complete it to the extent possible and explain in REMARKS section – this should fulfill your reporting requirements and will reduce follow-up correspondence.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2. PHYSICAL LOCATION

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

093 1 ☐ Yes 2 ☐ No – *Report physical location below*

Number and street		
City, town, village, etc.	State	ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 2 ☐ No 3 ☐ No legal boundaries 4 ☐ Do not know

c. In what type of municipality is this establishment physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment physically located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 was this establishment actively operated? — Number of months 002

b. Which of the following best describes this establishment's status at the end of 1992? *Mark (X) only ONE box.*

Note: Complete the remainder of this report (for the period operated) even if the establishment ceased operation during 1992.

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right*
4 ☐ Sold or leased to another operation, or placed into conservatorship or receivership. *Give date at right AND enter name, etc., below*

Figures only: Month | Year

Name of new owner or operator		
Number and street		
City	State	ZIP Code

HOW TO REPORT DOLLAR FIGURES

Dollar figures should be **rounded** to **thousands** of dollars.
Example: If a figure is **$1,125,628.79** report

	Millions (000)	Thousands (000)	Dollars (000)
• *Preferred*	1	126	
Acceptable	1	125	629

Item 4. DOLLAR VOLUME OF REVENUE

	Bil.	Mil.	Thou.	Dol.
Revenue in 1992	010			

Item 5. PAYROLL

	Mil.	Thou.	Dol.
Payroll in 1992, BEFORE DEDUCTIONS			
a. Annual	030		
b. First quarter (January–March)	031		

Item 6. EMPLOYMENT

Number of paid employees for pay period including March 12, 1992 (include both full- and part-time employees) — Number 032

Item 7. LEGAL FORM OF ORGANIZATION

*Mark (X) the **ONE** box which best describes this establishment during 1992.*

003 1 ☐ Individual proprietorship
2 ☐ Partnership
3 ☐ Cooperative
5 ☐ Government – *Specify* _____
0 ☐ Corporation (Do not mark if cooperative)
9 ☐ Other – *Specify* _____

CONTINUE ON PAGE 2

PENALTY FOR FAILURE TO REPORT

Digitized by Google

Item 8. KIND OF BUSINESS OR ACTIVITY

*Mark (X) the **ONE** box which best describes the PRINCIPAL kind of business of this establishment in 1992.*

070

Title related offices

- Title abstract company . . . . . ☐ 654101
- Title and trust company . . . . . ☐ 654102
- Title reconveyance company . . . . . ☐ 654103
- Title search company . . . . . ☐ 654104
- Other title office – *Describe* . . . . . ☐ 777773

Cemeteries

- Cemetery or mausoleum operation . . . . . ☐ 655312
- Cemetery subdivider and developer . . . . . ☐ 655311
- Animal cemetery operation . . . . . ☐ 655321
- Mausoleum construction . . . . . ☐ 9154200
- Other cemetery service – *Describe* . . . . . ☐ 777771

Subdividers, developers, and builders

- Subdividing and preparing **your** land into lots intended for sale . . . . . ☐ 655201
- Subdividing and preparing **your** land into lots intended for rent or lease . . . . . ☐ 651902
- Subdividing and preparing lots on land owned by **others** . . . . . ☐ 9179400
- General building contractor – *Describe primary type of building* . . . . . ☐ 9150000
- Building construction on land owned by you intended for sale . . . . . ☐ 9153100
- Building construction on land owned by you intended for rent or lease – *Describe primary type of building* . . . . . ☐ 651299

Other real estate

- Agent or broker – residential . . . . . ☐ 653111
- Agent or broker – nonresidential . . . . . ☐ 653121
- Property manager – residential . . . . . ☐ 653131
- Property manager – nonresidential . . . . . ☐ 653141
- Real estate consultant (excluding appraisers) – *Describe nature of consulting performed* . . . . . ☐ 653196
- Real estate asset management . . . . . ☐ 653197
- Owner-operator of property or buildings – *Describe primary type of building* . . . . . ☐ 777772

Other kinds of business or activity – *Describe* ☐ 777777

Item 9. SOURCES OF REVENUE

Report source of revenue either as a dollar figure or as a whole percent of total revenue. *(See HOW TO REPORT DOLLAR FIGURES on page 1 and HOW TO REPORT PERCENTS below)* **Do NOT combine data for two or more lines.**

See Special Instructions on page 4.

HOW TO REPORT PERCENTS	If figure is **38.76%** of total revenue:	Mil.	Thou.	Dol.	Percent
	• *Report whole percents* →				39
	Not acceptable →				38.76

Sources of revenue	Census use	ESTIMATES are acceptable. Report dollars OR percents. Bil.	Mil.	Thou.	Dol.	Percent
1. Title search, title reconveyance, and title abstract service fees	850	851				852
a. Residential properties	601					
b. Nonresidential properties	602					
c. Sum of lines 1a and 1b	600					
2. Revenue from real estate escrow services	610					
3. Revenue from escrow services, other than real estate	620					
4. Revenue from sale of land (except cemetery spaces) subdivided or developed by this establishment (Note – Report sale of land with buildings on line 5)						
a. Value of improvements (except buildings)	631					
b. Value of the land (excluding improvements)	632					
c. Sum of lines 4a and 4b	630					
5. Revenue from sale of buildings constructed by this establishment						
a. Value of improvements (including buildings)	641					
b. Value of the land (excluding improvements)	642					
c. Sum of lines 5a and 5b	640					
6. Revenue from contract construction work done for others	650					
7. Revenue from repair and remodeling of buildings and other structures	590					
8. Cemetery and mausoleum services						
a. Sales of cemetery lots	601					
b. Sales of other interment spaces and rights	662					
c. Openings and closings	663					
d. Maintenance services	664					
e. Sales of monuments, markers, etc.	665					
f. Other cemetery and mausoleum services (excluding sale of merchandise)	607					
g. Sum of lines 8a through 8f	600					
9. Interest income	090					

ITEM 9 CONTINUED ON PAGE 3

FORM CB-6503

CONTINUE ON PAGE 3

Digitized by Google

FORM **CB-6503** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF FINANCIAL, INSURANCE, AND REAL ESTATE INDUSTRIES
MISCELLANEOUS REAL ESTATE

Enter the 11-digit CENSUS FILE NUMBER as shown on this report *(See label on page 1)*

Item 9. SOURCES OF REVENUE – Continued

Sources of revenue	Census use	ESTIMATES are acceptable. Report dollars OR percents. Bil.	Mil.	Thou.	Dol.	Percent
	850	851				852
10. Net investment income	120					
11. Revenue from sale of merchandise	670					
12. Gross rents from properties owned by this establishment						
a. Residential properties	505					
b. Nonresidential properties	511					
c. Sum of lines 12a and 12b	500					
13. Commissions from insurance sales						
a. Title	415					
b. Other insurance – *Specify*	416					
c. Sum of lines 13a and 13b	410					
14. Other revenue – *Specify*	890					
15. **TOTAL** (Should equal item 4 on page 1 if reporting in dollars)	990					100%

Item 10. SPECIAL INQUIRIES

a. Was THIS ESTABLISHMENT involved in new construction, renovations or alterations, land subdividing or development, or maintenance and repairs during 1992? (Maintenance and repairs do not include janitorial services, lawn maintenance, cleaning, etc.) 910
1 ☐ Yes
2 ☐ No – *Skip to item 11*

b. Report the expenditures incurred for this construction activity during 1992. **Include** labor, materials, and overheads. **Include** land improvement, but **exclude** value of land and value of machinery and equipment not an integral part of a structure. 911 Mil. | Thou. | Dol.

c. **Of the expenditures reported in (b), what percent involved** — Percent
(1) Residential buildings 912
(2) Nonresidential buildings 913
(3) Subdividing/developing lots 914
(4) Other – *Describe* 915
(5) **TOTAL** 100%

d. **Of the expenditures reported in (b), what percent involved** — Percent
(1) New construction 916
(2) Renovations and alterations 917
(3) Maintenance or repairs 918
(4) **TOTAL** 100%

e. **What percent of the new construction work reported in (d) was intended for** — Percent
(1) Rent or lease 930
(2) Sale 931
(3) Own use 932
(4) Other – *Describe* 933
(5) **TOTAL** 100%

f. **What percent of the total expenditures reported in (b) represents work done by your own employees as opposed to work done by contractors or other hired labor?** 934 Percent

Item 11. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

a. Is the FIRST DIGIT of your Census File Number (shown in the address label immediately after "CFN") a zero?
1 ☐ Yes – *Complete this item*
2 ☐ No – *Skip to item 12*

b. Is this company owned or controlled by another company? 097
1 ☐ Yes →
2 ☐ No
Enter name, address, and EI number of the owning or controlling company
EI No. (9 digits)

c. Does this company own or control any other company or companies? 098
1 ☐ Yes →
2 ☐ No
Enter name, address, and EI number of the owned or controlled company
EI No. (9 digits)

d. How many establishments operated under the Employer Identification Number shown in the label (or as corrected in Item 1) AT THE END of 1992? Number 079

If more than one, provide the **physical location** address and other information indicated below for each establishment. The headquarters location should be first, followed by all other locations. If more room is needed, continue in the same format in REMARKS or on a separate sheet of paper.

Estimates are acceptable if book figures are not available.

	Name	1992	Mil.	Thou.	Dol.
1	Number and street	Revenue 081			
	City / State / ZIP Code	Annual payroll 082			
	Kind-of-business description	Paid employees for pay period including March 12 083			
		Census use 088			
2	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue 081			
	City / State / ZIP Code	Annual payroll 082			
	Kind-of-business description	Paid employees for pay period including March 12 083			
		Census use 088			
3	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue 081			
	City / State / ZIP Code	Annual payroll 082			
	Kind-of-business description	Paid employees for pay period including March 12 083			
		Census use 088			
4	Name	1992	Mil.	Thou.	Dol.
	Number and street	Revenue 081			
	City / State / ZIP Code	Annual payroll 082			
	Kind-of-business description	Paid employees for pay period including March 12 083			
		Census use 088			

CONTINUE ON PAGE 4

Digitized by Google

SPECIAL INSTRUCTIONS
(See also the general instructions accompanying this form)

Item 9. SOURCES OF REVENUE (on pages 2 and 3)

Line 4. Developed land includes improvements to land, such as grading, roads, utilities, site planning, etc. Do not include here the sale of land which has buildings constructed on it but, rather report this value on line 5.

Line 5. Report here the sale of buildings constructed by this establishment) **with the intention of being sold.** If the value of the land is included in the selling price, include the value of the land on which the buildings are constructed.

Line 12. Gross rents should include all charges billed to tenants throughout the year. Include any costs billed (in accordance with the rental agreement) as additional charges to your tenants, such as building improvements, parking, repairs, utilities, etc.

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 12. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	FROM: Mo. / Year	TO: Mo. / Year	Name of person to contact regarding this report – *Print or type*
Telephone	Area code	Number	Extension	Title
Signature of authorized person			Date

FORM CB-6503

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CC-1729

1992 CENSUS OF CONSTRUCTION INDUSTRIES

OMB No. 0607-0732: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Return your completed form to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instruction guide before answering the questions.

Census use only

CC-1729

(Please correct any error in name, address, and ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the SAME as that used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes
2 ☐ No – *Enter current EI Number (9 digits)* → ☐☐ – ☐☐☐☐☐☐☐

Item 2. PHYSICAL LOCATION – *Answer parts a–d*
(P.O. boxes or rural routes are not physical locations.)

a. Is this establishment's physical location the same as the address shown in the label?

093 1 ☐ Yes
2 ☐ No – *Enter physical location below*

Number and street		
City, town, village, etc.	State	ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. In what type of municipality is this establishment located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other or do not know

d. In what county is this establishment located?

Item 3. OPERATIONAL STATUS

a. How many months during 1992 did this firm or organization actively operate this establishment? Number of months 002

b. *Mark (X) the* ***ONE*** *box which* ***best*** *describes this establishment at the end of* ***1992***

001 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date* →
4 ☐ Sold or leased to another operator – *Give date* → *AND enter name, etc., below*

Figures only

	Month	Day	Year
3 Ceased operation			
4 Sold or leased			

Name of new owner or operator		
Number and street		
City	State	ZIP Code

Item 4. ORGANIZATIONAL STATUS – *Mark (X) the* ***ONE*** *box which* ***best*** *describes this establishment during* ***1992***

003 1 ☐ Individual proprietorship
2 ☐ Partnership
3 ☐ Cooperative association (taxable)
4 ☐ Cooperative association (tax-exempt)
5 ☐ Government – *Specify* _____
0 ☐ Corporation *(Do not mark if any form of cooperative association)*
9 ☐ Other – *Specify* _____

If this company is not primarily engaged in construction activities as shown on the Kind of Construction Activities List enclosed, please complete items 5, 6, and 12, describe your business in item 13; and enter your name and telephone number in item 21.

YOUR RESPONSE IS REQUIRED BY LAW.

CONTINUE ON PAGE 2 →

Digitized by Google

Item 5. EMPLOYMENT IN 1992 – *Your answers should be based on all employees included on your Employer's Quarterly Federal Tax Return, Treasury Form 941. Do not include your subcontractors or their employees.*

During the pay periods including the 12th of March, May, August, and November 1992 –

	Number of employees of this establishment during the pay periods including the 12th of –			
	March 1992	May 1992	August 1992	November 1992
a. how many construction workers were on the payroll of this establishment? *INCLUDE –* • Apprentices • Journeymen • Craftsmen • Working foremen • Job-site record keepers • Laborers • Truck drivers and helpers • Equipment operators and mechanics • Others engaged directly in construction	101	102	103	104
b. how many other employees were on the payroll of this establishment? *INCLUDE –* • Supervisors above working foremen • Personnel staff • Accounting staff • Office staff • Architects • Engineers • Purchasing agents • Executives • Others engaged in nonconstruction activities	105	106	107	108
c. how many total employees were on the payroll of this establishment? *Sum lines a and b*	109	110	111	112

HOW TO REPORT DOLLAR FIGURES

Report dollars rounded to thousands.

	Millions (000)	Thousands (000)	Mark (X) if "0"
Example: If a value is $1,025,739.00 – *REPORT* →	1	026	☐0
If a value is "0" (or less than $500.00) – *MARK (X)* →			☒0

Item 6. PAYROLL IN 1992 BEFORE DEDUCTIONS **What were the annual payroll costs to this establishment for –** *Exclude fringe benefits.*	Key	Mil.	Thou.	Mark (X) if "0"
a. construction workers (as defined in item 5a)?	117			☐0
b. other employees (as defined in item 5b)?	118			☐0
c. all employees? *Sum lines a and b*	119			☐0
Items 7 and 8 – Not applicable to this report				
Item 9. CONSTRUCTION WORK SUBCONTRACTED OUT **What was the total cost to this establishment for construction work subcontracted out in 1992?** *Exclude the cost of materials purchased by this establishment for subcontractors.*	124	Mil.	Thou.	☐0
Item 10. MATERIALS, COMPONENTS, AND SUPPLIES **What were the job-site, general office, and all other costs to this establishment for materials, components, and supplies in 1992?** ***Include*** *the cost of materials purchased by this establishment for subcontractors. Exclude the cost of –* • items purchased by this establishment that were installed in a building but were not part of its structure, such as production machinery, furniture, etc. • items listed in item 11.	125	Mil.	Thou.	☐0
Item 11. SELECTED COSTS **What were the job-site, general office, and all other costs to this establishment in 1992 for –** *Where items are combined on your books, separate estimates are preferred.*		Mil.	Thou.	
a. purchased electricity?	126			☐0
b. natural gas and manufactured gas (propane)?	127			☐0
c. gasoline and diesel fuel – ON highway?	128			☐0
d. gasoline and diesel fuel – OFF highway?	129			☐0
e. all other fuels and lubricants, including heating oils, lubricating oils and greases?	130			☐0
Item 12. DOLLAR VALUE OF BUSINESS DONE IN 1992 **For this establishment in 1992 –**		Mil.	Thou.	
a. (1) what were the receipts (or billings) for contract construction work done for others? *Exclude the cost of items purchased by this establishment that were installed in a building but were not part of its structure, such as production machinery, furniture, etc.*	136			☐0
(2) what was the estimated dollar value of speculative construction work done on residential and other building projects which you sold or intended to sell, rent or lease? *INCLUDE the estimated dollar value of –* • all improvements to land associated with these building projects done by or for you in 1992. • work actually done in 1992, whether buildings were sold or not. • subdividing and preparing your own land into lots. *EXCLUDE the estimated dollar value of –* • land. Even though land would generally be included in the value of your building project, the value of the land is not considered construction work done.	137			☐0
(3) what was the estimated dollar value of construction work done for this establishment's own use, i.e., not intended for sale, rent, or done under contract for others?	138			☐0
(4) what was the total dollar value of construction work done? *Sum lines (1) through (3)*	139			☐0
b. what were the receipts for all other business activities done by this establishment in 1992? *INCLUDE –* • architectural services • construction management services • engineering services • manufacturing • mining • rental or lease of properties • real estate commissions and management fees • rental of construction machinery or equipment to others • retail trade • transportation • wholesale trade • other business activities	140			☐0
c. what was the total dollar value of all business done by this establishment in 1992? *Sum lines 12a(4) and 12b*	141			☐0

CONTINUE ON PAGE 3 →

Digitized by Google

Please enter your 11-digit Census File Number from the address label on page 1 | Census File Number ▶

HOW TO REPORT PERCENTAGES ***Report percents rounded to whole percents.*** Example: If figure is 38.8% – *REPORT* → Percent *39* %

Item 13. KIND OF BUSINESS IN 1992
What percent of the amount that you reported in item 12c (the total dollar value of business done in 1992) **was due to –**

	201 Code	Percent of total business done
a. each of the following construction activities? (As reported in item 12a)		
Bridge painting contractor	7211	%
Painting contractor	7212	%
Paper hanging contractor	7213	%
Ship painting contractor	7214	%
Traffic lane painting contractor	7215	%
Other kinds of construction – *Refer to list of construction activities – Specify kind(s) of construction and enter code(s)*		%
		%
		%
b. each of the following other business activities? (As reported in item 12b)		
Manufacturing – products manufactured and sold to others – *Specify kind*	9915	%
Retail trade – *Specify kind*	9920	%
Wholesale trade – *Specify kind*	9922	%
Other business activities – *Specify kind*	9999	%
The sum of the percentages reported should equal 100%.		100 %

Item 14. TYPE OF CONSTRUCTION
What percent of the amount you reported in item 12a(4) (the dollar value of construction work done by this establishment in 1992) **involved the following types of construction?** *Report these percentages in column (1) of the table below. Then in columns (2), (3), and (4) allocate this percent according to the three categories of construction. The sum of columns (2) through (4) should equal the entry in column (1). Refer to the Instruction Guide for a step by step example and for definitions of the three categories of construction.*

Type of construction	Percent of dollar value of construction work done		Three categories of construction: New construction		Additions, alterations, or reconstruction		Maintenance and repair work	
	Key	(1)	Key	(2)	Key	(3)	Key	(4)
BUILDING CONSTRUCTION								
Single-family houses, detached	301	%	401	%	501	%	601	%
Single-family houses, attached, including townhouses and townhouse type condominiums	302	%	402	%	502	%	602	%
Apartment buildings with two or more units, including rentals, apartment type condominiums, and cooperatives	303	%	403	%	503	%	603	%
Hotels, motels, and tourist cabins	304	%	404	%	504	%	604	%
Other residential buildings – *Specify kind*	305	%	405	%	505	%	605	%
Office buildings	306	%	406	%	506	%	606	%
Other commercial buildings, such as stores, restaurants, and automobile service stations	307	%	407	%	507	%	607	%
Industrial buildings	308	%	408	%	508	%	608	%
Warehouses	309	%	409	%	509	%	609	%
Religious buildings	310	%	410	%	510	%	610	%
Educational buildings	311	%	411	%	511	%	611	%
Hospitals and institutional buildings	312	%	412	%	512	%	612	%
Farm buildings, nonresidential	313	%	413	%	513	%	613	%
Amusement, social, and recreational buildings	314	%	414	%	514	%	614	%
Other nonresidential buildings – *Specify kind*	319	%	419	%	519	%	619	%
NONBUILDING CONSTRUCTION								
Highways, streets, and related work, such as installation of guardrails, highway signs, etc.	331	%	431	%	531	%	631	%
Bridges and elevated highways	341	%	441	%	541	%	641	%
Tunnels: highway, pedestrian, railroad, etc.	340	%	440	%	540	%	640	%
Harbor and port facilities	344	%	444	%	544	%	644	%
Power and cogeneration plants, except nuclear	354	%	454	%	554	%	654	%
Power plants, nuclear	353	%	453	%	553	%	653	%
Ships	395	%	495	%	595	%	695	%
Sewage treatment plants	355	%	455	%	555	%	655	%
Water treatment plants	365	%	465	%	565	%	665	%
Blast furnaces, petroleum refineries, chemical complexes, etc.	352	%	452	%	552	%	652	%
Other nonbuilding construction – *Specify kind*	399	%	499	%	599	%	699	%
TOTAL value of construction work done in 1992 (Sum of columns (2), (3), and (4) should equal 100%)		100 %	400	%	500	%	600	%

CONTINUE ON PAGE 4 →

Digitized by Google

Items 15 and 16 – Not applicable to this report

Item 17. STATES IN WHICH CONSTRUCTION WORK WAS DONE IN 1992

What percent of the amount that you reported in Item 12a(4) (the dollar value of construction work done by this establishment in 1992) **occurred in each State?**

Code	State	Percent	Code	State	Percent	Code	State	Percent	Code	State	Percent	Code	State	Percent	Code	State	Percent
701	Ala.	%	712	Fla.	%	722	La.	%	731	Nebr.	%	740	Okla.	%	750	Vt.	%
702	Alaska	%	713	Ga.	%	723	Maine	%	732	Nev.	%	741	Oreg.	%	751	Va.	%
704	Ariz.	%	715	Hawaii	%	724	Md.	%	733	N.H.	%	742	Pa.	%	753	Wash.	%
705	Ark.	%	716	Idaho	%	725	Mass.	%	734	N.J.	%	744	R.I.	%	754	W. Va.	%
706	Calif.	%	717	Ill.	%	726	Mich.	%	735	N. Mex.	%	745	S.C.	%	755	Wis.	%
708	Colo.	%	718	Ind.	%	727	Minn.	%	736	N.Y.	%	746	S. Dak.	%	756	Wyo.	%
709	Conn.	%	719	Iowa	%	728	Miss.	%	737	N.C.	%	747	Tenn.	%	**Total construction work done**		**100%**
710	Del.	%	720	Kans.	%	729	Mo.	%	738	N. Dak.	%	748	Tex.	%			
711	D.C.	%	721	Ky.	%	730	Mont.	%	739	Ohio	%	749	Utah	%			

Items 18 and 19 – Not applicable to this report

Answer item 20 only if your Census File Number (CFN), shown in the address label of this report form, begins with a zero.

Item 20. OWNERSHIP OR CONTROL – *If more space is needed, attach a separate sheet.*

a. Does another domestic company own more than 50% of the voting stock of this company OR have the power to direct the management and policies of this company?

097 1 ☐ Yes – *Enter owning or controlling company's name, address, ZIP Code, and EI number* →

2 ☐ No

Name	EI Number	
Number and street		
City	State	ZIP Code

b. Does this company own more than 50% of the voting stock of any other domestic companies OR have the power to direct the management and policies of any other domestic companies?

098 1 ☐ Yes – *Enter owned or controlled company's name, address, ZIP Code, and EI number* →

2 ☐ No

Name	EI Number	
Number and street		
City	State	ZIP Code

COMMENTS – *Please use this space for any explanation that may be essential in understanding your reported data.*

Item 21. CERTIFICATION – *Print or type*

Period covered by this report	**FROM:** Mo.	Year	**TO:** Mo.	Year	Name of person to contact regarding this report

Contact person's position or title	**Telephone**	Area code	Number	Extension

This report is substantially accurate and has been prepared in accordance with the instructions.	Signature	Date

PLEASE PHOTOCOPY THIS REPORT FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
MA-1000(L)
(8-13-91)

1992 ANNUAL SURVEY OF MANUFACTURES

OMB No. 0607-0733: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Return your completed form to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

Census use only

(Please correct any error in name, address, and ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1A. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the SAME as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes
2 ☐ No – *Report current EI number (9 digits)*

Person within your company to contact regarding this report. (If this information is incorrect or blank, please enter the correct information in item 22 at the end of the questionnaire)

Name | Telephone Area code | Number | Extension

TAB	IND-6	AREA	INFL	CCS

Item 1B. PHYSICAL LOCATION – *Answer a through c*

a. Is this establishment located in the State, county, and place shown at the right? (If blank or incomplete, answer (1) through (4))

☐ Yes – *SKIP to part b*
☐ No – *Correct or complete lines (1) through (4)*

(1) Number and street

(2) City, village, or other place | State | ZIP Code

(3) County

(4) If you corrected lines 1, 2, or 3, give year moved to new location 19 ___

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc., indicated in part a(2)?

095 1 ☐ Yes 2 ☐ No 3 ☐ No legal boundaries 4 ☐ Don't know

c. Type of municipality indicated in part a(2)

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other or don't know

		Key	1992	1991
Item 2. EMPLOYMENT IN 1992				
a. Number of PRODUCTION WORKERS during pay period including the 12th of month (Include both full- and part-time employees)	**(1) March 12**	301		
	(2) May 12	302		
	(3) August 12	303		
	(4) November 12	304		
b. Total (Sum of lines (1) through (4))		305		
c. Average number *(Divide line b by 4 – omit fractions)*		306		
d. All OTHER EMPLOYEES (Pay period including March 12)		307		
e. Total (Sum of lines c and d)		308		

		Mil.	Thou.	Mil.	Thou.
Item 3A. PAYROLL IN 1992 (Exclude supplemental labor costs)					
a. Production workers' wages	309				
b. All other salaries and wages	310				
c. Total (Sum of lines a and b)	311				
Item 3B. FIRST QUARTER PAYROLL IN 1992 (Exclude supplemental labor costs) **Total payroll for the first quarter (January–March)**	315				
Item 3C EMPLOYER'S COST FOR FRINGE BENEFITS (Annual supplemental labor costs) **a. Legally required, including Social Security** (Exclude from items 3A and 3B)	312				
b. Payments for voluntary programs (Exclude from items 3A and 3B)	313				
c. Total (Sum of lines a and b)	314				

	Key	Plant hours Mil.	Thou.	Mil.	Thou.
Item 4. PLANT HOURS WORKED BY PRODUCTION WORKERS IN 1992 (Annual) **Total plant hours worked by production workers in 1992**	320				

	Key	1992 Mil.	1992 Thou.	1991 Mil.	1991 Thou.
Item 5. TOTAL SHIPMENTS AND OTHER RECEIPTS For 1992, report the total value of products shipped and other receipts (report detail in item 18B). This value should be comparable to the total reported for 1991. If the two figures are not comparable, please explain the reasons why in the REMARKS section.	330				

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 6A. VALUE OF PRODUCTS EXPORTED (This is a breakout of the value reported in item 5)	Key	1992 Products shipped Mil.	Thou.	Mark (X) if "0"
Report the value of PRODUCTS SHIPPED FOR EXPORT. Include shipments to customers in the Panama Canal Zone, the Commonwealth of Puerto Rico, and U.S. possessions, as well as the value of products shipped to exporters or other wholesalers for export. Also, include the value of products sold to the U.S. Government to be shipped to foreign governments. DO NOT INCLUDE PRODUCTS SHIPPED FOR FURTHER MANUFACTURE, ASSEMBLY, OR FABRICATION IN THE UNITED STATES.	399			☐0

Item 6B. SHIPMENTS TO OTHER DOMESTIC PLANTS OF YOUR COMPANY FOR FURTHER ASSEMBLY, FABRICATION, OR MANUFACTURE. (This is a breakout of the value reported in item 5)	Key	1992 Products shipped Mil.	Thou.	Mark (X) if "0"
a. **Is the FIRST DIGIT of your Census File Number** (imprinted in the address box) **"0"?** ☐Yes – *SKIP to item 7* ☐No – *Complete this item*				
b. **Value of products shipped to other domestic plants of your company for further assembly, fabrication, or manufacture.**	376			☐0

Item 7. DEPRECIABLE ASSETS, CAPITAL EXPENDITURES, AND RETIREMENTS *Refer to the instruction manual for detailed instructions including how to report leasing arrangements.*	1992									
	Key	Buildings and other structures (exclude land, except item 9) (1) Mil.	Thou.	Key	Machinery and equipment (2) Mil.	Thou.	Key	TOTAL Sum of columns (1) and (2) (3) Mil.	Thou.	Mark (X) if "0"
a. **Gross value of depreciable assets (usually original cost) at beginning of year (exclude land)**	339			340			341			
b. **Capital expenditures for new buildings and machinery**	342			343			344			☐0
c. **Capital expenditures for used buildings and machinery**	345			346			347			☐0
d. **Retirements and disposition of depreciable assets** (Gross value of assets sold, retired, scrapped, destroyed, etc.)	351	(	)	352	(	)	353	(	)	☐0
e. **Gross value of depreciable assets at end of year** (Should equal a+b+c-d)	354			355			356			
Item 8. DEPRECIATION CHARGES FOR THE YEAR	357			358			359			☐0
Item 9. RENTAL PAYMENTS (Include land)	360			361			362			☐0

Item 10. BREAKDOWN OF EXPENDITURES FOR NEW MACHINERY AND EQUIPMENT BY TYPE REPORTED IN ITEM 7b, column (2)	Key	1992 Mil.	Thou.	Mark (X) if "0"
a. **Automobiles, trucks, etc., for highway use**	393			☐0
b. **Computers and peripheral data processing equipment**	394			☐0
c. **All other expenditures for new machinery and equipment**	395			☐0
d. **Total** (Should equal item 7b, column (2))	396			☐0

Item 11. SELECTED PURCHASED SERVICES (See Instruction Manual)	Key	1992 Mil.	Thou.	Mark (X) if "0"
a. **Repair of buildings and other structures**	390			☐0
b. **Repair of machinery**	391			☐0
c. **Communication services (telephone, data transmission, fax, telegraph, etc.)**	392			
d. **Legal services**	372			☐0
e. **Accounting and bookkeeping services**	373			☐0
f. **Advertising**	374			☐0
g. **Software and other data processing services**	380			☐0
h. **Refuse removal (include hazardous waste)**	398			☐0

CONTINUE ON PAGE 3

FORM MA-1000(L) (8-13-91)

Digitized by Google

CENSUS USE ONLY

Item 12. COST OF MATERIALS AND CONTRACT WORK	Key	1992 Mil.	1992 Thou.	1991 Mil.	1991 Thou.
a. Cost of materials, parts, containers, etc., used (Report detail in item 17)	321				
b. Cost of products bought and sold as such without further processing or assembly (Report sales in item 18B)	322				
c. Cost of fuels consumed for heat and power	323				
d. Cost of purchased electricity (Report quantity in item 14, line a)	324				
e. Cost of contract work done for you by others on your materials	325				
f. Total (Sum of a through e)	326				

Item 13. FOREIGN CONTENT OF COST OF MATERIALS, COMPONENTS, PARTS, ETC., USED

a. Does this establishment use materials purchased or transferred from foreign sources? This includes foreign-made materials acquired from a central warehouse or other domestic establishment of your company. Foreign sources include any operation outside of the 50 States, the District of Columbia, Puerto Rico, and the U.S. territories, whether that operation is owned by your company or someone else.

190 1 ☐ Yes – *Answer 13b below*
2 ☐ No
3 ☐ Don't know } *SKIP to 14*

b. If yes, what percentage (approximate) of the total materials used (reported in item 12, line a) is accounted for by foreign sources? Materials used should not include items partially fabricated abroad which reenter the country usually under items 806 and 807, Schedule 8 of the Tariff Schedule of the United States. Do not use decimal points or fractions for reporting percent.

191 _____ %

Item 14. QUANTITY OF ELECTRICITY	Key	1992 Kilowatthours Mil.	1992 Kilowatthours Thou.	1991 Kilowatthours Mil.	1991 Kilowatthours Thou.
a. Purchased electricity (Quantity comparable to cost reported in item 12, line d)	327				
b. Generated electricity (Gross less generating station use)	328				
c. Electricity sold or transferred to other establishments	329				

Item 15A. INVENTORIES OF THIS ESTABLISHMENT AT END OF YEAR (Report both years)
Report inventories at cost or market using generally accepted accounting methods.

Are inventories of this establishment subject to the LIFO method of valuation?

