

CHAPTER IV

COLLECTING THE INFORMATION

On April 1, 1950, Census enumerators began the visits which eventually took them to the 46,000,000 homes in the United States. From each home, they collected the information for the 1950 Censuses of Population, Housing, and Agriculture, or they made appropriate arrangements to obtain what was needed.

The Washington Office of the Bureau maintained close supervision over these visits although enumerators were far removed geographically and administratively. The enumerator was responsible to a Crew Leader who reported to the District Supervisor or Assistant District Supervisor in the District Office. The District Supervisor reported to an Area Supervisor in the Area Office; and the Area Supervisor reported to the Washington Office through the Assistant Chief of the Field Division for Operations. These were the normal administrative channels of communication. They were effective for over-all control, but they did not permit quick solution of problems. Accordingly, the Assistant Chief for Operations established a field inspection staff of six persons to work directly with Area Supervisors and District Offices. This staff could give immediate aid to a District Office that faced an unforeseen and urgent problem.

The Time Schedule

Field operations followed a predetermined time schedule. Under this schedule: (1) all District Supervisors were to be appointed by January 31, 1950; (2) all Crew Leaders were to be selected and trained during the first two weeks of March; (3) all enumerators were to be selected before and trained during the last week of March; (4) enumeration was to begin on April 1; (5) the bulk of the enumeration was to be completed before the end of May; and (6) all District Offices were to complete their work on the 1950 Censuses by June 30.

In a few districts, this schedule had to be modified because of bad weather, floods, recruitment problems, short working hours, and unsatisfactory enumeration. Late winter storms in North Dakota and South Dakota blocked all rural enumeration in those States for about six weeks; while floods along the Mississippi River and other waterways delayed enumeration in the flooded areas. Some offices failed to recruit their quota of enumerators, so that only 136,000 of the 144,000 enumerators authorized for the operation were ready to enumerate on April 1. Then, later examination of reports revealed that some enumerators spent only about six hours a day at work instead of the eight hours required. Finally, some enumerators failed to do satisfactory work and had to recanvass their districts. Despite these hindrances, only eight of the 476 District Offices failed to complete their work on the 1950 Censuses by June 30.

The Enumerator's Job

The enumerator's job was outlined in the Enumerator's Reference Manual. This manual served as the basis for his training and as a guide to the solution of problems he encountered in the field.

A method of canvass was prescribed to assure complete coverage. Where an urban area was divided into blocks, the enumerator was to canvass one block at a time, beginning at a corner and proceeding clockwise around the block until he reached his starting point. He was to number the blocks (if they were not already numbered), and he was to put a mark (✓) on the map in each block after he canvassed it.

If his district was in a rural area or in a town or village without blocks, he was to canvass the population street by street and road by road. He was to indicate on his map with a light line the areas he had completed; and he was to enter on the map the serial numbers of the dwelling units he had enumerated. The Crew Leader could thus detect an area that had not been canvassed.

When the enumerator completed his training, he received the portfolio for the enumeration district to which he was assigned. This contained all the forms and supplies which he would need and a map of the area he was to canvass.

Population

The interview in each household started with the Population and Housing (P1) Schedule. On that schedule, the enumerator listed the names of all persons in the household who usually lived there. He also listed the names of persons who were living there and who did not have a usual place of residence elsewhere. If he was in doubt about the usual place of residence of someone, he referred to the chart at the back of the Enumerator's Reference Manual, which summarized the instructions on persons he should enumerate (see Figure).

In some cases, the enumerator also got population information for nonresidents (persons temporarily living in the enumeration district but having a usual place of residence elsewhere); but he



"Mommie, the Census Taker's Here." Photo by Tupelo (Miss.) Daily Journal.

put this information on an Individual Census Report (P2). He got the information if the nonresident was staying in a place where guests usually pay for quarters or if the nonresident was not likely to be enumerated at his usual residence. The Individual Census Reports were checked in Washington. If the nonresident was not enumerated at his usual place of residence, the information on the Individual Census Report was entered on the Population and Housing Schedule for that place. If he was already listed there, the information on the Individual Census Report was not used. Under this procedure, persons away from home were less likely to be missed in the census.

