

UNITED STATES CENSUSES OF POPULATION AND HOUSING, 1960: PRINCIPAL DATA-COLLECTION FORMS AND PROCEDURES

The 1960 Censuses of Population and Housing introduced major changes in enumeration procedures in this country. The principal innovations were (1) householders were asked to fill out the questionnaires, (2) only a few items of information were collected for all the population and housing units, and the rest were collected on a sample basis, (3) the data collected on a sample basis were obtained subsequently in a separate operation in most enumeration districts, and (4) most of the data were processed on high-speed electronic equipment. The use of the electronic data-processing equipment made it necessary to use schedules which were especially designed to meet the requirements of that equipment.

THE CENSUS ORGANIZATION

General

The Bureau of the Census of the U. S. Department of Commerce is authorized by law to conduct the censuses of population and housing as well as other national censuses. The Bureau is a permanent agency, with headquarters in Washington, D. C., and with 17 regional field offices in other parts of the country. In addition to the major censuses of population, housing, agriculture, manufactures and mineral industries, business, and governments for which it is responsible, the Bureau conducts annual, quarterly, and monthly surveys in these and other fields.

As in all previous population and housing censuses taken in this century in the United States, the Bureau expanded its basic field organization by establishing temporary Census District Offices and recruiting a large temporary staff for the purpose of taking the 1960 censuses.

Census Operations Office

The Bureau established a Census Operations Office in Jeffersonville, Ind., to handle massive storage, distribution, reproduction, and clerical operations connected with the censuses. All the materials used for the census training and enumeration were sent to the Census Operations Office as soon as they were prepared or acquired. They were stored there until needed, then assembled into several different kits for different phases of the work and sent to the District Offices in shipments timed to arrive just before the particular contents were to be used. These materials included training guides, projectors and filmstrips, practice exercise books, maps, enumeration books, listing books for the enumerators' records of visits, and control and reporting forms.

After the enumeration, the District Offices sent the completed enumeration books and listing books to the Census Operations Office for the initial phases of the data processing.

District Offices

A total of 399 temporary District Offices were established in the 50 States and the District of Columbia. Of this number, 315 districts corresponded in boundaries to congressional districts. The remainder were formed by com-

bining congressional districts or splitting them for census purposes.

The 399 temporary District Offices reported to the 17 Regional Field Directors, who in turn reported to the Chief of the Field Division at the Washington headquarters of the Bureau of the Census.

The principal functions of the District Offices included recruitment and training of crew leaders (the immediate supervisors of the enumerators); distribution of supplies to the crew leaders for their use and for the enumerators; direct supervision of the crew leaders and, through the crew leaders, of the enumeration; quality control of the enumeration; handling of administrative matters relating to appointment, pay, and termination of appointments of crew leaders and enumerators; and reporting on progress of the field work. These offices were also responsible for contacts with local officials and for relations with the public in their districts.

A new feature in 1960 was the provision for a Technical Officer directly responsible for the quality of the enumeration for each District Office. He trained and supervised the crew leaders and directed the technical aspects of the quality control program. The establishment of this position permitted the District Supervisor to concentrate on the administrative aspects of the censuses and on relations with the public.

Crew-Leader Districts

Each District Office area was divided into crew-leader districts which, in turn, were divided into enumeration districts. The crew leaders trained and supervised the enumerators. The 399 District Offices were authorized to employ 10,348 crew leaders and 159,321 enumerators--about 15 or 16 enumerators to a crew leader.

In the weeks immediately preceding the enumeration, each crew leader was to travel over the enumeration districts in his district, to verify that the maps or descriptions of the enumeration districts supplied by the Washington headquarters of the Bureau were correct and that the number of dwellings in each enumerator's area was small enough so that the enumerator could finish his work on time. The crew leader also was to take note of places such as hospitals or other institutions which would require special enumeration procedures. As he made the inspection trip, he was to mark on each enumerator's map the route the enumerator was to follow and to make a partial list of dwellings. The crew leader later used this list as a partial check of the completeness of the enumerator's work.

Each crew leader was assigned a field reviewer who assisted him in the review of the enumerators' work.

Enumeration Assignments

Since the enumeration districts were laid out so as not to cross boundaries of any of the statistical areas for which data were to be published, some enumeration districts were too small or too sparsely populated to con-

stitute an assignment for an enumerator. Often, therefore, two or more enumeration districts were combined into one enumerator assignment (EA). On the basis of population estimates and maps, a total of 159,321 EA's were established in the 50 States and the District of Columbia. Each EA was to contain about 1,100 inhabitants.

RECRUITMENT, SELECTION, AND PAYMENT OF STAFF

There were 175,000 temporary employees recruited in 3 months. These employees included enumerators, crew leaders, and District Office personnel. In general, the Regional Offices recruited the supervisory personnel for the District Offices; the District Supervisors recruited the rest of their office complement and crew leaders; and the crew leaders recruited the enumerators. In many of the large cities, however, the District Offices centralized and thereby expedited enumerator recruitment.

The applicants for positions as crew leaders and enumerators were given tests designed to measure their abilities to perform the various duties of the positions. The personnel were selected from those applicants who made acceptable scores.

Most of the enumerators were paid designated amounts for each person and housing unit enumerated. The rates were established with the expectation that they would yield an average of about \$1.60 for each hour worked. In areas where it was apparent that this piece-rate method of payment would not permit the enumerator to be adequately compensated—for example, in industrial and business areas and in mountainous sections where the population was sparse—the enumerators were paid on an hourly basis. There was provision for changing an enumerator from a piece-rate to an hourly pay basis when it was seen that a fair payment would not be received otherwise. The other District Office employees, including the crew leaders, were paid on an hourly basis.

THE TRAINING PROGRAM

The training for the enumeration was carried through in four steps from the Bureau headquarters in Washington to the enumerators in the field:

1. A group of 39 persons including staff members of the Bureau and qualified individuals from other government and private organizations received 5 days of intensive training by specialists of the different divisions of the Bureau, beginning February 3, 1960. The 39 persons were then designated Chief Instructors.