230 1 ☐ Yes – *Use the sum of the LIFO amount plus the LIFO reserve for completing lines a through e(2).*
Note: *If you changed to LIFO for calendar year 1992, specify in the REMARKS section.*

2 ☐ No – *Complete only lines a through e(1)*
Note: *Line e(1) should equal line d*

	Key	End of 1992 Mil.	End of 1992 Thou.	Key	End of 1991 Mil.	End of 1991 Thou.
a. Finished goods	335			331		
b. Work-in-process	336			332		
c. Materials, supplies, fuels, etc.	337			333		
d. Total inventories (Sum of a, b, and c)	338			334		
e. Of the value on line d, report:						
(1) Amount not subject to LIFO costing	368			364		
(2) Amount subject to LIFO costing (gross)	369			365		
f. Report the following applicable to line e(2):						
(1) Amount of the LIFO reserve	370			366		
(2) LIFO value of line e(2) (net)	371			367		

Item 15B. METHOD OF VALUATION FOR INVENTORIES NOT SUBJECT TO LIFO COSTING

Using the inventory total reported for this establishment in item 15A, line e(1) for 1992, please indicate the breakdown of that total according to the inventory valuation methods shown.

- Cost method – Report amounts on lines 1a through e.
- Market basis always used – Report amount on line 2b.
- Lower of cost or market – Report amounts valued at cost on lines 1a through e according to the applicable methods and the amount at market on line 2a. For the value reported on line 2a, indicate in the REMARKS section the cost method that was higher than market. For example: "FIFO."

	Method of valuation (a)	Key	Amount at end of 1992 (b) Mil.	Amount at end of 1992 (b) Thou.
1. Cost	**a. First-in, First-out (FIFO)**	381		
	b. Average cost	383		
	c. Specific or actual cost	384		
	d. Standard cost	385		
	e. Other – *Specify*	386		
2. Market	**a. Market used for valuation because market lower than cost**	387		
	b. Market always used for valuation	388		
Total – Equals the total reported in item 15A, line e(1) for 1992		389		

FORM MA-1000(L) (8-13-91)

CONTINUE ON PAGE 4

Digitized by Google

Item 16A. LEGAL FORM OF ORGANIZATION

Mark (X) the ONE box that best describes this establishment during 1992.

003
1 ☐ Individual proprietorship
2 ☐ Partnership
3 ☐ Cooperative association (taxable)
4 ☐ Cooperative association (tax-exempt)
5 ☐ Government – *Specify* _____
0 ☐ Corporation (do not mark if any form of cooperative association)
9 ☐ Other – *Specify*

Item 16B. OPERATIONAL STATUS

Mark (X) the ONE box that best describes this establishment at the end of 1992.

001
1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation . . . . . .
4 ☐ Sold or leased TO another operator – *Give date at right AND enter name, etc., below*
5 ☐ Acquired or leased FROM another operator – *Give date at right AND enter name, etc., below*

GIVE DATE → Enter figures only

Month	Day	Year

Name of new/former owner or operator	EI Number *(9 digits)* 002	
Number and street	City	State	ZIP Code

Item 16C. OWNERSHIP, CONTROL, AND LOCATION OF OPERATIONS

a. Is the FIRST DIGIT of your Census File Number (imprinted in the address box) **"0"?**

☐ Yes – *Answer parts b–d*
☐ No – *SKIP to item 17*

097
b. Is this company owned or controlled by another company? 1 ☐ Yes → 2 ☐ No

Name and address of owning or controlling company

Kind of business of this company

EI Number *(9 digits)*

098
c. Does this company own or control any other company or companies? 1 ☐ Yes → 2 ☐ No

Name and address of owned or controlled company

Kind of business of this company

EI Number *(9 digits)*

d. Did this company operate at more than one location during 1992? *If more space is needed, attach a separate sheet.*

079
1 ☐ Yes – *List additional locations below.*
2 ☐ No – *SKIP to item 17*

Physical address of business location (Number and street, city, State, ZIP Code) (1)	Kind of business (KB) at this location and Employer Identification Number (2)	Sales and receipts (3) Mil.	Sales and receipts (3) Thou.	Annual payroll (4) Mil.	Annual payroll (4) Thou.	Number of employees during pay period including March 12 (5)	Are these figures included in other items on this report? (6)
	KB						☐ Yes ☐ No
	KB						☐ Yes ☐ No
	KB						☐ Yes ☐ No

FORM MA-1000(L) (8-13-91)

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
FORM
MC-2002

1992 CENSUS OF MANUFACTURES
MEAT PROCESSING PLANTS

OMB No. 0607-0733: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Return your completed form to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8:00 a.m. to 8:00 p.m., eastern time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions on page 4 before answering the questions.

Census use only

MC-2002

(Please correct any error in name, address, and ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1A. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the SAME as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094
1 ☐ Yes
2 ☐ No – *Enter current EI Number (9 digits)* → ☐☐ – ☐☐☐☐☐☐☐

Item 1B. PHYSICAL LOCATION – *Answer parts a–d*

a. Is this establishment's physical location the same as the address shown in the label? (P.O. box and rural route addresses are not physical locations)

☐ Yes
☐ No – *Enter physical location* →

Number and street

City, village, or other place | State | ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095
1 ☐ Yes
2 ☐ No
3 ☐ No legal boundaries
4 ☐ Do not know

c. In what type of municipality is this establishment located?

096
1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other – *Specify* _____
4 ☐ Do not know

d. In what county is this establishment located?

Item 2. EMPLOYMENT IN 1992

		Key	Number
a. Number of PRODUCTION WORKERS during pay period including the 12th of month *(Include both full- and part-time employees)*	**(1) March 12**	301	
	(2) May 12	302	
	(3) August 12	303	
	(4) November 12	304	
b. Total (Sum of lines (1) through (4))		305	
c. Average number *(Divide line b by 4 – omit fractions)*		306	
d. All OTHER EMPLOYEES (Pay period including March 12)		307	
e. Total (Sum of lines c and d)		308	

Item 3A. PAYROLL IN 1992 (before deductions)

	Key	Mil.	Thou.
a. Production workers' wages	309		
b. All other salaries and wages	310		
c. Total (Sum of lines a and b)	311		

Item 3B. FIRST QUARTER PAYROLL IN 1992 (before deductions)

Payroll for the first quarter (January–March)	315		

Item 4. PLANT HOURS WORKED BY PRODUCTION WORKERS IN 1992 (ANNUAL)

	Key	Plant hours Mil.	Plant hours Thou.
Total plant hours worked by production workers in 1992	320		

Items 3C, 5, 6B, 8, 10, 11, 13, 14, and 15B – Not applicable to this report

CONTINUE ON PAGE 2

Digitized by Google

Item 6A. VALUE OF PRODUCTS EXPORTED (This is a breakout of the total value of shipments reported in item 18B)	Key	1992 Mil.	1992 Thou.	Mark (X) if "0"
Report the value of PRODUCTS SHIPPED FOR EXPORT. Include shipments to customers in the Panama Canal Zone, the Commonwealth of Puerto Rico, and U.S. possessions, as well as the value of products shipped to exporters or other wholesalers for export. Also, include the value of products sold to the U.S. Government to be shipped to foreign governments. DO NOT INCLUDE PRODUCTS SHIPPED FOR FURTHER MANUFACTURE, ASSEMBLY, OR FABRICATION IN THE UNITED STATES.	399			☐0

Item 7A. CAPITAL EXPENDITURES FOR 1992	Key	Mil.	Thou.	Mark (X) if "0"
a. **Capital expenditures for NEW buildings and NEW machinery (exclude land)**				
(1) **Buildings and other structures**	342			☐0
(2) **Machinery and equipment**	343			☐0
(3) **Total new capital expenditures** (Sum of lines (1) and (2))	344			☐0
b. **Capital expenditures for USED buildings and USED machinery (exclude land)**	347			☐0

Item 7B. GROSS VALUE OF ALL DEPRECIABLE ASSETS (original cost) at end of 1992	Key	Mil.	Thou.
Buildings, machinery, and equipment (exclude land)	356		

Item 9. RENTAL PAYMENTS FOR 1992	Key	Mil.	Thou.	Mark (X) if "0"
Buildings, machinery, and equipment (include land)	362			☐0

Item 12. COST OF MATERIALS AND CONTRACT WORK FOR 1992	Key	Mil.	Thou.	Mark (X) if "0"
a. **Cost of materials, parts, containers, etc., used** (Report detail in item 17)	321			
b. **Cost of products bought and sold without further processing or assembly** (Report sales in item 18B)	322			☐0
c. **Cost of fuels consumed for heat and power**	323			☐0
d. **Cost of purchased electricity**	324			☐0
e. **Cost of contract work done for you by others on your materials**	325			☐0
f. **Total cost** (Sum of lines a through e)	326			

Item 15A. INVENTORIES OF THIS ESTABLISHMENT AT END OF YEAR (Report both years)

Report inventories at cost or market using generally accepted accounting methods.

Are inventories of this establishment subject to the LIFO method of valuation?

230 1☐ Yes – *Use the sum of the LIFO amount plus the LIFO reserve for completing a through e(2).*

Note: If you changed to LIFO for calendar year 1992, specify in the REMARKS section.

2☐ No – *Complete only lines a through e(1).*

Note: Line e(1) should equal line d.

	END OF 1992 Key	Mil.	Thou.	Mark (X) if "0"	END OF 1991 Key	Mil.	Thou.	Mark (X) if "0"
a. **Finished goods**	335			☐0	331			☐0
b. **Work-in-process**	336			☐0	332			☐0
c. **Materials, supplies, fuels, etc.**	337			☐0	333			☐0
d. **Total inventories** (Sum of lines a, b, and c)	338			☐0	334			☐0
e. **Of the value on line d, report:**								
(1) **Amount not subject to LIFO costing**	368			☐0	364			☐0
(2) **Amount subject to LIFO costing (gross)**	369			☐0	365			☐0
f. **Report the following applicable to line e(2):**								
(1) **Amount of the LIFO reserve**	370			☐0	366			☐0
(2) **LIFO value of line e(2) (net)**	371			☐0	367			☐0

CONTINUE ON PAGE 3

Items 3C, 5, 6B, 8, 10, 11, 13, 14, and 15B – Not applicable to this report

Digitized by Google

Item 16A. LEGAL FORM OF ORGANIZATION

Mark (X) the ONE box which best describes this establishment during 1992.

003

1 ☐ Individual proprietorship
2 ☐ Partnership
3 ☐ Cooperative association (taxable)
4 ☐ Cooperative association (tax-exempt)
5 ☐ Government – *Specify* _____
0 ☐ Corporation (do not mark if any form of cooperative association)
9 ☐ Other – *Specify*

Item 16B. OPERATIONAL STATUS

Mark (X) the ONE box which best describes this establishment at the end of 1992.

001

1 ☐ In operation (Include operations under development, exploration, or construction)
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date at right* . . . . . .
4 ☐ Sold or leased TO another operator – *Give date at right AND enter name, etc., below*
5 ☐ Acquired or leased FROM another operator – *Give date at right AND enter name, etc., below*

GIVE DATE → *Enter figures only*

Month	Day	Year

Name of new/former owner or operator	002 EI Number (9 digits)	
Number and street	City	State	ZIP Code

Item 16C. OWNERSHIP, CONTROL, AND LOCATION OF OPERATIONS

a. Is the FIRST DIGIT of your Census File Number (imprinted in the address box) **"0"?**

☐ Yes – *Answer parts b–d*
☐ No – *SKIP to item 17A*

097

b. Is this company owned or controlled by another company? 1 ☐ Yes → 2 ☐ No

Name and address of owning or controlling company

Kind of business of this company

EI Number (9 digits)

098

c. Does this company own or control any other company or companies? 1 ☐ Yes → 2 ☐ No

Name and address of owned or controlled company

Kind of business of this company

EI Number (9 digits)

d. Did this company operate at more than one location, including operations under exploration or development, during 1992? *If more space is needed, attach a separate sheet.*

079

1 ☐ Yes – *List additional locations below.*
2 ☐ No – *SKIP to item 17A*

Physical address of business location *(Number and street, city, State, ZIP Code)* (1)	Kind of business (KB) at this location and Employer Identification Number (2)	Sales and receipts (3) Mil.	Sales and receipts (3) Thou.	Annual payroll (4) Mil.	Annual payroll (4) Thou.	Number of employees during pay period including March 12 (5)	Are these figures included in other items on this report? (6)
	KB						☐ Yes ☐ No
	KB						☐ Yes ☐ No
	KB						☐ Yes ☐ No
	KB						☐ Yes ☐ No
	KB						☐ Yes ☐ No

CONTINUE WITH ITEM 17A ON PAGE 5

Digitized by Google

FORM **MC-1401** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF MINERAL INDUSTRIES

STONE, SAND, AND GRAVEL – Continued

ENTER THIS ESTABLISHMENT'S 11-DIGIT CENSUS FILE NUMBER

Name of establishment (Same as address box)

Item 17A. SUPPLIES USED, MINERALS FOR PREPARATION, AND PURCHASED MACHINERY INSTALLED DURING 1992

INSTRUCTIONS

Report:
- Delivered cost of individual items listed below.
- Quantities in the unit of measure specified in column (C).
- The estimated cost of minerals received for preparation on a custom or toll basis, as if purchased.

Include:
- Minerals received for preparation which were used in 1992.
- Items listed below whether charged to current or capital accounts.
- Cost of items for which less than $25,000 worth was used in "All other supplies," line 11.

Include: – Con.
- Supplies purchased by this establishment for use by companies performing contract work at this establishment.

Exclude:
- Associated labor costs of the kind reported in items 3A, 3B, and 12, line e.
- Payments made for contract services performed, including payments for supplies and equipment furnished by the contractor incidental to this work.

For valuation, see instructions for item 12. If the information cannot be taken directly from your records, reasonable estimates are acceptable.

Line No.	Minerals received and processed, machinery installed, and supplies used (A)		Census material code 571 (B)	Unit of measure for quantities (C)	Received from other establishments of this company, purchased from others, and minerals received for preparation on a custom or toll basis: Quantity 573 (D)	Cost, including delivery cost (freight-in) (E): 574 Millions	Thousands	Dollars
1	MINERALS RECEIVED FOR PREPARATION *(Estimate value of minerals received for custom preparation.)*	Rough blocks used to produce dressed stone	141101 6	Short tons		$		
2		Broken stone received for crushing, screening, or washing	142101 5					
3		Sand and gravel	144191 4					
4	PURCHASED MACHINERY INSTALLED, including mobile loading, transportation, and other equipment installed at the operation		353020 1					
5	PARTS AND ATTACHMENTS for mining, mineral preparation, construction, and conveying machinery and equipment		353030 0					
6	SUPPLIES USED	Explosive materials, except ammonium nitrate	289211 5					
7		Ammonium nitrate	289212 3					
8		Blasting accessories	289214 9					
9		Steel shapes and forms (except castings and forgings) such as plates, sheets, strip, piling, bars, rails, wheels, track accessories, pipe, tubing, wire, wire products, and structural shapes	331066 1					
10		Rubber and plastics products, including tires and tubes	300167 4					
11		All other supplies (such as timber and lumber purchased, forgings, castings, drill bits, other tools, lubricants, water purchased, and chemicals) – *List the three principal types of supplies included here.*	970098 0					
12	**TOTAL** Sum of lines 1–11 should equal item 12, line a (page 3)					$		

CONTINUE ON PAGE 6

Digitized by Google

Item 17B. FUELS USED DURING 1992

Line No.	Kind of fuel (Report total delivered cost, not cost per unit. Fuels received from other establishments of your company should be included at estimated market value.) (A)		Census fuel code 561 (B)	Unit of measure for quantities (C)	1992 CONSUMPTION Quantity 563 (D)	Cost, including delivery cost (freight-in) (E) 564 Millions	Thousands	Dollars
1	Coal – bituminous, subbituminous, lignite, and anthracite		120005 4	Short tons		$		
2	FUEL OIL	Distillate (light) grade numbers 1, 2, 4, and light diesel fuel	291141 0	Barrels (42 gal.)				
3		Residual (heavy) grade numbers 5 and 6 and heavy diesel fuel	291151 9					
4	Gas – natural, manufactured, and mixed		131159 6	Million cu. ft.				
5	Gasoline		291111 3	Thousand gallons				
6	Other fuels – liquefied petroleum gas, coke, wood, and other		960018 0					
7	**TOTAL** Sum of lines 1–6 should equal item 12, line c (page 3)					$		

Item 18A. TYPE OF OPERATION DURING 1992 (Include production, development, and exploration operations)

Line No.	Item (A)		Key	*Mark (X) appropriate box* (B)
1	MINING METHODS *Mark (X) one or more*	*(If mine is under development or exploration, or maintenance is being performed, indicate method most likely to be used when production is started or resumed.)* Open-pit, quarry, bank, wet pit, or dry pit	401	6205 ☐
2		Underground	402	6304 ☐
3		River, lake, or ocean	403	6254 ☐
4	No mine or quarry or abandoned mine or quarry		404	6106 ☐
5	PROCESSING METHODS AT PLANT *Mark (X) one or both*	Dimension stone dressing (sawing, turning, planing)	405	6882 ☐
6		Crushing, grinding, pulverizing, screening, washing, classifying, or other	406	6999 ☐
7	No processing plant		407	6601 ☐

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1992

INSTRUCTIONS

Report:

- Net total values f.o.b. quarry or plant after discounts and allowances and exclusive of freight charges and excise taxes.
- Short tons equal to 2,000 pounds.

Include:

- All products produced or physically shipped from this establishment in 1992.
- Material withdrawn from stockpiles.
- Products shipped on consignment.
- Prepared minerals from crude materials mined at this establishment, purchased, or received from other establishments of your company.
- Quantity and estimated value of products prepared on a custom or toll basis.

Include: – Con.

- Products transferred for preparation, milling, or other use to other establishments of your company.
- Bonuses or other credits for minerals contained, as well as royalties.
- Production of sand or other minerals mined for use in making ready-mixed concrete or other manufactured products at this establishment.

Exclude:

- From crude shipments any crude minerals mined and also prepared at this establishment. Report these on the appropriate line for the prepared product.
- Penalties for impurities.

The Bureau of Mines, U.S. Department of the Interior, generally collects detailed figures on the mineral products listed here. This item provides only summary figures which will serve to relate the statistics compiled from the Census of Mineral Industries to the statistics compiled from the Bureau of Mines surveys.

CONTINUE WITH ITEM 18B ON PAGE 7

Digitized by Google

FORM **MC-1401** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 CENSUS OF MINERAL INDUSTRIES

STONE, SAND, AND GRAVEL – Continued

ENTER THIS ESTABLISHMENT'S 11-DIGIT CENSUS FILE NUMBER

Name of establishment (Same as address box)

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1992 – Continued

Line No.	Products and services (A)		Census product code 581 (B)	Unit of measure for quantities (C)	Quantity of production 582 (D-1)	Shipments and interplant transfers: Quantity 583 (D-2)	Value, f.o.b. quarry or plant (E) 584 Millions	Thousands	Dollars
1	LIMESTONE, (including dolomite, cement rock, marl, travertine, and calcareous tufa)	Crushed or broken stone	14220 00 8	Short tons			$		
2		Rough dimension stone	14110 11 8						
3		Dressed dimension stone	32812 00 0	Cubic feet					
4	GRANITE, (including gneiss, syenite, and diorite)	Crushed or broken stone	14230 00 7	Short tons					
5		Rough dimension stone	14110 15 9						
6		Dressed dimension stone	32811 00 2	Cubic feet					
7	OTHER STONE, (including slate, marble, trap rock, sandstone, quartz, and miscellaneous types of stone)	Crushed or broken stone	14290 00 1	Short tons					
8		Rough dimension stone	14110 19 1						
9		Dressed dimension stone	32813 00 8	Cubic feet					
10	CONSTRUCTION SAND	Run of pit or bank	14421 01 0	Short tons					
11		Washed, screened, ground, or otherwise treated	14422 01 8						
12	GRAVEL	Run of pit or bank	14421 05 1						
13		Washed, screened, or otherwise treated	14422 05 9						
14	Glass sand, for melting only (unground and ground)		14461 00 8						
15	Molding sand (unground and ground)		14465 00 9						
16	Grinding, blast, furnace, engine, filtration, oil, and other industrial sand (unground and ground)		14469 00 1						
17	ALL OTHER PRODUCTS OF THIS ESTABLISHMENT	Lime (quicklime, hydrated lime, and dead burned dolomite)	32740 00 3						
18		Ready-mixed concrete	32730 00 4	1,000 cubic yards					
19		Asphalt and tar paving mixtures (including bituminous or asphaltic concrete) and asphaltic paving cements	29510 51 8						
20		*Describe and report separately each product with a value of $50,000 or more which cannot be assigned to one of the lines above. Specify unit of measure for quantity. For all remaining products, write "Other" and report a single total value.*	18						
21			26						
22			34				$		

CONTINUE WITH ITEM 18B ON PAGE 8

Digitized by Google

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1992 – Continued

Line No.	Products and services (A)		Census product code 581 (B)	Unit of measure for quantities (C)	Quantity of production 582 (D-1)	Shipments and interplant transfers: Quantity 583 (D-2)	Value, f.o.b. quarry or plant (E) 584 Millions	Thousands	Dollars
23	Receipts for work or services performed for other establishments, such as hauling, stripping, pumping, and shop work *(Exclude receipts for dressing, milling, crushing, or other preparation on a custom or toll basis.)*		14810 00 6				$		
24	RESALES	Sales of products bought and sold without further processing. The cost of such products should be reported in item 12, line b (page 3).	99989 00 6						
25	**TOTAL value of shipments and receipts** Sum of lines 1–24, column (E)		77000 00 8				$		

Items 19–21 – Not applicable to this report

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 22. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

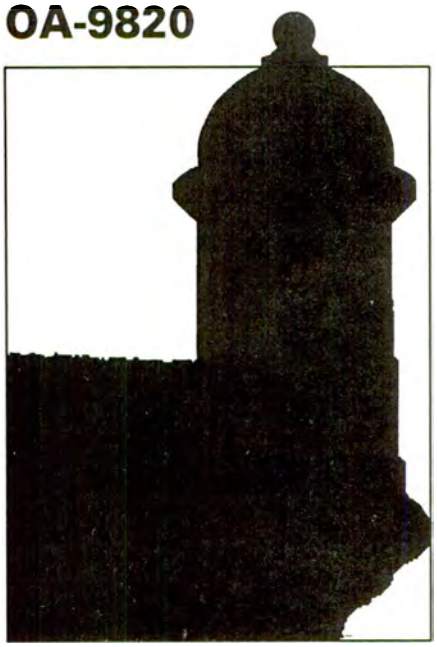
Name of person to contact regarding this report *(Print or type)* 667 1	Telephone	Area code 2	Number	Extension
Name of company	Address *(Number and street, city, State, ZIP Code)*			
Period covered	FROM: Month 666 1 / Day / Year	TO: Month 2 / Day / Year		
Signature of authorized person	Title	Date		

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
OA-9820



1992 ECONOMIC CENSUSES OF PUERTO RICO

PLEASE RETURN THIS REPORT FORM WITHIN THE NEXT 30 DAYS.

Include the Census File Number (CFN) shown on the mailing label of this report form with any correspondence.

Please complete this form and return to: DIRECTOR
BUREAU OF THE CENSUS
ATTENTION: OUTLYING AREAS
1201 East 10th Street
Jeffersonville, IN 47133-0001

OMB No. 0607-0731: Approval Expires 12/31/93

Please correct any errors in name and address, including ZIP Code

Census use only		
990	991	992

YOU ARE REQUIRED BY LAW (title 13, U.S. Code and an Act of the Legislature of Puerto Rico No. 11 of March 27, 1950) to complete this report form for the establishment identified in the mailing label and return it to the Bureau of the Census. By the same law, your report to the Census Bureau is **confidential.** It may be seen only by sworn Census employees and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process.**

REPORT DATA FOR CALENDAR YEAR 1992. If records are not available, reasonable estimates are acceptable. If reporting on a calendar year will involve considerable additional cost and your fiscal year ended between October 31, 1992 and February 1993, you may report data on fiscal year basis, except for employment and payroll data. Calendar year employment and payroll data should be available from your tax records.

ALL ESTABLISHMENTS COMPLETE SECTIONS A AND H. Complete the ONE section (B–G) which best describes your kind of business or activity.

IT IS VERY IMPORTANT THAT YOU READ THE ACCOMPANYING INSTRUCTIONS AS YOU ANSWER THE QUESTIONS.

Digitized by Google

Section A – GENERAL INFORMATION

Item 1. EMPLOYER IDENTIFICATION NUMBER

Is the Employer Identification (EI) Number shown in the label the same as that used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941PR?

001 1 ☐ YES
2 ☐ NO – *Report current EI Number (9 digits)* 002 ☐☐ – ☐☐☐☐☐☐☐

Item 2. PHYSICAL LOCATION

a. Is the physical location of this establishment the same as the address shown in the mailing label?

NOTE *– P.O. boxes or rural routes are not physical locations.*

003 1 ☐ YES
2 ☐ NO – *Report correct physical location below.*

Number and street		
City or town	State	ZIP Code

b. In whet municipio is this establishment physically located?

004 _____

Item 3. OPERATIONAL STATUS

a. How many months during 1992 did this firm or organization actively oparate this establishment? — Number of months 005

b. Which of the following best describes the operational status of this establishment at the end of 1992? *Mark (X) only ONE box.*

006 1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date* →
4 ☐ Sold or leased to another operator – *Enter name, etc. below AND give date* →

007 Mo. | Day | Yr.

Name of new owner or operator		
Number and street		
City or town	State	ZIP Code

Item 4. ORGANIZATIONAL STATUS

Which of the following best describes the organizational status of this establishmant at the end of 1992? *Mark (X) only ONE box.*

008 1 ☐ Individual proprietorship
2 ☐ Partnership
3 ☐ Cooperative association
4 ☐ Corporation *(Do not mark if any form of cooperative association)*
5 ☐ Government – *Specify* _____
6 ☐ Other – *Specify* _____

HOW TO REPORT DOLLAR FIGURES — *Report dollar values rounded to thousands.* **EXAMPLE:** Report $1,125,628 as →

Millions (000)	Thousands (000)	Dollars (000)
1	126	

Item 5. DOLLAR VOLUME OF BUSINESS

What was the dollar volume of merchandise sales and other operating receipts for this establishment in 1992? — Mil. Thou. Dol. 010

Item 6. PAYROLL

a. What was tbe total ANNUAL payroll, before deductions for this establishment in 1992? — Mil. Thou. Dol. 030

b. What was the FIRST QUARTER (January–March) payroll, before deductions? — 031

Item 7. EMPLOYMENT

a. How many EMPLOYEES (full- and part-time) were on your payroll during the pay parlod which included March 12, 1992? — Number 032

b. How many PROPRIETORS and PARTNERS worked 15 or more hours during the week which included March 12, 1992? — 036

c. How many UNPAID FAMILY members worked 15 or more hours during the week which included March 12, 1992? — 039

Item 8. PRINCIPAL TYPE OF BUSINESS OR ACTIVITY

Which of the following best describes the PRINCIPAL business or activity being operated at the end of 1992? *Mark (X) only ONE box.*

040 1 ☐ WHOLESALE *Continue with section B, page 3*
2 ☐ RETAIL *Continue with section C, page 5*
3 ☐ SERVICES *Continue with section D, page 7*
4 ☐ HOTELS, MOTELS, AND OTHER LODGING PLACES – *Continue with section E, page 9*
5 ☐ MANUFACTURES *Continue with section F, page 10*
6 ☐ CONSTRUCTION *Continue with section G, page 14*
7 ☐ Other – *Specify in REMARKS below and skip to section H, page 17, and complete item 50.*

REMARKS

FORM OA-9820

Digitized by Google

Section B – WHOLESALE

Item 9. KIND OF BUSINESS – WHOLESALE

What was the PRINCIPAL kind of business for this establishment in 1992 (or activity by which your business is known to the trade or public)? *Mark (X) only ONE box.* 070

- Motor vehicles and automotive parts and supplies . . . . . ☐ 5010
- Furniture and home furnishings . . . . . ☐ 5020
- Lumber and other construction materials . . . . . ☐ 5030
- Photographic equipment and supplies . . . . . ☐ 5043
- Computers, peripheral equipment, and software . . . . . ☐ 5045
- Other commercial equipment (Include restaurant and hotel equipment and store machines.) . . . . . ☐ 5046
- Medical and hospital equipment . . . . . ☐ 5047
- Ophthalmic goods . . . . . ☐ 5048
- Other professional equipment and supplies – *Specify* . . . . ☐ 5049

_____

- Metals and minerals, except petroleum . . . . . ☐ 5050
- Electrical apparatus and equipment, wiring supplies, and construction materials . . . . . ☐ 5063
- Electrical appliances, radios, and television sets . . . . . ☐ 5064
- Other electronic parts and equipment – *Specify* . . . . . ☐ 5065

_____

- Hardware . . . . . ☐ 5072
- Plumbing and heating equipment and supplies . . . . . ☐ 5074
- Warm air heating and air conditioning equipment and supplies . . . . . ☐ 5075
- Industrial machinery and equipment . . . . . ☐ 5084
- Transportation equipment and supplies; construction, farm, garden, and other machinery and equipment – *Specify* . . . . ☐ 5089

_____

- Other durable goods – *Specify* . . . . . ☐ 5099

_____

- Paper and paper products . . . . . ☐ 5110
- Drugs, drug proprietaries, and druggists' sundries . . . . . ☐ 5120
- Apparel, piece goods, and notions . . . . . ☐ 5130
- Groceries and related products . . . . . ☐ 5140
- Farm-product raw materials . . . . . ☐ 5150
- Chemicals and allied products . . . . . ☐ 5160
- Petroleum and petroleum products (Include bulk stations and terminals.) . . . . . ☐ 5170
- Beer, wine, and distilled alcoholic beverages . . . . . ☐ 5180
- Farm supplies . . . . . ☐ 5191
- Books, periodicals, and newspapers . . . . . ☐ 5192
- Flowers and florists' supplies . . . . . ☐ 5193
- Tobacco and tobacco products . . . . . ☐ 5194
- Paint, paint supplies, and wallpaper . . . . . ☐ 5198
- Other nondurable goods – *Specify* . . . . . ☐ 5199

CODE _____

Item 10. TYPE OF OPERATION

Which of the following best describes the type of operation on which the major portion of your business was conducted in 1992? *Mark (X) only ONE box.*

100
1 ☐ Merchant (buying and selling on own account)
2 ☐ Manufacturers' sales branch or sales office
3 ☐ Broker, agent, commission merchant
4 ☐ Other type of operation – *Specify*

_____

Item 11. EMPLOYMENT BY PRINCIPAL ACTIVITY

What was the approximate number of employees by principal activity during the pay period which included March 12, 1992?

	Number
a. Selling	130
b. Sales support (including office, clerical, warehouse, driver, and maintenance employees)	131
c. Central administrative and auxiliary	132
d. Manufacturing	133
e. Other – *Specify*	134

HOW TO REPORT PERCENTS — *Report percentages as whole numbers*
EXAMPLE: Report 38.76% as → **39** %

Item 12. CLASS OF CUSTOMER

What was the percentage of 1992 sales (item 5) to each customer class?

	Percent
a. To farmers for farm use	140 %
b. To builders and contractors	141 %
c. To exporters (export sales)	142 %
d. To retailers and repair shops	143 %
e. To wholesale establishments	144 %
f. To household consumers and individual users	145 %
g. To industrial users (manufacturing and mining)	146 %
h. To institutional, commercial, and professional users	147 %
i. To governmental bodies (Federal, Commonwealth, and municipal)	148 %
j. **TOTAL** (Sum of lines a through i should equal 100%)	**100** %

Item 13. OPERATING EXPENSES

	Mil.	Thou.	Dol.
What were the TOTAL 1992 operating expenses, including payroll, but excluding the cost of goods sold and interest expense? 149			

Item 14. DOLLAR VOLUME OF BUSINESS

a. **Did this establishment sell merchandise for the account of others on a COMMISSION or BROKERAGE basis in 1992?**
150 1 ☐ YES – *Go to item 14b*
2 ☐ NO – *Skip to item 14d*

	Mil.	Thou.	Dol.
b. **What was the gross selling value of business conducted on a commission or brokerage basis for the account of others?** (Included in item 5.) 151			
c. **What was the dollar volume of commissions or brokerage received on transactions reported in item 14b?** 152			

d. **What percentage of the products sold by this establishment** (including firms under common ownership or control) **did your company manufacture or mine in the United States, Puerto Rico, or U.S. territories?** — Percent 153 %

NOTE *– If this is the only establishment of this firm, skip to item 15.*

	Mil.	Thou.	Dol.
e. **What was the dollar volume of transfer** (billings) **to other establishments within your company?** (NOT included in item 5.) 154			

FORM OA-9820

CONTINUE ON PAGE 4 →

Digitized by Google

Section B – WHOLESALE (Continued)

Item 15. INVENTORIES

a. Did you have inventories at the end of 1992?