The first six items on the Population and Housing Schedule identified the household and were entered only once for each

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Figure 6.--Persons to Enumerate on the Population Schedule

- I. Usually lives here—no usual place of residence elsewhere:
- Here now. Enumerate
 - Temporarily absent on vacation, on business, in a hospital, away in connection with a job (bus driver, traveling salesman, canal or river vessel crewman, etc.), and the like. Enumerate
 - Temporarily absent serving as officer or crew member of Navy vessel, Coast Guard vessel, or merchant vessel in coastwise, intercoastal, or foreign trade (including Great Lakes). Do not enumerate
- II. Does not usually live here—no usual place of residence elsewhere:
- Here now. Enumerate
- III. Does not usually live here—has usual place of residence elsewhere:
- Here now. Do not enumerate
- IV. Has living quarters here and elsewhere:
- College student:
 - Lives here in your ED (at a college dormitory, fraternity house, lodginghouse, etc.) while attending school and also has a home elsewhere:
 - Here now. Enumerate
 - Temporarily elsewhere (e.g., at home on vacation). Enumerate
 - Is at home in your ED temporarily on vacation from school but he lives in some other ED during the term. Do not enumerate
 - Is not at his home in your ED because he is living during the school term in some other ED where he goes to school. Do not enumerate
 - Student below college level:
 - Lives here in your ED (at a dormitory, lodginghouse, etc.) while attending school and also has a home elsewhere:
 - Here now. Do not enumerate
 - Temporarily elsewhere (e.g., at home on vacation). Do not enumerate
 - Is at his home in your ED temporarily on vacation from school but he lives in some other ED during the term. Enumerate
- V. Has living quarters here and elsewhere—Continued
- Is not at his home in your ED because he is living during the school term in some other ED where he goes to school. Enumerate
- C. Persons who stay in a home in your ED regularly but only for weekends or less frequently:
 - Here now. Do not enumerate
 - Not here now because he works in some other ED and lives there most of the time. Do not enumerate
- D. Persons who live in your ED most of the time because they work nearby but who have a home elsewhere where they stay weekends or less frequently:
 - Here now. Enumerate
 - Not here now. Enumerate
- E. Persons in the armed forces:
 - Quartered on a military installation in your ED. Do not enumerate.
 - Usually sleeps in a home in your ED although stationed in a nearby military installation. Enumerate
 - Stationed in a distant military installation but temporarily staying in his former home or any other home in your ED. Do not enumerate
 - Stationed in a distant military installation but formerly lived in your ED—not here now. Do not enumerate
- F. Persons in special types of living quarters where they stay a long time, such as correctional or penal institutions (including jails—no matter how short the stay), mental institutions, homes for the aged or needy, homes or hospitals for the chronically ill or handicapped, nurses' homes, convents, and monasteries:
 - Here now in your ED in the special living quarters. Enumerate
 - Formerly lived in your ED but are now in the special living quarters. Do not enumerate
- V. Citizens of foreign countries temporarily in the United States.
 - Students and members of their families. Enumerate
 - Persons employed here and members of their families (but not living at an Embassy, etc.). Enumerate
 - Any other visitors from a foreign country not included in A and B. Do not enumerate
 - Persons living on premises of an Embassy, Ministry, Legation, Chancery, or Consulate. Do not enumerate

visit. If an Agriculture Questionnaire was filled, its number was entered to facilitate cross-reference. Information on name, age, sex, race, marital status, relationship to household head, place of birth, and citizenship was obtained for all persons; but questions on labor force were asked only for persons 14 years of age and over. For one person out of five, additional questions were asked; some of these did not apply to children under 14. Finally, for one person out of thirty, a few more questions were asked. (See Chapter I for a description of the population samples.)

If a person did not wish to tell the enumerator the amount of his income, the enumerator left a form, Confidential Report on Income (P6), for him to complete. This report was to be mailed to the Washington Office of the Bureau. Eventually, the income information for that person was entered on the Population and Housing Schedule which carried the other information about him.

When the enumerator listed an infant born in January, February, or March 1950, he was required to fill an Infant Card (P3). He could copy most of the information for this card from the Population and Housing Schedule, but he had to get some additional information, such as actual place of birth, name of hospital, type of attendant, and maiden name of mother. With this information, the Infant Cards could be checked against the birth records, and studies made of the completeness of the census enumeration of infants and of the birth registration.

Housing

After the enumerator completed the population items, he turned the schedule over and filled the housing items for the dwelling unit. In general, a dwelling unit was defined as a group of rooms, or a single room, occupied or intended for occupancy as separate living quarters by a family or other group of persons living together or by a person living alone. More precisely, such quarters constituted a dwelling unit if they had (a) separate cooking equipment, or (b) two or more rooms and separate entrance. Exceptions to this rule were made for a one-room apartment in a regular apartment house, or one room which was the only living quarters in the structure; these were considered dwelling units even if they did not have separate cooking equipment. The persons living in a dwelling unit constituted a household.

Some persons live in places which are not dwelling units, such as military barracks; and some live in places which have some dwelling units and some nondwelling-unit quarters, such as a mental hospital where the doctor lives in a dwelling unit, but the patients do not. A summary table, "How to Enumerate Special Types of Living Quarters" in the Enumerators Reference Manual outlined the instructions for getting the housing information in these places (see Fig. 7).

