

APPENDIX E
DATES OF PRINCIPAL ACTIVITIES

<u>1946</u>		<u>1948</u>	
<u>April</u>	A pretest of the population and housing schedule was conducted at Wilmington, North Carolina, in connection with a special census of that city.	<u>January</u>	Pretest of the landlord-tenant schedule was conducted in 6 Southern counties to learn which criteria are descriptive of multiple-unit agricultural operations.
<u>October</u>	A summary report on the 1940 field experience and on the use of each form was prepared.		Procedures were being worked out to obtain information concerning the location and size of large educational institutions.
<u>December</u>	First list of issues to be decided and first time schedule were constructed.		The first meeting was held of the Technical Advisory Committee on General Population Statistics.
<u>1947</u>		<u>February</u>	The first meeting was held of the Technical Advisory Committee on Economic Statistics in the Population Census.
<u>January</u>	Work was started on the procedure and technique for delimiting unincorporated places.		Questions on income were tested in Washington, D. C.
<u>February</u>	A list was started of sources of information needed for compiling a complete listing of institutions and apartments. Problems of enumeration of Territories and possessions were explored.		Preliminary budget estimates covering the entire census operation to December 31, 1952, were being prepared.
<u>March</u>	The Bureau initiated correspondence to obtain information on changes in minor civil division boundaries.	<u>March</u>	The first meeting was held of the Technical Advisory Committee on Housing Statistics.
<u>April</u>	Evaluation of maps on hand for places with more than 2,500 inhabitants was completed.		Purpose and scope of a check enumeration (Post-Enumeration Survey) were outlined.
<u>May</u>	Experimental work was being conducted to determine the feasibility and cost of delimiting urban fringes around larger incorporated places. The first list of suggested population and housing questions was prepared. A field test of the document-sensing schedule was conducted in selected areas of Pennsylvania, North Carolina, Ohio, and Kentucky.	<u>April</u>	A pretest for the 1950 Census and a quality check to test coverage and accuracy, covering 15,000 households, were conducted in Cape Girardeau and Perry Counties, Missouri.
<u>June</u>	Alternate sampling plans were studied.		A test of agriculture schedules was conducted in 33 field offices to test livestock questions particularly.
<u>July</u>	Part of the staff began regularly to devote some of its time to the preliminary work of compiling a tentative list of items to appear on the schedules, together with the expected detail for each item. The sum of \$200,000 was appropriated by the Congress for preliminary 17th Decennial Census work. Action was taken to establish technical advisory committees to advise on the content of the schedules and other technical problems.		A test of methods of obtaining income data was made in Current Population Survey areas.
<u>August</u>	Field administration problems such as method of pay and procurement of space and furniture were reviewed and tentative working agreements were reached.	<u>May</u>	Procedures to be followed in establishing permanent statistical areas in the State of Washington on an experimental basis were completed.
<u>September</u>	Work was actively initiated on the development of techniques and procedures to establish limits for the urban fringe around the corporate limits of the larger cities. Securing of maps and boundary information for places with less than 50,000 inhabitants was begun.		Arrangements were made with the Departments of Army and Air Force to obtain information concerning the boundaries of military installations.
<u>October</u>	Preliminary drafts of control and report forms to be used by field offices were prepared.		Planning for machine tabulation operations included the ordering of electric key-punch machines.
<u>November</u>	Conferences were held between representatives of the Bureau of the Census and officials of the Bureau of Indian Affairs about the enumeration of areas with a large percentage of Indian population. Preparation of county base maps to be used in obtaining information concerning minor civil division changes from county officials was finished.		Navy Department loaned the Bureau maps showing the boundaries of naval bases.
			Maps were requested from the mayors of cities of 50,000 or more inhabitants.
			A filmstrip "How's Your Interviewing Technique?" was completed and shown to interested groups throughout the Bureau.
			Questions on physical characteristics of dwelling units were tested in Current Population Survey areas.
			A test of self-enumeration procedures was conducted in Little Rock and North Little Rock, Arkansas, in connection with a special census.
		<u>June</u>	The sum of \$2,676,000 was appropriated for the 17th Decennial Census for the year ending June 30, 1949.
			An estimate of the Bureau's additional space needs for 1950-1952 was presented to the Commissioner of Public Buildings.