155 1 ☐ YES – *Go to item 15b*
2 ☐ NO – *Skip to item 16*

b. Are inventories of this establishment subject to the last-in, first-out (LIFO) method of valuation?

160 1 ☐ YES – *Complete the remainder of this item*
2 ☐ NO – *Skip to item 15c*

		Mil.	Thou.	Dol.
(1) Amount subject to LIFO costing (gross)	162			
(a) Amount of LIFO reserve	163			
(b) LIFO value for line (1) (net)	164			
(2) Amount not subject to LIFO costing	165			
c. What was the TOTAL value of all inventories for 1992?	166			

NOTE – *(LIFO users only) The sum of (1)(a), (1)(b), and (2) should equal item 15c.*

Item 16. STORAGE SPACE

Did you have warehouse, stockroom, or other inventory storage space on December 31, 1992?

170 1 ☐ YES – *Report usable under-roof floor space excluding space occupied by interior walls, permanent aisles, elevator shafts, stairways, offices, shipping platforms, etc.* → Square feet 171

2 ☐ NO

Item 17. COMMODITY LINES

What was the estimated percentage of total 1992 sales (item 5) for each commodity line you specify for this establishment?

Commodity lines	Percent of sales
New and used automobiles, motorcycles, buses, campers, and motor homes	172 %
Automotive parts and supplies (new and rebuilt)	173 %
Used automotive parts, accessories, and equipment	174 %
Tires and tubes	175 %
Household and lawn furniture	176 %
Household china, glassware, crockery, and plastic housewares	177 %
Linens, domestics, curtains, and draperies	178 %
Lumber: rough, dressed, and finished	179 %
Plywood and millwork	180 %
Brick, stone, tile, sand, block, cement, and gravel	181 %
Photographic equipment and supplies	182 %
Office equipment and supplies	183 %
Surgical, medical, and hospital supplies	184 %
Electrical apparatus and equipment	185 %
Electrical appliances, household	186 %
Electronic parts and equipment (except communication equipment)	187 %
Hardware (Include power hand tools.)	188 %

Item 17. COMMODITY LINES (Continued)

Commodity lines	Percent of sales
Plumbing and heating equipment and supplies (hydronics)	189 %
General-purpose industrial machinery, equipment, and parts	190 %
Industrial valves and fittings	191 %
Welding supplies (Exclude gases.)	192 %
Jewelry, watches, diamonds, and other precious stones and metals (Include silverware.)	193 %
Drugs, pharmaceuticals, cosmetics, and toiletries	194 %
Men's and boys' wear	195 %
Women's and children's wear	196 %
Footwear	197 %
Frozen foods, packaged	198 %
Dairy products, except dried or canned	199 %
Poultry and poultry products (Exclude frozen packaged.)	200 %
Confectionery	201 %
Fish and seafoods (Exclude canned and frozen packaged.)	202 %
Meat and meat products (Exclude canned and frozen packaged.)	203 %
Fresh fruits and vegetables	204 %
Coffee, tea, and spices (processed)	205 %
Canned foods	206 %
Soft drinks	207 %
Other grocery specialties	208 %
Grain and beans	209 %
Plastics materials and basic forms	210 %
Chemicals and allied products (Exclude agriculture, plastics, gases, and petroleum.)	211 %
Petroleum products	212 %
Beer and ale	213 %
Wines and distilled alcoholic beverages	214 %
Paint, paint supplies, and wallpaper	215 %
Books, periodicals, newspapers, and miscellaneous printed materials	216 %
Other commodities – *Refer to the list of Wholesale Commodity Lines on page 18 to specify kind(s) and enter code(s).* Code	
1)	%
2)	%
3)	%
Service receipts and labor charges	291 %
Miscellaneous receipts	292 %
TOTAL	**100 %**

PROCEED TO SECTION H, PAGE 17, AND COMPLETE THE REST OF THE FORM.

FORM OA-9820

Digitized by Google

Section C – RETAIL

Item 18. KIND OF BUSINESS – RETAIL

What was the PRINCIPAL kind of business for this establishment in 1992 (or activity by which your business is known to the trade or public)? *Mark (X) only ONE box.*

Building materials, hardware, garden supply, mobile home

070

- Lumber and other building material dealer . . . . . ☐ 5211
- Wholesale lumber and other building material dealer . . . . ☐ 9503
- Retail paint, glass, and wallpaper store . . . . . ☐ 5231
- Wholesale paint, glass, and wallpaper store . . . . . ☐ 9519
- Hardware store . . . . . ☐ 5251
- Retail nursery, lawn, and garden supplies store . . . . . ☐ 5261
- Mobile home dealer . . . . . ☐ 5271

General merchandise

- Department store . . . . . ☐ 5311
- Variety store . . . . . ☐ 5331
- Miscellaneous general merchandise . . . . . ☐ 5399

Food

- Grocery store . . . . . ☐ 5411
- Supermarket . . . . . ☐ 5412
- Cash and carry . . . . . ☐ 5413
- Meat and fish (seafood) market, freezer provisioners . . . . ☐ 5421
- Fruit store and vegetable market . . . . . ☐ 5431
- Candy, nut, and confectionery store . . . . . ☐ 5441
- Dairy products store . . . . . ☐ 5451
- Retail bakery . . . . . ☐ 5461
- Other food store . . . . . ☐ 5499

Automotive dealers and gasoline service stations

- Motor vehicle dealer – new and used cars . . . . . ☐ 5511
- Motor vehicle dealer – used cars only . . . . . ☐ 5521
- Auto and home supply store . . . . . ☐ 5531
- Gasoline service station . . . . . ☐ 5541
- Gasoline/convenience food store . . . . . ☐ 5542
- Recreational vehicle dealer . . . . . ☐ 5561
- Miscellaneous automotive and aircraft dealer . . . . . ☐ 5599

Apparel and accessories

- Men's and boys' clothing and furnishings store . . . . . ☐ 5611
- Women's ready-to-wear store . . . . . ☐ 5621
- Women's accessory and specialty store . . . . . ☐ 5632
- Children's and infants' wear store . . . . . ☐ 5641
- Family clothing store . . . . . ☐ 5651
- Shoe store . . . . . ☐ 5661
- Miscellaneous apparel and accessory store – *Specify* . . . ☐ 5699

_____

Furniture, home furnishings and equipment

- Furniture store . . . . . ☐ 5712
- Floor covering store . . . . . ☐ 5713
- Drapery, curtain, and upholstery store . . . . . ☐ 5714
- Miscellaneous home furnishings store . . . . . ☐ 5719
- Household appliance store . . . . . ☐ 5722
- Radio, television, and electronics store . . . . . ☐ 5731
- Computer and software store (selling primarily to individual home consumers) . . . . . ☐ 5734
- Record and prerecorded tape store . . . . . ☐ 5735
- Musical instrument store . . . . . ☐ 5736

Item 18. KIND OF BUSINESS – RETAIL (Continued)

Eating and drinking places

070

- Eating place
  - Cafeteria . . . . . ☐ 5811
  - Restaurant (full menu provided with waiter/waitress service and patrons seated) . . . . . ☐ 5812
  - Refreshment place or other eating place providing a limited menu of food items (hamburgers, steak, seafood, chicken, pizza, pancakes, etc.) . . . . . ☐ 5814
  - Fast food . . . . . ☐ 5815
  - Other – *Specify* . . . . . ☐ 5816

_____

- Eating place with 25 or more guestrooms . . . . . ☐ 7020
- Drinking place (bar, cocktail lounge, etc.) . . . . . ☐ 5813

Miscellaneous retail stores

- Drug and proprietary store . . . . . ☐ 5912
- Liquor store . . . . . ☐ 5921
- Sporting goods store and bicycle shops . . . . . ☐ 5941
- Book store . . . . . ☐ 5942
- Stationery store . . . . . ☐ 5943
- School supplies store . . . . . ☐ 5943
- Jewelry store . . . . . ☐ 5944
- Hobby, toy, and game shop . . . . . ☐ 5945
- Camera and photographic supply store . . . . . ☐ 5946
- Gift, novelty, and souvenir store . . . . . ☐ 5947
- Luggage and leather goods store . . . . . ☐ 5948
- Sewing, needlework, and piece goods store . . . . . ☐ 5949
- Nonstore retailer
  - Mail order (catalog selling) . . . . . ☐ 5961
  - Operating merchandise vending machines . . . . . ☐ 5962
  - House-to-house or telephone (direct selling) . . . . . ☐ 5963
- Fuel dealer . . . . . ☐ 5983
- Florist . . . . . ☐ 5992
- Cigar store and stand . . . . . ☐ 5993
- News dealer and newsstand . . . . . ☐ 5994
- Optician's goods store . . . . . ☐ 5995
- Other – *Specify* . . . . . ☐ 5999

CODE

_____ _____

Item 19. UNDER-ROOF FLOOR SPACE

Did this establishment have any under-roof floor space used as a department, variety, or grocery store in 1992?

	Square feet
300 1 ☐ YES – TOTAL floor space	301
Under-roof SELLING space	302

2 ☐ NO

Item 20. FRANCHISE NAME

Did this establishment use a name authorized by a franchisor in 1992?

305 1 ☐ YES – **Does the franchisor own or operate the establishment?** . . . . . 306 1 ☐ YES 2 ☐ NO

2 ☐ NO

FORM OA-9820

CONTINUE ON PAGE 6 →

Digitized by Google

Section C – RETAIL (Continued)

HOW TO REPORT PERCENTS	Report percentages as whole numbers **EXAMPLE:** Report 38.76% as →	Percent **39** %

Item 21. CLASS OF CUSTOMER

What was the percentage of total 1992 sales (Item 5) by class of customer?

	Percent
a. General public	307 %
b. Other	308 %

Item 22. MERCHANDISE LINES

What was the estimated percentage of total 1992 sales (Item 5) for each merchandise line you specify for this establishment?

Merchandise line	Percent of sales
Meat, fish, and poultry	310 %
Produce (fresh fruits and vegetables)	311 %
Frozen foods	312 %
Dairy products and related foods	313 %
Bakery products, except frozen	314 %
All other foods, excluding pet food	315 %
Meals, snacks, sandwiches, nonalcoholic beverages generally served for consumption at this establishment	316 %
Alcoholic drinks (served at this establishment)	317 %
Packaged liquor, wine, and beer	318 %
Cigars, cigarettes, tobacco, and smokers' accessories (Exclude sales from vending machines owned by others.)	319 %
Prescription drugs from a pharmacist	320 %
Nonprescription medicines and vitamins, proprietary and over-the-counter ethical medicines, and other health and beauty aids	321 %
Soaps, detergents, and household cleaners	322 %
Paper products	323 %
Men's and boys' wear	324 %
Women's and girls' wear	325 %
Women's accessories	326 %
Footwear	327 %
Sewing, knitting, needlework goods	328 %
Curtains, drapes, shades, blinds, slipcovers, towels, sheets, blankets, table linens, etc.	329 %
Major household appliances	330 %
Small electric appliances	331 %
Televisions, video recording devices, video tapes, etc.	332 %
Audio equipment, musical instruments and supplies	333 %
Living room, dining room, bedroom furniture (except odd beds, cots, etc.)	334 %

Item 22. MERCHANDISE LINES (Continued)

Merchandise line	Percent of sales
Sleep furniture and equipment	335 %
All other furniture	336 %
Floor coverings	337 %
Home computer hardware, software, and other calculating equipment and supplies	338 %
Kitchenware and home furnishings	339 %
Jewelry	340 %
Photographic equipment and supplies	341 %
Optical goods	342 %
Sporting goods and trophies	343 %
Recreational vehicles	344 %
Hardware, tools, plumbing, and electrical supplies	345 %
Lawn and garden equipment and supplies, cut flowers, plants, shrubs, fertilizers, etc.	346 %
Paint, paint sundries, glass, and wallpaper	347 %
Lumber, millwork, building materials, and home repair and modernization equipment, and supplies	348 %
Mobile homes	349 %
New automobiles, vans, and trucks	350 %
Used automobiles, vans, and trucks	351 %
Other powered transportation vehicles	352 %
Gasoline	353 %
Diesel fuel	354 %
Other automotive fuel	355 %
Automotive lubricants (oils, grease, etc.)	356 %
Automotive tires, tubes, batteries, parts, and accessories	357 %
Household fuels	358 %
All other merchandise *If sales of merchandise on this line exceed 5% of total, specify principal lines and estimated percent of sales on next line*	359 %
1)	360 %
2)	361 %
3)	362 %
Nonmerchandise receipts from customers	363 %
TOTAL	**100** %

PROCEED TO SECTION H, PAGE 17, AND COMPLETE THE REST OF THE FORM.

FORM OA-9820

Digitized by Google

Section D – SERVICES

Item 23. KIND OF BUSINESS – SERVICES

What was the PRINCIPAL kind of business for this establishment in 1992 (or activity by which your business is known to the trade or public)? *Mark (X) only ONE box.*

Travel agencies and other passenger transportation services

070

- Travel agency . . . . . ☐ 4724
- Tour operator . . . . . ☐ 4725
- Other services in arranging passenger transportation . . . . ☐ 4729

Personal services

- Power laundry, family and commercial . . . . . ☐ 7211
- Garment pressing and cleaner's agents . . . . . ☐ 7212
- Linen supply . . . . . ☐ 7213
- Coin-operated laundry and cleaning . . . . . ☐ 7215
- Dry cleaning plant, except rug . . . . . ☐ 7216
- Carpet and upholstery cleaning . . . . . ☐ 7217
- Industrial launderers . . . . . ☐ 7218
- Other laundry and garment services including hand laundry – *Specify* . . . . . ☐ 7219

_____

- Photographic studios, portrait . . . . . ☐ 7221
- Beauty shop . . . . . ☐ 7231
- Barber shop . . . . . ☐ 7241
- Shoe repair and shoeshine parlors . . . . . ☐ 7251
- Funeral service and crematory . . . . . ☐ 7261
- Tax return preparation services . . . . . ☐ 7291
- Other parsonal services – *Specify* . . . . . ☐ 7299

_____

Business services

- Advertising agency . . . . . ☐ 7311
- Outdoor advertising services . . . . . ☐ 7312
- Radio, television, and publishers' advertising representatives . . . . . ☐ 7313
- Other advertising services (except agencies) – *Specify* . . . . . ☐ 7319

_____

- Adjustment and collection services . . . . . ☐ 7322
- Mercantile credit reporting agency . . . . . ☐ 7323
- Direct mail advertising services . . . . . ☐ 7331
- Photocopying and duplicating services . . . . . ☐ 7334
- Commercial photography . . . . . ☐ 7335
- Commercial art and graphic design . . . . . ☐ 7336
- Secretarial and court reporting services . . . . . ☐ 7338
- Disinfecting and exterminating services . . . . . ☐ 7342
- Cleaning and maintenance services . . . . . ☐ 7349
- Medical equipment rental and leasing . . . . . ☐ 7352
- Heavy construction and earthmoving equipment, rental and leasing . . . . . ☐ 7353
- Other equipment rental and leasing (except computers or automotive) . . . . . ☐ 7359
- Employment agency . . . . . ☐ 7361
- Temporary help supply services . . . . . ☐ 7363
- Computer programming services . . . . . ☐ 7371
- Prepackaged software . . . . . ☐ 7372
- Computer integrated systems design . . . . . ☐ 7373

Item 23. KIND OF BUSINESS – SERVICES (Continued)

Business services (Continued)

070

- Data processing services . . . . . ☐ 7374
- Information retrieval services . . . . . ☐ 7375
- Computer facilities management services . . . . . ☐ 7376
- Computer rental and leasing . . . . . ☐ 7377
- Detective, guard, and armored car services . . . . . ☐ 7381
- Security systems services . . . . . ☐ 7382
- News syndicates . . . . . ☐ 7383
- Photofinishing laboratory . . . . . ☐ 7384
- Other business services – *Specify* . . . . . ☐ 7389

_____

Automobile repair and services

- Truck rental and leasing, without driver . . . . . ☐ 7513
- Passenger car rental . . . . . ☐ 7514
- Passenger car leasing . . . . . ☐ 7515
- Utility trailer and recreational vehicle rental . . . . . ☐ 7519
- Automobile parking . . . . . ☐ 7521
- Top, body, and upholstery repair and painting shop . . . . ☐ 7532
- Auto exhaust systems repair shop . . . . . ☐ 7533
- Tire retreading and repair shop . . . . . ☐ 7534
- Automotive glass replacement shop . . . . . ☐ 7536
- Automotive transmission repair shop . . . . . ☐ 7537
- General automotive repair shop . . . . . ☐ 7538
- Other automotive repair shop – *Specify* . . . . . ☐ 7539

_____

- Carwash . . . . . ☐ 7542
- Other automotive services – *Specify* . . . . . ☐ 7549

_____

Miscellaneous repair services

- Radio and television repair . . . . . ☐ 7622
- Refrigeration and air conditioning service and repair shop . . . . . ☐ 7623
- Electrical and electronic repair shop (except computer repair) . . . . . ☐ 7629
- Watch, clock, and jewelry repair . . . . . ☐ 7631
- Reupholstery and furniture repair . . . . . ☐ 7641
- Welding repair . . . . . ☐ 7692
- Armature rewinding shop . . . . . ☐ 7694
- Other repair services, including sewer and septic tank cleaning services – *Specify* . . . . . ☐ 7699

_____

Motion pictures

- Motion picture, video production, and related services . . . . . ☐ 7812
- Film distribution and related services . . . . . ☐ 7822
- Theatres, except drive-in . . . . . ☐ 7832
- Video tape rental . . . . . ☐ 7841

CONTINUE ON PAGE 8 →

Digitized by Google

Section D – SERVICES (Continued)

Item 23. KIND OF BUSINESS – SERVICES (Continued)

Amusement and recreation services, except motion pictures 070

- Dance studios, schools, and halls . . . . . ☐ 7911
- Theatrical producers and services . . . . . ☐ 7922
- Bands, orchestras, actors, and other entertainers and entertainment groups . . . . . ☐ 7929
- Bowling center . . . . . ☐ 7933
- Commercial sports clubs, managers, and sports promoters . . . . . ☐ 7941
- Racing, including track operation . . . . . ☐ 7948
- Physical fitness facility . . . . . ☐ 7991
- Public golf course . . . . . ☐ 7992
- Coin-operated amusement devices . . . . . ☐ 7993
- Lottery agency (except horserace) . . . . . ☐ 7994
- Horserace betting agency . . . . . ☐ 7995
- Amusement parks . . . . . ☐ 7996
- Membership sports and recreation club . . . . . ☐ 7997
- Cockfight arena . . . . . ☐ 7998
- Other amusement and recreation services – *Specify* . . . . ☐ 7999

_____

Medical and dental laboratories

- Dental laboratory . . . . . ☐ 8072
- Other dental and medical services – *Specify* . . . . . ☐ 9001

_____

Legal services

- Legal services . . . . . ☐ 8111
- Legal aid society (or other non-profit legal services) – *Specify* . . . . . ☐ 9002

_____

Museums, art galleries, and botanical and zoological gardens

- Museums and art galleries . . . . . ☐ 8412
- Botanical and zoological gardens . . . . . ☐ 8422

Engineering, architectural, land surveying, research, management, and related services

- Engineering services . . . . . ☐ 8711
- Architectural services . . . . . ☐ 8712
- Surveying services . . . . . ☐ 8713
- Commercial, physical, and biological research . . . . . ☐ 8731
- Commercial, economic, sociological, and educational nonphysical research . . . . . ☐ 8732
- Commercial testing laboratory . . . . . ☐ 8734
- Management services . . . . . ☐ 8741
- Management consulting services . . . . . ☐ 8742
- Public relations services . . . . . ☐ 8743
- Facilities support management services . . . . . ☐ 8744
- Other business consulting services – *Specify* . . . . . ☐ 8748

_____

Other kind of services – *Specify* . . . . . ☐ 8999
CODE

_____

HOW TO REPORT PERCENTS — *Report percentages as whole numbers* **EXAMPLE:** Report 38.76% as → **39** %

Item 24. MERCHANDISE SALES

a. Did this establishment sell any merchandise over-the-counter or separate from services provided in 1992?

421 1 ☐ YES – *Complete b below*
2 ☐ NO – *Skip to section H, page 17*

b. What was the estimated percentage of total 1992 receipts (item 5) from the sale of such merchandise? *If more than 50 percent, describe the type of merchandise sold in the REMARKS section below.* . . . . . Percent 422 %

REMARKS

PROCEED TO SECTION H, PAGE 17, AND COMPLETE THE REST OF THE FORM.

FORM OA-9820

Digitized by Google

Section E – HOTELS, MOTELS, AND OTHER LODGING PLACES

Item 25. KIND OF BUSINESS – HOTELS, MOTELS, AND OTHER LODGING PLACES

What was the PRINCIPAL kind of business for this establishment in 1992 (or activity by which your business is known to the trade or public)? *Mark (X) only ONE box.*

Hotels, motels, and guest houses

070

- Hotel with 100 or more guestrooms . . . . . ☐ 7011
- Hotel with 25 to 99 guestrooms . . . . . ☐ 7012
- Hotel with less than 25 guestrooms . . . . . ☐ 7013
- Recreational hotel (tourist villas and paradores) . . . . . ☐ 7014
- Motel . . . . . ☐ 7015
- Guest houses . . . . . ☐ 7016
- Organizational hotel or lodging house, with rooms open to the general public . . . . . ☐ 7017

Other lodging places

- Sporting and recreational camps – *Specify* . . . ☐ 7032 _____
- Trailer parks and campsites (transients). . . . . ☐ 7033
- Residential mobile home park . . . . . ☐ 6515
- Children's day camp . . . . . ☐ 7999

} *Skip to section H, page 17*

Other kinds of activity or operation

Restaurant, including –

- Hotel with 100 or more guestrooms . . . . . ☐ 7018
- Hotel with 25 to 99 guestrooms . . . . . ☐ 7019
- Motel with 25 or more guestrooms . . . . . ☐ 7020
- Less than 25 guestrooms . . . . . ☐ 5812
- Other kind of activity – *Specify* . . . . . ☐ 7099 _____ CODE _____

HOW TO REPORT PERCENTS ▶ *Report percentages as whole numbers* **EXAMPLE:** Report 38.76% as ⟶ Percent **39** %

Item 26. SOURCES OF RECEIPTS

Receipts must be reported as percentages of total 1992 receipts (item 5).

Exclude occupancy or other taxes collected from customers.

a. Receipts from customers

What was the estimated percentage of 1992 sales and receipts from customers for the following? (DO NOT include receipts from coin-operated machines maintained by others.)

		Percent
(1) Guestroom or unit rentals *(If meals are included as a room package, estimate the percentage for meals on line a(2).)*	531	%
(2) Sales of meals and nonalcoholic beverages	532	%
(3) Sales of alcoholic beverages for consumption on premises	533	%
(4) Sales of packaged liquor, wine, or beer	534	%
(5) Sales of other merchandise	535	%
(6) Receipts from casino operations	536	%
(7) All other receipts from customers (Include ballrooms, convention halls, laundry, valet, and other services.)	537	%
(8) **TOTAL** (Sum of lines 1 through 7 should equal 100%)		**100** %

b. Receipts from other sources

Were any receipts OTHER than from customers received by this establishment in its business operation? (Include rental and commission receipts from operators of leased departments, concessions and stores, and coin-operated machines.)

538 1☐ YES – **What was the amount?** ⟶ 539 Mil. | Thou. | Dol.

2☐ NO

Item 27. NUMBER AND TYPE OF ACCOMMODATIONS

a. What was the number of rooms, units, or quarters primarily rented as transient as of December 31, 1992? The number of guestrooms, units, or quarters consists of the number which can be rented as single units. Suites of rooms which cannot be subdivided should be counted as a single unit.

Number as of December 31, 1992: 540

b. Were more than half of guestroom or unit rental receipts in 1992 from transient guests?

541 1☐ YES

2☐ NO

Item 28. PUERTO RICO TOURIST ENCOURAGEMENT LAW

Did this establishment operate under the Puerto Rico Tourist Encouragement Law in 1992?

542 1☐ YES

2☐ NO

PROCEED TO SECTION H, PAGE 17, AND COMPLETE THE REST OF THE FORM.

FORM OA-9820

Digitized by Google

Section F – MANUFACTURES

Item 29. KIND OF ACTIVITY – MANUFACTURES

What was the PRINCIPAL kind of manufacturing activity for this establishment in 1992 (or activity by which the establishment is known to the trade or public)? *Mark (X) only ONE box.*

Food and kindred products 070

- Meat packing plants ☐ 2011
- Sausages and other prepared meat products from purchased materials ☐ 2013
- Poultry slaughtering and processing ☐ 2015
- Ice cream and frozen desserts ☐ 2024
- Fluid milk and cream ☐ 2026
- Other dairy products – *Specify* ☐ 2029

- Canned specialties, such as baby food and soups ☐ 2032
- Canned fruits, vegetables, preserves, jams, and jellies ☐ 2033
- Frozen and preserved foods – *Specify* ☐ 2038

- Prepared feed and feed ingredients for animals and fowls, except dogs and cats ☐ 2048
- Other grain mill products – *Specify* ☐ 2049

- Bread and other bakery products ☐ 2051
- Cookies and crackers ☐ 2052
- Frozen bakery products, except bread ☐ 2053
- Candy and other confections, including chocolate candy ☐ 2064
- Other sugar products and nuts – *Specify* ☐ 2069

- Edible fats and oils – *Specify* ☐ 2079

- Distilled and blended liquors ☐ 2085
- Bottled and canned soft drinks ☐ 2086
- Flavoring extracts and syrups ☐ 2087
- Other beverages – *Specify* ☐ 2089

- Canned and cured fish and seafoods ☐ 2091
- Roasted coffee, coffee concentrates, and extracts ☐ 2095
- Manufactured ice ☐ 2097
- Other food preparations and kindred products – *Specify* ☐ 2099

Tobacco products

- Cigars ☐ 2121
- Other tobacco products – *Specify* ☐ 2129

Textile mill products

- Knit outerwear mills ☐ 2253
- Fabrics, carpets, yarn and thread, and other textile mill products – *Specify* ☐ 2299

Item 29. KIND OF ACTIVITY – MANUFACTURES (Continued)

Apparel and other finished products made from fabrics and similar materials 070

- Men's and boys' suits and coats ☐ 2311
- Men's and boys' shirts ☐ 2321
- Men's and boys' trousers and slacks ☐ 2325
- Men's and boys' work clothing ☐ 2326
- Other men's and boys' clothing and furnishings – *Specify* ☐ 2329

- Women's and misses' blouses and shirts ☐ 2331
- Women's, misses', and juniors' dresses ☐ 2335
- Other women's, misses', and juniors' outerwear – *Specify* ☐ 2339

- Women's and children's underwear and nightwear ☐ 2341
- Bras, girdles, and allied garments ☐ 2342
- Girls' and children's dresses and blouses ☐ 2361
- Other girls' and children's outerwear ☐ 2369
- Curtains and draperies ☐ 2391
- Homefurnishings ☐ 2392
- Pleating and stitching ☐ 2395
- Automotive and apparel trimming ☐ 2396
- Other apparel and finished products – *Specify* ☐ 2399

Lumber and wood products, except furniture

- Sawmills, flooring mills, and other special products sawmills – *Specify* ☐ 2429

- Wood millwork covered with metal and plastic materials ☐ 2431
- Wood kitchen cabinets and bathroom vanities ☐ 2434
- Hardwood and softwood veneer and plywood, and other structural wood members – *Specify* ☐ 2439

- Wood or wood and metal combination pallets and skids ☐ 2448
- Other wood containers – *Specify* ☐ 2449

- Wood preserving ☐ 2491
- Other wood products – *Specify* ☐ 2499

Furniture and fixtures

- Wood household furniture, except upholstered ☐ 2511
- Wood household furniture, upholstered ☐ 2512
- Metal household furniture ☐ 2514
- Mattresses, foundations, and convertible beds ☐ 2515
- Other household furniture – *Specify* ☐ 2519

- Wood office furniture and other office furniture – *Specify* ☐ 2529

- Public building and related furniture ☐ 2531
- Wood shelving, lockers, and store fixtures ☐ 2541
- Office and store fixtures, except wood ☐ 2542
- Drapery hardware and window blinds and shades ☐ 2591
- Other furniture and fixtures – *Specify* ☐ 2599

FORM OA-9820

CONTINUE ON PAGE 11 →

Digitized by Google

Section F – MANUFACTURES (Continued)

Item 29. KIND OF ACTIVITY – MANUFACTURES (Continued)

Paper and allied products 070

- Paper mills . . . . . ☐ 2621
- Paperboard mills . . . . . ☐ 2631
- Setup paperboard boxes . . . . . ☐ 2652
- Corrugated and solid fiber boxes . . . . . ☐ 2653
- Folding paperboard boxes . . . . . ☐ 2657
- Other paperboard containers and boxes – *Specify* . . . . . ☐ 2659

- Plastics, foil, and coated paper bags . . . . . ☐ 2673
- Other paper and allied products – *Specify* . . . . . ☐ 2679

Printing, publishing, and allied industries

- Newspapers: publishing, or publishing and printing . . . . . ☐ 2711
- Periodicals: publishing, or publishing and printing . . . . . ☐ 2721
- Books and pamphlets: publishing, or publishing and printing . . . . . ☐ 2731
- Book printing . . . . . ☐ 2732
- Miscellaneous publishing activities . . . . . ☐ 2741
- Commercial printing, lithographic . . . . . ☐ 2752
- Commercial printing, gravure . . . . . ☐ 2754
- Other commercial printing . . . . . ☐ 2759
- Manifold business forms . . . . . ☐ 2761
- Other printing and publishing – *Specify* . . . . . ☐ 2799

Chemicals and allied products

- Industrial gases and other inorganic chemicals – *Specify* . . . . . ☐ 2819

- Plastic materials and resins . . . . . ☐ 2821
- Other synthetics and manmade fibers, except glass – *Specify* . . . . . ☐ 2829

- Medicinal chemicals and botanical products . . . . . ☐ 2833
- Pharmaceutical preparations for human or veterinary use . . . . . ☐ 2834
- Diagnostic substances . . . . . ☐ 2835
- Biological products, except diagnostic substances . . . . . ☐ 2836
- Soap and other detergents . . . . . ☐ 2841
- Polishes and sanitation goods preparations . . . . . ☐ 2842
- Surface active agents . . . . . ☐ 2843
- Perfumes, cosmetics, and other toilet preperations . . . . . ☐ 2844
- Paints and related products . . . . . ☐ 2851
- Adhesives and sealants . . . . . ☐ 2891
- Other chemicals and chemical preparations – *Specify* . . . ☐ 2899

Petroleum refining and related industries

- Petroleum refining, including gasoline and oil . . . . . ☐ 2911
- Asphalt paving mixtures and blocks . . . . . ☐ 2951
- Asphalt felt and coatings, including roofing cement . . . . . ☐ 2952
- Other petroleum and coal products – *Specify* . . . . . ☐ 2999

Item 29. KIND OF ACTIVITY – MANUFACTURES (Continued)

Rubber and miscellaneous plastics products 070

- Plastics bottles . . . . . ☐ 3085
- Other rubber and plastics products – *Specify* . . . . . ☐ 3089

Leather and leather products

- Men's footwear, except athletic . . . . . ☐ 3143
- Women's handbags and purses . . . . . ☐ 3171
- Personal leather goods, except women's handbags and purses . . . . . ☐ 3172
- Other leather and leather products – *Specify* . . . . . ☐ 3199

Stone, clay, glass, and concrete products

- Glass products made of purchased glass . . . . . ☐ 3231
- Concrete block and brick . . . . . ☐ 3271
- Concrete products, except block and brick . . . . . ☐ 3272
- Ready-mixed concrete . . . . . ☐ 3273
- Cut stone and stone products . . . . . ☐ 3281
- Other products made of glass, hydraulic cement, clay, pottery, gypsum, lime, abrasive, asbestos, and nonmetallic mineral products – *Specify* . . . . . ☐ 3299

Primary metal industries

- Steel wiredrawing and steel nails and spikes . . . . . ☐ 3315
- Iron and steel foundries, nonferrous metals, and other primary metal industries products – *Specify* . . . . . ☐ 3399

Fabricated metal products

- Metal cans . . . . . ☐ 3411
- Metal shipping barrels, drums, kegs, and pails . . . . . ☐ 3412
- Fabricated structural metal . . . . . ☐ 3441
- Metal doors, sash, and trim . . . . . ☐ 3442
- Fabricated plate work (boiler shop) . . . . . ☐ 3443
- Sheet metal work . . . . . ☐ 3444
- Architectural and ornamental metal work . . . . . ☐ 3448
- Other structural metal work – *Specify* . . . . . ☐ 3448