2. The Chief Instructors trained 68 Program Technicians from the 17 Regional Offices and 406 Technical Officers for the District Offices.

3. Beginning in mid-March, the Technical Officers gave the 10,348 crew leaders their technical instruction. This included training for their pre-enumeration duties such as geographic checks and prelisting of some housing units as well as the training for their supervisory duties such as induction of the enumerators and review of the work. The crew leaders also received instruction, from the District Supervisor or his assistant, on administrative

matters, such as public relations, progress reporting, recruiting enumerators, and obtaining training space.

4. Finally, beginning March 28, the enumerators received their administrative and technical training from the crew leaders. The training program for the enumerators consisted of 16 hours of instruction in areas in which the sample data were to be collected at the same time as the rest of the data, and 9 hours at this time in areas in which the sample data were to be collected later. Before the collection of sample data in areas which were enumerated in two stages, 8 additional hours of training were given the enumerators involved. Some additional training was given also for special phases of the census such as the enumeration of transients in hotels and motels.

To provide uniform and consistent instruction at the different levels of training, the Bureau prepared all the instruction manuals as well as training materials such as practice exercises, several filmstrips (for example, a filmstrip illustrating the methods of determining "condition of housing"), and a training guide for the instructors at each of the four levels. The instructor read explanations of procedures from the training guide which also included suggestions for questioning the class, for having members of the class conduct mock interviews, and for showing filmstrips.

ENUMERATION PROCEDURES AND FORMS

Collection of "100-Percent" Data

Advance Census Reports

During the last week in March 1960, the Post Office Department distributed two documents to occupied housing units throughout the country: (1) A brief questionnaire called an Advance Census Report (ACR), and (2) a statement requesting that the questionnaire be filled in and held for the enumerator's visit. These documents were also placed in post office boxes and were available at General Delivery windows in post offices.

The ACR's contained the questions on population and housing that were asked at all households in the enumeration district. The questions on population covered only name, relationship to head of household, age, sex, color or race, marital status and, in New York State, citizenship. Because the questions on housing varied slightly between the large cities (for which data were to be published for each separate city block) and the rest of the country, two slightly different basic ACR's were used. The ACR used in the "block cities," i.e., cities of 50,000 or more inhabitants and some other cities which had specially contracted for data to be published by block (form 60PH-6), included questions on rent or value of housing unit. The ACR used elsewhere (form 60PH-5) omitted the questions on rent or value of housing unit.

Because the ACR was received by each household at least several days in advance of the enumerator's visit, household members were given an opportunity to consult one another and their records and thereby to respond more accurately to the questions. By having their answers ready, they also reduced the time spent in the interview. In addition, the ACR had effective publicity value in preparing the public to expect the enumerator's visit.

The Enumerator's Visit

Beginning on April 1, each housing unit was visited by an enumerator. If the ACR had been filled in by the household, the enumerator transcribed the information from the ACR to a schedule which was designed for use with high-speed electronic data-processing equipment. The enumerator recorded the responses to the questions on this schedule, known as a FOSDIC¹ schedule, by filling in the appropriate small blank circles in specified sections of the schedule.

If the ACR had not been filled in, the enumerator obtained the information by questioning a responsible member of the household. The enumerator entered the information directly on the FOSDIC schedule.

The FOSDIC schedule included some items on housing which did not appear on the ACR. The enumerator obtained information for these items by observation at the time of his visit. These items were type of housing units, access to unit, occupancy, vacancy status, description of property², and whether the structure was sound, deteriorating, or dilapidated.

The FOSDIC schedule used in "block cities," and containing the questions on rent or value of housing unit, was form 60PH-2; the one used elsewhere, which omitted these questions, was form 60PH-1. These two forms are referred to as "100-percent FOSDIC schedules" because they contained the information required for every person and housing unit in the enumeration district.

The enumerator carried with him a "listing book" in which he recorded each place visited and the name of the head of the household, the number of persons enumerated in the household, or the fact that no one was home so that another visit would be required, or that the housing unit was vacant, and other pertinent information about the visit. (See the sample pages from the listing books at the back of this report.)

Collection of Sample Data

Most of the items of information obtained in the 1960 censuses were collected on a sample basis. Every fourth housing unit visited was selected for the sample. The letters "A," "B," "C," and "D" were assigned serially in the enumerator's listing book to each successive housing unit visited, with the "A" housing unit designated as the sample unit. The first unit in the listing book was predesignated with any one of the four letters, to avoid always including in the sample the first housing unit enumerated by each enumerator.

In group quarters, that is, places such as institutions and lodgings, the sampling plan was based on the selection of every fourth person in the place. The asterisks printed in column P1 on lines 2, 6, 10, 14, and 18 of the 100-percent FOSDIC schedules designated the persons in group quarters who were to be included in the sample.

¹FOSDIC--Film Optical Sensing Device for Input to Computers--is a machine which transfers information from microfilm to computer tape. After the completed FOSDIC schedules were microfilmed, FOSDIC scanned the microfilm and, from the position of the marks on the schedules, converted the information into magnetic impressions on tape. The information on the tape was processed by electronic computers.

²See item H14 on form 60PH-2.

"Two-Stage" Enumeration

The basic process of enumeration in the 1960 Censuses of Population and Housing was a two-stage approach. The information required for every person and housing unit in the enumeration district was to be obtained in the first stage. Sample data were collected at a separate and later stage. Eighty percent of the population of the country was in enumeration districts in which the two-stage method of enumeration was used. Persons living in less densely settled areas were covered under a single-stage plan.

In the two-stage procedure, when the enumerator visited the household to collect the ACR and to fill in the 100-percent FOSDIC schedule, he left a questionnaire containing the sample population and housing questions at every fourth ("A") household. This was called a Household Questionnaire. The householder was asked to answer the questions and mail the questionnaire to the District Office.