PRINCIPAL ACTIVITIES

- A test of alternative methods of measuring housing quality and characteristics was conducted in Philadelphia.
- A Census Service Office was opened in Chicago to handle routine personnel and administrative processing functions as a test of possible decentralized operation during the Decennial Census.
- July Decentralization of processing operations was explored.
- Field work to establish urban fringe limits was begun on a major scale.
- August Plans for the counting unit and new construction surveys to be conducted in 93 metropolitan districts were completed.
- Field offices were making a survey of new construction in certain metropolitan districts and were also obtaining information on the legal limits of some incorporated places in the metropolitan districts.
- October A pretest was conducted in Oldham and Carroll Counties, Kentucky; Union County, Indiana; and two small areas in Minneapolis, Minnesota, to test major procedures, including self-enumeration and training techniques.
- A pretest of 3 types of irrigation schedules was taken in Longman, Colorado, and Caldwell, Idaho.
- November Inserting block numbers on maps for cities of 50,000 or more inhabitants was begun.
- December Arrangements were made with the officials of the District of Columbia public schools to establish a training program for card punch operators in the District high schools.
- Regional Offices were expanded from 9 to 13.
- 1949
- January A report was prepared on the optimum number of field offices; tentative boundaries were being established for Supervisor's Districts and District Office locations.
- The Budget Bureau issued a press release establishing the standard metropolitan areas and defining these areas for the larger cities.
- Preparation of official county maps showing minor civil division boundaries was begun.
- Revised estimates of space requirements were submitted to the Commissioner of Public Buildings to support the request for the construction of a new building to meet Census needs.
- February Use of the 20-percent sample was approved.
- March The United States Employment Service made a survey of pay scales and labor availability for enumerator jobs throughout the country.
- A test was conducted in Chicago, Illinois, and adjacent counties on methods of obtaining complete enumeration in areas of new construction.
- Method of determining preliminary and final population counts was proposed.
- April Delineation of unincorporated places with 800 or more inhabitants and outside of any urban fringe was begun. The operations of making urbanized area descriptions and compiling base maps were started.
- May Plans for the locations of the Decennial Census field offices were completed.
- A "Dress Rehearsal" pretest of the 1950 Census was taken in selected areas of South Carolina and Georgia and in rural areas near each of 64 District Offices.
- A check was made on the quality of the housing data collected in a survey made for the Baltimore Housing Authority.
- A special test of the irrigation questionnaires was conducted in parts of California and Washington State.
- June A plan was approved to select and train a group of master trainees to train Crew Leaders.
- Regional Offices were expanded from 13 to 14.
- The Enumerator Selection Aid was designed and tested.
- Qualification requirements for supervisory positions in District Offices were developed.
- Officials of the Bureau met with the Civil Service Commission regarding problems which would affect personnel policies during the Census period.
- July Permanent authority to conduct a Decennial Census of Housing was passed by the Congress (63 Stat. 413; 42 USC 1442).
- Review of the 36 census tract plans submitted for approval was completed. No further tract changes were to be included in the 1950 plans.
- The amount of \$41,885,000 was appropriated for the 17th Decennial Census for the fiscal year ending June 30, 1950.
- Numbering system for forms was devised.
- Establishment of 1950 enumeration districts was begun.
- August J. C. Capt resigned as Director of the Bureau, and Philip M. Hauser was designated as Acting Director. Mr. Capt died two weeks after retirement.
- Field administration manual was drafted.
- A pretest of the drainage schedule was taken in selected counties of Ohio, Indiana, Illinois, and Michigan.
- All supplies to be used in connection with the 17th Decennial Census Package Unit, with the exception of personnel and payroll forms, have been ordered.
- Recruitment for District Supervisors and Assistant District Supervisors was started.
- The order was placed for enumerators' portfolios.
- Plans for editing, coding, and tabulating were started.
- Delimitation of unincorporated places was completed.
- Irrigation and drainage schedules and the first of the agriculture schedules for continental United States were sent to the printer.
- September Office space in a Veterans Administration building in Philadelphia was assigned to the Bureau.
- Plotting of 1950 minor civil division boundaries on maps to be used in the Census of Irrigation was begun.
- Field reporting system, including special record keeping, was determined.
- Population, housing, and agriculture questions were tested in Puerto Rico.
- The Civil Service Commission approved the Bureau's recommended personnel policies, except for the use of indefinite probational appointments.
- The experimental enumeration program was agreed to, and special area enumeration plans were summarized and approved.
- October Congress appropriated \$8,000,000 for the Census of Housing and \$870,000 to General Services Administration for the cost of renovating the Bureau's Philadelphia office.
- The first meeting of the Technical Advisory Subcommittee for Residential Financing was held.
- A conference providing the framework for the use of school teachers as enumerators in Fort Worth, Texas, was held.
- The pretest of training procedures for the 1950 Census was held in Raleigh and Roxboro, North Carolina.