- Screw machine products . . . . . ☐ 3451
- Bolts, nuts, screws, rivets, and washers . . . . . ☐ 3452
- Other metal stampings – *Specify* . . . . . ☐ 3469

- Plating and polishing of metals . . . . . ☐ 3471
- Coating, engraving, and allied services . . . . . ☐ 3479
- Miscellaneous fabricated wire products . . . . . ☐ 3496
- Other fabricated metal products – *Specify* . . . . . ☐ 3499

Industrial and commercial machinery and computer equipment

- Special dies, tools, jigs, and fixtures . . . . . ☐ 3544
- Other metalworking machinery and equipment – *Specify* . ☐ 3549

- Electronic computers . . . . . ☐ 3571

FORM OA-9620

CONTINUE ON PAGE 12 →

Digitized by Google

Section F – MANUFACTURES (Continued)

Item 29. KIND OF ACTIVITY – MANUFACTURES (Continued)

Industrial and commercial machinery and computer equipment (Continued)

070

- Computer peripheral equipment, including printers, plotters, and graphic displays . . . . . ☐ 3577
- Other office equipment including calculators, terminals, and computer storage devices – *Specify* . . . . . ☐ 3579
- Refrigeration (air-conditioning) and heating equipment . . . ☐ 3585
- Other industrial and commercial machinery and computer equipment– *Specify* . . . . . ☐ 3599

Electronic and electrical equipment and components, except computer equipment

- Power, distribution, and specialty transformers . . . . . ☐ 3612
- Switchgear and switchboard apparatus. . . . . ☐ 3613
- Other electrical industrial apparatus – *Specify* . . . . . ☐ 3629
- Household appliances – *Specify* . . . . . ☐ 3639
- Current-carrying wiring devices . . . . . ☐ 3643
- Other electric lighting and wiring equipment – *Specify* . . . ☐ 3648
- Telephone and telegraph apparatus. . . . . ☐ 3661
- Radio, TV, and other communication equipment – *Specify* . . . . . ☐ 3669
- Printed circuit boards . . . . . ☐ 3672
- Electronic coils, transformers, and inductors . . . . . ☐ 3677
- Other electronic and electrical equipment and components – *Specify* . . . . . ☐ 3679

Transportation equipment

- Motor vehicle parts and accessories. . . . . ☐ 3714
- Motor vehicles and motor vehicle equipment – *Specify* . . ☐ 3719
- Aircraft, boat, and other transportation; parts, equipment, and repairing – *Specify* . . . . . ☐ 3799

Measuring, analyzing, and controlling instruments; photographic, medical and optical goods; watches and clocks

- Instruments to measure electricity. . . . . ☐ 3825
- Surgical, medical, and veterinary instruments and apparatus . . . . . ☐ 3841
- Orthopedic, prosthetic, and surgical appliances and supplies. . . . . ☐ 3842
- Dental equipment and supplies; radiographic, irradiation, electromedical, and electrotherapeutic apparatus – *Specify* . . . . . ☐ 3849
- Ophthalmic goods (contact lenses, eyeglasses, and sunglasses) . . . . . ☐ 3851
- Other measuring, analyzing and controlling instruments; photographic and optical goods; watches and clocks – *Specify* . . . . . ☐ 3879

Item 29. KIND OF ACTIVITY – MANUFACTURES (Continued)

Miscellaneous manufacturing industries

070

- Jewelry, precious metal . . . . . ☐ 3911
- Silverware and plated ware . . . . . ☐ 3914
- Jewelers' materials and lapidary work . . . . . ☐ 3915
- Costume jewelry and costume novelties . . . . . ☐ 3961
- Fasteners, buttons, needles, and pins . . . . . ☐ 3965
- Signs and advertising specialties . . . . . ☐ 3993
- Other manufacturing industries – *Specify* . . . . . ☐ 3999

CODE

Item 30. SHIPMENTS AND OTHER RECEIPTS

		Mil.	Thou.	Dol.
a. **What was the total VALUE OF SHIPMENTS for products made in this establishment in 1992?** (Include interplant transfers.)	601			
b. **What were the receipts for CONTRACT WORK performed for others on their materials?** *(Describe products worked on and kind of work.)*	602			
c. **What were the MISCELLANEOUS RECEIPTS for –** **(1) Sales of scrap and refuse?**	603			
(2) Other miscellaneous receipts (including receipts for repair work, etc.)?	604			
d. **What were the receipts for RESALES, i.e., sales of products bought and sold without further manufacture, processing, or assembly in this establishment?**	605			

Item 31. EMPLOYMENT AND HOURS WORKED

		Number of employees
a. **How many PRODUCTION WORKERS were employed in 1992 during the pay period including the 12th of the month for the months shown?** (Include permanent or temporary, full- or part-time.)	**(1)** March	610
	(2) May	611
	(3) August	612
	(4) November	613
b. **How many other employees were employed during the pay period including March 12?**		615
c. **How many hours were worked by PRODUCTION WORKERS by quarter?**		Hours worked
	(1) January through March	616
	(2) April through June	617
	(3) July through September	618
	(4) October through December	619
	(5) TOTAL hours worked (Sum of lines (1) through (4))	620

FORM OA-9820

CONTINUE ON PAGE 13 →

Digitized by Google

Section F – MANUFACTURES (Continued)

Item 32. PAYROLL

What was the annual payroll, before deductions, for this establishment for the entire calendar year 1992?

		Mil.	Thou.	Dol.
a. Production workers	625			
b. All other employees	626			

Item 33. SELECTED COSTS

What was the cost to this establishment in 1992 for materials and services used?

		Mil.	Thou.	Dol.
a. Electricity	630			
b. Fuels consumed for heat or power	631			
c. Contract work done for you by others	632			
d. Products bought and resold in the same condition	633			
e. Materials, parts, components, containers, etc.	634			

Item 34. INVENTORIES

a. **Did you have inventories at the end of 1991 or 1992?**

636 1 ☐ YES – *Go to item 34b*

2 ☐ NO – *Skip to item 35*

b. **Are inventories of this establishment subject to the last-in, first-out (LIFO) method of valuation?**

637 1 ☐ YES – *Complete the remainder of this item*

2 ☐ NO – *Skip to item 34c*

	END OF 1992			END OF 1991		
	Mil.	Thou.	Dol.	Mil.	Thou.	Dol.
(1) Amount subject to LIFO costing (gross)	638			639		
(a) Amount of LIFO reserve	640			641		
(b) LIFO value for line (1) (net)	642			643		
(2) Amount not subject to LIFO costing	644			645		

c. **What was the TOTAL value of all inventories at the end of 1991 and 1992?**

	END OF 1992			END OF 1991		
	Mil.	Thou.	Dol.	Mil.	Thou.	Dol.
(1) Materials, supplies, etc.	646			647		
(2) Work-in-process	648			649		
(3) Finished goods	650			651		
(4) TOTAL inventories (Sum of lines (1) through (3))	652			653		

NOTE – *(LIFO users only) The sum of b(1)(a), b(1)(b), and b(2) should equal line c(4).*

Item 35. CAPITAL EXPENDITURES

		Mil.	Thou.	Dol.
a. **What were the capital expenditures for USED buildings and machinery in 1992** (excluding land)? (New capital expenditures should NOT be included in item 35a, but should be reported below in item 35b.)	655			
b. **What were the capital expenditures for NEW buildings and machinery?**				
(1) Buildings and other structures (Exclude land.)	656			
(2) Machinery and equipment	657			

Item 36. VALUE OF PRODUCTS MADE AND CONTRACT WORK PERFORMED BY CUSTOMER LOCATION

What was the total dollar value of products made and contract work performed in 1992 for each of the following customer locations?

Customer location (1)	Value of products made in this establishment (2)			Value of contract work (3)		
	Mil.	Thou.	Dol.	Mil.	Thou.	Dol.
a. U.S. and territories (Do not include Puerto Rico and the Virgin Islands.)	659			660		
b. Virgin Islands	661			662		
c. Central America, South America, and Caribbean Zone (Do not include the Virgin Islands.)	663			664		
d. Other foreign places	665			666		
e. Puerto Rico – *Complete lines f through l below*	667			668		

If you reported on line e, columns (2) and (3): **What was the distribution of shipments or contract work for customers located in Puerto Rico?** (Sum of lines f through l should equal the entries for line e above.)

Class of customer (1)	Value of products made in this establishment (2)			Value of contract work (3)		
	Mil.	Thou.	Dol.	Mil.	Thou.	Dol.
f. Wholesalers	670			671		
g. Retailers	672			673		
h. Household consumers	674			675		
i. Commonwealth government	676			677		
j. Construction companies	678			679		
k. Other manufacturing establishments	680			681		
l. Other customers	682			683		

Item 37. SPECIAL INQUIRY

If "Corporation" was marked in Item 4: **Which of the following best describes this establishment at the end of 1992?** *Mark (X) only ONE box.*

685 1 ☐ Domestic corporation

2 ☐ Nondomestic corporation under section 936

3 ☐ Other nondomestic corporation

PROCEED TO SECTION H, PAGE 17, AND COMPLETE THE REST OF THE FORM.

FORM OA-9820

Digitized by Google

Section G – CONSTRUCTION

Item 38. KIND OF ACTIVITY – CONSTRUCTION

a. Describe the PRINCIPAL kind of construction activity this establishment engaged in during 1992.

HOW TO REPORT PERCENTS	Report percentages as whole numbers **EXAMPLE:** Report 38.76% as →	Percent 39 %

b. What was the estimated percentage of the TOTAL DOLLAR VALUE OF BUSINESS DONE in 1992 (item 5) for each of the following activities?

Construction activities		Percent
Building construction on land owned by others – general contractor	701	%
Building construction on land owned by you	702	%
Construction of highways, streets, parking lots, airport runways, and work related to highway and street construction	703	%
Heavy construction such as bridges, tunnels, water, sewer, and other utility lines	704	%
Other heavy construction such as petrochemical and industrial complex power plant	705	%
Subdividing and preparing your own land for sale	706	%
Subdividing and preparing your own land for rent or lease	707	%
Subdividing and preparing land owned by others	708	%

***NOTE** – General contractors who did any of the following special trades as part of a general contract should NOT fill out these boxes; but if work was done in 1992 as a Special Trade Contractor, fill out the boxes that apply.*

		Percent
Plastering, drywall, acoustical, and insulation work	709	%
Plumbing, heating, and air-conditioning	710	%
Roofing, siding, and sheet metal work	711	%
Carpentry work	712	%
Concrete work	713	%
Electrical work	714	%
Installation or erection of building equipment	715	%
Excavation work	716	%
Floor laying and other floor work	717	%
Glass and glazing work	718	%
Masonry, stone setting, and other stonework	719	%
Painting and paper hanging	720	%
Structural steel erection	721	%

Item 38. KIND OF ACTIVITY – CONSTRUCTION (Continued)

		Percent
Construction activities (Continued)	722	
Swimming pool contractor		%
Terrazo, tile, marble, and mosaic work	723	%
Water well drilling	724	%
Wrecking and demolition work	725	%
Other types of contracting – *Specify kind*	726	%
	727	%
	728	%
Activities other than construction	729	
Architectural and engineering services		%
Rental of construction machinery and equipment	730	%
Retail trade – *Specify kind*	731	%
Sale of land	732	%
Wholesale trade, manufacturing, and transportation	733	%
Construction management	734	%
Other business activities – *Specify kinds*	735	%
	736	%
	737	%
TOTAL value of business done in 1992 (item 5)		100 %

FORM OA-9820

CONTINUE ON PAGE 15 →

Digitized by Google

Section G – CONSTRUCTION (Continued)

Item 39. DOLLAR VALUE OF BUSINESS

	Mil.	Thou.	Dol.
a. What was the dollar value of all construction work done in 1992? → 738			

INCLUDE –

- New construction
- Additions and alterations, or reconstruction
- Special trades contracting work
- Maintenance and repair work
- Land development and improvement
- Buildings and other structures built for sale, excluding the value of the land
- Installation and service of equipment
- Construction work on own account

	Mil.	Thou.	Dol.
b. What were your receipts from kinds of business other than those reported above in 1992? → 739			

INCLUDE –

- Architectural and engineering services
- Rental of machinery and equipment
- Sale of land
- Retail trade
- Other services

Item 40. TYPES OF CONSTRUCTION

What was the estimated percentage of the amount you reported in Item 39a (the dollar value of construction work done in 1992) **for each of the types of construction listed below?** *For each entry in column (a), show the percentage of new construction (include additions and alterations) in column (b) and the percentage of maintenance and repair work in column (c).*

***NOTE** – Column (b) + column (c) = column (a).*

Type of construction	Percent of construction work done (a)	Breakdown of column (a): New construction (b)	Breakdown of column (a): Maintenance and repair work (c)
BUILDING CONSTRUCTION			
Single family houses (detached, attached, and townhouses)	740 %	741 %	742 %
Apartment buildings and other residential buildings	750 %	751 %	752 %
Industrial buildings and warehouses	760 %	761 %	762 %
Other nonresidential buildings – *Specify*	770 %	771 %	772 %
NONBUILDING CONSTRUCTION			
Highways, streets, and related work	780 %	781 %	782 %
Bridges, tunnels, and elevated highways	790 %	791 %	792 %
Water, sewer, pipeline, communication transmission lines, and power lines	800 %	801 %	802 %
Other nonbuilding construction – *Specify*	810 %	811 %	812 %
TOTAL value of construction work done (Sum of column (b) + column (c) should equal 100%)	**100** %	821 %	822 %

Item 41. EMPLOYMENT AND HOURS WORKED

a. How many CONSTRUCTION WORKERS were employed in 1992 during the pay period including the 12th of the month for the months shown?

(Include permanent or temporary, full- or part-time.)

	Number of employees
(1) March	825
(2) May	826
(3) August	827
(4) November	828
b. How many other employees were employed during the pay period including March 12?	829
c. How many hours were worked by CONSTRUCTION WORKERS by quarter?	Hours worked
(1) January through March	830
(2) April through June	831
(3) July through September	832
(4) October through December	833
(5) TOTAL hours worked (Sum of lines (1) through (4))	834

Item 42. PAYROLL

What was the annual payroll, before deductions, for this establishment in 1992?

	Mil.	Thou.	Dol.
a. Construction workers	835		
b. All other employees	836		

Item 43. CONSTRUCTION WORK SUBCONTRACTED OUT

What was the cost to this establishment in 1992 for construction work subcontracted out to other construction contractors? Include construction work done by manufacturing firms and value of materials sold to subcontractors.

	Mil.	Thou.	Dol.
	837		

FORM OA-9820

CONTINUE ON PAGE 16 →

Digitized by Google

Section G – CONSTRUCTION (Continued)

Item 44. SELECTED COSTS

What was the cost to this establishment in 1992 for materials and services used?

		Mil.	Thou.	Dol.
a. Electricity	838			
b. Gasoline, diesel fuel, and gasohol	839			
c. Other fuels for heat or power such as natural gas, and lubricants, oils, and greases.	840			
d. Communication and repairs to machinery, equipment, buildings, and other structures	841			
e. Rental or lease of construction machinery and equipment, transportation equipment, buildings and other structures, office equipment, and fixtures (Do not include payments for subcontract work.)	842			
f. Materials, components, and supplies	843			

Item 45. WORK FOR OTHER CONTRACTORS OR BUILDERS

Did this establishment do any work for other contractors or builders in 1992?

850 1☐ YES – *Estimate the percentage of the dollar value of construction work done in 1992 (item 39a) accounted for by such work.* → 851 Percent %

2☐ NO

Item 46. OWNERSHIP OF CONSTRUCTION PROJECTS

What was the parcentage of the dollar value of construction work done (Item 39a) on government-owned projects and on privately-owned projects in 1992?

		Percent
a. Government-owned construction (Federal, Commonwealth, municipal)	852	%
b. Privately owned construction	853	%
c. **TOTAL** value of construction work done in 1992 (item 39a)		**100** %

Item 47. ASSETS, CAPITAL EXPENDITURES, AND DEPRECIATION

	Buildings, job-site trailers, additions, and related facilities, excluding land (1)			Machinery, equipment, and vehicles (2)		
	Mil.	Thou.	Dol.	Mil.	Thou.	Dol.
a. **What was the GROSS value of depreciable assets** (usually original cost) **at the BEGINNING of 1992?**	854			855		
b. **What were the capital expanditures for NEW automobiles, trucks, atc.** (intended primarily for highway use) **during 1992?**				856		
c. **What were the capital expenditures for NEW buildings, machinery, and job-site vehicles during 1992?**	857			858		
d. **What were the capital expenditures for USED buildings and machinery during 1992?** (Include used automobiles, trucks, etc.)	859			860		
e. **What was the GROSS value of depreciable assets sold, retired, scrapped, etc. in 1992?**	861			862		
f. **What was the GROSS value of depreciable assets at the END of 1992?** (Sum of a + b + c + d – e)	863			864		
g. **What were the depreciation charges for 1992?**	865			866		

PROCEED TO SECTION H, PAGE 17, AND COMPLETE THE REST OF THE FORM.

FORM OA-9820

Digitized by Google

Section H – ALL ESTABLISHMENTS

Item 48. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

NOTE – *Answer this item only if your Census File Number (CFN), shown in the label of this report form, begins with zero. If the CFN does not begin with a zero, skip to item 50.*

a. Is this company owned or controlled by another company?

900 1☐ YES →
2☐ NO

ENTER OWNING OR CONTROLLING COMPANY NAME, ADDRESS, AND ZIP CODE

Name _____

Address _____

901 EI Number *(9 digits)* ☐☐–☐☐☐☐☐☐☐

b. Does this company own or control any other company or companies? *If more space is needed, continue in REMARKS (item 49).*

902 1☐ YES →
2☐ NO

ENTER OWNED OR CONTROLLED COMPANY NAME, ADDRESS, AND ZIP CODE

Name _____

Address _____

903 EI Number *(9 digits)* ☐☐–☐☐☐☐☐☐☐

c. Did this company operate at more than one location during 1992?

NOTE – *Locations which are not staffed on a full-time basis by at least one employee covered by this EI Number should NOT be considered separate. Include data for these locations with data reported for the main location.*

904 1☐ YES – *List additional locations below and provide the information requested. If more space is needed, continue in REMARKS (item 49).*
2☐ NO – *Skip to item 50*

Number and street	906 EI Number *(9 digits)* ☐☐–☐☐☐☐☐☐☐		Mil.	Thou.	Dol.	Number of employees during pay period including March 12, 1992	**Are these figures included on page 2 of this report?**
Municipio 907	Kind of business at this location	Sales and receipts →	908			910	911 1☐ YES 2☐ NO
		Annual payroll →	909				

Number and street	912 EI Number *(9 digits)* ☐☐–☐☐☐☐☐☐☐					Number of employees during pay period including March 12, 1992	**Are these figures included on page 2 of this report?**
Municipio 913	Kind of business at this location	Sales and receipts →	914			916	917 1☐ YES 2☐ NO
		Annual payroll →	915				

Item 49. REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*

Item 50. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Print name of person to contact regarding this report				**Period covered by this report** →	FROM: Month	Year	TO: Month	Year
Telephone →	918 Area code	919 Number	920 Extension	Preparer's signature			Date	

FORM OA-9820

Digitized by Google

WHOLESALE COMMODITY LINES

CODE	COMMODITY LINE
217	Trucks and tractors
218	Petroleum products marketing equipment
219	Office and business furniture
220	Floor coverings
221	Other home furnishings
222	Roofing, siding, insulation materials, and guttering
223	Glass (Exclude automotive.)
224	Other construction materials
225	New computer equipment
226	Used computer equipment
227	Computer software – off the shelf
228	Restaurant and hotel equipment and supplies
229	Store machines and equipment
230	Optical and ophthalmic goods
231	Dental supplies
232	Religious and school supplies
233	Other professional equipment and supplies
234	Ferrous metals
235	Nonferrous metals
236	Coal and coke
237	Other minerals and ores
238	Electronic communication equipment
239	Electrical measuring and testing equipment, except automotive
240	Warm air heating and air conditioning equipment and supplies
241	Refrigeration equipment and supplies
242	Construction and mining machinery, equipment, and parts
243	Farm machinery, equipment, and parts
244	Garden machinery, equipment, and supplies
245	Food-processing machinery, equipment, and parts
246	Metalworking machinery, equipment, and parts
247	Materials-handling equipment and parts
248	Oil well, oil refinery, and pipeline machinery, equipment, and supplies
249	Other industrial machinery, equipment, and parts
250	Mechanical power transmission equipment
251	Other industrial supplies
252	Beauty and barber equipment and supplies
253	Custodial (janitor's) equipment and supplies
254	Laundry and dry-cleaning equipment and supplies
255	Other service establishment equipment and supplies
256	Aircraft and aeronautical equipment and supplies
257	Marine machinery, equipment, and supplies
258	Other transportation equipment and supplies
259	Sporting and recreational goods and supplies
260	Toys and hobby goods and supplies
261	Ferrous metal scrap
262	Nonferrous metal scrap
263	Waste materials, except metals
264	Musical instruments and supplies
265	Forest products, except lumber
266	Other durable goods
267	Printing and writing (fine) paper
268	Stationery, office supplies, and greeting cards
269	Industrial and personal service paper
270	Piece goods, knit and woven
271	Notions and other dry goods
272	Bread and baked goods
273	Food and beverage basic materials
274	Cattle, hogs, sheep, and goats
275	Hides, skins, and pelts
276	Leaf tobacco
277	Wool, wool tops, and mohair
278	Other farm products (inedible)
279	Cotton
280	Industrial gases
281	Liquefied petroleum gases (Exclude natural gas.)
282	Crude oil
283	Farm supplies
284	Tobacco and tobacco products
285	Flowers and florists' supplies
286	Art goods (Include gifts, novelties, and souvenirs.)
287	Textile bags and bagging
288	Advertising specialties (paper novelties, etc.)
289	Wigs, yarn, and leather products
290	Other nondurable goods

FORM OA-9820

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
OA-9873

1992 ECONOMIC CENSUSES
VIRGIN ISLANDS

OMB No. 0607-0731: Approval Expires 12/31/93

NOTICE – Response to this inquiry is required by law **(title 13, U.S. Code)**. By the same law, your report to the Census Bureau is **confidential.** It may be seen only by sworn Census employees and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process.**

Census use only	993

OA-9873

NOTE –

Please read the accompanying instructions before answering the questions. If book figures are not available, reasonable estimates are acceptable.

Name of this establishment _____

Mailing address _____

_____

Census use only		
990	991	992

(Please correct errors in the name of this establishment, address, or ZIP Code)

Item 1. PHYSICAL LOCATION

a. What is the PHYSICAL location of this establishment if different from the mailing address?

If the location cannot be described by number and street name, give as much information as possible such as name of shopping center, street intersection, highway number, or distance from nearest town.

***NOTE** – P.O. boxes or rural routes are not physical locations.*

Number and street or location description

b. On what island is this establishment physically located?
Mark (X) only ONE box.

051
1 ☐ St. John
2 ☐ St. Croix
3 ☐ St. Thomas

Mark (X) the box which best describes the legal boundaries where the establishment is PHYSICALLY located.

052
1 ☐ Christiansted
2 ☐ Frederiksted
3 ☐ Charlotte Amalie
4 ☐ Outside of legal town boundaries

Item 2. EMPLOYER IDENTIFICATION NUMBER

Do you have an Employer Identification (EI) Number? (It would be used to report Social Security withholding in 1992 on form 941SS.)

094
1 ☐ YES – *Enter current EI Number (9 digits)* → 095 ☐☐–☐☐☐☐☐☐☐
2 ☐ NO
3 ☐ Unknown

Item 3. OPERATIONAL STATUS

	Number of months
a. How many months during 1992 did this firm or organization actively operate this establishment?	100

b. Which of the following best describes the operational status of this establishment at the end of 1992?
Mark (X) only ONE box.

101
1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date* →
4 ☐ Sold or leased to another operator – *Give date* → *AND enter name, etc., below*

102

Month	Day	Year

Name of new owner or operator

Number and street

City or town	State	ZIP Code

Item 4. ORGANIZATIONAL STATUS

Which of the following best describes the organizational status of this establishment at the end of 1992?
Mark (X) only ONE box.

103
1 ☐ Individual proprietorship
2 ☐ Partnership
3 ☐ Corporation
4 ☐ Government – *Specify* _____
5 ☐ Other – *Specify* _____

HOW TO REPORT DOLLAR FIGURES	*Report dollar values rounded to thousands.* **EXAMPLE:** Report $1,125,628 as →	Millions (000)	Thousands (000)	Dollars (000)
		1	126	

Item 5. DOLLAR VOLUME OF BUSINESS

	Mil.	Thou.	Dol.
What was the total dollar volume of merchandise sales and other operating receipts for this establishment in 1992? 010			

YOUR RESPONSE IS REQUIRED BY LAW.

Digitized by Google

Item 6. PAYROLL	Mil.	Thou.	Dol.
a. What was the total ANNUAL payroll, before deductions for this establishment in 1992?	030		
b. What was the FIRST QUARTER (January–March) payroll, before deductions?	031		

Item 7. EMPLOYMENT	Number
a. How many EMPLOYEES (full- and part-time) were on your payroll during the pay period which included March 12, 1992?	032
b. How many PROPRIETORS and PARTNERS worked 15 or more hours during the week which included March 12, 1992?	036
c. How many UNPAID FAMILY members worked 15 or more hours during the week which included March 12, 1992?	039

Item 8. KIND OF BUSINESS OR ACTIVITY

What was the PRINCIPAL kind of business for this establishment in 1992 (or activity by which this establishment is known to the trade or public)? *Mark (X) only ONE box.*

070

Agricultural service or production . . . . . ☐ 0100

Mining . . . . . ☐ 1000

Construction

General building contractor . . . . . ☐ 1500

Heavy construction, exclude building. . . . . ☐ 1600

Special trade contractor . . . . . ☐ 1700

Manufacturing – *Specify primary materials consumed* . . . ☐ 2000

_____

Travel agencies and other passenger transportation services

Water transportation services . . . . . ☐ 4499

Travel agencies . . . . . ☐ 4724

Tour operators . . . . . ☐ 4725

Other services in arranging passenger transportation . . . ☐ 4729

Wholesale trade

Durable goods . . . . . ☐ 5000

Nondurable goods . . . . . ☐ 5100

Retail trade

Hardware store . . . . . ☐ 5251

Grocery store . . . . . ☐ 5411

Meat and fish market. . . . . ☐ 5421

Candy, nut, and confectionery store . . . . . ☐ 5441

Auto and home supply store . . . . . ☐ 5531

Gasoline service station . . . . . ☐ 5541

Boat dealer . . . . . ☐ 5551

Clothing store, men's and boys'. . . . . ☐ 5611

Women's clothing store . . . . . ☐ 5621

Family clothing store. . . . . ☐ 5651

Shoe store. . . . . ☐ 5661

Furniture store . . . . . ☐ 5712

Eating place (restaurant, cafeteria, etc.) . . . . . ☐ 5812

Eating place with 15 or more guestrooms for lodging . . . ☐ 7018

Drinking place (tavern, bar, nightclub, etc.) . . . . . ☐ 5813

Drug store (prescriptions filled) . . . . . ☐ 5912

Liquor store . . . . . ☐ 5921

Jewelry store . . . . . ☐ 5944

Gift, novelty, and souvenir store . . . . . ☐ 5947

Other kind of retail business – *Specify* . . . . . ☐ 5999

_____

Item 8. KIND OF BUSINESS OR ACTIVITY (Continued)

070

Finance, insurance, and real estate

Personal credit institutions. . . . . ☐ 6141

Insurance agent, broker, or related services . . . . . ☐ 6411

Operator of apartment building(s) . . . . . ☐ 6513

Residential mobile home park operator . . . . . ☐ 6515

Real estate agent and manager . . . . . ☐ 6531

Subdivider and developer, except cemeteries . . . . . ☐ 6552

Other kind of finance, insurance, or real estate – *Specify* . . . . . ☐ 6999

_____

Hotels, motels, and guest houses

Hotel with 15 or more guestrooms . . . . . ☐ 7011

Hotel with less than 15 guestrooms. . . . . ☐ 7012

Recreational hotel . . . . . ☐ 7014

Motel. . . . . ☐ 7015

Guest houses . . . . . ☐ 7016

Organizational hotel or lodging house, with rooms open to the general public. . . . . ☐ 7017

Other lodging places

Sporting or recreational camp – *Specify* . . . . . ☐ 7032

_____

Trailering park and campground for transients . . . . . ☐ 7033

Other kind of activity – *Specify* . . . . . ☐ 7099

_____

Services

Coin-operated laundries and drycleaning . . . . . ☐ 7215

Beauty shop. . . . . ☐ 7231

Barber shop . . . . . ☐ 7241

Funeral services. . . . . ☐ 7261

Truck rental and leasing, without drivers. . . . . ☐ 7513

Passenger car rental . . . . . ☐ 7514

Passenger car leasing . . . . . ☐ 7515

Utility trailer and recreational vehicle rental . . . . . ☐ 7519

Automotive paint and body shop . . . . . ☐ 7532

Automotive muffler shop . . . . . ☐ 7533

Automotive transmission repair shop . . . . . ☐ 7537

Other automotive repair shop. . . . . ☐ 7539

Radio and television repair shop . . . . . ☐ 7622

Refrigeration and air conditioning service . . . . . ☐ 7623

Other electrical and electronic repair shop. . . . . ☐ 7629

Video tape rental . . . . . ☐ 7841

Other amusement and recreation services. . . . . ☐ 7999

Medical doctor's office, including clinics . . . . . ☐ 8011

Dentist's office, including orthodontist . . . . . ☐ 8021

Legal services, including legal aid . . . . . ☐ 8111

Management services . . . . . ☐ 8741

Business consultant . . . . . ☐ 8748

Private household (domestic help, e.g., cooks, etc.). . . . . ☐ 8811

Other business or activity – *Specify* . . . . . ☐ 8999

CODE

_____

FORM OA-9873

Digitized by Google

Item 9. CLASS OF CUSTOMER

To whom did this establishment sell most of your products or provide your services in 1992?

310 1☐ To the general public (household consumers and individuals)

2☐ To retail or wholesale establishments

3☐ To construction contractors

4☐ To institutional, industrial, commercial, professional, government, and farm users

5☐ Other customers – *Specify* ↙

HOW TO REPORT PERCENTS	*Report percentages as whole numbers* **EXAMPLE:** Report 38.76% as →	Percent **39** %

***NOTE** – If the principal business or activity (item 8) for this establishment is HOTELS, MOTELS, AND OTHER LODGING PLACES OR EATING PLACE WITH 15 OR MORE GUESTROOMS FOR LODGING, skip to item 11. Otherwise, complete item 10.*

Item 10. SOURCE OF SALES OR RECEIPTS

	Percent
a. What was the estimated percentage of total 1992 sales or receipts (item 5) for products manufactured at this location?	331 %

b. What were the principal lines of morchandise sold, types of construction work done, products produced, or services provided? *Estimate the percentage each was of the sales or receipts in 1992 (item 5) (e.g., gasoline 85%, auto repairs 10%, oil 5%).*

Source	Percent
	%
	%
	%
	%
	%
	%
	%
	%
TOTAL	**100** %

***NOTE** – Answer items 11 and 12 ONLY if the principal business or activity (item 8) for this establishment is HOTELS, MOTELS, AND OTHER LODGING PLACES OR EATING PLACE WITH 15 OR MORE GUESTROOMS FOR LODGING. Otherwise skip to item 13.*

Item 11. SOURCES OF RECEIPTS FOR HOTELS, MOTELS, AND OTHER LODGING PLACES

Receipts must be reported as percentages of total 1992 receipts (item 5).

Exclude occupancy or other taxes collected from customers.

a. What was the estimated percentage of 1992 SALES AND RECEIPTS FROM CUSTOMERS for the following? (Do not include receipts from coin-operated machines maintained by others.)

	Percent
(1) Guestroom or unit rentals *(If meals are included as a room package, estimate the percentage for meals on line a(2).)*	401 %
(2) Sales of meals and nonalcoholic beverages	402 %
(3) Sales of alcoholic beverages for consumption on premises	403 %
(4) Sales of packaged liquor, wine, or beer	404 %
(5) Sales of other merchandise	405 %
(6) All other receipts from customers (Include ballrooms, convention halls, laundry, valet, and other services.)	406 %
(7) TOTAL (Sum of lines 1 through 6 should equal 100%)	**100** %

b. Were any receipts OTHER than from customers received by this establishment in its business operation? (Include rental and commission receipts from operators of leased departments, concessions and stores, and coin-operated machines.)