The primary purpose of this procedure, like that of the ACR's, was to allow the householder to see the questions as worded, to consult members of the household and household records in order to ascertain the correct answers, and to give considered replies. For some of the sample questions in particular, improvement in the accuracy of the results was expected because earlier research, especially in connection with the 1950 censuses, indicated that enumerators tend to introduce consistent errors in the answers they record. For some questions these variations among enumerators contributed heavily to the total errors found in the responses recorded. It was expected that this source of errors would be greatly reduced, to the extent that the householders wrote in the replies to the questions on the questionnaires.

A few housing questions were asked in "block cities" which were not asked elsewhere, and a few were not asked in "block cities" which were asked elsewhere, so two different forms were required. The Household Questionnaire used in "block cities" was form 60PH-8; the one used in the rest of the country was form 60PH-7. (See table, "Housing Items of Data Collected," for the items of information on housing on each questionnaire.)

The enumerator was instructed to fill in the identification items on the Household Questionnaire, including the name of each person in the household. He also filled in two housing items--the number of units in the structure and, for owner-occupied units, description of the property--from observation.

Since the Household Questionnaire contained only enough space for information on four persons, an additional form was used for each additional member of the household. This form was known as an Individual Questionnaire or Extra Person Questionnaire (form 60PH-9) and contained the same population questions as the Household Questionnaire. When nonrelatives such as lodgers were present in the household, the Individual Questionnaire was left for each to fill in, together with an envelope which could be sealed to insure confidentiality of the replies. The Individual Questionnaire was also left with sample individuals in group quarters, such as barracks and lodgings.

The enumerator initiated a sample FOSDIC schedule (form 60PH-4 for "block cities," form 60PH-3 elsewhere) for each sample household, or sample person in group quarters, or sample vacant housing unit, by transcribing

appropriate information from the 100-percent FOSDIC schedule.

For the second stage of the two-stage enumeration, approximately one-third of the original enumerators were retained and given additional training. The stage-II enumerator was given the enumeration book containing the sample FOSDIC schedules which had been initiated by the stage-I enumerator. He was also given the accumulation of filled-in sample Household Questionnaires and Individual Questionnaires which had been received in the mail from the enumeration district. He then transcribed the responses from the sample Household Questionnaires and Individual Questionnaires to the sample FOSDIC schedules. If a Household Questionnaire or Individual Questionnaire was incomplete, the enumerator obtained the additional information required by telephone or by a visit to the household. If no Household Questionnaire or Individual Questionnaire had been received for a sample unit, the enumerator obtained the information by a visit to the household. In the case of a vacant sample housing unit where no Household Questionnaire had been left, the stage-II enumerator obtained the appropriate information about the housing unit by interviewing the person indicated by the original enumerator in his listing book as the most reliable source of information—owner, agent, manager, or neighbor.

Some of the housing items were to be tabulated for only a 5-percent sample and others for only a 20-percent sample of the housing units. Therefore two slightly different sample FOSDIC schedules—with some questions appearing only on one or the other—were used for each enumeration district. The two types of schedule were interspersed in each sample FOSDIC enumeration book, with four of the type of schedule designed for the 20-percent sample followed by one schedule of the type designed for the 5-percent sample. A subscript following the form number indicates that the form was used for the 5-percent or the 20-percent housing sample. Thus, there were four forms 60PH-4(20) to each form 60PH-4(5) in enumeration books used for the sample data in "block cities", and four forms 60PH-3(20) to each form 60PH-3(5) in enumeration books used for the sample data elsewhere.

An item appearing on both the 5-percent and 20-percent sample schedules in an enumeration book was, of course, thereby obtained for a 25-percent sample of the enumeration district.

"Single-Stage" Enumeration

In the single-stage plan of enumeration, the enumerator collected the ACR, filled in the 100-percent FOSDIC schedule, and obtained and entered the information for the sample FOSDIC schedules from every fourth household, at the time he made his round of visits. The same ACR's and FOSDIC schedules were used as in the two-stage procedure. However, since the enumerator obtained all of the sample information by interview and entered it directly on the sample FOSDIC schedule, the sample Household Questionnaires and Individual Questionnaires were not used.

The single-stage method of enumeration was used in the less densely settled areas of the United States which, although they included over half of the land area of the country, contained only 20 percent of the population.

Procedures and Forms for Special Situations

Households and Individuals Not Available for Interviewing

In both the two-stage and single-stage enumeration procedures, a special questionnaire called an Individual Census Report (form 60PH-10), was used to obtain population information for persons from whom the enumerator was not able to obtain the information by direct interview. The Individual Census Report was left by the enumerator at households containing lodgers, or with the heads of certain types of places such as missions, flophouses, and hotels having nontransient residents who were away when the enumerator called. This form had a gummed flap so that it could be sealed after it had been filled in, to preserve confidentiality of the replies. Only the few questions asked of the entire population were on this form. The information was transcribed to the 100-percent FOSDIC schedules by the enumerator.

If, after making three calls, the stage-I or single-stage enumerator was unable to find an acceptable respondent at a housing unit, he obtained all the information he could on the items required for all the population and housing units from a neighbor, hired help, or the apartment house manager. The enumerator then notified the householder that the household had been enumerated by leaving a "Notice of Enumeration" (form 60PH-12). If the householder believed incorrect information might have been furnished, he could fill in the form, which contained the population questions, and mail it to the District Office. The form had a gummed flap, was preaddressed, and postage-free.

In single-stage enumeration areas if, after three calls, the enumerator was unable to find a suitable respondent at a sample household, he left a "Notice of Required Information" (form 60PH-17), which contained both the 100 percent and the sample questions, together with a preaddressed, postage-free return envelope.

Transients

Persons temporarily away from home were enumerated where they were found, and the schedules were forwarded to the post office of the community in which they usually lived. There the post office entered the enumeration district number from a map supplied by the Bureau of the Census, and forwarded the form to the Census District Office to be checked against the schedule which had been filled in at the person's home address. The information found on the mailed schedule was entered on the local schedule if not previously reported.

Visitors who said they would not be enumerated at their usual place of residence and persons in general hospitals were enumerated on the Individual Census Report (form 60PH-10), which was then sent to their home community.