The P-1 population schedule was approved for printing. The variations of this schedule to be used in special enumeration districts were forwarded to the printer.

Organization for the Post Enumeration Survey was proposed.

A tentative list of monographs and special reports was prepared.

November

The plan for the enumeration of hotel residents was worked out with the American Hotel Association.

The Enumerator's Reference Manual was completed and sent to the printer.

Collection of information needed for the Census of Drainage was begun.

A pretest for the Survey of Residential Financing was held at Raleigh, North Carolina.

Inserting of block numbers on maps for cities with populations exceeding 50,000 was completed. Fringe descriptions for 157 urbanized areas were finished.

Representatives from the Area Field Offices attended a 3-week training class at Washington in administrative policies and procedures.

Training materials on public relations for District Supervisors were completed.

Instructions and training material for the Census of Agriculture were sent to the printer.

Two trainer's guides for Administrative Clerk Training Program and District Supervisor's Training Program were completed, and training was started.

Tabulation outlines and proposed statistical tables for publication of results of the Census of Agriculture were prepared.

Enumerator's Workbook and Crew Leader's Guide were completed and sent to the printer.

December

All printed materials needed by enumerators on April 1 had been received, and the work of assembling the schedules and other enumeration supplies for shipping was begun.

Training for 20 regular and 6 auxiliary chief instructors was held in Washington, D. C.

Area Offices were fully staffed, and most of the appointments for District Supervisors were confirmed.

Opening of District Offices and shipments of furniture and supplies were begun.

Final arrangements for working space at the Philadelphia office were made.

Details of per diem and travel for Philadelphia employees were agreed to.

Maps for the Census of Drainage were completed.

Preparation of minor civil division lists (17 Geo 26) for field and tabulation control was begun.

1950

January

Technicians employed to take the Census of Irrigation received 3 days of instruction.

Maps for the Census of Irrigation were completed.

THE CENSUS OF IRRIGATION WAS BEGUN IN 20 STATES.

Crews of Vessels and Overseas Questionnaires were shipped to military installations outside of the United States. Shipping of training kits and enumerators' portfolios was begun.

Training classes were held for the technical instructors.

Pretest of Survey of Residential Financing was conducted in Chicago, and on a smaller scale in Boston, Detroit, Minneapolis, St. Paul, Los Angeles, Kansas City, Dallas, and New Orleans.

Enumerators' and supervisors' maps for the Censuses of Population, Housing, and Agriculture were completed.

Additional office space in Washington was made available in Temporary Buildings "I" and "J".

The 13 card forms for recording data from the A-1 agriculture schedule were approved.

The Civil Service Commission issued the announcement for Census Clerk and Tabulator Operator examinations.

February

Supervisors' and enumerators' maps and enumeration district descriptions were shipped to the field offices.

All District Offices were open, the field progress reporting system was installed, and the field staff was organized.

A proposed policy statement covering 17th Decennial Census appointments and promotions was drafted.

Enumeration was begun in Alaska.

Almost all the 230,000 enumerators' portfolios were "stuffed" and labelled on an assembly-line basis and shipped to the field offices.

All field offices were equipped and furniture had been delivered.

Recruitment of the nucleus of the training staff for punch operators was begun. A general plan for processing the Series B population tabulations had been adopted, and the work of developing actual machine runs was in progress.

An order was placed for the Richards Copyholder, specially designed for the P-1 population schedule.

The final form was accepted and the preliminary card order for the basic population tabulating card was sent to the printer.

Codes for the 1950 Occupation and Industry Classification System were completed.

March

Dr. Roy V. Peel was sworn in as Director of the Bureau of the Census.

Training of Crew Leaders and enumerators began on the 8th and 27th of the month, respectively. The training included practice enumeration.

The television training experiment in which the U.S. Navy cooperated with the Bureau was conducted at the Special Devices Center, Sands Point, Long Island, New York.

Agriculture questionnaires were mailed to post office box holders on rural and star routes and to box holders in selected post offices.

Selection of the sample segments for the Post Enumeration Survey was completed.

Final shipments of supplies, forms, and schedules arrived in the field offices.

Detailed operations and procedures for receiving the schedules from the field were prepared.