The enumerator filled 16 housing items for all dwelling units; he filled another one for all vacant dwelling units, two more for nonfarm vacant dwelling units, three more for nonfarm

dwelling units occupied by the owner, and four more for nonfarm dwelling units occupied by the renter. Only three items were filled for nondwelling-unit quarters.

Agriculture

Before enumeration started, the Bureau sent Agriculture Questionnaires (A1) to mail boxholders in areas which did not have city-type mail delivery, except in North Carolina, South Carolina, Georgia, Alabama, Mississippi, Louisiana, and 65 of the 75 counties in Arkansas. In an accompanying letter, it explained the conditions under which a questionnaire was required; if one was required, it asked the farm operator to examine the questionnaire and answer as many questions as possible before the enumerator called. This procedure gave the farmer time to check his records and to get information not readily available.

When the enumerator called, he determined whether an Agriculture Questionnaire was required. One was to be filled for:

- Every place locally considered a farm
- Every place of three or more acres, whether or not it was considered a farm
- Specialized operations:
 - Every greenhouse or nursery
 - Every place on which there were 100 or more poultry or on which 300 or more dozen eggs were produced in 1949
 - Every place having three or more hives of bees.

If an urban enumerator, who was not trained for agricultural enumeration, found one of these places in his district, he filled a Special Agriculture Questionnaire (A2). This was a short form which gave enough information about the farm production to indicate whether an entire Agriculture Questionnaire (A1) was needed. If it was, an enumerator trained in agricultural enumeration later returned to the place to get the necessary information.

If a rural enumerator found a place requiring an Agriculture Questionnaire, he determined who was in charge of the place and, if it was self-enumeration territory, whether that person had completed the form. If he had, the enumerator checked it with him. If he had not, the enumerator obtained the information from him. If the farm operator was not available, the enumerator interviewed someone else who was familiar with the farm operations.

In 14 Southern States, enumerators filled a Landlord-Tenant Operations Questionnaire if: (1) a person operated a farm and had one or more tenants or croppers, or (2) he did no farming himself but had two or more tenants or croppers. This form provided data for the plantation as a unit, and it also indicated how the land was parceled out to tenants. The enumerator could then determine the land to be reported by each tenant or cropper in his Agriculture Questionnaire, and he could avoid duplications and omissions in reporting. Moreover, he could often get better information from the landlord than from the tenants, especially if the tenant was a new operator on that farm.

Irrigation

The Census of Irrigation was conducted in 20 States: Arizona, California, Colorado, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, Arkansas, Louisiana, and Florida. Irrigated land, for the purpose of the Census, was land to which water was applied for agricultural purposes by artificial means at any time during 1949. Information was obtained on the source and costs of water, number of acres irrigated, crops irrigated, etc. Two questionnaires, I-1 and I-2, were used.

The Irrigation Questionnaire, I-1, was filled for each farm that operated its own irrigation supply works. The regular census enumerator completed it if the answers to the irrigation questions on the Agriculture Questionnaire indicated that the farm was irrigated and that the water was supplied by the farm's own individual ditches or pipe lines, or its wells, pumps, diversion dams, or reservoirs.

The Irrigation Questionnaire, I-2, was filled for irrigation companies, districts, and other organizations that operated irrigation works. The information for this form was obtained in a separate survey. A list of names of enterprises supplying water to ten or more farms was compiled in Washington from the 1940 Census of Irrigation reports. In most cases copies of the I-2 were mailed to these large enterprises before the special enumerator called so that respondents could fill the questionnaires or have the necessary data ready. Technicians, mostly professional employees detailed from the Soil Conservation Service of the U. S. Department of Agriculture, enumerated these enterprises in January, February, and March 1950.

To check and supplement this information, the regular census enumerator entered the names of suppliers of water for irrigation purposes on the Agriculture Questionnaire. Lists of these suppliers were then compiled in the District Office and compared with the list prepared in Washington. Enterprises listed on the Agriculture Questionnaire but not included in the enumeration of January, February, and March were then identified. These were chiefly enterprises that supplied water for two to nine farms. A special enumerator obtained information from

these suppliers on the I-2 questionnaire. Practically complete coverage of irrigation enterprises was thus obtained.

Acres of irrigated land were also checked. The acres reported by the user on the Agriculture Questionnaire were compared to the acres reported by the supplier on the I-2 questionnaire. Differences in acreage of ten percent or more were investigated.

Drainage

Special enumerators collected the data for the 1950 Census of Drainage. The Census was to cover only the enterprises with 500 or more acres of drained farm land; but acreage was not clearly shown on some maps and a few smaller enterprises may have been included. The enumerators got information on the extent and location of land included in drainage projects, the cost of drainage, the assessment collected to meet the cost, the characteristics and extent of drainage works constructed since January 1, 1940, and similar information.