415 1☐ YES – **What was the amount?** →

Mil.	Thou.	Dol.
416		

2☐ NO

Item 12. NUMBER AND TYPE OF ACCOMMODATIONS

	Number as of December 31, 1992
a. What was the number of rooms, units, or quarters primarily rented as transient, as of December 31, 1992? The number of guestrooms, units, or quarters consists of the number which can be rented as single units. Suites of rooms which cannot be subdivided should be counted as a single unit.	420

b. Were more than half of guestroom or unit rental receipts in 1992 from transient guests?

421 1☐ YES

2☐ NO

FORM OA-9863

CONTINUE ON PAGE 4 →

Digitized by Google

Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

Refer to instructions before completing this item.

a. Is this company owned or controlled by another company?

425
1 ☐ YES →
2 ☐ NO

ENTER OWNING OR CONTROLLING COMPANY NAME, ADDRESS, AND ZIP CODE

Name _____

Address _____

_____

426
EI Number *(9 digits)* ☐☐ – ☐☐☐☐☐☐☐

b. Does this company own or control any other company or companies?

427
1 ☐ YES →
2 ☐ NO

ENTER OWNED OR CONTROLLED COMPANY NAME, ADDRESS, AND ZIP CODE

Name _____

Address _____

_____

428
EI Number *(9 digits)* ☐☐ – ☐☐☐☐☐☐☐

Item 14. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION (Continued)

c. Did this company operate at more than one location during 1992?

NOTE – *Locations which are not staffed on a full-time basis by at least one employee covered by this EI Number should NOT be considered separate. Include data for these locations with data reported for the main location.*

429 1 ☐ YES – *List additional locations below and provide the information requested. If more space is needed, continue in REMARKS (item 15).*

2 ☐ NO – *Skip to item 16*

	Name, address, town, and island	1992	Mil.	Thou.	Dol.
1		Sales	430		
	Kind-of-business description	Annual payroll	431		
2	Name, address, town, and island	Sales	432		
	Kind-of-business description	Annual payroll	433		

Item 15. REMARKS – *Please use this space for any explanations that may be essential in understanding the reported data.*

Item 16. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with the instructions.

Print name of person to contact regarding this report				**Period covered by this report →**	FROM: Month	Year	TO: Month	Year
Telephone →	441 Area code	442 Number	443 Extension	Preparer's signature			Date	

FORM OA-9873

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
OA-9883

1992 ECONOMIC CENSUSES
NORTHERN MARIANA ISLANDS

OMB No. 0607-0731: Approval Expires 12/31/93

NOTICE – Response to this inquiry is required by law **(title 13, U.S. Code).** By the same law, your report to the Census Bureau is **confidential.** It may be seen only by sworn Census employees and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process.**

Census use only	993

OA-9883

Name of this establishment _____

Mailing address _____

_____

(Please correct errors in the name of this establishment, address, or ZIP Code)

NOTE –

Please read the accompanying instructions before answering the questions. If records are not available, reasonable estimates are acceptable.

Census use only		
990	991	992

Item 1. PHYSICAL LOCATION

a. What is the PHYSICAL location of this establishment if different from the mailing address?

If the location cannot be described by number and street name, give as much information as possible such as name of shopping center, street intersection, highway number, or distance from nearest town.

***NOTE** – P.O. boxes or rural routes are not physical locations.*

Number and street or location description

b. On what island is this establishment physically located?

051 _____

Item 2. EMPLOYER IDENTIFICATION NUMBER

Do you have an Employer Identification (EI) Number?
(It would be used to report Social Security withholding in 1992 on form 941SS.)

094
1 ☐ YES – *Enter current EI Number (9 digits)* → 095 [ ][ ][ ][ ][ ][ ][ ][ ][ ]
2 ☐ NO
3 ☐ Unknown

Item 3. OPERATIONAL STATUS

a. How many months during 1992 did this firm or organization actively operate this establishment?

Number of months
100

Item 3. OPERATIONAL STATUS (Continued)

b. Which of the following best describes the operational status of this establishment at the end of 1992?
Mark (X) only ONE box.

101
1 ☐ In operation
2 ☐ Temporarily or seasonally inactive
3 ☐ Ceased operation – *Give date* →
4 ☐ Sold or leased to another operator – *Give date* → *AND enter name, etc., below*

102

Month	Day	Year

Name of new owner or operator

Number and street

City or town	State	ZIP Code

Item 4. ORGANIZATIONAL STATUS

Which of the following best describes the organizational status of this establishment at the end of 1992?
Mark (X) only ONE box.

103
1 ☐ Individual proprietorship
2 ☐ Partnership
3 ☐ Corporation
4 ☐ Government – *Specify* _____
5 ☐ Other – *Specify* _____

Item 5. CITIZENSHIP STATUS

Which of the following best describes the citizenship status of the owner/ownership of this establishment in 1992? *Mark (X) only ONE box.*

104
1 ☐ U.S.–CNMI born
2 ☐ U.S.–Other
3 ☐ Japan
4 ☐ Phillipines
5 ☐ Korea
6 ☐ Other – *Specify* _____

YOUR RESPONSE IS REQUIRED BY LAW.

Digitized by Google

HOW TO REPORT DOLLAR FIGURES	Report dollar values rounded to thousands. **EXAMPLE:** Report $1,125,628 as →	Millions (000)	Thousands (000)	Dollars (000)
		1	126	

Item 6. DOLLAR VOLUME OF BUSINESS

		Mil.	Thou.	Dol.
What was the total dollar volume of merchandise sales and other operating receipts for this establishment in 1992?	010			

Item 7. PAYROLL

		Mil.	Thou.	Dol.
a. What was the total ANNUAL payroll, before deductions for this establishment in 1992?	030			
b. What was the FIRST QUARTER (January–March) payroll, before deductions?	031			

Item 8. EMPLOYMENT

		Number
a. How many EMPLOYEES (full- and part-time) were on your payroll during the pay period which included March 12, 1992?	032	
b. How many PROPRIETORS and PARTNERS worked 15 or more hours during the week which included March 12, 1992?	036	
c. How many UNPAID FAMILY members worked 15 or more hours during the week which included March 12, 1992?	039	

Item 9. KIND OF BUSINESS OR ACTIVITY

What was the PRINCIPAL kind of business for this establishment in 1992 (or activity by which this establishment is known to the trade or public)? *Mark (X) only ONE box.*

070

Agricultural service or production . . . . . ☐ 0100

Mining . . . . . ☐ 1000

Construction

- General building contractor . . . . . ☐ 1500
- Heavy construction, exclude building. . . . . ☐ 1600
- Special trade contractor . . . . . ☐ 1700

Manufacturing – *Specify primary materials consumed* . . . . ☐ 2000

_____

Travel agencies and other passenger transportation services

- Water transportation services . . . . . ☐ 4499
- Travel agencies . . . . . ☐ 4724
- Tour operators . . . . . ☐ 4725
- Other services in arranging passenger transportation . . . ☐ 4729

Wholesale trade

- Durable goods . . . . . ☐ 5000
- Nondurable goods . . . . . ☐ 5100

Retail trade

- Hardware store . . . . . ☐ 5251
- Grocery store . . . . . ☐ 5411
- Meat and fish market. . . . . ☐ 5421
- Candy, nut, and confectionery store . . . . . ☐ 5441
- Auto and home supply store . . . . . ☐ 5531
- Gasoline service station . . . . . ☐ 5541
- Boat dealer . . . . . ☐ 5551

Item 9. KIND OF BUSINESS OR ACTIVITY (Continued)

Retail trade (Continued)

070

- Clothing store, men's and boys' . . . . . ☐ 5611
- Women's clothing store . . . . . ☐ 5621
- Family clothing store . . . . . ☐ 5651
- Shoe store. . . . . ☐ 5661
- Furniture store . . . . . ☐ 5712
- Eating place (restaurant, cafeteria, etc.) . . . . . ☐ 5812
- Drinking place (tavern, bar, nightclub, etc.) . . . . . ☐ 5813
- Drug store (prescriptions filled) . . . . . ☐ 5912
- Liquor store . . . . . ☐ 5921
- Jewelry store . . . . . ☐ 5944
- Gift, novelty, and souvenir store . . . . . ☐ 5947
- Other kind of retail business – *Specify* . . . . . ☐ 5999

_____

Finance, insurance, and real estate

- Personal credit institutions. . . . . ☐ 6141
- Insurance agent, broker, or related services . . . . . ☐ 6411
- Operator of apartment building(s) . . . . . ☐ 6513
- Residential mobile home park operator . . . . . ☐ 6515
- Real estate agent and manager . . . . . ☐ 6531
- Subdivider and developer, except cemeteries . . . . . ☐ 6552
- Other kind of finance, insurance, or real estate – *Specify* . ☐ 6999

_____

Services

- Hotel or motel. . . . . ☐ 7011
- Coin-operated laundries and drycleaning . . . . . ☐ 7215
- Beauty shop. . . . . ☐ 7231
- Barber shop . . . . . ☐ 7241
- Funeral services. . . . . ☐ 7261
- Truck rental and leasing, without drivers. . . . . ☐ 7513
- Passenger car rental . . . . . ☐ 7514
- Passenger car leasing . . . . . ☐ 7515
- Utility trailer and recreational vehicle rental . . . . . ☐ 7519
- Automotive paint and body shop . . . . . ☐ 7532
- Automotive muffler shop . . . . . ☐ 7533
- Automotive transmission repair shop . . . . . ☐ 7537
- Other automotive repair shop . . . . . ☐ 7539
- Radio and television repair shop . . . . . ☐ 7622
- Refrigeration and air conditioning service . . . . . ☐ 7623
- Other electrical and electronic repair shop. . . . . ☐ 7629
- Video tape rental . . . . . ☐ 7841
- Other amusement and recreation services. . . . . ☐ 7999
- Medical doctor's office, including clinics . . . . . ☐ 8011
- Dentist's office, including orthodontist . . . . . ☐ 8021
- Legal services, including legal aid . . . . . ☐ 8111
- Management services . . . . . ☐ 8741
- Business consultant . . . . . ☐ 8748
- Private household (domestic help, e.g., cooks, etc.). . . . . ☐ 8811
- Other business or activity – *Specify* . . . . . ☐ 8999

CODE

_____

Form OA-9883

Digitized by Google

Item 10. CLASS OF CUSTOMER

To whom did this establishment sell most of your products or provide your services in 1992?

310
1 ☐ To the general public (household consumers and individuals)
2 ☐ To retail or wholesale establishments
3 ☐ To construction contractors
4 ☐ To institutional, industrial, commercial, professional, government, and farm users
5 ☐ Other customers – *Specify*

HOW TO REPORT PERCENTS	*Report percentages as whole numbers*	Percent
	EXAMPLE: Report 38.76% as →	**39** %

Item 11. SOURCE OF SALES OR RECEIPTS

	Percent
a. What was the estimated percentage of total 1992 sales or receipts (item 6) for products manufactured at this location?	331 %

b. What were the principal lines of merchandise sold, types of construction work done, products produced, or services provided? *Estimate the percentage each was of the sales or receipts in 1992 (item 6) (e.g., gasoline 85%, auto repairs 10%, oil 5%).*

Source	Percent
	%
	%
	%
	%
	%
	%
	%
	%
	%
TOTAL	**100** %

Item 12. OWNERSHIP, CONTROL, AND LOCATIONS OF OPERATION

Refer to instructions before completing this item.

a. Is this company owned or controlled by another company?
425
1 ☐ YES →
2 ☐ NO

ENTER OWNING OR CONTROLLING COMPANY NAME, ADDRESS, AND ZIP CODE

Name _____

Address _____

426
EI Number *(9 digits)* ☐☐ – ☐☐☐☐☐☐☐

b. Does this company own or control any other company or companies?
427
1 ☐ YES →
2 ☐ NO

ENTER OWNED OR CONTROLLED COMPANY NAME, ADDRESS, AND ZIP CODE

Name _____

Address _____

428
EI Number *(9 digits)* ☐☐ – ☐☐☐☐☐☐☐

c. Did this company operate at more than one location during 1992?

NOTE – *Locations which are not staffed on a full-time basis by at least one employee covered by this EI Number should NOT be considered separate. Include data for these locations with data reported for the main location.*

429 1 ☐ YES – *List additional locations below and provide the information requested. If more space is needed, continue in REMARKS (item 13).*
2 ☐ NO – *Skip to item 14*

	Name, address, and island	1992	Mil.	Thou.	Dol.
1		Sales	430		
	Kind-of-business description	Annual payroll	431		
2	Name, address, and island	Sales	432		
	Kind-of-business description	Annual payroll	433		

Item 13. REMARKS – *Please use this space for any explanations that may be essential in understanding the reported data.*

Item 14. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with the instructions.

Print name of person to contact regarding this report				**Period covered by this report →**	FROM: Month / Year	TO: Month / Year
Telephone →	441 Area code	442 Number	443 Extension	Preparer's signature		Date

FORM OA-9883

Digitized by Google

FORM OA-9851
(1992)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

RECORD BOOK

1992 ECONOMIC CENSUSES

NOTICE – Response to this inquiry **is required by law (title 13, U.S. Code).** By the same law, your report to the Census Bureau is **confidential.** It may be seen only by sworn Census employees and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process.**

A. IDENTIFICATION	OFFICE USE ONLY
1. Geographic Area	
2. ED number	
3. Enumeration District (Island, election district, or place)	

B. ASSIGNMENT INFORMATION

Responsible Personnel	Name (1)	Address (2)	Telephone number (3)	Crew Leader District number (4)	Date assigned (5)
1. Crew leader					
2. Interviewer					
3. Reassignment interviewer					

C. CREW LEADER AND OFFICE USE ONLY

	Date	Initials
1. First field review →		
2. Final field review →		
3.		

Notes

NOTICE TO FINDER – This book is the property of the United States Government. Please mail to the address shown below. Postage is prepaid.

FROM:
(Finder's name and address)

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 99109 WASHINGTON, DC

POSTAGE WILL BE PAID BY BUREAU OF THE CENSUS

US BUREAU OF THE CENSUS
OUTLYING AREAS STATISTICS STAFF
AGRICULTURE DIVISION
WASHINGTON DC 20277-9109

INTRODUCTION

"Good *(morning, afternoon, evening)*. **I am** *(give your name)* **from the United States Bureau of the Census. Here is my identification. We are collecting information for the 1992 Economic Censuses. May I speak to the owner or manager, please?"**

Digitized by Google

FORM OA-9852
(9-22-92)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

LISTING SHEET
1992 ECONOMIC CENSUSES

Line number (1)	NUMBER AND STREET NAME (or location description) (2)	**What is the name of this establishment?** and **What is the name of the owner?** (3)	**Was this establishment in operation at any time during 1992?** (4) YES *Mark (X), then go to column (5)*	NO *Mark (X), and interview, and then go to column (8)*	CENSUS FILE NUMBER (CFN) *If "YES" in column (4), enter CFN and complete a report form.* (5)	CALLBACKS *Enter day and time of next call, telephone number, notes, etc.* (6)	CASES REFERRED TO CREW LEADER *To be completed by supervisor* (7) Date (a)	Action taken (b)	DATE CASE COMPLETED *Enter date only after you have answered all required questions and completed report form if required.* (8)	REMARKS (9)

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
MB-1

1992 ECONOMIC CENSUSES
SURVEY OF BUSINESS OWNERS AND SELF-EMPLOYED PERSONS

OMB No. 0607-0767: Approval Expires 04/30/95

DUE DATE: 30 DAYS AFTER RECEIPT OF FORM

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Toll-free assistance, 8 a.m. to 8 p.m., eastern time. Monday through Friday: 1-800-233-6136

Please read the instructions before answering the questions.

CENSUS USE			
901	902	903	904

In correspondence pertaining to this report, please refer to this Census File Number (CFN)

MB-1

Please correct errors in name, address, and ZIP Code. ENTER street and number if not shown.

Dear Respondent:

The Census Bureau conducts an economic census every 5 years. The census provides our single most important measure of economic performance and basic information about your industry and geographic area for use by the business community and government agencies.

The 1992 Survey of Business Owners and Self-Employed Persons is part of the economic census. We made a concerted effort to lessen your reporting burden and, at the same time, meet the needs of the government and the public for information. On the back of this form are answers to the most frequently asked questions regarding this survey. Please read all instructions before completing the form.

Title 13, United States Code, requires your response to this survey. By the same law, your response is confidential. Only sworn Census Bureau employees will see your form, and the information will be used only for statistical purposes.

Thank you for your cooperation.

Sincerely,

Harry A. Scarr
Deputy Director
Bureau of the Census

NOTE — Be sure to make a copy of this form for your records.

Digitized by Google

• INSTRUCTIONS — Please read •

In 1988, Congress passed the Women's Business Ownership Act. This law recognized that uniform information on all corporations owned by women was not available. This act and the Census Bureau's commitment to close this data gap have led to this effort to collect information on all corporations owned and controlled by women. In compliance with that law, this report form includes questions about the extent of women's involvement as shareholders in corporations, as officers of corporations, and as members of the Board of Directors of corporations. There are also questions pertaining to the corporation itself.

You must complete this questionnaire even if the business has been sold, reorganized, or discontinued since 1992. If the information as requested is not available, reasonable estimates are acceptable. An executive officer of the corporation should sign the certification area in item 7.

IMPORTANT — How to Fill Out This Form

Please use a #2 black lead pencil. Most questions ask you to CHECK (✔) IN THE BOX, or to print the information. See EXAMPLE

☑ Yes
☐ No

ITEM 1 — PUBLIC OWNERSHIP (as of December 31, 1992)
Was this firm a publicly traded corporation registered with the Securities and Exchange Commission? Publicly traded means that the corporation was listed and traded on a stock exchange.

☐ Yes
☐ No

ITEM 2 — NUMBER OF SHAREHOLDERS AND SHARES OF STOCK (as of December 31, 1992)

a. How many shareholders did this corporation have?

☐ None ☐ 5—9 ☐ 20—35 ☐ 50—99
☐ 1—4 ☐ 10—19 ☐ 36—49 ☐ 100 or more

b. How many shares of stock were outstanding?

ITEM 3 — STOCK OWNERSHIP (as of December 31, 1992)

(Responses to a and b may be the same for some corporations.)

a. What percentage of your corporation's outstanding stock was owned by women?

☐ None ☐ 50% ☐ 100%
☐ 1%—24% ☐ 51%—74%
☐ 25%—49% ☐ 75%—99%

b. What percentage of your corporation's outstanding VOTING stock was owned by women?

☐ None ☐ 50% ☐ 100%
☐ 1%—24% ☐ 51%—74%
☐ 25%—49% ☐ 75%—99%

c. For publicly traded corporations that cannot answer items 3a or 3b *(all others, please go to item 4)* —

1. What percentage of your corporation's outstanding stock was reported on Form 10-K? (Form 10-K lists all individuals who own more than 5 percent of your corporation's outstanding stock.)

☐ None ☐ 50% ☐ 100%
☐ 1%—24% ☐ 51%—74%
☐ 25%—49% ☐ 75%—99%

2. What percentage of the outstanding stock accounted for on Form 10-K was owned by women?

☐ None ☐ 50% ☐ 100%
☐ 1%—24% ☐ 51%—74%
☐ 25%—49% ☐ 75%—99%

Digitized by Google

ITEM 4 — EXECUTIVE OFFICERS (as of December 31, 1992)

a. Was this corporation's highest ranking executive officer a woman? A corporation's highest ranking executive may have titles such as Chief Executive Officer (CEO) or President.

☐ Yes
☐ No

b. What percentage of the Executive Officers of this corporation were women?

☐ None ☐ 50% ☐ 100%
☐ 1%—24% ☐ 51%—74%
☐ 25%—49% ☐ 75%—99%

c. What was the percentage of VOTING stock owned by women Executive Officers?

☐ None ☐ 50% ☐ 100%
☐ 1%—24% ☐ 51%—74%
☐ 25%—49% ☐ 75%—99%

ITEM 5 — BOARD OF DIRECTORS (as of December 31, 1992)

a. Did this corporation have a Board of Directors?

☐ Yes
☐ No — *SKIP to item 6*

b. Was this corporation's Chairperson of the Board a woman?

☐ Yes
☐ No

c. What percentage of this corporation's Board of Directors were women?

☐ None ☐ 50% ☐ 100%
☐ 1%—24% ☐ 51%—74%
☐ 25%—49% ☐ 75%—99%

d. What was the percentage of VOTING stock owned by women Directors?

☐ None ☐ 50% ☐ 100%
☐ 1%—24% ☐ 51%—74%
☐ 25%—49% ☐ 75%—99%

ITEM 6 — CORPORATE OWNERSHIP OR CONTROL (as of December 31, 1992)

Did another company own more than 50 percent of the voting stock of your corporation OR have the power to control the management and policies of your corporation?

☐ No
☐ Yes — *Enter the following information on the owning or controlling company*

Name of owning or controlling company	Parent address *(Number and street, city, State, and ZIP Code)*	Employer Identification Number of owning or controlling company

ITEM 7 — CERTIFICATION — *Please print name of person responsible for completing this report.*

Name	Telephone number *(Include Area Code)*
Signature	Date

Page 3 FORM WB-1 (4-28-93)

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
ES-9100

1992 ECONOMIC CENSUSES
ENTERPRISE SUMMARY REPORT

OMB No. 0607-0748: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

For assistance, 8:00 a.m. to 5:00 p.m., eastern time, Monday through Friday:

1-301-763-1758

Please read the instructions before answering the questions.

Census use		
901	902	903

ES-9100

Please correct any errors in name, address, and ZIP Code.

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

IMPORTANT – This is an enterprise summary report

PURPOSE OF THIS FORM

- The purpose of this form is to obtain consolidated information for domestic activities of your enterprise, company, or firm.

WHAT IS AN ENTERPRISE?

- An enterprise is a business, service, or membership organization consisting of one or more establishments under common ownership or control. An establishment is a single physical location at which business is conducted.
- It includes all establishments of subsidiary companies, where there is more than 50 percent ownership, as well as establishments of firms which the enterprise has the power to direct or cause the direction of management and policies.
- An enterprise may vary in composition ranging from a single legal entity (e.g., corporation, partnership, etc.) to a complex family of legal entities under common ownership or control.
- For this report, the terms enterprise, company, and firm are used interchangeably.

WHAT SHOULD BE REPORTED?

- Report for all establishments operated by your company during 1992. Include all operating locations, and all other facilities such as warehouses, administrative offices, and sales offices owned or controlled by this enterprise and its subsidiaries.
- Include your enterprise's activities in all 50 states and the District of Columbia. Do not include activities in foreign countries or U.S. possessions such as Puerto Rico, Guam, etc., except for reporting foreign assets on line 34.
- Report consolidated information. Exclude domestic intra-enterprise transfers.
- Include all subsidiaries whether or not they are consolidated in your enterprise's books.
- Report for the 1992 calendar year. If calendar year records are not available, fiscal year reports for the period ending between October 31, 1992 and February 28, 1993 are acceptable. Be sure to complete every item. If book figures are not readily available, enter your best estimates. Enter "0" in items where appropriate.
- Generally Accepted Accounting Principles (GAAP) should be followed when filling out this form.

HOW TO REPORT DOLLAR FIGURES

Value figures may be reported in dollars or rounded to thousands.

Example: If a figure is **$1,179,125,628**, report either

	Billions (000)	Millions (000)	Thousands (000)	Dollars (000)
• ***PREFERRED***	1	179	126	
Acceptable	1	179	125	628

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2 →

Digitized by Google

Item A – SALES, OPERATING RECEIPTS, AND REVENUES DURING 1992

INCLUDE

- Sales, operating receipts, and revenues from taxable operations as well as total revenues from tax-exempt activities. Finance, Insurance, and Real Estate companies should include interest, dividends, commissions and rental income as part of revenues.
- The value of assets sold under a capital lease agreement
- Export transfers to your foreign subsidiaries

EXCLUDE

- Sales and other taxes collected and paid directly to government taxing agencies
- Domestic intra-enterprise transfers
- Sales by foreign subsidiaries
- Income from interest, except for Finance, Insurance, and Real Estate companies
- Other nonoperating income (e.g., royalties)

	Bil.	Mil.	Thou.	Dol.
011				

1. Consolidated SALES, OPERATING RECEIPTS, AND REVENUE (net of taxes) . . . . . .

Item B – EMPLOYMENT AND PAYROLL DURING 1992

Include full and part-time employees and their pre-tax wages and salaries (gross earnings) as defined on Treasury Form 941, Employer's Quarterly Federal Tax Return, and Circular E, Employer's Tax Guide. Include salaried officers and executives of incorporated firms and payments made to them. Exclude proprietors or partners of unincorporated firms.

	Number
032	

2. Number of paid EMPLOYEES for the pay period including March 12, 1992 . . . . . .

Report all employees including persons on paid sick leave, paid holidays, and paid vacations.

Payroll:

Report gross earnings paid to employees prior to such deductions as employee's social security contributions, withholding taxes, group insurance premiums, union dues, and savings bonds. Gross earnings include all wages, salaries, commissions, dismissal pay, paid bonuses, vacation and sick leave pay, and the cash equivalent of compensation paid in kind. Include all employee contributions to any qualified pension plan, such as the 401(k) plan. Exclude employer's costs for fringe benefits.

	Bil.	Mil.	Thou.	Dol.
031				

3. FIRST QUARTER payroll . . . . . .

030				

4. TOTAL ANNUAL payroll . . . . . .

Item C – EMPLOYER'S COSTS FOR FRINGE BENEFITS DURING 1992 (SUPPLEMENTAL LABOR COSTS)

	Bil.	Mil.	Thou.	Dol.
101				

5. Legally required programs . . . . . .

For example: Employer's social security tax, unemployment tax, workmen's compensation insurance, and state disability insurance programs.

102				

6. Voluntary programs . . . . . .

For example: Premiums on life insurance, hospital and medical plans, union negotiated benefits; welfare plans; and stock purchase plans.

103				

7. TOTAL FRINGE BENEFITS

(SUM of lines 5 and 6) . . . . . .

Digitized by Google

Please enter your 11-digit Census File Number (CFN) from the address label on page 1

Item D – INVENTORIES

Report consolidated information concerning all of the inventories which are owned by your enterprise, and located within the United States. The SUM of the value of inventories of all domestic establishments of your enterprise should be approximately equal to the TOTAL value of inventories of your enterprise after adjusting for valuation differences.

INCLUDE

- Finished products; work in process; materials, supplies, fuels, etc., for resale or further fabrication
- Inventories in transit for which your enterprise has taken title

EXCLUDE

- Unsold real estate for resale held by Finance, Insurance, and Real Estate enterprises (Include on line 33)
- Inventories owned by others but held by your enterprise
- Items not held for resale, such as fixtures, equipment, and supplies

NOTE: Progress billings **should not** be deducted from the reported amounts.

8. Did this enterprise have inventories at the end of 1991? 200 1☐YES 2☐NO – *SKIP to line 14*

9. Total inventories at cost or market value for the year ending 1991, using generally accepted accounting principles. *(For inventories at LIFO cost, use the SUM of the LIFO value PLUS the LIFO reserve.)* . . . . . 210 Bil. Mil. Thou. Dol.

10. Inventories reported on line 9 which are NOT subject to LIFO costing for the year ending 1991 240

11. Did this enterprise have inventories at LIFO cost at the end of 1991? 220 1☐YES 2☐NO – *SKIP to line 14*

12. Inventories which are subject to LIFO costing in 1991 (gross) *(Report the SUM of LIFO value PLUS the LIFO reserve.)* 230

13a. LIFO reserves associated with the inventories on line 12 232 Bil. Mil. Thou. Dol.

b. LIFO value of inventories reported on line 12 (net) 231

PLEASE VERIFY – SUM of lines 13a and 13b should equal line 12. SUM of lines 10 and 12 should equal line 9.

---

14. Did this enterprise have inventories at the end of 1992? 250 1☐YES 2☐NO – *SKIP to Item E*

15. Total inventories at cost or market value for the year ending 1992, using generally accepted accounting principles. *(For inventories at LIFO cost, use the SUM of the LIFO value PLUS the LIFO reserve.)* . . . . . 260 Bil. Mil. Thou. Dol.

16. Inventories reported on line 15 which are NOT subject to LIFO costing for the year ending 1992 290

17. Did this enterprise have inventories at LIFO cost at the end of 1992? 270 1☐YES 2☐NO – *SKIP to Item E*

18. Inventories which are subject to LIFO costing in 1992 (gross) *(Report the SUM of LIFO value PLUS the LIFO reserve.)* 280

19a. LIFO reserves associated with the inventories on line 18 282 Bil. Mil. Thou. Dol.

b. LIFO value of inventories reported on line 18 (net) 281

PLEASE VERIFY – SUM of lines 19a and 19b should equal line 18. SUM of lines 16 and 18 should equal line 15.

Digitized by Google

Item E – DEPRECIABLE ASSETS AND CHANGES IN DEPRECIABLE ASSET ACCOUNTS DURING 1992

Report the gross cost of assets for which depreciation or amortization accounts are ordinarily maintained. Gross cost represents the acquisition cost to your enterprise.

INCLUDE

- Depreciable assets (buildings, structures, machinery, equipment, etc.) and amortizable assets (special tools, film, etc.) as reported in Item H
- Cost of depreciable assets owned by this enterprise, but rented or leased to others under an operating lease agreement
- Cost of all capitalized drilling and completion costs
- Cost of depreciable assets obtained through capital leases

EXCLUDE

- Cost of land and depletable assets such as timber and mineral rights, including producing or nonproducing leases, bonus payments, royalties and overriding mineral interests, and fee land *(Include on line 33.)*
- Current assets (inventories, cash, accounts receivable, real estate held for resale, etc.) and intangible assets (goodwill, patents, copyrights, etc.) *(Include on line 33.)*
- Cost of depreciable assets in foreign countries and U.S. possessions *(Include on line 34.)*
- Cost of depreciable assets leased to others under a capital lease agreement

20. DEPRECIABLE ASSETS, at the END OF 1991

a. Buildings and structures (exclude land) . . . . . 301 Bil. Mil. Thou. Dol.

b. Machinery and equipment (include other depreciable assets, except land) 302

21. TOTAL DEPRECIABLE ASSETS, at the end of 1991 *(SUM of lines 20a and 20b)* . . . . . 305 Bil. Mil. Thou. Dol.

22. TOTAL CAPITAL EXPENDITURES during 1992 including all costs that are capitalized to asset accounts and for which depreciation or amortization reserves are maintained *(See Item H for further instructions)* 333

23. OTHER ADDITIONS and acquisitions made (at fair market value) by your enterprise during 1992. *If mergers and acquisitions are not treated as a "pooling of interests," enter the fair market value on this line* 334

24. DEDUCTIONS from depreciable asset accounts for assets sold, retired, scrapped, destroyed, etc., during 1992 . . . . . 335 ( )

25. DEPRECIABLE ASSETS, at the END OF 1992

a. Buildings and structures (exclude land) . . . . . 351 Bil. Mil. Thou. Dol.

b. Machinery and equipment (include other depreciable assets, except land) 352

26. TOTAL DEPRECIABLE ASSETS, at the end of 1992 *(SUM of lines 25a and 25b)* 355

PLEASE RECONCILE – *SUM of lines 21 through 23 MINUS line 24 should equal line 26. If not, explain in the remarks section.*

Digitized by Google

Item F – CHANGES IN ACCUMULATED DEPRECIATION DURING 1992

INCLUDE

- Total depreciation and amortization for the assets included in lines 20 through 26
- Additions made to the accumulated depreciation and amortization accounts during 1992 for assets owned at the beginning of the year or acquired during the year

EXCLUDE

- Reserves for intangible assets
- Depreciation of assets held in foreign countries and U.S. possessions

		Bil.	Mil.	Thou.	Dol.
27. ACCUMULATED DEPRECIATION AND AMORTIZATION at the end of 1991	451				
28. DEPRECIATION AND AMORTIZATION EXPENSE charged to income during 1992	452				
29. OTHER ADDITIONS to the accumulated depreciation and amortization accounts during 1992	453				
30. DEDUCTIONS from the accumulated depreciation and amortization accounts due to sales, retirements, renewals, and replacements during 1992	454	(			)
31. ACCUMULATED DEPRECIATION AND AMORTIZATION at the end of 1992 ***(SUM of lines 27 through 29 MINUS line 30)***	455				

Item G – TOTAL ASSETS, AT THE END OF 1992

NOTE: *Report total assets on a consolidated basis.*

		Bil.	Mil.	Thou.	Dol.
32. NET DEPRECIABLE ASSETS ***(Should equal line 26 MINUS line 31)*** *Include only domestic assets.*	501				
33. CURRENT AND OTHER ASSETS	502				

INCLUDE

- Current and other domestic assets for which depreciation or amortization reserves are NOT maintained, such as inventories, cash, investments, accounts receivable, real estate held for resale, etc.
- Land, depletable and intangible assets such as timber, mineral rights, goodwill, patents, copyrights, etc. Report all other assets net of all reserves and allowances.