A special enumeration of transients in hotels, motels, and other establishments having accommodations for at least 50 transient guests was conducted the night of March 31 (referred to as T-night), at the start of the enumeration. Places with fewer than 50 rooms or apartments for transients were enumerated during the regular canvass. The transient guests in the establishments covered on T-night were enumerated on questionnaires called "Report for Guests of Hotels, Motels, etc." (form 60PH-11). These forms also were forwarded to the community in which the person usually lived, to be checked against the sched-

ule which had been filled in at the person's usual residence. Transients with no fixed address were included in the enumeration district where they were found. The nontransient guests, and the employees living there with no place of residence elsewhere, were enumerated as residents of the enumeration district in which the structure was located, on the regular schedules used for other residents of the district.

Another special enumeration covered missions, flophouses, and similar places having 50 or more accommodations for rent at \$1.25 per night or less, on the night of April 8 in most of the single-stage areas and on the night of April 20 in most two-stage areas. In addition, this M-night enumeration, as it was called, included all of those jails, detention centers, reception centers, and diagnostic centers, in which the average length of stay was less than 30 days. The occupants were enumerated on the regular enumeration schedules used for residents of the enumeration district, with every fourth person being enumerated on a sample schedule. An Individual Census Report (form 60PH-10) was left with the management for persons who were out or for any newcomer registered that night after the enumerator left. These forms were picked up the next morning by the enumerator, who entered the information on the FOSDIC schedule.

"Household Change Reports"

For the purpose of on-the-job training, approximately one-half of the enumerators enumerated three to five households on March 31, the day before the official census date. At every housing unit which was enumerated on that day, the enumerator left a "Household Change Report" (form 60PH-14). If the composition of the household changed between the time of enumeration and the next day, April 1, the householder was to fill in the form and mail it to the District Office.

Military and Maritime Personnel

"Reports for Military and Maritime Personnel" (form 60PH-13) questionnaires were shipped in bulk to the various branches of the Armed Forces, the Coast Guard, and the Maritime Commission. These agencies shipped packages of the forms to military installations for the enumeration of military personnel living in barracks or similar quarters; and to American vessels, whether in harbor or at sea on April 1, 1960, for the enumeration of officers and crew members who were living aboard ship. Arrangements were made between Census District Offices and military installations for census enumerators to pick up the filled in questionnaires. Forms distributed by the Maritime Commission were returned directly to the Census Operations Office in Jeffersonville by the master of each ship.

Americans Abroad

Americans living abroad were reported on a special questionnaire, the "Overseas Census Report" (form 60PH-15). In addition to the population questions asked of all persons, this form contained some of the sample questions and some special questions on education and training, knowledge of local languages, duration of stay in the country, and whether the person was in the Armed Forces or was a civilian. The Department of Defense distributed and collected the forms for members of the Armed Forces and for its own civilian employees overseas and their families. The Department of State handled the enumera-

tion of other government employees and other civilians residing abroad, through the U. S. Embassies and Consular Offices.

"Were You Counted?" Forms

Toward the end of the enumeration period, many newspapers in the United States published "Were You Counted?" forms (60PH-16), which contained the questions asked of 100 percent of the population. The reader was urged to fill in this form and send it to the Census District Office if he believed that he or members of his household had been missed in the enumeration. Mats and glossy prints of the forms had been prepared by the Bureau of the Census and supplied to the newspapers by the District Offices.

State Variations of the Forms

Some variations in the basic forms were used in three States—Alaska, Hawaii, and New York.

In Alaska, the FOSDIC schedules for the 100-percent data (forms 60PH-1AL and 60PH-2AL) had two additional categories in the item on color or race—for Aleuts and Eskimos. In remote areas of Alaska where the enumerators did not receive the standard training course given elsewhere, conventional household schedules, on which responses were to be written in, were used and the information was later transcribed to FOSDIC schedules, 60PH-1AL and 60PH-3, in the District Office; the schedule used by the enumerator for the data collected for all the population and housing units was identified as 60PH-1SP; that for the sample data was identified as 60PH-3SP. (These conventional schedules used in remote areas of Alaska are not reproduced here.)

In Hawaii, the FOSDIC schedules for the "100-percent" data had two additional categories in the item on race or color—for Hawaiians and for part-Hawaiians. The schedules are forms 60PH-1HA and 60PH-2HA.

In New York, a special question on citizenship was asked of the entire population in the State, to fulfill a requirement of the New York State constitution for reapportionment of the State legislature on the basis of the number of citizens in each area. This required variation of the questionnaires and schedules used in the State to obtain the "100-percent" data, i.e., the ACR's (forms 60PH-5NY and 60PH-6NY), the 100-percent FOSDIC schedules (forms 60PH-1NY and 60PH-2NY), the Individual Census Report (form 60PH-10NY), and the Notice of Enumeration (form 60PH-12NY). Of these, only the pertinent sections of forms 60PH-1NY, 60PH-5NY, and 60PH-6NY are reproduced here.

QUALITY CONTROL, REPORTING, AND PROGRESS OF THE ENUMERATION

Quality Control

Crew leaders assisted by field reviewers reviewed one or more samples of each enumerator's work, in both stages I and II in two-stage areas and in single-stage areas. On the basis of each sample, the crew leader could take one of several different actions, depending on the number of errors found. For example, as a result of inspecting the first sample, the crew leader could (a) permit the enumerator to continue working with no further review until his assignment was complete, (b) terminate the enumerator's appointment because his work

was not satisfactory, or (c) defer making a decision until the enumerator had completed sufficient work so that another sample could be inspected. To see that crew leaders and their field reviewers were carrying out the inspection procedures as instructed, Technical Officers made visits into the field to observe their work.

As completed enumeration books were received in the District Office, an independent sample of work was selected from each enumeration district and reviewed. The results of these sample reviews were cumulated by crew-leader district to see whether any crew leaders were permitting unacceptable work to go uncorrected. Unacceptable enumeration books were returned to crew leaders for correction, and crew leaders submitting too high a proportion of unsatisfactory enumeration books were subject to release.