Before the Census was taken, State officials were asked if organized drainage enterprises existed within their States. All States except the New England States, Pennsylvania, and West Virginia reported such enterprises. The 40 States with drainage enterprises were divided into two groups: "county-drain" States and "drainage-district" States. Different questionnaires were used for the two groups.

The D-1 questionnaire was used in ten county-drain States, where most of the drainage enterprises were under the county government. In these States, the land owners organized, and the county government assessed the lands to be benefited. Accordingly, each county was treated as one enterprise in the Census of Drainage and one questionnaire was filled for the county. Census technicians trained special enumerators to procure or prepare a map for each county showing land in drainage projects and to fill the D-1 questionnaire. The county official who had jurisdiction over county drains usually had maps showing the land in drainage enterprises. If he did not, the enumerator prepared one, using county records and a list of drainage enterprises compiled from the 1940 Census of Drainage and from information provided by the Soil Conservation Service.

Figure 7.--How to Enumerate Special Types of Living Quarters

Rooming house, lodginghouse, tourist home.	Enumerate as a separate dwelling unit each of the quarters which have either separate cooking equipment or two or more rooms and separate entrance. Quarters which do not fulfill either condition are to be combined with the quarters of the landlord, or with each other if the landlord does not live in the structure. If the combined quarters contain fewer than 10 lodgers (roomers), enumerate the combination as one dwelling unit (box 1 in item 3—house, apartment, flat); if the combined quarters contain 10 or more lodgers, enumerate the combination as nondwelling-unit quarters (box X in item 3) on one Housing line.	Hotel, lodge, motel, motor court, tourist court.	Before you start to enumerate in a hotel, lodge, motel, motor court, etc., determine whether the majority (more than one-half) of the rooms, suites, or other accommodations are "permanent" or "transient." Permanent accommodations are those occupied or reserved for occupancy by guests who seek lodging for a period of time usually a month or more and who are as a rule granted reductions from the daily or weekly rates. The remaining quarters should be considered transient accommodations.
Dormitory, sorority house, fraternity house, residential club, bunkhouse, convent, monastery, nurses' home, "flop house," mission, Y, Salvation Army shelter.	Enumerate the structure as nondwelling-unit quarters (box X in item 3) on one Housing line, regardless of the living arrangements of the occupants.	<i>Permanent.</i>	If the majority of the accommodations in the hotel, motor court, etc. are permanent, apply the following rules to all of the accommodations, whether they are usually occupied by permanent guests, occupied by transients, or vacant. Enumerate as a separate dwelling unit (box 1 in item 3) each of the quarters which have either (a) separate cooking equipment, or (b) two or more rooms which are rented as a suite. Do not consider as a suite, a group of sleeping rooms which are temporarily rented together but which are usually rented separately.
Institution or general hospital:		<i>Transient.</i>	If the majority of the quarters are for transients, combine all the quarters in the hotel, motor court, etc., and enumerate the combination as nondwelling-unit quarters (box X in item 3) on one Housing line, regardless of the living arrangements of the occupants.
Building containing only family quarters for staff members.	Enumerate each of the family quarters as a separate dwelling unit (box 1 in item 3).	<i>Separate structure for apartment use.</i>	If the hotel management operates a separate structure as a regular apartment house, enumerate each apartment as a separate dwelling unit (box 1 in item 3).
Building(s) containing living quarters for nonstaff members, such as patients or prisoners, and building(s) containing living quarters for staff members not in families.	Enumerate the structure or group of such structures as nondwelling-unit quarters (box X in item 3) on one Housing line, regardless of the living arrangements of the occupants.		
Military installation:			
Barracks, bachelor officers' quarters, base hospital.	Do not make any entries on the Population and Housing Schedule. Persons will be enumerated on ICR's by special assignment.		
Building containing only family quarters.	Enumerate each of the family quarters as a separate dwelling unit (box 1 in item 3).		
Transient quarters.	Combine all the transient quarters and enumerate the combination as nondwelling-unit quarters (box X in item 3) on one Housing line, regardless of the living arrangements of the occupants.		
		Trailer, tent.	Enumerate as a separate dwelling unit each trailer (box 2 in item 3) and each tent (box 3 in item 3) whether singly or in a camp, if it is occupied as separate living quarters. If the trailer or tent is vacant, do not enumerate it.

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The D-2 questionnaire was used in 30 drainage-district States. It was filled for every drainage enterprise of 500 acres or more, which was (a) organized as one drainage district, or (b) assessed for the same public drain, or (c) drained by works operated as one undertaking under private or corporate ownership. Drainage supervisors trained special enumerators and supervised the drainage enumeration in these States. The enumerators obtained information from a variety of sources, such as officials of drainage enterprises, county engineers, drainage companies, and county records; and they plotted the drained areas on maps. They used lists of projects compiled from the 1940 Census, but these lists had not been brought up to date so the enumerators used them only as guides to locate the large drainage projects.