34. FOREIGN ASSETS *Include all assets in foreign countries and U.S. possessions, regardless of type. Report **net** of all reserves, allowances, and accumulated depreciation.*	503				
35. TOTAL ASSETS, at the end of 1992 ***(SUM of lines 32 through 34)***	504				

Digitized by Google

Item H – CAPITAL EXPENDITURES DURING 1992 (Excluding land and mineral rights)

INCLUDE

- All costs that are capitalized to asset accounts and for which depreciation or amortization reserves are maintained
- All assets obtained through a capital lease

EXCLUDE

- Cost of land and mineral rights, such as producing and nonproducing leases
- Cost of maintenance and repairs charged as current operating expenses
- Capital expenditures by subsidiaries in foreign countries and U.S. possessions

36. New buildings, structures, and additions to plant
Include new construction, major alterations, capitalized repairs, and improvement of buildings both completed and in progress but not completed at the end of 1992. Include expenditures for structures which, on completion, will be sold and leased back to your enterprise . . . . . .

	Bil.	Mil.	Thou.	Dol.
405				

37. New machinery, equipment, and other capital expenditures

	Bil.	Mil.	Thou.	Dol.
a. New automobiles, trucks, trailers, special purpose vehicles, etc., for highway use	401			
b. New computers and peripheral data processing equipment	402			
c. All other expenditures for new machinery, equipment, and other capital expenditures *Include production machinery, office equipment, and special tools having useful life of more than one year. Report replacements as well as additions to capacity* . . .	403			

38. TOTAL new machinery, equipment, and other capital expenditures ***(SUM of lines 37a through 37c)*** . . . . . .

404				

39. USED plant and equipment acquired from others . . . . . .

406				

40. Capitalized development and exploration of mineral properties
Include capitalized expenditures for oil and gas field and other mineral property explorations; for the drilling of oil, gas, dry, and service wells; and for tangible assets . . . . . .

407				

41. TOTAL CAPITAL EXPENDITURES ***(SUM of lines 36, 38, 39, and 40)*** . . . . . .

410				

PLEASE VERIFY – *Line 41 should be the same as line 22. If not, explain in the remarks section.*

Item I – RESEARCH AND DEVELOPMENT DURING 1992

Include all costs incurred by this enterprise during 1992 to support research and development activities (i.e., wages and salaries, direct materials costs, services and supporting costs, and an appropriate share of depreciation and overhead). Exclude research and development performed for others on a contract basis (Include on line 1).

42. Did this enterprise perform research and development during 1992? 510 1 ☐ YES – *Report amount* → 2 ☐ NO

	Bil.	Mil.	Thou.	Dol.
514				

Digitized by Google

Item J – RENTAL PAYMENTS DURING 1992

Include payments made to others for use of buildings and structures (including land and office space), machinery and equipment. Exclude payments for assets obtained through a capital lease.

43. Did this enterprise make rental payments to others during 1992? 520 1☐YES 2☐NO – *SKIP to Item K*

	Bil.	Mil.	Thou.	Dol.
44. Rental payments for use of buildings and structures 521				
45. Rental payments for usa of machinery, equipment, and other items 522				
46. TOTAL RENTAL PAYMENTS ***(SUM of ilnes 44 and 45)*** 525				

Item K – ROYALTY PAYMENTS DURING 1992

47. Did this enterprise make royalty payments during 1992? *Include payments to unaffiliated organizations or individuals for the use of intangible property rights including patents, trademarks, copyrights, use of natural resources, etc.* 530 1☐YES – *Report amount* → 2☐NO

Bil.	Mil.	Thou.	Dol.
531			

Item L – ADVERTISING SERVICES DURING 1992

48. Did this enterprise purchase advertising during 1992? *Include services from others including payments for printing, media coverage, and other services and materials.* 540 1☐YES – *Report amount* → 2☐NO

Bil.	Mil.	Thou.	Dol.
541			

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*
750

Item M – CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report – *Print or type* 950				**Period covered by this report**	FROM: 960 Mo. Year	TO: 961 Mo. Year
951 Telephone →	Area code	Number	Extension	Signature of authorized person		Date

We estimate that it will take 3 hours or less to complete this questionnaire. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Associate Director for Management Services, Paperwork Reduction Project 0607-0748, Room 2027, Bureau of the Census, Washington, DC 20233; and to the Office of Management and Budget, Paperwork Project, 0607-0748, Washington, DC 20503.

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
ES-9200

1992 ECONOMIC CENSUSES
AUXILIARY ESTABLISHMENT REPORT

OMB No. 0607-0749: Approval Expires 06/30/94

DUE DATE: FEBRUARY 15, 1993

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

For assistance, 8:00 a.m. to 5:00 p.m., eastern time, Monday through Friday:

1-301-763-1758

Please read the instructions before answering the questions.

Census use

901	902	903	904

ES-9200

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

IMPORTANT — Please read
GENERAL INSTRUCTIONS

Who should report?

- All auxiliary establishments which operated during any part of 1992.

What is an auxiliary establishment?

- An establishment primarily engaged in performing management, supervision, general administrative functions, and supporting services for other establishments of the same enterprise, rather than for the general public or other business firms.

  Examples of auxiliary establishments: Central offices, corporate offices, regional offices, accounting offices; research, development, and testing laboratories; central repair shops; warehouses; computer centers; etc.

What should you report?

- Report only for the activities of this auxiliary establishment. EXCLUDE all operating activities which produce goods or services reported on another 1992 Economic Censuses report form (i.e., manufacturing, selling, etc.).
- If book figures are not readily available, carefully prepared estimates for data items are acceptable for statistical purposes.
- Be sure to complete every item. Enter "0" in items where appropriate.

What is an enterprise?

- An enterprise is a business, service, or membership organization consisting of one or more establishments under common ownership or control.

What is an establishment?

- An establishment is a single physical location where business is conducted or where services or industrial operations are performed.

Item 1 – EMPLOYER IDENTIFICATION NUMBER
Is the Employer Identification (EI) Number shown in the label the same as the one used for this establishment on its latest 1992 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 ☐ Yes 2 ☐ No – *Report current EI No. below*

(9 digits)

Item 2 – PHYSICAL LOCATION OF ESTABLISHMENT
Answer items a, b, c, and d
NOTE: P.O. boxes or rural routes are not physical locations.

a. ☐ Same as shown in mailing label. If different, indicate change.

Number and street		
City, town, village, etc.	State	ZIP Code

b. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?

095 1 ☐ Yes 3 ☐ No legal boundaries
2 ☐ No 4 ☐ Do not know

c. Type of municipality where physically located?

096 1 ☐ City, village, or borough
2 ☐ Town or township
3 ☐ Other or don't know

d. Name of county where physically located?

Item 3 – OPERATIONAL STATUS

a. How many months during 1992 did this firm or organization actively operate this establishment?

Number of months
002

b. Mark (X) the ONE box which best describes this establishment at the end of 1992.

		Figures only		
		Month	Day	Year
001	1 ☐ In operation			
	2 ☐ Temporarily or seasonally inactive			
	3 ☐ Ceased operation – *Give date* →			
	4 ☐ Sold or leased to another operator – *Give date at right* → *AND enter name, etc., below*			

Name of new owner or operator		
Number and street		
City	State	ZIP Code

PENALTY FOR FAILURE TO REPORT

CONTINUE ON PAGE 2

Digitized by Google

Item 4 – EMPLOYMENT BY FUNCTION

List both full-and part-time employees as defined on Treasury Form 941, Employer's Quarterly Federal Tax Return, and Circular E, Employer's Tax Guide at this auxiliary location, by each employee's primary function.

Exclude
- Employees working in or from other establishments, even though paid from this location
- Proprietors or partners if an unincorporated firm

a. Employment by function for pay period including March 12, 1992. (Where records do not provide actual employee counts in terms of the functions listed, estimates of the approximate number in each are acceptable. Those performing a variety of functions should be reported in their primary activity during the pay period.)

	Number
(1) Administrative and managerial employees (include employees engaged in office and clerical work, except sales support)	033
(2) Research, development, and testing employees	034
(3) Warehousing employees	035
(4) Trucking employees	036
(5) Communications employees (including telephone and telecommunications)	037
(6) Repair service employees	036
(7) Electronic data processing employees (include programming and systems design)	039
(8) Sales employees selling directly to customers from this location and sales support employees directly supporting the sales personnel	040
(9) Other employees – *Specify* 042	041
b. TOTAL March 12 employment – *Sum of lines (1) through (9)*	032

HOW TO REPORT DOLLAR FIGURES Value figures may be reported in dollars or rounded to thousands. **Example:** If a figure is **$1,125,628,** report either

	Millions (000)	Thousands (000)	Dollars (000)
• ***Preferred***	1	126	
Acceptable	1	125	628

Item 5 – PAYROLL IN 1992, BEFORE DEDUCTIONS

Report total payroll of all employees as defined on Treasury Form 941 and Circular E, Employer's Tax Guide

Include
- Gross earnings paid to employees prior to such deductions as:
  - Employee's Social Security contributions
  - Withholding taxes
  - Group insurance premiums
  - Union dues
  - Savings bonds
- All wages and salaries including:
  - Commissions and paid bonuses
  - Dismissal pay
  - Vacation and sick pay
  - Cash equivalent of compensation paid in kind
- Employee contributions to any qualified pension plan, such as the 401(k) plan
- Salaries of officers if a corporation

Exclude
- Payments to proprietors or partners if an unincorporated concern
- Employer's cost for fringe benefits

	Mil.	Thou.	Dol.
a. TOTAL ANNUAL PAYROLL 030			
b. FIRST QUARTER PAYROLL 031			

Item 6 – EMPLOYER'S COST FOR FRINGE BENEFITS IN 1992 (Supplemental Labor Costs)

LEGALLY REQUIRED – For example:
- Employer's Social Security tax
- Unemployment tax
- Workmen's compensation insurance
- State disability insurance programs

VOLUNTARY PROGRAMS – For example:
- Union negotiated benefits
- Life insurance premiums
- Pension plans and welfare plans
- Insurance premiums on hospital and medical plans
- Stock purchase plans

a. Legally required programs including Social Security	101
b. Voluntary programs	102
c. TOTAL fringe benefits – *Sum of lines a and b*	103

Item 7 – PRINCIPAL ACTIVITY OF THIS ESTABLISHMENT

a. Does this establishment perform management, general administrative, or other supporting services PRIMARILY for establishments of your enterprise rather than for other business firms or for the general public? ("Enterprise" refers to the parent firm and all its establishments and subsidiaries under common ownership or control.) 150

1 ☐ YES – *Mark (X) the box which best describes the major activity of **this establishment*** → 151
- 1 ☐ Centralized administration
- 2 ☐ Research, development, and testing
- 3 ☐ Warehousing
- 4 ☐ Electronic data processing
- 5 ☐ Trucking
- 6 ☐ Communications
- 7 ☐ Repair services
- 8 ☐ Selling
- 9 ☐ Other – *Specify* 152 _____

2 ☐ No – *If "No" describe the primary activity of this establishment, then SKIP to Item 9.* 153 _____

b. Is this establishment the corporate headquarters, executive office or head office for your entire enterprise? 154
1 ☐ YES – *SKIP to Item 8*
2 ☐ NO

c. Does this establishment perform these management and administrative functions or support services for ALL establishments of your enterprise? 155
1 ☐ YES – *SKIP to Item 8*
2 ☐ NO

d. Does this establishment perform these management and administrative functions or services for a SINGLE operating establishment which is located at the same physical location as shown in the address label? 156
1 ☐ YES
2 ☐ NO

FORM ES-9200

CONTINUE ON PAGE 3

Digitized by Google

FORM **ES-9200** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 ECONOMIC CENSUSES
AUXILIARY ESTABLISHMENT REPORT

Enter the 11-digit CENSUS FILE NUMBER as shown on this report *(See label on page 1)*

Item 8 – PRINCIPAL BUSINESS OR ACTIVITY OF THE OPERATING ESTABLISHMENTS SERVICED

a. Mark (X) the ONE box which BEST describes the MAJOR kind of business or industrial activity of the **operating establishments** of your enterprise that are managed or serviced by the auxiliary referred to in the label.

157
- 1 ☐ Mineral extraction, production, or exploration
- 2 ☐ Construction (including general contracting, subcontracting, and land subdividing and developing)
- 3 ☐ Manufacturing (including publishing and printing)
- 4 ☐ Transportation, Communications, Electric, Gas, and Sanitary Services
- 5 ☐ Wholesale trade (including manufacturers' sales branches)
- 6 ☐ Retail trade
- 7 ☐ Finance, Insurance, and Real Estate
- 8 ☐ Service industries
- 9 ☐ Other – *Specify* 158

b. List in order of importance, the principal kinds of merchandise sold, products produced, types of services rendered, or construction activities performed by the operating establishments that are managed or serviced by the auxiliary listed in the address label. For each line, also indicate the percent of total sales or receipts that each line represents.

Source of sales or receipts	Percent of total sales or receipts
159 (1)	160 %
161 (2)	162 %
163 (3)	164 %

CENSUS USE ONLY 801

Item 9 – BILLINGS TO OTHER ESTABLISHMENTS OF YOUR ENTERPRISE IN 1992

Report billings to all other establishments of your enterprise during 1992

Include
- All merchandise billed by this establishment in 1992
- All billings, whether or not the merchandise was shipped directly by the supplier or shipped from this establishment

Exclude
- Sales to establishments of other enterprises, and franchise sales
- Purchases made directly by your enterprise's individual establishments

Did this establishment have billings to other establishments of your enterprise during 1992?

600
- 1 ☐ YES – *Report amount billed* →
- 2 ☐ NO

Mil.	Thou.	Dol.
601		

Item 10 – SALES, OPERATING RECEIPTS, AND REVENUES TO CUSTOMERS OUTSIDE YOUR ENTERPRISE IN 1992

Report all sales, operating receipts, and revenues made by this establishment during 1992 to customers outside your enterprise. EXCLUDE sales taxes and other taxes collected.

Include
- Merchandise sales, operating receipts, and revenues for services and other business receipts
- Export transfers to foreign subsidiaries of your enterprise
- Cost of research and development for the Federal Government or for other enterprises on contract, as reported in Item 11
- Franchise sales
- Income from interest, dividends, commissions, and rental income (Finance, Insurance, and Real Estate only)

Exclude
- Intra-enterprise transfers to other domestic establishments of your enterprise
- Sales to outside customers made by other establishments of your enterprise even though billed centrally by this establishment
- Sales and/or manufacturer's shipments already reported on other Census forms
- Nonoperating income

a. Did this establishment have sales, operating receipts, or revenues of products or services to customers outside your enterprise during 1992?

010
- 1 ☐ YES – *Report sales, operating receipts, and revenues* 011
- 2 ☐ NO – *SKIP to Item 11*

b. Of the total sales, operating receipts, and revenues reported in line a, report the approximate percent of receipts from –

	Whole percents
(1) Mineral extraction, production, or exploration	012 %
(2) Construction (including general contracting, subcontracting, and land subdividing and developing)	013 %
(3) Manufacturing (including publishing and printing)	014 %
(4) Transportation, Communications, Electric, Gas, and Sanitary Services	015 %
(5) Wholesale trade (including manufacturers' sales branches)	016 %
(6) Retail trade	017 %
(7) Finance, Insurance, and Real Estate	018 %
(8) Service Industries	019 %
(9) Other – *Specify* 021	020 %

Item 11 – COST OF RESEARCH AND DEVELOPMENT IN 1992

Report all costs incurred at this establishment during 1992 to support research and development activities (i.e., wages and salaries, direct materials costs, services and supporting costs, and an appropriate share of depreciation and overhead).

If this establishment performed research and development for the Federal Government or for other enterprises on contract during 1992, include the total amount charged for such work performed. Also, report such receipts in Item 10.

a. Did this establishment perform research and development during 1992?

510
- 1 ☐ YES – *Go to b*
- 2 ☐ NO – *SKIP to Item 12*

b. Source of funds for research and development performed

	Mil.	Thou.	Dol.
(1) Federal Government contracts and subcontracts	511		
(2) Nonfederal sources outside your enterprise (other enterprises, local governments, etc.)	512		
(3) Other establishments of your enterprise	513		
(4) **TOTAL cost of research and development –** *Sum of lines (1) through (3)*	514		

CONTINUE ON PAGE 4

Digitized by Google

Item 12 – CAPITAL EXPENDITURES DURING 1992 (EXCLUDING LAND AND MINERAL RIGHTS)

Capital expenditures refer to all costs that are capitalized to the fixed asset accounts and for which depreciation or amortization reserves are maintained. Include all items obtained through a capital lease.

Include

- **Line b(1)(a)** – New vehicles purchased for highway use including passenger automobiles, trucks, commercial cars and buses, truck tractors and trailers, and special purpose vehicles
- **Line b(1)(c)** – Other new machinery and equipment including office machines and fixtures, furniture, warehouse lifts, and similar equipment. Report replacements as well as additions to capacity. Include vehicles whose primary use is off highway
- **Line b(2)** – New construction, major alterations, capitalized repairs and improvement of buildings, other fixed structures, and site improvements (such as roads, parking lots, fences, utilities)
  - Expenditures for structures which, on completion, are to be sold and leased back to you
  - The cost of all improvements and new construction which were in progress, but had not been completed at the end of 1992
  - Equipment that is an integral or permanent part of a building or structure
- **Line b(3)** – Total expenditures for old or existing plants and for secondhand equipment acquired from others. Include machinery or equipment transferred from other plants of your enterprise at approximate market value.

Exclude

- Cost of land and mineral rights
- Cost of maintenance and repairs charged as current operating expense
- Capital expenditures made by outside owners of property rented or leased to this establishment
- Capital expenditures made by this establishment for other locations of your enterprise

a. Did this establishment have capital expenditures during 1992? 400

1 ☐ Yes – *Go to b*
2 ☐ No – *SKIP to Item 13*

b. Type of capital expenditures		Mil.	Thou.	Dol.
(1) New machinery and equipment				
(a) New automobiles, trucks, trailers, special purpose vehicles, etc., for highway use	401			
(b) New computers and peripheral data processing equipment	402			
(c) All other expenditures for new machinery equipment	403			
(d) **TOTAL new machinery and equipment – *Sum of lines (a) through (c)***	404			
(2) New buildings, structures, and additions to plant	405			
(3) Used plant and used equipment acquired from others	406			
(4) **TOTAL capital expenditures – *Sum of lines (1)(d), (2), and (3)***	410			

Item 13 – DEPRECIABLE ASSETS (EXCLUDE LAND)

Report the gross cost of depreciable assets of this establishment for which depreciation or amortization accounts are ordinarily maintained. Gross cost represents the acquisition cost to this establishment of such depreciable assets. The cost of assets should include all types of items for which capital expenditures are reported. *(See Instructions for Item 12.)*

Include

- Cost of improvements and new construction that were in progress but not completed at the end of 1992
- Cost of depreciable assets owned by this establishment, but rented or leased to others under an operating lease agreement
- Cost of depreciable assets obtained through capital leases

Exclude

- Cost of land and depletable assets (timber and mineral rights)
- Current assets (inventories, cash, accounts receivable, etc.) and intangible assets (goodwill, patents, copyrights, etc.)
- Cost of depreciable assets at other locations for which this establishment maintains records

a. Did this establishment have depreciable assets at the end of the specified year?	End of 1991	End of 1992
	300 1 ☐ Yes 2 ☐ No	350 1 ☐ Yes 2 ☐ No

If "No" for both years, SKIP to Item 14

b. Gross cost of depreciable assets	1991 Mil.	1991 Thou.	1991 Dol.	1992 Mil.	1992 Thou.	1992 Dol.
(1) Buildings and structures (exclude land)	301			351		
(2) Machinery and equipment	302			352		
(3) **TOTAL – *Sum of lines (1) and (2)***	305			355		

Item 14 – DEPRECIATION CHARGES DURING 1992

Report additions made to accumulated depreciation and amortization accounts during 1992 for assets owned at the beginning of the year or acquired during the year.

Did this establishment have depreciation expense during 1992? 450

1 ☐ Yes – *Report depreciation charged to income during 1992* →
2 ☐ No

	Mil.	Thou.	Dol.
	452		

Item 15 – RENTAL PAYMENTS IN 1992

Include

- Payments (or equivalent charges) made to other enterprises for the use of buildings (including land and office space), structures, machinery, and equipment. *(See Item 12 instructions for breakout of buildings and structures from machinery and equipment.)*

Exclude

- Payments made by this establishment to the parent enterprise or any of its subsidiaries. The value of such enterprise-owned assets should be reported as if actually owned by this establishment in Item 13.
- Capital leases (should be reported as assets)
- Rental payments made by this establishment for plant and equipment at other establishments of your enterprise

Did this establishment make rental payments during 1992? 520

1 ☐ Yes – *Report rental payments* →
2 ☐ No

		Mil.	Thou.	Dol.
a. Buildings and structures	521			
b. Machinery and equipment	522			
c. **TOTAL – Sum of lines a and b**	525			

FORM ES-9200

CONTINUE ON PAGE 5

Digitized by Google

FORM **ES-9200** U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS

1992 ECONOMIC CENSUSES
AUXILIARY ESTABLISHMENT REPORT

Enter the 11-digit CENSUS FILE NUMBER as shown on this report *(See label on page 1)*

Item 16 – SELECTED PURCHASED SERVICES IN 1992

Report the cost of purchased services by this establishment during 1992. Include the total amount actually paid or payable to other enterprises. Do not include the cost of services performed by employees at this location, purchased by other establishments of your company, or included as a part of normal rental payments.

			Mil.	Thou.	Dol.
a. Did this establishment purchase electricity in 1992? **Exclude** • The value of electricity generated and used at this establishment	610 1 ☐ YES – *Report cost of purchased electricity during 1992* 2 ☐ NO	611			
b. Did this establishment purchase fuels in 1992? **Include** • Coal, coke, natural and manufactured gas, fuel oil, liquified petroleum gas, gasoline, etc. **Exclude** • Gasoline and fuel purchased for highway vehicles	620 1 ☐ YES – *Report cost of purchased fuel in 1992* 2 ☐ NO	621			
c. Did this establishment purchase communication services in 1992? **Include** • Payments for telephone, telegraph, data transmission, telex, ticker tape, phototransmission, facsimile (FAX), and all related services	630 1 ☐ YES – *Report cost of purchased communication services in 1992* 2 ☐ NO	631			
d. Did this establishment purchase repair services for buildings and structures in 1992? **Include** • All noncapitalized repairs to buildings and structures (such as painting, roof repair, etc.) **NOTE:** Report the cost of purchased repair services for equipment that is an integral or permanent part of a building or structure as repairs for buildings and structures, not as machinery and equipment. **Exclude** • Capitalized building or structure improvements for which depreciation or amortization accounts are ordinarily maintained	640 1 ☐ YES – *Report cost of purchased repair services for buildings and structures in 1992* 2 ☐ NO	641			
e. Did this establishment purchase repair services for machinery and equipment in 1992? **Include** • All noncapitalized repairs to machinery and equipment (such as motor vehicles, other machinery and equipment repair, etc.) **Exclude** • Capitalized machinery and equipment improvements for which depreciation or amortization accounts are ordinarily maintained	650 1 ☐ YES – *Report cost of purchased repair services for machinery and equipment in 1992* 2 ☐ NO	651			
f. Did this establishment purchase contracted labor services in 1992? Contract employees are employees who are not on your payroll but are supplied through a contract with another company to perform specific jobs (e.g., temporary help, security, janitorial, clerical, etc.). Your company provides day-to-day supervision.	660 1 ☐ YES – *Report cost of purchased contracted labor services in 1992* 2 ☐ NO	661			
g. Did this establishment purchase accounting and bookkeeping services in 1992?	670 1 ☐ YES – *Report cost of purchased accounting and bookkeeping services in 1992* 2 ☐ NO	671			
h. Did this establishment purchase legal services in 1992?	660 1 ☐ YES – *Report cost of purchased legal services in 1992* 2 ☐ NO	661			
i. Did this establishment purchase refuse removal services in 1992?	690 1 ☐ YES – *Report cost of purchased refuse removal services in 1992* 2 ☐ NO	691			
j. Did this establishment purchase data processing services in 1992?	700 1 ☐ YES – *Report cost of purchased data processing services in 1992* 2 ☐ NO	701			

CONTINUE ON PAGE 6

Digitized by Google

Item 17 – INVENTORIES

The Census inventory inquiries are designed to collect information concerning all of the inventories owned by each enterprise and which are located within the United States.

Inventories of multiestablishment enterprises should be reported by the establishment that is responsible for the inventories even if these inventories are held at a separate location. In this way, all inventories are accounted for on a nonduplicated basis. The sum of the value of inventories of all establishments of an enterprise should be approximately equal to the enterprise's total value of inventories after adjusting for valuation differences.

For lines a through e, report only those inventories that are attributable to this establishment's operations. Report such inventories as if this establishment owns them. Do not include inventories located at this establishment which are the responsibility of other establishments of your enterprise.

Include
- Finished products
- Work in process
- Materials, supplies, fuels, etc., which are for resale or for further fabrication
- Inventories in transit for which this auxiliary has responsibility

Exclude
- Inventories owned by others but held by this auxiliary
- Items not held for resale, such as fixtures, equipment, and supplies

NOTE: Sum of lines d(1) and d(2) should equal total inventories on line b and sum of lines e(1) and e(2) should equal the amount of line d(2)

	End of 1991	End of 1992
a. Did this establishment have inventories at the end of the year specified?	200 1 ☐ YES 2 ☐ NO	250 1 ☐ YES 2 ☐ NO
	If "No" for both years, SKIP to Item 18, Certification	

	End of 1991 Mil.	Thou.	Dol.	End of 1992 Mil.	Thou.	Dol.
b. Report inventories at cost or market value using generally accepted accounting methods. (For inventories at LIFO cost, use the sum of the LIFO amount plus the LIFO reserve when completing lines b through d) ***Should equal sum of lines d(1) and d(2)***	210			260		

	End of 1991	End of 1992
c. Did this establishment have inventories subject to LIFO costing at the end of the specified year?	220 1 ☐ YES – *Complete Items d and e* 2 ☐ NO	270 1 ☐ YES – *Complete Items d and e* 2 ☐ NO
	If "No" for both years, SKIP to Item 18, Certification	

	End of 1991 Mil.	Thou.	Dol.	End of 1992 Mil.	Thou.	Dol.
d. (1) Total inventories reported on line b which are **not** subject to LIFO costing.	240			290		
(2) Total inventories reported on line b which **are** subject to LIFO costing (gross) – ***Should equal sum of lines e(1) and e(2)***	230			280		
e. (1) LIFO reserve associated with the inventories reported on line d(2)	232			282		
(2) LIFO value of inventories reported on line d(2) (net)	231			281		

REMARKS – *Please use this space for any explanations that may be essential in understanding your reported data.*
750

Item 18. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Period covered by this report	960 FROM: Mo.	Year	961 TO: Mo.	Year	Name of person to contact regarding this report – *Print or type* 950
951 Telephone →	Area code	Number	Extension		Title
Signature of authorized person					Date

We estimate that it will take 1 hour or less to complete this questionnaire. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Associate Director for Management Services, Paperwork Reduction Project 0607-0749, Room 2027, Bureau of the Census, Washington, DC 20233; and to the Office of Management and Budget, Paperwork Project, 0607-0749, Washington, DC 20503.

FORM ES-9200

PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CBO-1

1992 ECONOMIC CENSUS
CHARACTERISTICS OF BUSINESS OWNERS SURVEY
SOLE PROPRIETORSHIP

OMB No. 0640-0022: Approval Expires 08/31/96

Notice — Response to this inquiry **is required by law (Title 13, U.S. Code).** By the same law, your report to the Census Bureau is **confidential.** It may be seen only by sworn Census employees and may be used only for statistical purposes. The law also provides that copies retained in your files are immune from legal process.

DUE DATE: 15 DAYS AFTER RECEIPT OF FORM

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right.

Toll-free assistance, 8 a.m. to 5 p.m., eastern time. Monday through Friday: 1-800-354-7271

Please read the instructions below before answering the questions.

In correspondence pertaining to this report, please refer to this Census File Number (CFN)

CBO-1

Please correct errors in name, address, and ZIP Code. ENTER street and number if not shown.

INSTRUCTIONS — *Please Read*

The purpose of this questionnaire is to collect information about the characteristics of self-employed persons, business owners, and their business activities.

The term business in the following questions refers to the self-employment or business activity for which you filed one of the following IRS tax forms in 1992:

a. Form 1040 WITH a Schedule C, "Profit or Loss From Business" (Sole Proprietorship)

b. Form 1040 WITH a Schedule C-EZ, "Net Profit From a Business" (Sole Proprietorship)

Examples of a person who should complete this questionnaire:

- A sole proprietor
- An independent salesperson
- An independent agent or commission worker
- An independent contractor
- A statutory employee

The questions apply to business activities during all or part of calendar years 1992 and 1994 and must be completed even if the business has since been sold, reorganized, or discontinued or you are no longer self-employed.

If the information requested is not available, your best estimate is acceptable.

Even if this questionnaire was mailed to your home address and the business is not located at this address, the form is applicable and must be completed.

Data provided by you will be used only for statistical purposes and will be kept strictly confidential.

IMPORTANT — How to Fill Out This Form

Please use a #2 black lead pencil. Most questions ask you to mark ☒ IN THE BOX, or to print the information. See EXAMPLE →

☒ Yes
☐ No

1a. Do you still own the same business, referred to in the above mailing label, that you owned in 1992?

☐ Yes — *SKIP to question 2a*
☐ No

b. What year did your ownership end?

☐ 1992 ☐ 1994
☐ 1993 ☐ 1995

c. Mark ☒ the item below which best describes the change in ownership and complete the questionnaire for the business you owned in 1992.

☐ Sold
☐ Transferred ownership/gift
☐ Business no longer exists

2a. Is the business you owned in 1992 still operating?

☐ Yes — *SKIP to question 3*
☐ No
☐ Don't know — *SKIP to question 3*

b. What year did the operations discontinue?

☐ 1992 ☐ 1994
☐ 1993 ☐ 1995

c. Which item below best describes the status of this business at the time the decision was made to cease operations?

☐ Successful — *SKIP to question 3*
☐ Unsuccessful

Digitized by Google

2d. Why was this business unsuccessful? *Mark [X] all that apply.*

- ☐ Inadequate cash flow or low sales
- ☐ Lack of access to business loans/credit
- ☐ Lack of access to personal loans/credit
- ☐ Other — *Specify*

3. What is your gender?

- ☐ Male
- ☐ Female

4a. What was your age as of December 31, 1992?

- ☐ Under 25
- ☐ 25—34
- ☐ 35—44
- ☐ 45—54
- ☐ 55—64
- ☐ 65 or over

b. Were you born in the United States?

- ☐ Yes
- ☐ No

5. What was your marital status —

On the date that you started/acquired this business?

- ☐ Never married
- ☐ Married
- ☐ Divorced/separated
- ☐ Widowed

As of December 31, 1992?

- ☐ Never married
- ☐ Married
- ☐ Divorced/separated
- ☐ Widowed

6a. What was your veteran status as of December 31, 1992?

- ☐ Not a veteran — *SKIP to question 7*
- ☐ Less than 6 months active duty — *SKIP to question 6c*
- ☐ 6 months or more active duty — *Complete questions 6b and 6c*

b. Was any of your active duty served during the Vietnam-era (i.e., any service between August 5, 1964 and May 7, 1975)?

- ☐ Yes
- ☐ No

c. Are you a disabled veteran?

- ☐ Yes
- ☐ No

7. Did you have health insurance from any source —

During 1992?

- ☐ Yes, through spouse's insurer
- ☐ Yes, through this business's insurer
- ☐ Yes, through another business's insurer
- ☐ Yes, through trade association's insurer
- ☐ Yes, through some other source
- ☐ No

During 1994?

- ☐ Yes, through spouse's insurer
- ☐ Yes, through this business's insurer
- ☐ Yes, through another business's insurer
- ☐ Yes, through trade association's insurer
- ☐ Yes, through some other source
- ☐ No

8a. How much schooling had you completed when you started/acquired this business? *Mark [X] ONE box only for the highest level completed or degree received.*

- ☐ Less than 9th grade
- ☐ Some high school, but no diploma
- ☐ High school graduate — DIPLOMA or EQUIVALENT DIPLOMA (GED)
- ☐ Technical, trade, or vocational school
- ☐ Some college, but no degree
- ☐ Associate Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Professional School or Doctorate

b. If you attended college or other school beyond high school, what was your area of concentration?

