

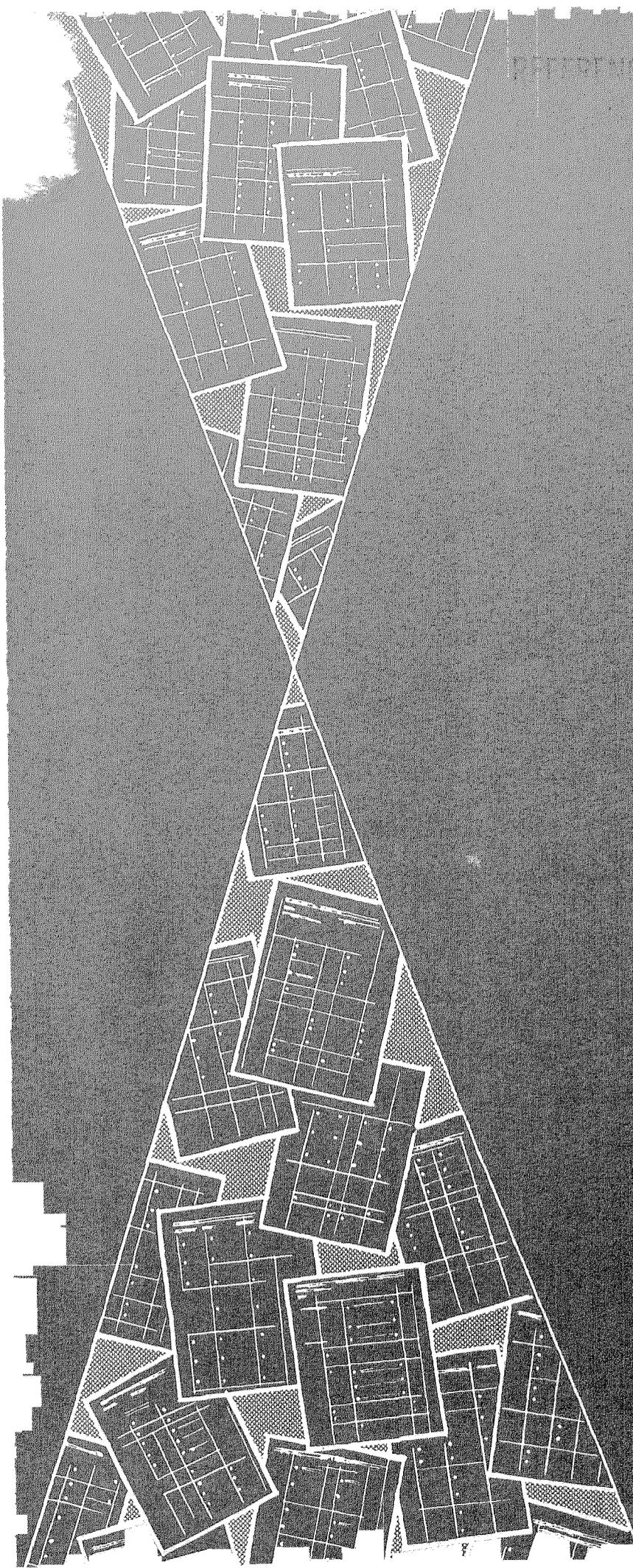
REFERENCE COPY

CENSUSES OF
POPULATION
AND
HOUSING
IN
PUERTO RICO
1960

PROCESSING
THE DATA

U.S. DEPARTMENT OF COMMERCE

BUREAU OF THE CENSUS



REPORTS ON METHODOLOGY OF THE 18TH DECENNIAL
CENSUS WHICH HAVE APPEARED TO DATE

United States Censuses of Population and Housing, 1960: Principal
Data-Collection Forms and Procedures. (1961)

Survey of Components of Change and Residential Finance of the United
States Census of Housing, 1960: Principal Data-Collection Forms
and Procedures. (1962)

United States Census of Agriculture, 1959, and Related Surveys:
Principal Data-Collection Forms and Procedures. (1962)

United States Censuses of Population and Housing, 1960: Processing
the Data. (1962)