Reports and Field Controls

Because of the magnitude and timing of the enumeration, those directing the operation had to be informed quickly on the progress of the work. Some 2-1/4 million homes were visited every day at an approximate cost of \$1,000,000; so it was necessary to spot trouble quickly and to expedite the work if it failed to proceed at the planned rate. The usual methods of reporting were too slow to permit swift corrective action. For example, a lag of only three days during which enumeration was delayed or improperly carried out might mean a considerable unnecessary cost. Consequently, reporting techniques were highly streamlined during the period of greatest field activity.

General Program

A staffing and cost pattern was given to each District Supervisor before the work started. This pattern indicated how many employees he should have on specified dates and how much he might spend for travel and overtime. Every Friday, the District Supervisor reported to the Area and Washington Offices the

number of workers employed, amount of payrolls prepared, travel expense incurred, and other office operations. The Area Office checked these reports against allotments and authorizations and took action necessary to bring office operations into line.

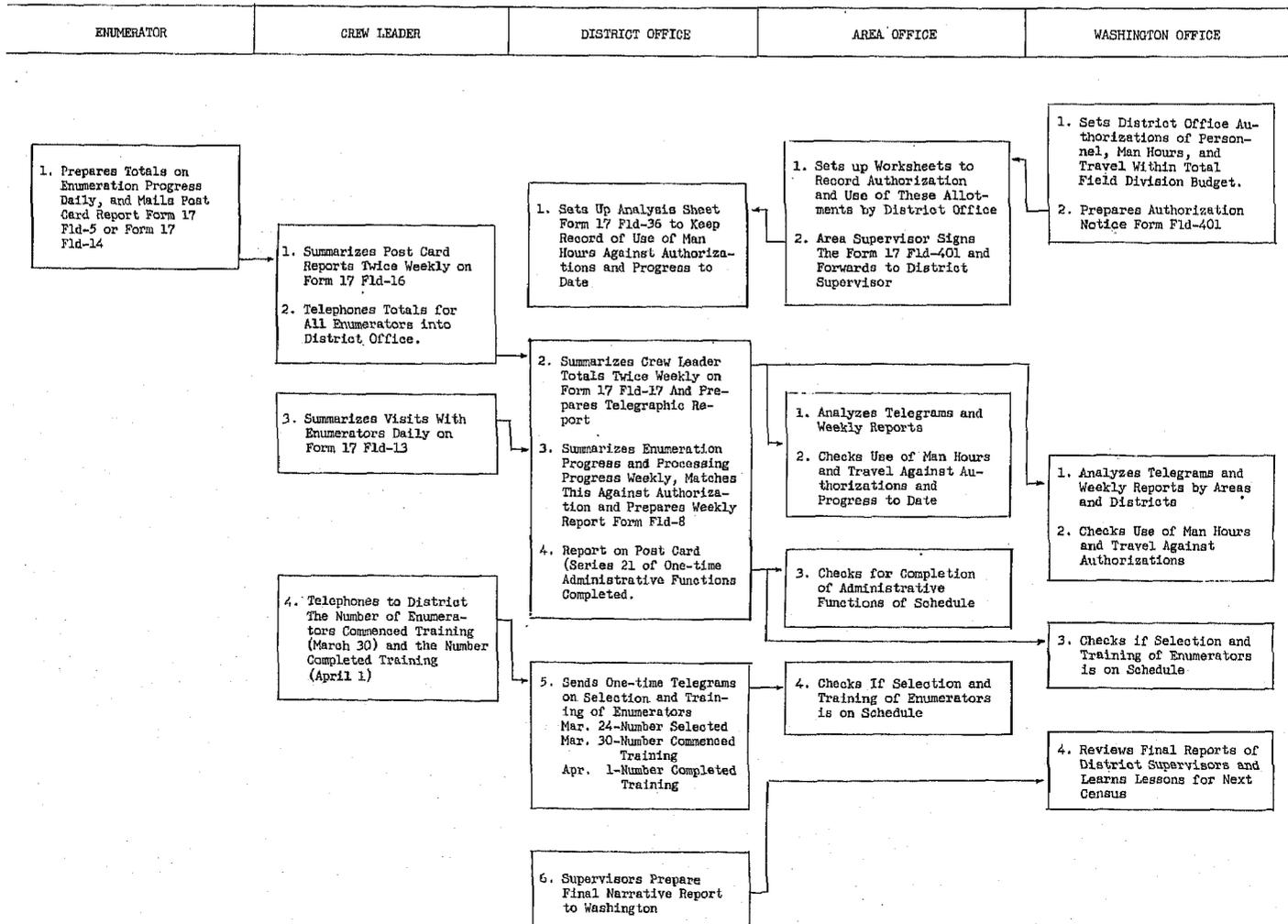
Costs were carefully watched in both the Area and Washington Offices. The Area Supervisor adjusted deficits and surpluses within the Area, and the Washington Office withdrew or allotted funds to the Area Offices as needed. The Bureau made arrangements with the Treasury Department to receive daily telegraphic reports on expenditures for Census accounts from the Treasury's 14 regional disbursing offices so it would be quickly and fully informed on the status of its operations. The Bureau was thus able to make emergency allotments when they were needed to keep the work flowing smoothly; but it was also able to keep expenditures within the limits set by the budget.