- ☐ Architecture/Engineering
- ☐ Biological/Medical Science
- ☐ Business
- ☐ Computer Science
- ☐ Construction Trade/Industrial Arts
- ☐ Law and Legal Studies
- ☐ Liberal Arts/General Studies
- ☐ Mathematics
- ☐ Military Technologies
- ☐ Other college
- ☐ Other vocational

Continue with question 9a on page 3

Digitized by Google

9a. Prior to beginning/acquiring this business, had any of your close relatives ever owned a business OR been self-employed? (Close relatives refer to spouses, parents/guardians, brothers, sisters, or immediate family.)

- ☐ Yes
- ☐ No — *SKIP to question 10a*

b. If "☒ Yes," did you work for any of these relatives?

- ☐ Yes
- ☐ No

10a. How many years of work experience did you have prior to starting/acquiring this business?

- ☐ None (did not work) — *SKIP to question 11*
- ☐ Less than 2 years
- ☐ 2—5 years
- ☐ 6—9 years
- ☐ 10—19 years
- ☐ 20 years or more

b. How many of those years did you work in a managerial capacity?

- ☐ None
- ☐ Less than 2 years
- ☐ 2—5 years
- ☐ 6—9 years
- ☐ 10—19 years
- ☐ 20 years or more
- ☐ Not sure

c. How many of those years were you an owner of another business?

- ☐ None
- ☐ Less than 2 years
- ☐ 2—5 years
- ☐ 6—9 years
- ☐ 10—19 years
- ☐ 20 years or more
- ☐ Not sure

d. Did you previously work for a business whose goods/service(s) were similar to those provided by this business?

- ☐ Yes
- ☐ No

11. What was YOUR total personal income – *(Do not include income from spouse or other family members.)*

For the year of 1992? *Mark ☒ ONE box only.*	**For the year of 1994?** *Mark ☒ ONE box only.*
☐ Less than $5,000	☐ Less than $5,000
☐ $5,000—$9,999	☐ $5,000—$9,999
☐ $10,000—$14,999	☐ $10,000—$14,999
☐ $15,000—$24,999	☐ $15,000—$24,999
☐ $25,000—$34,999	☐ $25,000—$34,999
☐ $35,000—$49,999	☐ $35,000—$49,999
☐ $50,000—$74,999	☐ $50,000—$74,999
☐ $75,000—$99,999	☐ $75,000—$99,999
☐ $100,000—$149,999	☐ $100,000—$149,999
☐ $150,000 or more	☐ $150,000 or more

12. What year was this business established?

- ☐ Before 1970
- ☐ 1970—1979
- ☐ 1980—1985
- ☐ 1986—1988
- ☐ 1989
- ☐ 1990
- ☐ 1991
- ☐ 1992

13a. When did you acquire ownership of this business?

- ☐ Before 1970
- ☐ 1970—1979
- ☐ 1980—1985
- ☐ 1986—1988
- ☐ 1989
- ☐ 1990
- ☐ 1991
- ☐ 1992

b. How did you acquire ownership of this business?

- ☐ Founded
- ☐ Received transfer of ownership/gift
- ☐ Purchased
- ☐ Inherited
- ☐ Other — *Specify*

Continue with question 13c on page 4

Digitized by Google

13c. Which of the following most closely matches your reason for becoming an owner in this business? *Mark* ☒ *ONE box only.*

- ☐ To have a primary source of income
- ☐ To have a secondary source of income
- ☐ To have work which conforms to my health limitations
- ☐ To have work not available elsewhere in the job market
- ☐ To have more freedom to meet family responsibilities
- ☐ To bring a new idea to the marketplace
- ☐ To advance in my profession
- ☐ To be my own boss
- ☐ Other — *Specify*

14a. What was the total amount of capital required to start/acquire this business? (Capital includes assets and money that were your own, that were given to you, and that you borrowed.)

- ☐ None — *SKIP to question 15a*
- ☐ Less than $5,000
- ☐ $5,000—$9,999
- ☐ $10,000—$24,999
- ☐ $25,000—$49,999
- ☐ $50,000—$99,999
- ☐ $100,000—$249,999
- ☐ $250,000—$999,999
- ☐ $1,000,000 or more

b. What percent of the total capital, by means of business and personal loans, did you borrow to start/acquire ownership of this business?

- ☐ None — *SKIP to question 14d*
- ☐ Less than 10%
- ☐ 10%—24%
- ☐ 25%—49%
- ☐ 50%—74%
- ☐ 75%—99%
- ☐ 100%

c. What was the source(s) from which you received the money you borrowed? *Mark* ☒ *all that apply.*

- ☐ Business loan from banking or commercial lending institution
- ☐ Government-guaranteed business loan from banking or commercial lending institution
- ☐ Business loan from Federal, State or local government
- ☐ Business loan from investment company/profit or nonprofit private source
- ☐ Business loan from previous owner
- ☐ Business trade credit from supplier
- ☐ Other business loan
- ☐ Personal loan using your home mortgage/equity line of credit
- ☐ Personal credit card
- ☐ Personal loan from spouse
- ☐ Personal loan from family
- ☐ Other personal loan

14d. What was the source(s) of this business's non-borrowed capital? *Mark* ☒ *all that apply.*

- ☐ None — 100% borrowed capital
- ☐ Use of personal/family physical assets (building, motor vehicle, equipment, etc.)
- ☐ Proceeds from the sale of personal assets
- ☐ Personal/family savings
- ☐ Other — *Specify*

e. What measure(s) did you take if this business was producing inadequate cash flow or low sales after your initial investment of start-up/acquisition capital? *Mark* ☒ *all that apply.*

- ☐ Did not occur — *SKIP to question 15a*
- ☐ Relied upon own income from other business/job
- ☐ Invested additional capital
- ☐ Delayed payment to suppliers
- ☐ Received help from family
- ☐ Other — *Specify*

15a. How many weeks did you spend managing or working in this business —

During 1992?	During 1994?
☐ None	☐ None
☐ Less than 12 weeks	☐ Less than 12 weeks
☐ 12—23 weeks	☐ 12—23 weeks
☐ 24—35 weeks	☐ 24—35 weeks
☐ 36—47 weeks	☐ 36—47 weeks
☐ 48 weeks or more	☐ 48 weeks or more

b. What was the average number of hours per week you spent managing or working in this business —

During 1992?	During 1994?
☐ None	☐ None
☐ Less than 10 hours	☐ Less than 10 hours
☐ 10—19 hours	☐ 10—19 hours
☐ 20—29 hours	☐ 20—29 hours
☐ 30—39 hours	☐ 30—39 hours
☐ 40 hours	☐ 40 hours
☐ 41—49 hours	☐ 41—49 hours
☐ 50—59 hours	☐ 50—59 hours
☐ 60 hours or more	☐ 60 hours or more

Continue with question 16 on page 5

Digitized by Google

16. Did you receive any grants, management training, or technical assistance in the start-up or operation of this business from any of the following sources? *Mark* ☒ *all that apply.*

- ☐ No assistance received
- ☐ Federal government
- ☐ State and/or local government
- ☐ College or university
- ☐ Other business/franchisor
- ☐ Other — *Specify*

17a. What was this business's total sales/gross receipts —

For the Year of 1992? *Mark* ☒ *ONE box only.*	For the Year of 1994? *Mark* ☒ *ONE box only.*
☐ Less than $5,000	☐ Less than $5,000
☐ $5,000—$9,999	☐ $5,000—$9,999
☐ $10,000—$24,999	☐ $10,000—$24,999
☐ $25,000—$49,999	☐ $25,000—$49,999
☐ $50,000—$99,999	☐ $50,000—$99,999
☐ $100,000—$199,999	☐ $100,000—$199,999
☐ $200,000—$249,999	☐ $200,000—$249,999
☐ $250,000—$499,999	☐ $250,000—$499,999
☐ $500,000—$999,999	☐ $500,000—$999,999
☐ $1,000,000 or more	☐ $1,000,000 or more

b. Check any of the following categories if they accounted for 10% or more of this business's total sales of goods/services —

During 1992.

- ☐ Federal government
- ☐ State government
- ☐ Local government (including school districts, transportation authorities, etc.)
- ☐ Other business and/or corporations
- ☐ Individuals
- ☐ All others

During 1994.

- ☐ Federal government
- ☐ State government
- ☐ Local government (including school districts, transportation authorities, etc.)
- ☐ Other business and/or corporations
- ☐ Individuals
- ☐ All others

17c. Which geographic area(s) best describes the marketplace where this business's goods/services were sold — *Mark* ☒ *all that apply.*

During 1992?	During 1994?
☐ Neighborhood	☐ Neighborhood
☐ City/county	☐ City/county
☐ Regional (adjoining counties and/ or states)	☐ Regional (adjoining counties and/ or states)
☐ National	☐ National
☐ International	☐ International

d. What percent of the customers served by this business were WHITE and NOT of HISPANIC origin —

During 1992?	During 1994?
☐ Less than 10%	☐ Less than 10%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75% or more	☐ 75% or more
☐ Don't know	☐ Don't know

18a. What was this business's net profit (or net loss) BEFORE taxes as reported on your tax return — (Net profit or loss is defined as total sales/gross receipts minus total expenses.)

For the Year of 1992? *Mark* ☒ *ONE box only.*

NET PROFIT	NET LOSS
☐ Less than $10,000	☐ Less than $10,000
☐ $10,000—$24,999	☐ $10,000—$24,999
☐ $25,000—$99,999	☐ $25,000—$99,999
☐ $100,000 or more	☐ $100,000 or more

For the Year of 1994? *Mark* ☒ *ONE box only.*

NET PROFIT	NET LOSS
☐ Less than $10,000	☐ Less than $10,000
☐ $10,000—$24,999	☐ $10,000—$24,999
☐ $25,000—$99,999	☐ $25,000—$99,999
☐ $100,000 or more	☐ $100,000 or more

Continue with question 13c on page 4

Digitized by Google

18b. What percent of your total personal income was produced as a result of this business —
(DO NOT include income from spouse or other family member.)

For the Year of 1992? *Mark* ☒ *ONE box only.*	**For the Year of 1994?** *Mark* ☒ *ONE box only.*
☐ None	☐ None
☐ Less than 10%	☐ Less than 10%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75%—99%	☐ 75%—99%
☐ 100%	☐ 100%

c. What was the impact of the following issues upon the profitability of this business —

During 1992? *Mark* ☒ *ONE box for each of lines I—VIII.*

	Strong positive impact	Minor positive impact	Neutral	Minor negative impact	Strong negative impact	Not applicable	Don't know
I. Health insurance costs	☐	☐	☐	☐	☐	☐	☐
II. Credit market conditions	☐	☐	☐	☐	☐	☐	☐
III. IRS regulations or penalties	☐	☐	☐	☐	☐	☐	☐
IV. Environmental regulations	☐	☐	☐	☐	☐	☐	☐
V. The Americans with Disabilities Act	☐	☐	☐	☐	☐	☐	☐
VI. The Occupational Safety and Health Act (OSHA)	☐	☐	☐	☐	☐	☐	☐
VII. Lack of financial capital			☐	☐	☐	☐	☐
VIII. Crime			☐	☐	☐	☐	☐

During 1994? *Mark* ☒ *ONE box for each of lines I—VIII.*

	Strong positive impact	Minor positive impact	Neutral	Minor negative impact	Strong negative impact	Not applicable	Don't know
I. Health insurance costs	☐	☐	☐	☐	☐	☐	☐
II. Credit market conditions	☐	☐	☐	☐	☐	☐	☐
III. IRS regulations or penalties	☐	☐	☐	☐	☐	☐	☐
IV. Environmental regulations	☐	☐	☐	☐	☐	☐	☐
V. The Americans with Disabilities Act	☐	☐	☐	☐	☐	☐	☐
VI. The Occupational Safety and Health Act (OSHA)	☐	☐	☐	☐	☐	☐	☐
VII. Lack of financial capital			☐	☐	☐	☐	☐
VIII. Crime			☐	☐	☐	☐	☐

19a. Did this business have any paid employees in 1992 or 1994?

☐ Yes — *Continue with question 19b on page 7*
☐ No — *SKIP to question 20 on page 7*

Continue on page 7

Digitized by Google

19b. What was this business's total employment —

During the pay period including March 12, 1992?	During the pay period including March 12, 1994?
☐ No employees	☐ No employees
☐ 1—4 employees	☐ 1—4 employees
☐ 5—9 employees	☐ 5—9 employees
☐ 10—19 employees	☐ 10—19 employees
☐ 20—49 employees	☐ 20—49 employees
☐ 50—99 employees	☐ 50—99 employees
☐ 100 employees or more	☐ 100 employees or more

c. Approximately what percent of this business's employees were WOMEN —

During the pay period including March 12, 1992?	During the pay period including March 12, 1994?
☐ No women employees	☐ No women employees
☐ Less than 10%	☐ Less than 10%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75% or more	☐ 75% or more
☐ Don't know	☐ Don't know

d. Approximately what percent of this business's employees (men and women) were WHITE and NOT of HISPANIC origin —

During the pay period including March 12, 1992?	During the pay period including March 12, 1994?
☐ Less than 10%	☐ Less than 10%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75% or more	☐ 75% or more
☐ Don't know	☐ Don't know

e. Did this business offer any retirement plan (profit sharing, employee stock ownership, pension, including 401(K), annuity, Keogh, SEP, etc.) to its employees —

During 1992?	During 1994?
☐ Yes	☐ Yes
☐ No	☐ No

f. Did this business offer any health plan to its employees in either 1992 or 1994?

☐ Yes, both in 1992 and 1994 — *SKIP to question 20*
☐ Yes, in 1992 only
☐ Yes, in 1994 only
☐ No, not in 1992 or 1994

19g. What was the main reason this business did not offer any health plan to its employees —

During 1992? *Mark* ☒ *ONE box only.*

☐ Costs/premiums were too high-priced
☐ Rejected by health insurers
☐ Dropped by this business's health insurer
☐ Not needed to attract or retain employees
☐ High full-/part-time employee turnover
☐ Administrative burden
☐ Not desired by employees
☐ Don't know
☐ Other — *Specify*

During 1994? *Mark* ☒ *ONE box only.*

☐ Costs/premiums were too high-priced
☐ Rejected by health insurers
☐ Dropped by this business's health insurer
☐ Not needed to attract or retain employees
☐ High full-/part-time employee turnover
☐ Administrative burden
☐ Not desired by employees
☐ Don't know
☐ Other — *Specify*

20. Was this business a franchise —

During 1992?	During 1994?
☐ Yes	☐ Yes
☐ No	☐ No

21a. Was this business operated primarily from or in a home — *Mark* ☒ *ONE box in each time period.*

When first established?
☐ Yes
☐ No
☐ Don't know

During 1992?
☐ Yes
☐ No

During 1994?
☐ Yes
☐ No

If you answered "☒ No" to all three parts of question 21a, SKIP to question 21c on page 8.

Continue with question 21b on page 8

Digitized by Google

21b. During any of these time periods, which best describes the primary business use of this home? *Mark* ☒ *ONE box only.*

- ☐ To produce goods/services on the premises
- ☐ To do clerical work (goods/services produced off the premises)
- ☐ To telecommute (outside employment doing office work at home)

c. Does the ZIP Code, referred to in the mailing label on page 1, indicate this business's actual physical location in 1992?

- ☐ Yes
- ☐ No — *Please supply ZIP Code*

22. In which language(s) can this business conduct its transactions? *Mark* ☒ *all that apply.*

☐ Arabic	☐ Hindi (Urdu)	☐ Russian
☐ Chinese	☐ Italian	☐ Spanish
☐ English	☐ Japanese	☐ Tagalog
☐ French	☐ Korean	☐ Vietnamese
☐ German	☐ Polish	☐ Other — *Specify*
☐ Greek	☐ Portuguese	

23a. Were any of this business's total sales accounted for by exports outside the United States in 1992 or 1994?

- ☐ No — *SKIP to question 24a on page 9*
- ☐ Yes, only during 1992
- ☐ Yes, only during 1994
- ☐ Yes, during 1992 and 1994

} *Continue with question 23b*

23b. What percent of this business's total sales were accounted for by exports outside the United States —

For the Year of 1992? *Mark* ☒ *ONE box only.*	For the Year of 1994? *Mark* ☒ *ONE box only.*
☐ Less than 1%	☐ Less than 1%
☐ 1%—9%	☐ 1%—9%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75%—99%	☐ 75%—99%
☐ 100%	☐ 100%
☐ Don't know	☐ Don't know

c. Check any of the following markets if they were the destination for 10% or more of this business's total exports —

During 1992.	During 1994.
☐ Africa	☐ Africa
☐ Asia	☐ Asia
☐ Australia/Oceania	☐ Australia/Oceania
☐ Canada	☐ Canada
☐ Caribbean/ Central America	☐ Caribbean/ Central America
☐ Europe	☐ Europe
☐ Japan	☐ Japan
☐ Mexico	☐ Mexico
☐ Middle East	☐ Middle East
☐ South America	☐ South America

Continue with question 23d

23d. Were any of the following agencies helpful in starting or increasing this business's exports? *Mark* ☒ *ONE box for each of lines I—VIII.*

	Yes	No	Not contacted
I. International Trade Administration, U.S. Department of Commerce	☐	☐	☐
II. Small Business Development Centers, Small Business Administration	☐	☐	☐
III. Minority Business Development Agency, U.S. Department of Commerce	☐	☐	☐
IV. Export-Import Bank	☐	☐	☐
V. State export promotion agencies	☐	☐	☐
VI. Banking or commerical lending institutions	☐	☐	☐
VII. Accounting/consulting firms	☐	☐	☐
VIII. Other — *Specify*	☐	☐	☐

Digitized by Google

23e. How long had this business been involved in exporting before December 31, 1992?

- ☐ Less than 1 year
- ☐ 1—5 years
- ☐ 6—10 years
- ☐ More than 10 years

24a. Is this business planning on starting or increasing its exports in the near future?

- ☐ Yes
- ☐ No

b. Are the following issues important to this business's ability to export?
Mark ☒ ONE box for each of lines I—IX.

	Very important	Somewhat important	Not important	Not applicable	Don't know
I. Export financing	☐	☐	☐	☐	☐
II. Information on export opportunities	☐	☐	☐	☐	☐
III. Foreign trade restrictions	☐	☐	☐	☐	☐
IV. U.S. trade restrictions	☐	☐	☐	☐	☐
V. Competition in the foreign market	☐	☐	☐	☐	☐
VI. Price of this business's exports	☐	☐	☐	☐	☐
VII. Dollar exchange rate	☐	☐	☐	☐	☐
VIII. Local environmental restrictions	☐	☐	☐	☐	☐
IX. Other — *Specify*	☐	☐	☐	☐	☐

Continue with question 24c

24c. Will this business's exports increase substantially as a result of the North American Free Trade Agreement —

To Canada?	To Mexico?
☐ Yes	☐ Yes
☐ No	☐ No

d. Will this business relocate some of its production facilities as a result of the North American Free Trade Agreement —

To Canada?	To Mexico?
☐ Yes	☐ Yes
☐ No	☐ No

PLEASE READ

Please read

- If this business **had no paid employees** in either 1992 or 1994, please **SKIP to the Certification Box** at the bottom of page 11 of this report form.
- If there **were paid employees** in either 1992 or 1994, please **CONTINUE on page 10.**

Digitized by Google

Questions 25 through 31 to be completed if there WERE PAID EMPLOYEES IN EITHER 1992 OR 1994

The following questions relate to family or medical leave taken by employees. In this context, the terms "family leave" and "medical leave" have the same meaning as under the federal Family and Medical Leave Act (FMLA) of 1993 — a law that requires covered employers to provide unpaid, job-protected leave to employees (a) for their own serious health condition, including pregnancy and childbirth ("medical leave") and (b) to care for a newborn, newly-placed adopted or foster child, or seriously ill child, spouse, or parent ("family leave").

25. Is your business covered by the federal Family and Medical Leave Act (FMLA) of 1993?

- ☐ Yes
- ☐ No
- ☐ Have not heard of law
- ☐ Not sure whether law applies to my business

26. Did this business have 50 or more employees (including full-time and part-time employees, and those on leave of absence) on its payroll for 20 or more calendar workweeks —

During 1992?	During 1994?
☐ Yes	☐ Yes
☐ No	☐ No

27. Approximately, what percentage of your total number of employees worked at least 1,250 hours per year —

During 1992?	During 1994?
☐ 0%	☐ 0%
☐ Less than 1%	☐ Less than 1%
☐ 1%—4%	☐ 1%—4%
☐ 5%—9%	☐ 5%—9%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75%—100%	☐ 75%—100%

28a. Did any employee of this business take family or medical leave —

During 1992?	During 1994?
☐ Yes	☐ Yes
☐ No	☐ No

If you marked " ☒ No" for both years, SKIP to question 29 on page 11.

28b. How many employees took family or medical leave —

During 1992?	During 1994?
☐ 1—4	☐ 1—4
☐ 5—9	☐ 5—9
☐ 10—19	☐ 10—19
☐ 20—34	☐ 20—34
☐ 35—49	☐ 35—49
☐ 50—99	☐ 50—99
☐ 100—499	☐ 100—499
☐ 500 or more	☐ 500 or more

c. Approximately, what percentage of the employees who took family or medical leave in either year were male —

During 1992?	During 1994?
☐ 0%	☐ 0%
☐ Less than 1%	☐ Less than 1%
☐ 1%—4%	☐ 1%—4%
☐ 5%—9%	☐ 5%—9%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75%—100%	☐ 75%—100%

d. What was the typical length, in weeks, of family or medical leave taken by an employee —

During 1992?	During 1994?
☐ Less than 1 week	☐ Less than 1 week
☐ 1 week	☐ 1 week
☐ 2 weeks	☐ 2 weeks
☐ 3—4 weeks	☐ 3—4 weeks
☐ 5—7 weeks	☐ 5—7 weeks
☐ 8—12 weeks	☐ 8—12 weeks
☐ More than 12 weeks	☐ More than 12 weeks

Continue with question 29 on page 11

Digitized by Google

29. Was it necessary for this business to change its following leave policies and practices to comply with the federal Family and Medical Leave Act (FMLA) of 1993?
Mark [X] ONE box for each of lines I—V.

	Yes	No
I. Leave by mothers to care for newborn child	☐	☐
II. Leave by fathers to care for newborn child	☐	☐
III. Leave for newly-placed adopted or foster child	☐	☐
IV. Leave for own serious health condition, including childbirth	☐	☐
V. Leave for care of seriously ill child, spouse, or parent	☐	☐

If you answered " [X] No" to each of lines I—V, SKIP to the Certification Box at the bottom of this page; otherwise CONTINUE with question 30a.

30a. Did the changes in leave policies or practices required by the federal Family and Medical Leave Act (FMLA) of 1993 impose any NEW costs on this business in 1994?
Mark [X] ONE box for each of lines I—IV.

	No	Less than $5,000	$5,000 — $9,999	$10,000 or more
I. Administrative costs	☐	☐	☐	☐
II. Continuation of benefits (health plan, etc.) during leave	☐	☐	☐	☐
III. Hiring/training costs	☐	☐	☐	☐
IV. Other costs	☐	☐	☐	☐

b. Approximately, what percentage of 1994 annual payroll (as reported on line 1 of IRS Form W-3), including costs for salaries, bonuses, and this business's share of taxable employee benefits, does the above cost associated with the federal Family and Medical Leave Act (FMLA) of 1993 represent?

☐ 0%	☐ 5%—9%
☐ Less than 1%	☐ 10%—14%
☐ 1%—4%	☐ 15% or more

31. Have the changes in leave policies or practices required by the federal Family and Medical Leave Act (FMLA) of 1993 had any of the following effects on employees of this business?
Mark [X] ONE box for each of lines I—V.

	Reduced	No noticeable effect	Increased
I. Unscheduled absences not related to family and medical leave	☐	☐	☐
II. Employee turnover	☐	☐	☐
III. Employee productivity	☐	☐	☐
IV. Employee morale	☐	☐	☐
V. Employees' ability to handle family needs	☐	☐	☐

Remarks

CERTIFICATION — Please print name of person responsible for completing this report.

Name	Telephone number *(Include Area Code)*
Signature	Date

FORM CBO-1 (10-1-94)

Digitized by Google

QUESTIONS AND ANSWERS REGARDING THE 1992 CHARACTERISTICS OF BUSINESS OWNERS SURVEY

Why is this survey being taken?

To provide valuable data for comparing selected economic, demographic, and sociological characteristics of business owners, self-employed persons, and their businesses. This survey is part of the economic census program, which the Census Bureau is required to conduct every 5 years by law (Title 13 of the United States Code). The Census Bureau combines data from this survey with data from the 1992 Economic Census and presents them in the Characteristics of Business Owners publication. The published data describe business owners and self-employed persons, including their education, capital requirements, owner's work experience, workforce characteristics, and business characteristics.

Who uses the survey data?

Persons and institutions in both the public and private sectors extensively use these survey data. Accurate data regarding business ownership are critical to informed decision making by Federal, State, and local governments regarding business assistance programs. In addition, private companies and trade associations use the data to analyze trends; educators use them in teaching and research; and the media use them in news articles.

Why was I selected for this survey?

You are part of a small sample of business owners that we randomly selected to represent your type of business and geographic area. The use of a sample substantially limits the reporting burden on small businesses and reduces the survey cost; however, it also greatly increases the importance of receiving a report from each business selected.

What businesses are included in this survey?

Businesses were eligible to be selected for this survey if they reported any business activity on the 1992 Internal Revenue Service tax Form 1040, Schedule C, "Profit or Loss From Business "(Sole Proprietorship) or Schedule C-EZ, "Net Profit From a Business" (Sole Proprietorship).

Can I be paid for completing this report?

No. The law (Title 13 of the United States Code) that directs the Census Bureau to conduct the economic census and requires firms to report does not authorize payment for completing census reports. In addition, no funds have been appropriated for this purpose.

Is each survey response kept confidential?

Yes. By law, the Census Bureau cannot give individual responses to anyone (including government agencies) for any purpose. Survey responses are immune from legal action and exempt from the provisions of the Freedom of Information Act. Census Bureau publications summarize responses so that the confidentiality of respondents and their business activities is fully protected.

Why is the Census Bureau asking questions about 1992 and 1994?

The complete sample for this survey cannot be selected until all collected data from the 1992 Economic Census are available. Use of these data delays the mailout of this survey, but allows us to reduce significantly the number of survey questions and the survey cost. To determine the viability of businesses in existence in 1992 and to improve the timeliness of the Characteristics of Business Owners publication, business owners are being asked about their 1994 economic activities.

How can I get more information?

Call 1–800–354–7271 Monday through Friday, 8 a.m. to 5 p.m. eastern time. Our telephone staff can answer survey questions as well as provide you with additional forms and instructions.

Please send the questionnaire in the preaddressed return envelope. If you did not receive a return envelope, send the questionnaire to the Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47134-0001.

We estimate it will take 30 minutes or less to complete this questionnaire. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Associate Director for Administration, Paperwork Reduction Project 0640-0022, Room 3104, FB 3, Bureau of the Census, Washington, DC 20233; and to the Office of Management and Budget, Paperwork Reduction Project 0640-0022, Washington, DC 20503.

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CBO-2

1992 ECONOMIC CENSUS
CHARACTERISTICS OF BUSINESS OWNERS SURVEY
PARTNERSHIP OR SUBCHAPTER S CORPORATION — BUSINESS CHARACTERISTICS

In correspondence pertaining to this report, please refer to this Census File Number (CFN)

CBO-2

OMB No. 0640-0022: Approval Expires 08/31/96

DUE DATE: 15 DAYS AFTER RECEIPT OF FORM

Notice — Response to this inquiry **is required by law (Title 13, U.S. Code)**. By the same law, your report to the Census Bureau is **confidential**. It may be seen only by sworn Census employees and may be used only for statistical purposes. The law also provides that copies retained in your files are immune from legal process.

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right.

Toll-free assistance, 8 a.m. to 5 p.m., eastern time. Monday through Friday: 1-800-354-7271

Please correct errors in name, address, and ZIP Code. ENTER street and number if not shown.

INSTRUCTIONS — *Please Read*

The purpose of this questionnaire is to collect information about the characteristics of self-employed persons, business owners, and their business activities.

The term business in the following questions refers to the self-employment or business activity for which you filed one of the following IRS tax forms in 1992:

a. Form 1065, "U.S. Partnership Return of Income"

b. Form 1120S, "U.S. Income Tax Return for an S Corporation"

Examples of a business enterprise that should complete this questionnaire:

- A partnership, limited partnership, syndicate, group, pool, joint venture, or similar unincorporated business that was not a trust, estate, or sole proprietorship in 1992.
- A corporation that elected to be an S corporation by filing Form 2553, "Election by a Small Business Corporation;" the IRS accepted the election; and the election remained in effect during 1992.

The questions apply to business activities during all or part of calendar years 1992 and 1994 and must be completed even if the business has since been sold, reorganized, or discontinued or you are no longer self-employed.

If the information requested is not available, your best estimate is acceptable.

Even if this questionnaire was mailed to your home address and the business is not located at this address, the form is applicable and must be completed.

Data provided by you will be used only for statistical purposes and will be kept strictly confidential.

IMPORTANT — How to Fill Out This Form

Please use a #2 black lead pencil. Most questions ask you to mark ☒ IN THE BOX, or to print the information.
See EXAMPLE →

☒ Yes
☐ No

PLEASE OPEN THIS BOOKLET AND BEGIN THE SURVEY WITH QUESTION 1.

Digitized by Google

1a. Is the business that was in existance in 1992, referred to in the mailing label on page 1, still operating?

- ☐ Yes — *SKIP to question 2*
- ☐ No
- ☐ Don't know — *SKIP to question 2*

b. What year did tha operations discontinue?

- ☐ 1992
- ☐ 1993
- ☐ 1994
- ☐ 1995

c. Which item below best describes the status of this business at the time the decision was made to cease operations?

- ☐ Successful — *SKIP to question 2*
- ☐ Unsuccessful

d. Why was this business unsuccessful?
Mark ☒ all that apply.

- ☐ Inadequate cash flow or low sales
- ☐ Lack of access to business loans/credit
- ☐ Other — *Specify*

2. What year was this business astablished?

- ☐ Before 1970
- ☐ 1970—1979
- ☐ 1980—1985
- ☐ 1986—1988
- ☐ 1989
- ☐ 1990
- ☐ 1991
- ☐ 1992

3a. What was the total amount of capital required to start/acquire this business? (Capital includes assets and money that were required of owners as well as those that the business borrowed.)

- ☐ None — *SKIP to question 4 on page 3*
- ☐ Less than $5,000
- ☐ $5,000—$9,999
- ☐ $10,000—$24,999
- ☐ $25,000—$49,999
- ☐ $50,000—$99,999
- ☐ $100,000—$249,999
- ☐ $250,000—$999,999
- ☐ $1,000,000 or more

b. What percent of the total capital, by means of business loans, was borrowed for this business's start-up/acquisition?

- ☐ None — *SKIP to question 3d*
- ☐ Less than 10%
- ☐ 10%—24%
- ☐ 25%—49%
- ☐ 50%—74%
- ☐ 75%—99%
- ☐ 100%

c. What was tha source(s) from which this business received the money it borrowed?
Mark ☒ all that apply.

- ☐ Business loan from banking or commercial lending institution
- ☐ Government-guaranteed business loan from banking or commercial lending institution
- ☐ Business loan from Federal, State, or local government
- ☐ Business loan from investment company/profit or nonprofit private source
- ☐ Business loan from previous owner
- ☐ Business trade credit from supplier
- ☐ Other business loan

d. What was the source(s) of this business's non-borrowed capital?
Mark ☒ all that apply.

- ☐ None — 100% borrowed capital
- ☐ Use of partnership's/subchapter S corporation's business assets (building, motor vehicle, equipment, etc.)
- ☐ Proceeds from the sale of partnership's/subchapter S corporation's business assets
- ☐ Partnership's/subchapter S corporation's cash
- ☐ Other — *Specify*

e. What measure(s) did this business take if it was producing inadequate cash flow or low sales after its initial investment of start-up/acquisition capital?
Mark ☒ all that apply.

- ☐ Did not occur — *SKIP to question 4 on page 3*
- ☐ Operated using existing cash reserves
- ☐ Invested additional capital
- ☐ Delayed payment to suppliers
- ☐ Other — *Specify*

Continue with question 5a on page 3

Digitized by Google

4. Did this business receive any grants, management training, or technical assistance in its start-up or operation from any of the following sources?
Mark [X] all that apply.