Progress Reporting

The enumerators were instructed to report on the progress of the enumeration twice a week by telephone. Summaries of these reports were relayed by crew leaders and by District Offices to the Regional Offices which consolidated the information and telegraphed reports to the Chief of the Field Division at Headquarters in Washington, D. C.

Reports on the progress of the enumeration covered the

number of persons enumerated in stage I of the two-stage enumeration and in the single-stage enumeration (which together constituted the total population in the United States); the number of sample housing units enumerated in stage II of the two-stage enumeration; the number of housing units at which no respondent was found and at which callbacks would have to be made; the hours worked at hourly rates; the automobile mileage for which allowances would have to be paid; the number of enumerators working; and the number of enumerator assignments completed.

Progress of the Enumeration

By the end of the first week of the enumeration, April 7, one-third (33.1 percent) of the population had been enumerated by stage-I enumerators in two-stage areas and by single-stage enumerators. By the end of the second week, almost three-fourths (73.8 percent) of the population had been enumerated, and by the end of the third week, 90.0 percent. At the end of the sixth week 99.1 percent of the population had been enumerated. Another two months were required to complete the enumeration by single-stage and stage-I enumerators. By this time, most of the stage-II sample data also had been obtained and within the next two weeks, by July 25, the remainder of the stage-II sample data were obtained. All of the Census District Offices were closed by the end of July.

DATA COLLECTION FORMS

POPULATION ITEMS OF DATA COLLECTED

Item number ¹	Item ²	Items collected for 100 percent of the population ³	Items collected for a 25-percent sample of the population ⁴	Item number ¹	Item ²	Items collected for 100 percent of the population ³	Items collected for a 25-percent sample of the population ⁴
P3	Relationship to head of household...	X	P22-25	Employment status (including hours worked, P23).....	X
P4	Sex.....	X	P26	Year last worked.....	X
P5	Color or race.....	X	P27a,b and c	Industry.....	X
P6	Month and year of birth.....	X	P27d	Occupation.....	X
P7	Marital status.....	X	P27e	Class of worker.....	X
P8	Place of birth.....	X	P28	Place of work.....	X
P9	Mother tongue of foreign born.....	X	P29	Means of transportation to work.....	X
P10	Country of birth of father.....	X	P30	Worked or did not work in 1959.....	X
P11	Country of birth of mother.....	X	P31	Number of weeks worked in 1959.....	X
P12	Year moved into this house.....	X	P32	Income in 1959 from wages or salary.....	X
P13	Place of residence on April 1, 1955.....	X	P33	Income in 1959 from self-employment.....	X
P14-15	Highest grade of school completed...	X	P34	Income in 1959 from other sources...	X
P16	School attendance since Feb. 1, 1960.....	X	P35	Military service of men.....	X
P17	Attended public or private school...	X	P36	Citizenship ⁵	X
P18	Whether married more than once.....	X	H17-18	Farm residence ⁶	X
P19	Date of first marriage.....	X				
P20	Children ever born to ever married women.....	X				

¹Numbering of items as shown on the FOSDIC schedules and on many, but not all, of the other data-collection forms.

²See forms for exact wording of the items.

³Forms 60PH-1, 60PH-2, 60PH-5, and 60PH-6.

⁴Forms 60PH-3, 60PH-4, 60PH-7, and 60PH-8.

⁵This item, which was collected only in New York State and Puerto Rico, was covered on a 100-percent basis. It appears on FOSDIC schedules 60PH-1NY and 60PH-2NY and on Advance Census Reports 60PH-5NY and 60PH-6NY.

⁶This item, which was included in the housing section of the appropriate data-collection forms, was covered on a 25-percent sample basis. It appears on FOSDIC schedule 60PH-3 and Household Questionnaire 60PH-7.

1960 CENSUSES OF POPULATION AND HOUSING

HOUSING ITEMS OF DATA COLLECTED

Item number ¹	Item ²	Items collected for 100 percent of the housing units		Items collected for a sample of housing units ⁶			
		General ³	"Block city" ^{4 5}	General		"Block city" ⁵	
				20-percent sample ⁷	5-percent sample ⁸	20-percent sample ⁹	5-percent sample ¹⁰
H3	Type of housing unit.....	X ¹¹	X ¹¹
H4	Access to unit.....	X ¹¹	X ¹¹
H5	Kitchen or cooking equipment.....	X	X
H6	Condition of housing unit.....	X ¹¹	X ¹¹
H7	Occupancy.....	X ¹¹	X ¹¹
H8	Number of rooms.....	X	X
H9	Running water.....	X	X
H10	Flush toilet.....	X	X
H11	Bathtub or shower.....	X	X
H12	Tenure.....	X	X
H13	Vacancy status.....	X ¹¹	X ¹¹
H14, H39	Description of property.....	X ¹¹
H15, H40	Value of property.....	X
H16, H41	Rent.....	X
H17, H18, and H42	Farm residence ¹²	X	X
H19	Number of bedrooms.....	X	X
H20	Year structure was built ¹²	X	X	X	X
H21	Heating equipment ¹²	X	X	X	X
H22	Fuels used for heating, cooking, hot water.....	X	X
H23	Washing machine.....	X	X
H24	Clothes dryer.....	X	X
H25	Television.....	X	X
H26	Radio.....	X	X
H27	Air conditioning.....	X	X
H28	Food freezer.....	X	X
H29	Number of units in structure.....	X	X
H30	Number of bathrooms.....	X	X
H31	Source of water.....	X
H32	Sewage disposal.....	X
H33	Basement.....	X	X
H34	Elevator in structure.....	X
H35	Telephone available ¹²	X	X	X	X
H36	Automobiles.....	X	X
H37	Mobility of trailers ¹²	X	X	X	X
H38	Duration of vacancy ¹²	X ¹³	X ¹³	X ¹³	X ¹³
H43 to H46	Utilities and fuel included in rent (to compute gross rent) ¹²	X	X	X	X

¹Numbering of items as shown on the FOSDIC schedules and on many, but not all, of other data-collection forms.