Enumerator activities, which indicated the progress of the enumeration, were the subject of several reports. The District Offices were required to send telegrams to the Area and Washington Offices on March 24, March 30, and April 1, giving, respectively, the number of enumerators selected, the number beginning training, and the number completing training. Enumerators reported to Crew Leaders daily by post card on the number of persons, farms, and dwelling units they had enumerated. Crew Leaders summarized these reports and telephoned the results to the District Office twice a week. The District Offices reported the totals by telegram to the Area and Washington Offices. Those offices systematically reviewed the progress of the enumeration and took action if any District Offices appeared to be behind schedule. (See Fig. 8.)

Time-Records Program in 40 District Offices

A special time-records program was set up to provide detailed information needed for improving procedures in subsequent large-scale surveys. This program was conducted in 40 District

Figure 8. -- Field Reports and Control System



Offices to see how much time enumerators, Crew Leaders, and District Office clerical personnel spent on each phase of the Census operations. Detailed field costs were determined by analyzing such factors as travel time, enumeration time, frequency and reasons for callbacks, and allocation of office clerical time. These data were also used to analyze the piece-price rates paid to enumerators and to evaluate the procedures for editing completed enumeration forms.

In 40 offices, detailed time and mileage records were kept for 48 enumerators, 9 time clerks, and all Crew Leaders and clerical office personnel. These records were in addition to the regular enumerators' reports.

The enumerators in this time-records program were divided into four categories: (1) those who kept their own special time records during the entire enumeration; (2) those who were accompanied by a time clerk during the entire enumeration (limited to urban enumerators); (3) those who were accompanied by a time clerk for the first two weeks of the enumeration and kept their own special time records thereafter (limited to rural enumerators); and (4) those who kept their own special time records for the first two weeks and were accompanied by a time clerk for the remainder of the enumeration period (limited to rural enumerators).

Special training programs in the administrative and technical aspects of this program were conducted at selected Area Offices for Chief Time Clerks. Additional personnel were authorized for the 40 offices so a special record-keeping staff could be provided.

Special Controls on Coverage

A number of devices were included in the field procedures to facilitate the enumeration and to insure complete coverage. Some of these devices are described in the following paragraphs.

"T-Night"

The enumeration of the transient population, that is, persons who were traveling during enumeration or who had no fixed place of residence, was one of the most difficult problems connected with the census. It was possible to count most persons in their homes, but many persons were absent from home and would not be reported there, while some who were staying in transient accommodations had no place of residence elsewhere. As an aid in obtaining complete coverage, a "T-Night" ("T" for transients) procedure was designed.

A concentrated effort was made to enumerate on the Individual Census Reports (P2) on a single night (April 11) all persons who were staying in the larger hotels, tourist camps, "Y's", and other similar transient accommodations. A similar all-out effort was made to enumerate persons in the larger "flophouses", missions, and similar establishments on April 13. Rather than to risk omitting any such persons, the Bureau decided to obtain these forms from everyone in those places, whether or not they were likely to be enumerated elsewhere. The forms were later checked with the schedules for their homes to eliminate duplication.

Before "T-Night", the Crew Leaders designated the large hotels, Y's, etc. to be enumerated April 11, and listed the rooms in each of these places on a special form. The American Hotel Association, local hotel associations, and individual hotels cooperated in these preparations.

On the afternoon of April 11, Individual Census Reports were distributed to occupants of hotels, Y's, etc., with a request that they be returned to the management. Special posters informed hotel guests of the procedure. Crew Leaders and enumerators were in the lobby to answer questions and to assist anyone who needed help in filling the forms. After a reasonable time elapsed, inquiries were made for each room for which a form had not been returned.

Transients in "flophouses" and missions were enumerated on April 13 by enumerators who stationed themselves at the main entrance or in the lobby and filled the Population and Housing Schedule by direct interviews. In some instances, the place would not give transients food or lodging until they were enumerated. Employees and staff members who lived on the premises were also included in this enumeration.

