
APPENDIX

GENERAL SCHEDULE

(See General Explanations, section 24, p. 6)

FOR OFFICE USE ONLY

(State and County)

(City)

(Industry Number)

Form 100

DEPARTMENT OF COMMERCE

BUREAU OF THE CENSUS

WASHINGTON

The law makes it obligatory upon every manufacturer to furnish census data. All answers will be held in strict confidence.

CENSUS OF MANUFACTURES, 1929

REQUIRED BY ACT OF CONGRESS APPROVED JUNE 18, 1929

GENERAL SCHEDULE

Under the law, no one not a sworn employee of the Bureau of the Census will be permitted to examine your report, and no information can or will be given out by the Bureau of the Census to any person outside that Bureau, whether in Government or in private life, which would disclose, exactly or approximately, any of the facts or figures in your report.

GENERAL INSTRUCTIONS.—Reports are required from all plants. Separate reports are required for plants in different counties and for those in different cities having 10,000 inhabitants or more. A combined report may be made for two or more plants in the same city or in the same county when located in places with fewer than 10,000 inhabitants. Name and location of each plant must be specified. Data for mining and quarrying should be omitted. (See accompanying instructions in regard to transportation and merchandising activities.)

1. DESCRIPTION OF PLANT.—If this report covers more than one plant, give name and location of each, under "Remarks," page 4. (See "General Instructions," above.)

a. NAME OF PLANT

b. NAME OF OWNER OR OPERATOR

Is this owner or operator an incorporated concern?..... (Yes or No)

LOCATION OF PLANT

c. STATE..... d. CITY, TOWN, OR VILLAGE.....

e. COUNTY..... f. STREET AND NUMBER.....

g. POST OFFICE ADDRESS IF DIFFERENT FROM LOCATION (d).....

h. IS PLANT LOCATED WITHIN BOUNDARIES OF CITY, TOWN, OR VILLAGE AS INCORPORATED?..... If not, name the township, borough, or other civil division in which the plant is located..... (Yes or No)

i. IS THIS A NEW PLANT WHICH STARTED OPERATIONS AFTER JANUARY 1, 1928?..... (Yes or No)

j. INDICATE BY CHECK MARK (✓) IN PROPER SPACE WHETHER, SINCE JANUARY 1, 1928, THIS PLANT HAS CHANGED ITS NAME.....; LOCATION.....; OWNERSHIP.....; GENERAL NATURE OF BUSINESS..... If so, give former name, location, ownership, or nature of business.....

k. IS THIS PLANT A BRANCH OR SUBSIDIARY OF SOME OTHER CONCERN?..... If so, give name and address of such concern..... (Yes or No)

2. CHARACTER OF INDUSTRY.—These answers should be as definite as possible in brief space, indicating specific products and materials, not broad general classes. Return with the schedule a card, catalogue, or other printed matter ordinarily used by the concern to show the nature of its business.

a. PRODUCTS..... (Specify chief kinds of goods manufactured or kinds of work done)

b. MATERIALS USED..... (Specify principal kinds of materials or stock, in order of importance)

3. PERIOD COVERED.—This report should relate preferably to the calendar year 1929; but it may be made to cover the business or fiscal year ending within the period from April 1, 1929, to March 31, 1930. It should, in either case, cover a full year's operations, unless the plant was newly organized or went out of business within the year.

The fiscal year or period covered by the information given below— { Began....., 192...
Ended....., 19.....

4. TIME IN OPERATION AND HOURS OF LABOR:

a. NUMBER OF DAYS THE PLANT WAS OPERATED DURING PERIOD COVERED..... (Give the number of days the plant, or any important part of it, was in operation. Days when shut down for repairs or for other causes should not be included. Do not include Sundays and holidays unless the plant was in actual operation.)

(In answering b, c, and d, give figures based on practice followed during the year, without attempting to indicate minor variations; take note of e.)

b. NORMAL NUMBER OF HOURS PLANT WAS OPERATED: PER DAY.....; PER WEEK.....

c. NORMAL NUMBER OF SHIFTS PER DAY.....

d. NORMAL NUMBER OF HOURS PER WEEK FOR THE INDIVIDUAL WAGE EARNER.....

Does this number of hours refer to a 6-day, a 5½-day, or a 5-day week, or to some other basis (specify)?.....

e. IF DURING PROLONGED PERIODS THE PLANT WORKED PART TIME (part of the normal working days per week or part of the normal hours per day), GIVE REASONS AND APPROXIMATE DATES.....

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5. PERSONS ENGAGED.—Number December 14, 1929, as per pay roll. If this was not a representative day, give data for the nearest representative or normal day, stating here what date is used. Do not count the same person twice under different headings.