Working copies of the Series A and B Population, Series A Housing, Census Tract Series and Advance Sample tables were prepared.

A draft was prepared of most of the processing instructions for the Census of Agriculture.

Census Clerk and Tabulating Machine Operator registers were established.

APRIL 1, 1950. ENUMERATION FOR THE 1950 CENSUSES OF POPULATION, HOUSING, AND AGRICULTURE OFFICIALLY BEGAN.

April

All schedules for the Survey of Residential Financing were sent to the printer.

Procedures for the review and clearance of field preliminary population announcements and for the clearance of shipments of schedules from the field were prepared.

PRINCIPAL ACTIVITIES

	Procedures were completed for the processing of population and housing schedules.	<u>September</u>	Congress appropriated \$28,350,000 for the fiscal year ending June 30, 1951.
	The first complete county shipment of schedules was received from Alpine County, California, on April 19, 1950.		The shipment of schedules for the last county was received in Washington.
<u>May</u>	The Philadelphia Decennial Tabulation Office was opened.	<u>October</u>	Punching the basic housing card (H-1) was begun. Matching the Individual Census Reports to be used in the population count was completed.
	Instructions and training material for machine tabulation operators and reproduction of instructions for editing and coding of P-1 population schedules were completed.		The mechanical listings and correction of cards for agriculture tabulations for the United States were begun.
	Procedures were developed for matching, transcribing, and coding Current Population Survey schedules to be compared with Decennial Census schedules.	<u>November</u>	Preliminary reports of number and distribution of inhabitants were completed.
	The Drainage Census was complete, except for minor cleanup work.		STATE POPULATION AND APPORTIONMENT COMPUTATIONS WERE REPORTED BY THE SECRETARY OF COMMERCE TO THE PRESIDENT ON NOVEMBER 2, 1950.
	Enumeration of large irrigation enterprises was completed and the schedules edited.		Recruitment for the Population and Housing Division was completed with 1708 on the rolls.
	Sorting and allocation of Individual Census Reports was started.		Work was started on the preparation of tables for Series A Population bulletins.
	The procedure for the selection of Post-Enumeration Survey enumerators was prepared.		Agriculture tabulations for county tables for the first State were completed.
	An Area Supervisors conference was held in St. Louis to review operations.		The number of Regional Offices was reduced from 14 to 7.
	Field work was begun on the Local Housing Authority project.		An Incentive Pay Plan was placed in effect covering production work of a clerical and mechanical nature.
<u>June</u>	Supervisors for the Post-Enumeration Survey were trained.	<u>December</u>	The first preliminary report for the 1950 Census of Agriculture was issued.
	Congress appropriated \$700,000 as an adjustment for the general Government salary increases.		Housing block checks were conducted in the field.
	The first press releases were issued giving preliminary results of the 1950 population enumeration of the United States and its Territories and possessions.		<u>1951</u>
	The following processing operations were begun: PES Transcription, Preliminary Sample Transcription, Military ICR and Crews of Vessels Transcription, and editing and coding of A-1 agriculture and P-1 population schedules.	<u>January</u>	Preparation of tables for Series B Population bulletins was begun.
	The work of correcting schedules defective with respect to geographical identification was begun.		The Length of Service Bonus Plan was put into effect for those working in certain measurable operations.
	Additional space at West Potomac Park was made available for processing and card punching, and the training of punch card operators was begun.	<u>February</u>	Review of the drainage questionnaires was completed and the first final State reports showing the results of the Census of Drainage were issued.
	Enumeration was completed in the Territories and possessions.		Enumeration for the Post Enumeration Survey was completed, including the follow-up.
<u>July</u>	Enumerators for the Post Enumeration Survey were trained, and field work was begun.	<u>March</u>	Editing irrigation questionnaires was completed.
	Approximately 900 new employees were appointed for Decennial Census work to clerical and card punch operator positions in Washington.		Recruitment for Machine Tabulation Division was completed with 3,019 on Decennial Census rolls.
	Reductions of staff of the Field Division were made and the field offices were returning to a "normal" operation basis.		Editing and review of editing of the agriculture questionnaires for continental United States were completed.
	Numbering agriculture questionnaires, sending them to machine tabulation, and punching agriculture cards were begun.	<u>April</u>	The Bureau officially started operation of the UNIVAC (Universal Automatic Computer).
	Procedures for handling Missed Persons Forms were agreed to.		Punching the irrigation (A-2) card was begun.
	Coding and verification of coding for occupation and industry were begun.	<u>May</u>	General coding and verification of general coding of the P-1 population schedules were completed.
	Recruitment for the Agriculture Division was completed with 1228 on rolls.		Reduction in force began in Machine Tabulation Division, and notices were given 200 card punch operators.
	The first preliminary press releases based on the 1950 Census of Housing were issued.		Verification of occupation-industry coding on the P-1 population schedule was completed.
	The Survey of Residential Financing was begun.	<u>June</u>	Processing of Series B Population tabulations for selected States on UNIVAC was begun.
<u>August</u>	Punching the basic population (P-1) card for continental United States was begun.		Punching of irrigation schedules for the United States was completed.
	The agriculture follow-up program was initiated.		All processing operations at the Philadelphia Decennial Tabulation Office were completed.
		<u>July</u>	The first Population Series P-A Bulletin was sent to the printer.
			Punching of the A-1 agriculture schedule was completed.
			Punching of the basic population card (P-1) for the United States was completed.