Checks by Crew Leaders

Each Crew Leader was required to check the enumeration district boundaries in his area before the enumeration started. This check was made to locate those parts of the enumeration district boundaries likely to give the enumerator difficulty, to find overlaps or omissions, and to see that the map boundaries and the enumeration district descriptions were in agreement. The Crew Leader was also to ask local officials if any political boundary changes had been made that were not shown on the maps. If an

enumeration district involved a workload that was too large for one enumerator to canvass in the time allotted, it was subdivided. This check also familiarized the Crew Leader with his territory so that he would be able to anticipate and solve boundary problems encountered by the enumerators.

The Crew Leader was also required to fill an ED Spot Check Report for each enumeration district in his territory before the enumeration. He listed 10 consecutive households, starting in any corner of the enumeration district and obtained: (1) the name of the head of the household; (2) the complete address; (3) information on whether the house was on a farm; and (4) information on whether the house was on a place of 3 or more acres. The Crew Leader kept these forms, and when the enumerator completed the enumeration district, he checked his list of 10 addresses against the completed schedules to see if the households had been enumerated. The Crew Leader also made spot checks of the enumerator's work to be sure that the enumerator was doing his job properly; and he maintained a record of these activities on the Crew Leader's Record of Enumeration Review.

Apartment House Lists

In large cities (those that had a population of 100,000 or more in 1940), the District Offices prepared lists of all apartment houses with 20 or more dwelling units. Garden type developments were included even if no one structure contained 20 or more units. To compile the lists, the Office used telephone directories and consulted municipal licensing and inspection agencies, fire departments, utility companies, large real estate firms, and similar sources.

After the lists were compiled, the District Office sent a special form to the owner or manager of each apartment house asking for the number of apartments, how they were numbered, etc. This information was inserted in the enumerator's portfolio so he could canvass the apartment house quickly and completely.

Large Farm Lists

Large farms may account for a sizable proportion of the farm production in a given area. Moreover, all large farms were to be included in the agriculture sample; so the sample questions on the Agriculture Questionnaire had to be filled for them. Accordingly, the Bureau took special precautions to see that the large farms were properly enumerated.

A list of large farms for each district was prepared from the 1945 Census of Agriculture. With the assistance of the field staff of the Bureau of Agricultural Economics of the U. S. Department of Agriculture, the Bureau brought the lists up to date. These lists gave the name of the farm operator and the location of the farm.

The lists were sent to the District Offices, and the Crew Leaders were charged with the responsibility for seeing that an Agriculture Questionnaire was properly filled for each large farm during enumeration. As he reviewed the questionnaires, the Crew Leader entered on the list the number of the Agriculture Questionnaire obtained for the farm and the number of the enumeration district in which it was taken. If a questionnaire was not obtained for a large farm on the list, the reason was to be indicated. For example, a large farm might have been sold to the owner of another large farm who reported the entire operation on one questionnaire.

Consecutive Numbering of Dwelling Units

As the enumerator canvassed an area, he gave a number to each dwelling unit and entered that number on a line on the Population and Housing Schedule. If no one was at home to give him information, he entered on that line, "No one at home. See sheet ... lines" He was to return later and get the necessary information. When he got that information, he was to indicate the sheet number and the lines on which he enumerated the household on the Population and Housing Schedule. When the Crew Leader reviewed the completed portfolio, he looked for entries of "No one at home" without sheet and line numbers. Such omissions indicated that the enumerator probably had not enumerated the household.

Callback Record

The enumerator used the Callback Record Form to record notations about an enumeration that was incomplete and therefore required a return visit. The enumerator noted there a place which he had to revisit because no one was at home at the time of the first visit, because the respondent was too busy to give him any information at his first call, because the respondent could give only part of the information, or because he had left

an Individual Census Report for some member of the household, such as a lodger, to complete.

The Callback Record helped the enumerator to plan each day's itinerary so that he would not backtrack and to reduce the time needed to check schedules and questionnaires for missing data. It also helped to insure complete coverage by reminding the enumerator that his information was incomplete. The Crew Leader was instructed to review this Callback Record when a district was completed to be sure all callbacks were made.

Dwelling Unit Control Lists

The Bureau prepared Dwelling Unit Control Lists for most cities with 50,000 or more inhabitants and sent them to the District Offices. These lists showed the number of dwelling units in each block. When an enumeration district in one of these cities was completed, the Population and Housing Schedules were checked to be sure that all dwelling units were listed. If more dwelling units were shown on the list than were enumerated on the Population and Housing Schedules, the block was rechecked.

Missed Persons Form

A Missed Persons Form was released locally when the enumeration of an area was nearly complete. This form was printed in newspapers and on post cards. Local radio announcers were asked to mention it.