²See forms for exact wording of the items.

³Forms 60PH-1 and 60PH-5.

⁴Forms 60PH-2 and 60PH-6.

⁵Cities for which data were to be published by city block.

⁶The sample data were collected from 25 percent of the households, but most were transcribed and tabulated for only a 20-percent sample, on FOSDIC schedules 60PH-3(20) and/or 60PH-4(20), or a 5-percent sample, on FOSDIC schedules 60PH-3(5) and/or 60PH-4(5). Items for which a 25-percent sample was tabulated were transcribed on both FOSDIC schedules 60PH-3(20) and 60PH-3(5), in "general" areas, and/or 60PH-4(20) and 60PH-4(5) for "block cities".

⁷Forms 60PH-3(20) and 60PH-7.

⁸Forms 60PH-3(5) and 60PH-8.

⁹Forms 60PH-4(20) and 60PH-8.

¹⁰Forms 60PH-4(5) and 60PH-8.

¹¹Not on Advance Census Reports 60PH-5 and/or 60PH-6. Information entered by enumerator on FOSDIC schedules 60PH-1 and/or 60PH-2 on basis of observation.

¹²Items with an "X" in both the 20-percent and the 5-percent columns were tabulated on a 25-percent basis.

¹³Not on Household Questionnaires 60PH-7 or 60PH-8. Information entered by enumerator on FOSDIC schedules 60PH-3 and 60PH-4.

DATA COLLECTION FORMS

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DESCRIPTION OF FORMS

Form number and title	Use	Distribution	Specifications
60PH-1 (100-percent FOSDIC schedule used outside large cities)	Used for items collected on a 100-percent basis, except in large cities for which data were to be published by city block, in all States except Alaska, Hawaii, and New York. The enumerator transcribed data to this form from the form filled in advance by the householder (60PH-5) or, if that was not complete, obtained the answers by direct interview. He obtained information for additional housing items on this form by observation.	Included in enumerator's portfolio.	14 1/8" x 17 1/4". Black on white. 10,530,000 sheets, printed on both sides, bound into loose-leaf enumeration books with hard covers and wire loop binding; 150,238 books of 50 sheets each and 82,960 books of 25 sheets each. Each page contains space for 4 housing units and for 20 persons residing in those units.
60PH-1AL (Alaska variation of 60PH-1)	Same as for 60PH-1, but used in Alaska. Form differs only in having 2 additional categories in the item on race or color--for Aleuts and Eskimos.	Included in enumerator's portfolio in Alaska.	14 1/8" x 17 1/4". Black on white. 30,000 sheets, printed on both sides, bound into 467 enumeration books of 50 sheets and 66 books of 25 sheets.
60PH-1HA (Hawaii variation of 60PH-1)	Same as for 60PH-1, but used in Hawaii. Form differs only in having 2 additional categories in the item on race or color--for Hawaiians and part Hawaiians.	Included in enumerator's portfolio in Hawaii.	14 1/8" x 17 1/4". Black on white. 75,000 sheets, printed on both sides, bound into 726 enumeration books of 50 sheets and 132 books of 25 sheets.
60PH-1NY (New York State variation of 60PH-1)	Same as for 60PH-1, but used in New York State. Form differs only in having additional questions on place of birth and citizenship.	Included in enumerator's portfolio in New York State.	14 1/8" x 18 3/8". Black on white. 650,000 sheets, printed on both sides, bound into 8,750 enumeration books of 50 sheets and 5,720 books of 25 sheets.
60PH-2 (100-percent FOSDIC schedule used in large cities)	Used for items collected on a 100-percent basis in large cities for which data were to be published by city block, except those in Alaska, Hawaii, and New York State. Form differs from 60PH-1 only in the inclusion of questions on rent or value of housing unit. The enumerator transcribed data to this form from the form filled in advance by the householder (60PH-6) or, if that was not complete, obtained the answers by direct interview. He obtained information for additional housing items on this form by observation.	Included in enumerator's portfolio.	14 1/8" x 17 1/4". Black on white. 6,110,000 sheets, printed on both sides, bound into about 86,500 enumeration books of 50 sheets and 54,301 books of 25 sheets. Each page contains spaces for 4 housing units and for 20 persons residing in those units.
60PH-2AL (Alaska variation of 60PH-2)	Same as for 60PH-2, but used in large cities in Alaska (Fairbanks and Anchorage). Form differs only in having 2 additional categories in the question on race or color--for Aleuts and Eskimos.	Included in enumerator's portfolio in Alaska.	14 1/8" x 17 1/4". Black on white. 10,000 sheets, printed on both sides, bound into 88 enumeration books of 50 sheets and 22 books of 25 sheets.
60PH-2HA (Hawaii variation of 60PH-2)	Same as for 60PH-2, but used in large cities in Hawaii (Honolulu, Hilo, Lahaina, and Wailuku). Form differs only in having 2 additional categories in the question on race or color--for Hawaiians and part Hawaiians.	Included in enumerator's portfolio in Hawaii.	14 1/8" x 17 1/4". Black on white. 60,000 sheets, printed on both sides, bound into 616 enumeration books of 50 sheets and 99 books of 25 sheets.
60PH-2NY (New York State variation of 60PH-2)	Same as for 60PH-2, but used in large cities in New York State. Form differs only in having additional questions on place of birth and citizenship.	Included in enumerator's portfolio in New York State.	14 1/8" x 18 3/8". Black on white. 1,050,000 sheets, printed on both sides, bound into 14,036 enumeration books of 50 sheets and 10,640 books of 25 sheets.