United States Censuses of Population and Housing, 1960: Enumeration
Time and Cost Study. (1963)

Procedural Report on the 1960 Censuses of Population and Housing
Working Paper No. 16. (1963)

Censuses of Population and Housing in Puerto Rico, 1960: Processing
the Data. (1963)

**CENSUSES OF
POPULATION
AND
HOUSING
IN
PUERTO RICO
1960**

**PROCESSING
THE DATA**



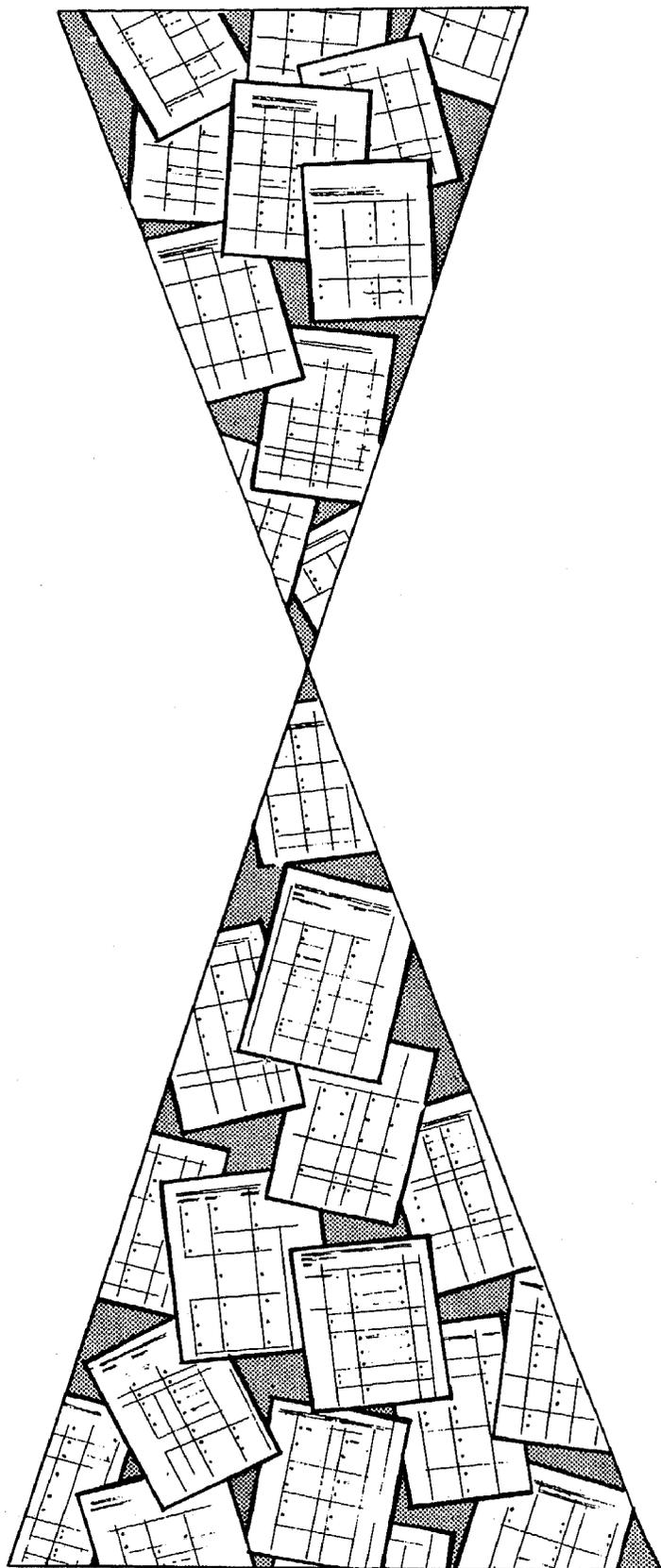
U.S. DEPARTMENT OF COMMERCE

Luther H. Hodges, Secretary

BUREAU OF THE CENSUS

Richard M. Scammon, Director (From May 1, 1961)

Robert W. Burgess, Director (To March 3, 1961)