The form pointed out that the enumeration was nearing completion and requested all persons who believed they had not been counted to fill the form and mail it to the District Office. At the District Office, the form was checked to the schedule on which the person should have been enumerated. If he had been missed, a special enumerator called on him to get the necessary information. This enumerator also checked to see whether other persons in the household and in the neighborhood were missed.

Local Announcements

The District Office made a count of population, dwelling units, and farms as soon as enumeration was completed. This count was made for cities with 10,000 or more inhabitants (or for smaller places if requested) and for counties. The District Supervisor telegraphed the figures to Washington and issued a preliminary local announcement. These announcements made Census data available quickly and gave the community an opportunity to question the accuracy of the figures before they were final.

Some communities made special efforts to locate missed persons after the local announcements were made so that their population count would be raised. The District Office enumerated all missed persons who were reported, and it rechecked the figures for areas which appeared to be underenumerated. In addition to finding some areas that had not been enumerated, this operation uncovered some hitherto unreported annexations to cities.

These preliminary announcements also gave the Washington Office a chance to look at the figures and to have them checked while the schedules and questionnaires were still in the field. This Office compared the figures with current estimates and questioned those that appeared to be out of line. Instructions were then sent to the field to check the figures and explain the discrepancies. Field checks of the farm count were made in about 130 counties.

A number of counties and cities expressed dissatisfaction with the Census count after the schedules had left the District Offices. The Bureau asked for the names of persons missed, and 136 communities submitted lists. About 40 percent of the persons listed were immediately found to have been enumerated. Frequently, a neighbor had given information when the enumerator could not find the persons at home in several calls. The Bureau mailed Individual Census Reports to those not enumerated and asked them to complete them; or, if 20 or more persons had been missed in one enumeration district, the Bureau asked the Area Office to check the addresses for the entire district against the entries on the Population and Housing Schedule in addition to interviewing the missed persons. Completed Individual Census Reports were thus obtained, which made possible a more careful check of the Census schedules. If the person's name still was not found, his record was added to the Census count (see page 27).

Lists of missed persons sent to the Bureau after the final Census count had been made, sometimes indicated additional

names that had been missed. Although such persons could not be included in the Census count, information for those missed was added to the Census records so that the Census information on individuals would be as complete as possible.

Other Field Enumerations

Immediately after the regular enumeration for the 1950 Censuses, three supplementary surveys were conducted in selected areas: the Post-Enumeration Survey, the Survey of Residential Financing, and the Local Housing Authority Survey. These surveys utilized the staff of experienced enumerators and other field personnel who were still in the field offices.

Post-Enumeration Survey

The Post-Enumeration Survey was a sample re-enumeration of the 1950 Censuses. It made a coverage check (to determine how completely the people, dwelling units and farms had been covered in the enumeration) and a content check (to see how accurately the population, housing and farm characteristics had been described).

The Survey was administered from the Area Offices. Technical observers from Washington were assigned to various areas to assist in instruction, supervision, and handling technical problems. Supervisors and technical observers were given a 2-week training course; and they, in turn, conducted a 1-week course for interviewers. About 250 of the better interviewers who had worked on the regular enumeration were employed. Some had been trained for urban interviewing and some for rural interviewing.

Survey of Residential Financing

The Survey of Residential Financing was part of the 1950 Census of Housing. It was designed to get more detailed information on the financing of residential properties than could be obtained during the regular enumeration. The sample covered properties in selected enumeration districts in about 700 counties. It was selected from the dwelling units for which the household head (or a vacant dwelling unit) was listed on a sample line on the population side of the Population and Housing Schedule. The vacant properties were treated as rental properties.

The Survey involved the following broad field operations:

- (1) Selecting the sample from the Population and Housing Schedule.
- (2) Transcribing data for selected units from the Population and Housing Schedule to control cards. Comparing properties on these cards with those on the list of large properties compiled in Washington and eliminating duplications.
- (3) Obtaining from occupants of rental properties the names of owners or rental agents.
- (4) Mailing schedules to the owners of properties and also to the mortgage holders.
- (5) Enumerating a subsample of owners and lenders who failed to fill schedules.

The first three operations were performed in the District Offices during the regular enumeration. The last two operations were done after that enumeration had been completed.

Local Housing Authority Survey

Local housing authorities needed population and housing data relating to rental units which were "substandard" according to the Public Housing Administration's definition; and they asked the Bureau to provide advance tabulations for those units. The housing authorities in 224 cities provided funds, and the Bureau transcribed data for a sample of units in those cities from the Population and Housing Schedules. This work was done in the District Offices.

Income information had been obtained only for one person in five; so it was not available for the occupants of each unit in the sample. When income data were not available for a sufficient number of families to yield the desired sampling reliability, additional interviews were conducted to obtain this information.

Advance transcription and tabulation of the housing data put this information to use much earlier than would otherwise have been possible.