1960 CENSUSES OF POPULATION AND HOUSING

DESCRIPTION OF FORMS--Continued

Form number and title	Use	Distribution	Specifications
60PH-3(5) and 60PH-3(20) (Sample FOSDIC schedules used outside large cities)	<p>Two variations of the FOSDIC schedule used for sample information collected from every 4th housing unit, for use outside large cities.</p> <p>The population items are identical on these 2 variations, but some of the housing items appear on only one or the other.</p> <p>There were four 60PH-3(20) forms for each 60PH-3(5), so if an item appeared only on 60PH-3(20), a 20-percent sample was obtained; if it appeared only on 60PH-3(5), a 5-percent sample was obtained; and if it appeared on both, a 25-percent sample was obtained.</p> <p>The enumerator transcribed information to 1 of these 2 forms (the particular form being determined by its placement in the enumeration book) from the "Household Questionnaire" (form 60PH-7) or, if that was not complete, obtained the answers by direct interview.</p>	Included in enumerator's portfolio.	<p>60PH-3(5): 15" x 15 5/8". Black on white. 5,000,000 sheets, printed on both sides.</p> <p>60PH-3(20): 15" x 15 5/8". Black on white. 20,060,000 sheets, printed on both sides.</p> <p>Forms were bound into enumeration books with each 60PH-3(5) followed by four 60PH-3(20)'s. There were 166,034 books of 90 sheets each and 185,440 books of 40 sheets.</p> <p>Provides space for entries for 1 housing unit and 3 persons. (Entries for additional members of a household were recorded on succeeding pages, the housing portion being left blank.)</p>
60PH-4(5) and 60PH-4(20) (Sample FOSDIC schedules used in large cities)	<p>Two variations of the FOSDIC schedule used for sample information from every 4th housing unit, for use in large cities for which data were to be published by city block.</p> <p>These forms differ from 60PH-3(5) and 60PH-3(20), above, only in the inclusion of questions on rent or value of housing unit.</p> <p>There were four 60PH-4(20)'s for each 60PH-4(5), so if an item appeared only on 60PH-4(20), a 20-percent sample was obtained; if it appeared only on 60PH-4(5), a 5-percent sample was obtained; and if it appeared on both, a 25-percent sample was obtained.</p> <p>The enumerator transcribed information to 1 of these 2 forms (the particular form being determined by its placement in the enumeration book) from the "Household Questionnaire" (form 60PH-8) or, if it was not completed, obtained the answers by direct interview.</p>	Included in enumerator's portfolio.	<p>60PH-4(5): 15" x 15 5/8". Black on white. 2,600,000 sheets, printed on both sides.</p> <p>60PH-4(20): 15" x 15 5/8". Black on white. 10,400,000 sheets, printed on both sides.</p> <p>Forms were bound into enumeration books with each 60PH-4(5) followed by four 60PH-4(20)'s. There were 86,758 books of 90 sheets each and 116,951 books of 40 sheets.</p> <p>Provides space for entries for 1 housing unit and 3 persons. (Entries for additional members of a household were recorded on succeeding pages, the housing portion being left blank.)</p>
60PH-5 Advance Census Report (outside large cities)	Used in all parts of the States, except in large cities, in all States except New York. Contains the "100-percent" questions for the householder to answer before the enumerator called. Information from this form was transcribed to FOSDIC schedule 60PH-1 by the enumerator.	Mailed to housing units approximately 1 week before enumeration began.	8 9/16" x 11 1/4", 4-page booklet. Black on white newsprint. 27,000,400 forms.
60PH-5NY Advance Census Report (New York State variation)	Used in New York State. Differs from 60PH-5 only in having additional questions on place of birth and citizenship.	Mailed to housing units approximately 1 week before enumeration began.	8 9/16" x 11 1/4", 4-page booklet. Black on white newsprint. 2,386,650 forms.
60PH-6 Advance Census Report (in large cities)	Variation of 60PH-5. Used in large cities for which housing data were to be published by city block in all States except New York. Differs only in the inclusion of questions on rent or value of housing unit.	Mailed to housing units approximately 1 week before enumeration began.	8 9/16" x 11 1/4", 4-page booklet. Blue on white newsprint. 28,000,000 forms.
60PH-6NY Advance Census Report (in large cities of New York State)	Used in New York State. Differs from 60PH-6 only in having additional questions on place of birth and citizenship.	Mailed to housing units approximately 1 week before enumeration began.	8 9/16" x 11 1/4", 4-page booklet. Blue on white newsprint. 4,001,200 forms.

DATA COLLECTION FORMS

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DESCRIPTION OF FORMS--Continued