U.S. DEPARTMENT OF COMMERCE

BUREAU OF THE CENSUS

RICHARD M. SCAMMON, Director

A. ROSS ECKLER, Deputy Director
HOWARD C. GRIEVES, Assistant Director
CONRAD TAEUBER, Assistant Director
MORRIS H. HANSEN, Assistant Director for Research and Development
CHARLES B. LAWRENCE, Jr., Assistant Director for Operations
WALTER L. KEHRES, Assistant Director for Administration
JOSEPH F. DALY, Chief Mathematical Statistician
CALVERT L. DEDRICK, Chief, International Statistical Programs Office
JOHN BAKER, Public Information Officer

Statistical Reports Division

EDWIN D. GOLDFIELD, Chief
WILLIAM LERNER, Assistant Chief
PHYLLIS G. CARTER, Census Historian

Decennial Operations Division

MORTON A. MEYER, Chief

Puerto Rico Census Operations Office

RAFAEL A. NIEVES, Chief

Library of Congress Card No. A63-7704

SUGGESTED CITATION

U.S. Bureau of the Census. *Censuses of Population and Housing
in Puerto Rico, 1960: Processing the Data.*
U.S. Government Printing Office, Washington, D.C. 1963.

For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402
or U.S. Department of Commerce Field Offices. Price 40 cents

PREFACE

This publication describes the operations involved in processing the data obtained by the 1960 Censuses of Population and Housing of Puerto Rico. It is an expansion of a brief chapter on the subject which appeared in United States Censuses of Population and Housing, 1960: Processing the Data.

This is one of a series of reports on the methodology of the Eighteenth Decennial Census of the United States prepared under the guidance of Phyllis G. Carter, Census Historian, Statistical Reports Division. Those which have appeared to date are listed on the inside front cover. Other publications which are planned include a complete procedural history of the Eighteenth Decennial Census of the United States and detailed reports on such specialized aspects of the census as quality control, sampling, and the evaluation program.

This report was written by Rafael A. Nieves, Patience Lauriat, and Morton A. Meyer of the Decennial Operations Division of the Bureau of the Census. Mr. Nieves was Chief of the Census Operations Office which was established in San Juan, Puerto Rico, to process the 1960 Censuses of Population and Housing of Puerto Rico. It was edited and prepared for publication by the Statistical Reports Division. The staff of the Decennial Operations Division and other divisions of the Bureau collaborated at various stages in its preparation.

CONTENTS

	Page
Introduction.....	1
The census schedules.....	1
The publication plan.....	2
The census enumeration.....	2
Data-processing procedures.....	3
The processing plan.....	3
Distribution and control of work.....	3
Receipt and check-in of questionnaires.....	3
Geographic identification coding.....	3
Block check.....	4
Transcribing information from supplemental enumeration forms.....	4
Coding.....	5
Keypunching.....	6
Quality control.....	7
Other pretabulation operations.....	8
Inflating the sample.....	9
Tabulation.....	10
Table preparation.....	13
Administration and organization.....	14
Establishment of the Operations Office.....	14
Office supplies and equipment.....	14
Personnel.....	14
Fiscal management.....	14
Bibliography.....	15

APPENDIX

Form 60PH-1PR, Questionnaire used for 100-percent data except in large cities (in Spanish).....	16
Form 60PH-2PR, Questionnaire used for 100-percent data in large cities (in English)...	17
Form 60PH-2PR, Questionnaire used for 100-percent data in large cities (in Spanish)...	18
Form 60PH-3PR, Questionnaire used for sample data (in English).....	19
Form 60PH-3PR, Questionnaire used for sample data (in Spanish).....	24
Form 60PH-5PR, Cuestionario preliminar (advance census report used for 100-percent data except in large cities).....	29
Form 60-11-281-PR, Lista preliminar de transferencia, divisiones civiles menores (MCD sheet).....	33
Forms 60-50-1, 2, and 3, Punchcards.....	34
Tarjeta de codigos (code card).....	35
Form 60-50-21, Ratio estimate control record.....	36
Instructions for sample card ratio estimate procedures.....	37