PRINCIPAL ACTIVITIES

211

The first Population Series P-A Bulletin was issued.

Punching of the basic housing card (H-1) was completed and first series housing tabulations were begun.

August Agriculture County Series tabulations were completed.

Census of Drainage State maps were completed.

September Punching and verification of punching of the Landlord-Tenant Operations Questionnaires were completed.

The "center of population" for the United States was determined and announced in a press release.

Tabulations for Series A Population reports were completed.

Urbanized area maps for publication were completed.

October The ceremony locating the 1950 center of population took place on the 17th in Indiana and on the 18th in Illinois.

The sum of \$7,000,000 was appropriated by the Congress for the period ending December 31, 1952.

Census tract maps for releases were completed except for Hawaii.

State maps for the reports of the Census of Agriculture were completed.

"Key to Published and Tabulated Data for Small Areas" for Population and Housing was issued.

The first of the Block Statistics Bulletins (Housing Series H-E) was issued.

November State minor civil division maps were completed.

December The first preliminary reports of the Census of Irrigation were released.

The series of agriculture county press releases was completed.

The first of the Census Tract Bulletins (Population Series P-D) was issued.

1952

January Punching the fertility card, "C", was completed. State tabulations of the Farm Mortgage Debt program and Economic Region tabulations for the Landlord-Tenant program were completed.

All State reports and the U. S. summary reports on horticultural specialities in Series HS50-1 and HS50-2 were issued.

February Work on the Survey of Residential Financing basic tabulations was initiated.

Block identification maps were completed.

March The drainage map of the United States was completed.

The first Population Series P-B Bulletin (Vol. II, Chapter B, General Characteristics preprints) was issued.

The Census Recode Machine, under design and construction for almost 2 years, was put into practical operation.

June The first bulletins in Series H-A (Housing Vol. I preprints) were issued.

Congress appropriated \$660,000 as an adjustment for the general Government salary increases.

Microfilming the 1950 population schedules was completed. The average production was almost 4,700 schedules per day per machine.

Inspection of the 1950 population schedules for the infant enumeration study was completed.

July Congress appropriated \$1,700,000 for the period ending December 31, 1952.

Separate contracts were awarded for the typing and printing of the reports for the 1950 Censuses of Population and Housing. The four contractors are to print a total of 1,700 pages a week.

August Work on the 213 Series H-E Block Statistics bulletins was completed.

In Series HC-7 (vacant dwelling units by State), the United States Summary was published, completing the series of 50 releases.

September Estimates of the reductions in force which will be required before January 1, 1953 were submitted by all operating divisions.

Population Volume I, Number of Inhabitants, was sent to the printer.

The last of the 54 Population Series P-A Bulletins was issued.

October The last of the State reports for the 1950 Census of Irrigation was sent to the printer.

November Volume II, General Report, Agriculture and Volume III, Irrigation of Agricultural Lands were sent to the printer.

The first Population Series P-C Bulletin (Volume II, Chapter C, Detailed Characteristics, preprint) was sent to the printer.

December Volume IV, Drainage and most of Volume V, Special Reports, were sent to the printer.

Population, Volume I, Number of Inhabitants, was issued. The first part for Population, Volume II, Characteristics of the Population, was sent to the printer.

All tabulations were completed except for clean-up work, the housing H-B series and the Family tabulations.

End of the official Census period for the 1950 Censuses.

Note: Work on publications continued beyond December 1952.