Form number and title	Use	Description	Specifications
60PH-7 Household Questionnaire (outside large cities)	Used for sample questions in "2-stage" enumeration areas except in large cities. It was left by the enumerator at every 4th household, and was to be filled and mailed in by the householder. Information was transcribed from this form to 60PH-3(5) or 60PH-(20) by the stage-II enumerator at his home.	Included in enumerator's portfolio and left at every 4th (sample) household.	12 1/2"x7 15/16", 12-page booklet. Black on blue. 9,750,000 forms. Space is provided for information for the housing unit and for 4 members of the household.
60PH-8 Household Questionnaire (in large cities)	Variation of 60PH-7. Used for sample questions in large cities in "2-stage" enumeration areas. Population items are identical but housing items vary. Information was transcribed from this form to 60PH-4(5) or 60PH-4(20) by the stage-II enumerator in his home.	Included in enumerator's portfolio and left at every 4th (sample) household.	12 1/2"x 7 15/16", 12-page booklet. Blue on blue. 7,150,000 forms.
60PH-9 Individual Questionnaire (extra person form)	Used as follows to collect sample data: 1. In any sample household where there were more than 4 members of the household. 2. For nonrelatives in a household, such as a lodger. 3. For persons residing in group quarters, certain types of institutions, and general hospitals. 4. For all sample persons who could not be interviewed on M-night (Mission Night, April 20). Information on this form was transcribed to 60PH-3 or 60PH-4.	Included in enumerator's portfolio.	8" x 12 1/2", printed on both sides. Black on blue. 12,000,000 forms.
60PH-10 Individual Census Report	Used to obtain data concerning persons for whom the enumerator was not able to obtain the information by direct interview. Contains the questions asked for 100 percent of the population. Distributed in all States, except New York, to obtain information about lodgers, persons in general hospitals, certain types of institutions, missions, and flophouses, and non-transients in small hotels. Occasionally form was completed by using records for certain classes of institutionalized or hospitalized persons. Also used for persons who claimed residence elsewhere, who were away from home on the night of March 31 and who said they would not be reported at their usual place of residence. Information on this form was transcribed to the 60PH-1 or 60PH-2 by the enumerator.	Left by enumerator with hotel clerks and heads of various institutions to be distributed to the respondents. Also filled by the enumerator when he encountered visitors; form was then forwarded to the visitor's home community.	7 1/2" x 12 1/2", printed on both sides. Black on white. 10,550,000 forms. Form had a gummed flap so that it could be sealed after it had been filled. It was not to be sealed if it was to be mailed, in which case it was placed in an envelope.
60PH-10NY Individual Census Report (New York State)	Same as for 60PH-10, but used in New York State. Form differs only in that it has additional questions on place of birth and citizenship.	Same as 60PH-10, but in New York State.	7 1/2" x 12 1/2", printed on both sides. Brown on white. 1,000,000 forms. Form had gummed flap.
60PH-11 Report for Guests of Hotels, Motels, etc.	Used for the enumeration of transients in all States for "T-night enumeration" which was conducted on the night of March 31. Included in this enumeration procedure were hotels, motels, motor courts, apartment houses, YMCA's and similar establishments having accommodations for at least 50 transient guests. Contained both "100-percent" and sample questions. After filling the forms, the guests sealed them in preaddressed envelopes and gave them to the manager or clerk. On the morning of April 1 the enumerators collected all these envelopes.	Left by enumerator with the manager or desk clerk to be distributed to the guests as they checked in on March 31.	10 3/8" x 12 3/4", printed on both sides. Green on white. 2,500,000 forms.
60PH-12 Notice of Enumeration	Used in all States except New York, except for sample households in single-stage enumeration areas (for which 60PH-17 was used). If, after making 3 calls at a household, the enumerator was unable to find an acceptable respondent, he obtained all the information he could from neighbors or hired help. Then the enumerator notified the household that it had been enumerated by filling and leaving 60PH-12. If the householder believed incorrect information might have been furnished, he could fill the form and mail it to the District Office.	Included in enumerator's portfolio.	7 7/8" x 12", printed on both sides. Black on green. 500,000 forms. Form had gummed label, was pre-addressed and postage-paid.

1960 CENSUSES OF POPULATION AND HOUSING

DESCRIPTION OF FORMS--Continued

Form number and title	Use	Distribution	Specifications
6OPH-12NY Notice of Enumeration (New York)	Used in New York State. Differs from 6OPH-12 only in having additional questions on place of birth and citizenship.	Included in enumerator's portfolio in New York.	7 7/8" x 12", printed on both sides. Brown on green. 504,000 forms. Form had gummed label, was pre-addressed and postage-paid.
6OPH-13 Report for Military and Maritime Personnel	Used in all States for enumerating military personnel living in barracks-type quarters on military installations and for officers and crew members of American vessels who were living aboard ship, whether in harbor or at sea, on April 1, 1960. Arrangements were made between Census District Offices and military installations for census enumerators to pick up the filled forms. Forms distributed by the Maritime Commission were returned directly to Washington by the master of each ship.	Bulk shipments of the forms were made to the various branches of the Armed Forces, the Coast Guard, and the Maritime Commission. In turn, these agencies shipped packages of forms to all installations and vessels.	11" x 13", printed on both sides. Blue on white. 2,970,000 forms.
6OPH-14 Household Change Report	Approximately one-half of the enumerators started field enumeration on March 31. This form was left by the enumerator at every housing unit which was enumerated on that date. If the composition of the household changed between the time of enumeration and April 1, the householder was to fill the form and mail it to the District Office.	Included in enumerator's portfolio.	4 3/4" x 5 1/2", printed on both sides. Black on buff. 650,000 forms.
6OPH-15 Overseas Census Report	Used to enumerate Americans living in foreign countries. The Department of Defense handled the enumeration of members of the Armed Forces and civilian employees of the Department of Defense. The Department of State handled the enumeration of all other government employees and other civilians residing abroad through the U.S. Embassies and Consular Offices.	Bulk shipments. Forms were distributed through the Department of Defense and the Department of State.	12 3/8" x 13 1/4", printed on both sides. Blue on white. 1,502,000 forms.
6OPH-16 Were You Counted?	Mats and glossy prints of this form were prepared for publication in newspapers toward the end of the enumeration period. Any person believing himself missed by the census was to fill the form and mail it to the District Office.	Sent to the newspapers by District Offices.	Newspaper mats and proofs. 11,000 mats. 15,000 proofs.
6OPH-17 Notice of Required Information	Used only in "single-stage" enumeration areas. If, after making 3 calls at a sample unit, the enumerator was unable to find an acceptable respondent, he left this form, together with a pre-addressed, postage-free return envelope.	Included in enumerator's portfolio.	12 1/2" x 8", 16-page booklet. Black on green. 575,000 forms.
F201 Listing Book (for "2-stage" enumeration): sample page	Used by the enumerator in "2-stage" enumeration areas to list places visited, to determine sample households and sample vacant housing units, and to record information about each visit. On forms at the back of the book, the enumerator recorded information for progress reports and payroll records.	Included in enumerator's portfolio.	12" x 11 3/8", 40-page booklet. Tan cover, black on white pages. 24 pages for listing enumerator's visits, 1 page showing illustrative example, 1 page of explanation, and 14 pages of progress report forms and payroll records. Instructions on inside front cover. 200,000 books.
F201A Listing Book (for "single-stage" enumeration): sample page	Used in "single-stage" enumeration areas to list places visited, to determine sample households and sample vacant housing units, and to record information about each visit. On forms at the back of the book, the enumerator recorded information for progress reports and records.	Included in enumerator's portfolio.	12" x 11 3/8", 35-page booklet. Grey cover, black on white pages. 24 pages for listing enumerator's visits, 1 page showing illustrative example, 1 page of explanation, and 9 pages of progress report forms and payroll records. Instructions on inside front cover. 60,000 books.