- ☐ No assistance received
- ☐ Federal government
- ☐ State and/or local government
- ☐ College or university
- ☐ Other business/franchisor
- ☐ Other — *Specify*

5a. What was this business's total sales/gross receipts —

For the year of 1992? *Mark [X] ONE box only.*	**For the year of 1994?** *Mark [X] ONE box only.*
☐ Less than $5,000	☐ Less than $5,000
☐ $5,000—$9,999	☐ $5,000—$9,999
☐ $10,000—$24,999	☐ $10,000—$24,999
☐ $25,000—$49,999	☐ $25,000—$49,999
☐ $50,000—$99,999	☐ $50,000—$99,999
☐ $100,000—$199,999	☐ $100,000—$199,999
☐ $200,000—$249,999	☐ $200,000—$249,999
☐ $250,000—$499,999	☐ $250,000—$499,999
☐ $500,000—$999,999	☐ $500,000—$999,999
☐ $1,000,000 or more	☐ $1,000,000 or more

b. Check any of the following categories if they accounted for 10% or more of this business's total sales of goods/services —

During 1992?
- ☐ Federal government
- ☐ State government
- ☐ Local government (including school districts, transportation authorities, etc.)
- ☐ Other businesses and/or corporations
- ☐ Individuals
- ☐ All others

During 1994?
- ☐ Federal government
- ☐ State government
- ☐ Local government (including school districts, transportation authorities, etc.)
- ☐ Other businesses and/or corporations
- ☐ Individuals
- ☐ All others

5c. Which geographic area(s) best describes the marketplace where this business's goods/services were sold —

During 1992? *Mark [X] all that apply.*	**During 1994?** *Mark [X] all that apply.*
☐ Neighborhood	☐ Neighborhood
☐ City/county	☐ City/county
☐ Regional (adjoining counties and/or states)	☐ Regional (adjoining counties and/or states)
☐ National	☐ National
☐ International	☐ International

d. What percent of the customers served by this business were WHITE and NOT of HISPANIC origin —

During 1992?	**During 1994?**
☐ Less than 10%	☐ Less than 10%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75% or more	☐ 75% or more
☐ Don't know	☐ Don't know

6a. What was this business's net profit (OR net loss) BEFORE taxes (as reported on its tax return) — (Net profit or net loss is defined as total sales/gross receipts minus total expenses.)

For the year of 1992? *Mark [X] ONE box only.*

NET PROFIT	NET LOSS
☐ Less than $10,000	☐ Less than $10,000
☐ $10,000—$24,999	☐ $10,000—$24,999
☐ $25,000—$99,999	☐ $25,000—$99,999
☐ $100,000 or more	☐ $100,000 or more

For the year of 1994? *Mark [X] ONE box only.*

NET PROFIT	NET LOSS
☐ Less than $10,000	☐ Less than $10,000
☐ $10,000—$24,999	☐ $10,000—$24,999
☐ $25,000—$99,999	☐ $25,000—$99,999
☐ $100,000 or more	☐ $100,000 or more

Continue with question 6b on page 4

Digitized by Google

6b. What was the impact of the following issues upon the profitability of this business —

During 1992? *Mark ☒ ONE box for each of lines I—VIII.*

	Strong positive impact	Minor positive impact	Neutral	Minor negative impact	Strong negative impact	Not applicable	Don't know
I. Health insurance costs	☐	☐	☐	☐	☐	☐	☐
II. Credit market conditions	☐	☐	☐	☐	☐	☐	☐
III. IRS regulations or penalties	☐	☐	☐	☐	☐	☐	☐
IV. Environmental regulations	☐	☐	☐	☐	☐	☐	☐
V. The Americans with Disabilities Act	☐	☐	☐	☐	☐	☐	☐
VI. The Occupational Safety and Health Act (OSHA)	☐	☐	☐	☐	☐	☐	☐
VII. Lack of financial capital			☐	☐	☐	☐	☐
VIII. Crime			☐	☐	☐	☐	☐

During 1994? *Mark ☒ ONE box for each of lines I—VIII.*

	Strong positive impact	Minor positive impact	Neutral	Minor negative impact	Strong negative impact	Not applicable	Don't know
I. Health insurance costs	☐	☐	☐	☐	☐	☐	☐
II. Credit market conditions	☐	☐	☐	☐	☐	☐	☐
III. IRS regulations or penalties	☐	☐	☐	☐	☐	☐	☐
IV. Environmental regulations	☐	☐	☐	☐	☐	☐	☐
V. The Americans with Disabilities Act	☐	☐	☐	☐	☐	☐	☐
VI. The Occupational Safety and Health Act (OSHA)	☐	☐	☐	☐	☐	☐	☐
VII. Lack of financial capital			☐	☐	☐	☐	☐
VIII. Crime			☐	☐	☐	☐	☐

7a. Did this business have any paid employees in 1992 or 1994?

☐ Yes
☐ No — *SKIP to question 8 on page 5*

b. What was this business's total employment —

During the pay period including March 12, 1992?	During the pay period including March 12, 1994?
☐ No employees	☐ No employees
☐ 1—4 employees	☐ 1—4 employees
☐ 5—9 employees	☐ 5—9 employees
☐ 10—19 employees	☐ 10—19 employees
☐ 20—49 employees	☐ 20—49 employees
☐ 50—99 employees	☐ 50—99 employees
☐ 100 employees or more	☐ 100 employees or more

Continue with question 7c

7c. Approximately what percent of this business's employees were WOMEN —

During the pay period including March 12, 1992?	During the pay period including March 12, 1994?
☐ No women employees	☐ No women employees
☐ Less than 10%	☐ Less than 10%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75% or more	☐ 75% or more
☐ Don't know	☐ Don't know

Continue with question 7d on page 5

Digitized by Google

7d. Approximately what percent of this business's employees (men and women) were WHITE and NOT of HISPANIC origin —

During the pay period including March 12, 1992?	During the pay period including March 12, 1994?
☐ Less than 10%	☐ Less than 10%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75% or more	☐ 75% or more
☐ Don't know	☐ Don't know

e. Did this business offer any retirement plan (profit sharing, employee stock ownership, pension, including 401(k), annuity, Keogh, SEP, etc.) to its employees —

During 1992?	During 1994?
☐ Yes	☐ Yes
☐ No	☐ No

f. Did this business offer any health plan to its employees in either 1992 or 1994?

☐ Yes, both in 1992 and 1994 — *SKIP to question 8*
☐ Yes, in 1992 only
☐ Yes, in 1994 only
☐ No, not in 1992 or 1994

g. What was the main reason this business did not offer any health plan to its employees —

During 1992?
Mark ☒ ONE box only.

☐ Costs/premiums were too high-priced
☐ Rejected by health insurers
☐ Dropped by this business's health insurer
☐ Not needed to attract or retain employees
☐ High full-/part-time employee turnover
☐ Administrative burden
☐ Not desired by employees
☐ Don't know
☐ Other — *Specify* ▼

Continue with question 7g ➜

7g. Continued

During 1994?
Mark ☒ ONE box only.

☐ Costs/premiums were too high-priced
☐ Rejected by health insurers
☐ Dropped by this business's health insurer
☐ Not needed to attract or retain employees
☐ High full-/part-time employee turnover
☐ Administrative burden
☐ Not desired by employees
☐ Don't know
☐ Other — *Specify* ▼

8. Was more than 50% of this business owned or controlled by close relatives — (Close relatives refer to spouses, parents/guardians, brothers, sisters, or immediate family.)

During 1992?	During 1994?
☐ Yes	☐ Yes
☐ No	☐ No

9. Was this business a franchise —

During 1992?	During 1994?
☐ Yes	☐ Yes
☐ No	☐ No

10a. Was this business operated primarily from or in a home —

When first established?
☐ Yes
☐ No
☐ Don't know

During 1992?
☐ Yes
☐ No

During 1994?
☐ Yes
☐ No

If you answered "☒ No" to all three questions, SKIP to question 10c on page 6.

Continue with question 10b on page 6

Digitized by Google

10b. During any of these time periods, which best describes the primary business use of this home?
Mark ☒ ONE box only.

- ☐ To produce goods/services on the premises
- ☐ To do clerical work (goods/services produced off the premises)
- ☐ To telecommute (outside employment doing office work at home)

c. Does the ZIP Code, referred to in the mailing label on page 1, indicate this business's actual physical location in 1992?

- ☐ Yes
- ☐ No — *Please supply ZIP Code*

11. In which language(s) can this business conduct its transactions?
Mark ☒ all that apply.

- ☐ Arabic
- ☐ Chinese
- ☐ English
- ☐ French
- ☐ German
- ☐ Greek
- ☐ Hindi (Urdu)
- ☐ Italian
- ☐ Japanese
- ☐ Korean
- ☐ Polish
- ☐ Portuguese
- ☐ Russian
- ☐ Spanish
- ☐ Tagalog
- ☐ Vietnamese
- ☐ Other — *Specify*

Continue with question 12a

12a. Were any of this business's total sales accounted for by exports outside the United States in 1992 or 1994?

- ☐ No — *SKIP to question 13a on page 7*
- ☐ Yes, only during 1992
- ☐ Yes, only during 1994
- ☐ Yes, during 1992 and 1994

b. What percent of this business's total sales were accounted for by exports outside the United States –

For the year 1992? *Mark ☒ ONE box only.*	**For the year 1994?** *Mark ☒ ONE box only.*
☐ Less than 1%	☐ Less than 1%
☐ 1%—9%	☐ 1%—9%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75%—99%	☐ 75%—99%
☐ 100%	☐ 100%
☐ Don't know	☐ Don't know

c. Check any of the following markets if they were the destination for 10% or more of this business's total exports —

During 1992.	**During 1994.**
☐ Africa	☐ Africa
☐ Asia	☐ Asia
☐ Australia/Oceania	☐ Australia/Oceania
☐ Canada	☐ Canada
☐ Caribbean/ Central America	☐ Caribbean/ Central America
☐ Europe	☐ Europe
☐ Japan	☐ Japan
☐ Mexico	☐ Mexico
☐ Middle East	☐ Middle East
☐ South America	☐ South America

Continue with question 10b on page 6

Digitized by Google

12d. Were any of the following agencies helpful in starting or increasing this business's exports?
Mark ☒ ONE box for each of lines I—VIII.

	Yes	No	Not contacted
I. International Trade Administration, U.S. Department of Commerce	☐	☐	☐
II. Small Business Development Centers, Small Business Administration	☐	☐	☐
III. Minority Business Development Agency, U.S. Department of Commerce	☐	☐	☐
IV. Export-Import Bank	☐	☐	☐
V. State export promotion agencies	☐	☐	☐
VI. Banking or commercial lending institutions	☐	☐	☐
VII. Accounting/consulting firms	☐	☐	☐
VIII. Other — *Specify*	☐	☐	☐

e. How long had this business been involved in exporting before December 31, 1992?

☐ Less than 1 year
☐ 1—5 years
☐ 6—10 years
☐ More than 10 years

13a. Is this business planning on starting or increasing its exports in the near future?

☐ Yes
☐ No

b. Are the following issues important to this business's ability to export?
Mark ☒ ONE box for each of lines I—IX.

	Very important	Somewhat important	Not important	Not applicable	Don't know
I. Export financing	☐	☐	☐	☐	☐
II. Information on export opportunities	☐	☐	☐	☐	☐
III. Foreign trade restrictions	☐	☐	☐	☐	☐
IV. U.S. trade restrictions	☐	☐	☐	☐	☐
V. Competition in the foreign market	☐	☐	☐	☐	☐
VI. Price of this business's exports	☐	☐	☐	☐	☐
VII. Dollar exchange rate	☐	☐	☐	☐	☐
VIII. Local environmental restrictions	☐	☐	☐	☐	☐
IX. Other — *Specify*	☐	☐	☐	☐	☐

Continue with question 13c on page 8

Digitized by Google

13c. Will this business's exports increase substantially as a result of the North American Free Trade Agreement —

To Canada?	To Mexico?
☐ Yes	☐ Yes
☐ No	☐ No

d. Will this business relocate some of its production facilities as a result of the North American Free Trade Agreement —

To Canada?	To Mexico?
☐ Yes	☐ Yes
☐ No	☐ No

Please read

- If this business **had no paid employees** in either 1992 or 1994, please **SKIP to the Cartification Box** on page 10 of this report form.
- If there **were paid employees** in either 1992 or 1994, please **CONTINUE with question 14.**

The following questions relate to family or medical leave taken by employees. In this context, the terms "family leave" and "medical leave" have the same meaning as under the federal Family and Medical Leave Act (FMLA) of 1993 — a law that requires covered employers to provide unpaid, job-protected leave to employees (a) for their own serious health condition, including pregnancy and childbirth ("medical leave") and (b) to care for a newborn, newly-placed adopted or foster child, or seriously ill child, spouse, or parent ("family leave").

14. Is your business covered by the federal Family and Medical Leave Act (FMLA) of 1993?

- ☐ Yes
- ☐ No
- ☐ Have not heard of law
- ☐ Not sure whether law applies to my business

15. Did this business have 50 or more employees (including full-time and part-time employees, and those on leave of absence) on its payroll for 20 or more calendar workweeks —

During 1992?	During 1994?
☐ Yes	☐ Yes
☐ No	☐ No

16. Approximately, what percentage of your total number of employees worked at least 1,250 hours per year —

During 1992?	During 1994?
☐ 0%	☐ 0%
☐ Less than 1%	☐ Less than 1%
☐ 1%—4%	☐ 1%—4%
☐ 5%—9%	☐ 5%—9%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75%—100%	☐ 75%—100%

17a. Did any employee of this business take family or medical leave —

During 1992?	During 1994?
☐ Yes	☐ Yes
☐ No	☐ No

If you marked "☒ No" for both years, SKIP to question 18 on page 9.

b. How many employees took family or medical leave —

During 1992?	During 1994?
☐ 1—4	☐ 1—4
☐ 5—9	☐ 5—9
☐ 10—19	☐ 10—19
☐ 20—34	☐ 20—34
☐ 35—49	☐ 35—49
☐ 50—99	☐ 50—99
☐ 100—499	☐ 100—499
☐ 500 or more	☐ 500 or more

c. Approximately, what percentage of the employees who took family or medical leave in either year were male —

During 1992?	During 1994?
☐ 0%	☐ 0%
☐ Less than 1%	☐ Less than 1%
☐ 1%—4%	☐ 1%—4%
☐ 5%—9%	☐ 5%—9%
☐ 10%—24%	☐ 10%—24%
☐ 25%—49%	☐ 25%—49%
☐ 50%—74%	☐ 50%—74%
☐ 75%—100%	☐ 75%—100%

Continue with question 17d on page 9

Digitized by Google

17d. What was the typical length, in weeks, of family or medical leave taken by an employee —

During 1992?	During 1994?
☐ Less than 1 week	☐ Less than 1 week
☐ 1 week	☐ 1 week
☐ 2 weeks	☐ 2 weeks
☐ 3—4 weeks	☐ 3—4 weeks
☐ 5—7 weeks	☐ 5—7 weeks
☐ 8—12 weeks	☐ 8—12 weeks
☐ More than 12 weeks	☐ More than 12 weeks

18. Was it necessary for this business to change its following leave policies and practices to comply with the federal Family and Medical Leave Act (FMLA) of 1993?
Mark ☒ ONE box for each of lines I—V.

	Yes	No
I. Leave by mothers to care for newborn child	☐	☐
II. Leave by fathers to care for newborn child	☐	☐
III. Leave for newly-placed adopted or foster child	☐	☐
IV. Leave for own serious health condition, including childbirth	☐	☐
V. Leave for care of seriously ill child, spouse, or parent	☐	☐

If you answered "☒ No" to each of lines I—V, SKIP to the Certification box on page 10; otherwise, please continue with question 19a.

19a. Did the changes in leave policies or practices required by the federal Family and Medical Leave Act (FMLA) of 1993 impose any NEW costs on this business in 1994?
Mark ☒ ONE box for each of lines I—IV.

	No	Less than $5,000	$5,000 — $9,999	$10,000 or more
I. Administrative costs	☐	☐	☐	☐
II. Continuation of benefits (health plan, etc.) during leave	☐	☐	☐	☐
III. Hiring/training costs	☐	☐	☐	☐
IV. Other costs	☐	☐	☐	☐

b. Approximately, what percentage of 1994 annual payroll (as reported on line 1 of IRS Form W-3), including costs for salaries, bonuses, and this business's share of taxable employee benefits does the above cost associated with the federal Family and Medical Leave Act (FMLA) of 1993 represent?

- ☐ 0%
- ☐ Less than 1%
- ☐ 1%—4%
- ☐ 5%—9%
- ☐ 10%—14%
- ☐ 15% or more

Continue with question 17d on page 9

Digitized by Google

20. Have the changes in leave policies or practices required by the federal Family and Medical Leave Act (FMLA) of 1993 had any of the following effects on employees of this business?

Mark ☒ ONE box for each of lines I—V.

	Reduced	No noticeable effect	Increased
I. Unscheduled absences not related to family and medical leave	☐	☐	☐
II. Employee turnover	☐	☐	☐
III. Employee productivity	☐	☐	☐
IV. Employee morale	☐	☐	☐
V. Employees' ability to handle family needs	☐	☐	☐

Remarks

Please send the questionnaire in the preaddressed return envelope. If you did not receive a return envelope, send the questionnaire to the Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47134-0001.

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.

CERTIFICATION — Please print name of person responsible for completing this report.

Name	Telephone number *(Include Area Code)*
Signature	Date

Digitized by Google

QUESTIONS AND ANSWERS REGARDING THE 1992 CHARACTERISTICS OF BUSINESS OWNERS SURVEY

Why is this survey being taken?

To provide valuable data for comparing selected economic, demographic, and sociological characteristics of business owners, self-employed persons, and their businesses. This survey is part of the economic census program, which the Census Bureau is required to conduct every 5 years by law (Title 13 of the United States Code). The Census Bureau combines data from this survey with data from the 1992 Economic Census and presents them in the Characteristics of Business Owners publication. The published data describe business owners and self-employed persons, including their education, capital requirements, owner's work experience, workforce characteristics, and business characteristics.

Who uses the survey data?

Persons and institutions in both the public and private sectors extensively use these survey data. Accurate data regarding business ownership are critical to informed decision making by Federal, State, and local governments regarding business assistance programs. In addition, private companies and trade associations use the data to analyze trends; educators use them in teaching and research; and the media use them in news articles.

Why was I selected for this survey?

You are part of a small sample of businesses that we randomly selected to represent your type of business and geographic area. The use of a sample substantially limits the reporting burden on small businesses and reduces the survey cost; however, it also greatly increases the importance of receiving a report from each business selected.

What businesses are included in this survey?

Businesses were eligible to be selected for this survey if they reported any business activity on the 1992 Internal Revenue Service tax form 1065, "U.S. Partnership Return of Income," or form 1120S, "U.S. Income Tax Return for an S Corporation". To survey its owner characteristics, each selected business is being asked to distribute respectively the Characteristics of Business Owner Survey Form CBO-3 to those partners or shareholders who received a 1992 IRS form 1065, Schedule K-1, "Partner's Share of Income, Credits, Deductions, etc." or form 1120S, Schedule K-1, "Shareholder's Share of Income, Credits, Deductions, etc.".

Can I be paid for completing this report?

No. The law (Title 13 of the United States Code) that directs the Census Bureau to conduct the economic census and requires firms to report does not authorize payment for completing census reports. In addition, no funds have been appropriated for this purpose.

Is each survey response kept confidential?

Yes. By law, the Census Bureau cannot give individual responses to anyone (including government agencies) for any purpose. Survey responses are immune from legal action and exempt from the provisions of the Freedom of Information Act. Census Bureau publications summarize responses so that the confidentiality of respondents and their business activities is fully protected.

Why is the Census Bureau asking questions about 1992 and 1994?

The complete sample for this survey cannot be selected until all collected data from the 1992 Economic Census are available. Use of these data delays the mailout of this survey, but allows us to reduce significantly the number of survey questions and the survey cost. To determine the viability of businesses in existence in 1992 and to improve the timeliness of the Characteristics of Business Owners publication, business owners are being asked about their 1994 economic activities.

How can I get more information?

Call 1–800–354–7271 Monday through Friday, 8 a.m. to 5 p.m. eastern time. Our telephone staff can answer survey questions as well as provide you with additional forms and instructions.

We estimate it will take 30 minutes or less to complete this questionnaire. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Associate Director for Administration, Paperwork Reduction Project 0640-0022, Room 3104, FB 3, Bureau of the Census, Washington, DC 20233; and to the Office of Management and Budget, Paperwork Reduction Project 0640-0022, Washington, DC 20503.

Digitized by Google

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM
CBO-3

1992 ECONOMIC CENSUS
CHARACTERISTICS OF BUSINESS OWNERS SURVEY
PARTNERSHIP OR SUBCHAPTER S CORPORATION – OWNER CHARACTERISTICS

In correspondence pertaining to this report, please refer to this Census File Number (CFN)

CBO-3

OMB No. 0640-0022: Approval Expires 08/31/96

DUE DATE: 15 DAYS AFTER RECEIPT OF FORM

Notice — Response to this inquiry **is required by law (Title 13, U.S. Code)**. By the same law, your report to the Census Bureau is **confidential**. It may be seen only by sworn Census employees and may be used only for statistical purposes. The law also provides that copies retained in your files are immune from legal process.

If you have questions about completing this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right.

Toll-free assistance, 8 a.m. to 5 p.m., eastern time. Monday through Friday: 1–800–354–7271

Please correct errors in name, address, and ZIP Code. ENTER street and number if not shown.

INSTRUCTIONS — *Please Read*

The purpose of this questionnaire is to collect information about the characteristics of self-employed persons, business owners, and their business activities.

The term business in the following questions refers to the self-employment or business activity for which you filed one of the following IRS tax forms in 1992:

a. Schedule K-1 (Form 1065) "Partner's Share of Income, Credits, Deductions, etc.", or

b. Schedule K-1 (Form 1120S) "Shareholder's Share of Income, Credits, Deductions, etc."

Examples of a person, considered a business owner, who should complete this questionnaire:

- A member in a partnership, limited partnership, syndicate, group, pool, joint venture or similar unincorporated business that was not a trust, estate, or sole proprietorship in 1992.
- A shareholder in a corporation that elected to be an S corporation by filing Form 2553, "Election by a Small Business Corporation", the IRS accepted the election, and the election remained in effect during 1992.

The questions apply to business activities during all or part of calendar years 1992 and 1994 and must be completed even if the business has since been sold, reorganized, or discontinued or you are no longer self-employed. For a child who is a shareholder, the child's parent or guardian must complete the questions for the child.

If the information requested is not available, your best estimate is acceptable.

Even if this questionnaire was mailed to your home address and the business is not located at this address, the form is applicable and must be completed.

Data provided by you will be used only for statistical purposes and will be kept strictly confidential.

IMPORTANT — How to Fill Out This Form

Please use a #2 black lead pencil. Most questions ask you to mark ☒ IN THE BOX, or to print the information.
See EXAMPLE →

☒ Yes
☐ No

PLEASE TURN THIS BOOKLET OVER AND BEGIN THE SURVEY WITH QUESTION 1a.

Digitized by Google

Please read the instructions on page 1 of this booklet and BEGIN the survey with question 1a below.

1a. Do you still share ownership in the same business, referred to in the mailing label on page 1, that you owned in 1992?

☐ Yes — *SKIP to question 2* ☐ No

b. What year did your ownership end?

☐ 1992 ☐ 1994
☐ 1993 ☐ 1995

c. Mark ☒ the item below which best describes the change in ownership and complete the questionnaire for the business you owned in 1992.

☐ Sold
☐ Transferred ownership/gift
☐ Business no longer exists

2. What is your gender?

☐ Male ☐ Female

3a. What was your age as of December 31, 1992?

☐ Under 25 ☐ 45—54
☐ 25—34 ☐ 55—64
☐ 35—44 ☐ 65 or older

b. Were you born in the United States?

☐ Yes ☐ No

4. What was your marital status —

On the date that you started/ acquired ownership or your portion of the ownership of this business?

☐ Never married ☐ Divorced/separated
☐ Married ☐ Widowed

As of December 31, 1992?

☐ Never married ☐ Divorced/separated
☐ Married ☐ Widowed

5a. What was your veteran status as of December 31, 1992?

☐ Not a veteran — *SKIP to question 6*
☐ Less than 6 months active duty — *SKIP to question 5c*
☐ 6 months or more active duty — *Complete questions 5b and 5c*

b. Was any of your active duty served during the Vietnam-era (i.e., any service between August 5, 1964 and May 7, 1975)?

☐ Yes ☐ No

c. Are you a disabled veteran?

☐ Yes ☐ No

6. Did you have health insurance from any source —

During 1992?

☐ Yes, through spouse's insurer
☐ Yes, through this business's insurer
☐ Yes, through another business's insurer
☐ Yes, through trade association's insurer
☐ Yes, through some other source
☐ No

During 1994?

☐ Yes, through spouse's insurer
☐ Yes, through this business's insurer
☐ Yes, through another business's insurer
☐ Yes, through trade association's insurer
☐ Yes, through some other source
☐ No

7a. How much schooling had you completed when you started/acquired your portion of this business?

Mark ☒ ONE box for the highest level completed or degree received.

☐ Less than 9th grade
☐ Some high school, but no diploma
☐ High school graduate — DIPLOMA or EQUIVALENT DIPLOMA (GED)
☐ Technical, trade, or vocational school
☐ Some college, but no degree
☐ Associate Degree
☐ Bachelor's Degree
☐ Master's Degree
☐ Professional School or Doctorate

b. If you attended college or other school beyond high school, what was your area of concentration?

☐ Architecture/Engineering
☐ Biological/Medical Science
☐ Business
☐ Computer Science
☐ Construction Trade/Industrial Arts
☐ Law and Legal Studies
☐ Liberal Arts/General Studies
☐ Mathematics
☐ Military Technologies
☐ Other college
☐ Other vocational

Continue with question 8a on page 3

Digitized by Google

8a. Prior to beginning/acquiring this business, had any of your close relatives ever owned a business OR been self-employed? (Close relatives refer to spouses, parents/guardians, brothers, sisters, or immediate family.)

☐ Yes ☐ No — *SKIP to question 9a*

b. If "Yes", did you work for any of those relatives?

☐ Yes ☐ No

9a. How many years of work experience did you have prior to starting/acquiring your portion of this business?

☐ None (did not work) — *SKIP to question 10a*
☐ Less than 2 years
☐ 2—5 years
☐ 6—9 years
☐ 10—19 years
☐ 20 years or more

b. How many of those years did you work in a managerial capacity?

☐ None
☐ Less than 2 years
☐ 2—5 years
☐ 6—9 years
☐ 10—19 years
☐ 20 years or more
☐ Not sure

c. How many of those years were you an owner of another business?

☐ None
☐ Less than 2 years
☐ 2—5 years
☐ 6—9 years
☐ 10—19 years
☐ 20 years or more
☐ Not sure

d. Did you previously work for a business whose goods/service(s) were similar to those provided by this business?

☐ Yes ☐ No

10a. What was YOUR total personal income – (Do NOT include income from spouse or other family members.)

For the year of 1992? *Mark* ☒ *ONE box only.*

☐ Less than $5,000
☐ $5,000—$9,999
☐ $10,000—$14,999
☐ $15,000 —$24,999
☐ $25,000—$34,999
☐ $35,000—$49,999
☐ $50,000—$74,999
☐ $75,000—$99,999
☐ $100,000—$149,999
☐ $150,000 or more

For the year of 1994? *Mark* ☒ *ONE box only.*

☐ Less than $5,000
☐ $5,000—$9,999
☐ $10,000—$14,999
☐ $15,000 —$24,999
☐ $25,000—$34,999
☐ $35,000—$49,999
☐ $50,000—$74,999
☐ $75,000—$99,999
☐ $100,000—$149,999
☐ $150,000 or more

Continue with question 10b ➜

10b. What percent of your total personal income was produced as a result of this business –

For the year of 1992?

☐ None
☐ Less than 10%
☐ 10%—24%
☐ 25%—49%
☐ 50%—74%
☐ 75%—99%
☐ 100%

For the year of 1994?

☐ None
☐ Less than 10%
☐ 10%—24%
☐ 25%—49%
☐ 50%—74%
☐ 75%—99%
☐ 100%

11a. When did you acquire the ownership or your portion of the ownership in this business?

☐ Before 1970
☐ 1970—1979
☐ 1980—1985
☐ 1986—1988
☐ 1989
☐ 1990
☐ 1991
☐ 1992

b. How did you acquire ownership in this business?

☐ Founded
☐ Purchased
☐ Inherited
☐ Received transfer of ownership/gift
☐ Other — *Specify*

c. Which of the following most closely matches your reason for becoming an owner in this business?

Mark ☒ *ONE box only.*

☐ To have a primary source of income
☐ To have a secondary source of income
☐ To have work which conforms to my health limitations
☐ To have work not available elsewhere in the job market
☐ To have more freedom to meet family responsibilities
☐ To bring a new idea to the marketplace
☐ To advance in my profession
☐ To be my own boss
☐ Other — *Specify*

12a. What was the total amount of capital required to start/acquire your portion of the ownership in this business? (Capital includes assets and money that were your own, that were given to you, and that you borrowed.)

☐ None — *SKIP to question 13a on page 4*
☐ Less than $5,000
☐ $5,000—$9,999
☐ $10,000—$24,999
☐ $25,000—$49,999
☐ $50,000—$99,999
☐ $100,000—$249,999
☐ $250,000—$999,999
☐ $1,000,000 or more

Continue with question 12b on page 4

Digitized by Google

12b. What percent of the total capital, by means of personal loans, did you borrow to start/acquire your portion of the ownership of this business?

- ☐ None — *SKIP to question 12d*
- ☐ Less than 10%
- ☐ 10%—24%
- ☐ 25%—49%
- ☐ 50%—74%
- ☐ 75%—99%
- ☐ 100%

c. What was the source(s) from which you received the money you borrowed? *Mark* ☒ *all that apply.*

- ☐ Personal loan using your home mortgage/equity line of credit
- ☐ Personal credit card
- ☐ Personal loan from spouse
- ☐ Personal loan from family
- ☐ Other personal loan

d. What was the source(s) of your non-borrowed capital? *Mark* ☒ *all that apply.*

- ☐ None — 100% borrowed capital
- ☐ Use of personal/family physical assets (building, motor vehicle, equipment, etc.)
- ☐ Proceeds from the sale of personal assets
- ☐ Personal/family savings
- ☐ Other — *Specify*

e. What measure(s) did you take if this business was producing inadequate cash flow or low sales after your initial investment of start-up/acquisition capital? *Mark* ☒ *all that apply.*

- ☐ Did not occur — *SKIP to question 13a*
- ☐ Relied upon own income from other business/job
- ☐ Invested additional capital
- ☐ Received help from family
- ☐ Other — *Specify*

13a. How many weeks did you spend managing or working in this business —

During 1992?

- ☐ None
- ☐ Less than 12 weeks
- ☐ 12—23 weeks
- ☐ 24—35 weeks
- ☐ 36—47 weeks
- ☐ 48 weeks or more

During 1994?

- ☐ None
- ☐ Less than 12 weeks
- ☐ 12—23 weeks
- ☐ 24—35 weeks
- ☐ 36—47 weeks
- ☐ 48 weeks or more

Continue with question 13b

b. What was the average number of hours per week you spent managing or working in this business —

During 1992?

- ☐ None
- ☐ Less than 10 hours
- ☐ 10—19 hours
- ☐ 20—29 hours
- ☐ 30—39 hours
- ☐ 40 hours
- ☐ 41—49 hours
- ☐ 50—59 hours
- ☐ 60 hours or more

During 1994?

- ☐ None
- ☐ Less than 10 hours
- ☐ 10—19 hours
- ☐ 20—29 hours
- ☐ 30—39 hours
- ☐ 40 hours
- ☐ 41—49 hours
- ☐ 50—59 hours
- ☐ 60 hours or more

14. Did you receive any grants, management training, or technical assistance in the start-up or operation of this business from any of the following sources? *Mark* ☒ *all that apply.*

- ☐ No assistance received
- ☐ Federal government
- ☐ State and/or local government
- ☐ College or university
- ☐ Other business/franchisor
- ☐ Other — *Specify*

Remarks

PLEASE DETACH LETTER ALONG PERFORATION BEFORE MAILING.

Send the questionnaire in the preaddressed return envelope. If you did not receive a return envelope, send the questionnaire to the Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47134-0001.

CERTIFICATION — Please print name of person responsible for completing this report.

Name	Telephone number *(Include Area Code)*
Signature	Date

Digitized by Google

Digitized by Google

Digitized by Google

Digitized by Google

☆U.S. GOVERNMENT PRINTING OFFICE: 1996-408-599

Digitized by Google

Digitized by Google

UNIVERSITY OF MINNESOTA
3 1951 D01 223 768 G

Digitized by Google