MALE	FEMALE

a. PROPRIETOR OR FIRM MEMBERS (not applicable to incorporated companies).....
Salaried employees as follows:

b. PRINCIPAL OFFICERS OF CORPORATIONS. (Do not include directors unless holding other offices on salary).....

c. MANAGERS, SUPERINTENDENTS, AND OTHER RESPONSIBLE ADMINISTRATIVE EMPLOYEES; FOREMEN AND OVERSEERS WHO DEVOTE ALL OR THE GREATER PART OF THEIR TIME TO SUPERVISORY DUTIES; CLERKS, STENOGRAPHERS, BOOKKEEPERS, AND OTHER CLERICAL EMPLOYEES ON SALARY. (Do not include foremen and overseers in minor positions; see 5-d.).....

Total salaried employees (sum of b and c).....

d. WAGE EARNERS.—(Report skilled and unskilled workers of all classes, including engineers, firemen, watchmen, packers, etc.; also foremen and overseers in minor positions who perform work similar to that done by the employees under their supervision. Include pieceworkers employed in the plant covered by this report, but do not include persons working in other plants or at home on materials furnished by your establishment.).....

6. WAGE EARNERS EMPLOYED, BY MONTHS.—Give number on pay roll for week which included 15th day of month, if this was a normal week. If not, give number for a normal week. (Follow instructions under Inquiry 5-d as to who are to be included.) Figures given in this inquiry should relate to calendar year 1929. If remainder of report refers to some other period, give under "Remarks" (page 4) figures for those months in 1928 or 1930 which fall within that period. (See Inquiry 3.)

Jan.	Feb.	Mar.	Apr.	May	June
July	Aug.	Sept.	Oct.	Nov.	Dec.

7. SALARIES AND WAGES.—Amounts paid during the period covered by this report. Include bonuses or percentages of profits when paid either to officers and salaried employees or to wage earners.

a. TOTAL AMOUNT OF SALARIES OF PRINCIPAL OFFICERS OF CORPORATIONS (see Inquiry 5-b) \$.....

b. TOTAL AMOUNT OF SALARIES OF MANAGERS, SUPERINTENDENTS, AND OTHER RESPONSIBLE ADMINISTRATIVE EMPLOYEES; FOREMEN AND OVERSEERS; CLERKS, STENOGRAPHERS, BOOKKEEPERS, AND OTHER CLERICAL EMPLOYEES ON SALARY (see Inquiry 5-c) \$.....

c. TOTAL AMOUNT PAID TO WAGE EARNERS, AS DEFINED UNDER INQUIRY 5-d \$.....

Aggregate of salaries and wages (sum of items a, b, and c) \$.....

8. MATERIALS, FUEL, AND ELECTRIC CURRENT.—The items entered below should relate preferably to the amounts of materials, fuel, and electric current actually used during the period covered; but if it is impracticable to report materials and fuel on this basis, enter the costs of the amounts purchased during the period. Include freight and haulage costs, but not the cost of haulage performed by the plant's own employees and equipment if practicable to segregate it. Place a check mark (✓) after the word "used" or "purchased," as the case may be, in the space below.

The entries for materials and fuel, as given for this inquiry, refer to the costs of the amounts—
Used
Purchased

a. COST OF ALL MATERIALS AND RAW STOCK ACTUALLY USED (including those transferred from other plants under the same ownership) during the period covered by this report, which entered into the products manufactured, together with the cost of containers for sale with products. Do not include cost of mill or shop supplies \$.....

b. COST OF FUEL ACTUALLY USED (including that transferred from mines, wells, or plants under the same ownership) during the period covered by this report (total of items in Inquiry 11-a)..... \$.....

c. COST OF PURCHASED ELECTRIC CURRENT (see Inquiry 11-b)..... \$.....

Total cost of materials, fuel, and electric current (sum of a, b, and c)..... \$.....

9. PRODUCTS.—Report the net selling values at the plant of all products of your own manufacture shipped or delivered to customers (or to warehouses on customers' accounts) during the period covered; or, if transferred to other plants under the same ownership, the value at which the transfers were made. All products, including by-products, should be covered. The principal products should be reported separately. Values should include those of containers sold with products. Report value at the factory (not at some other point of delivery).

PRODUCTS (report chief products separately)	QUANTITY	VALUE
a.		\$.....
b.		\$.....
c.		\$.....
d. All other (specify).....		\$.....
e. Contract work done in your plant on materials furnished by others (total receipts)		\$.....
f. Custom work and repairing (total receipts)		\$.....
Total value of products.....		\$.....

If the value of the products actually manufactured during the period covered by this report differed by more than 10 per cent from that of the products shipped or delivered, give also, in the space indicated, the exact or estimated value, based on selling prices f. o. b. factory, of the products manufactured (including receipts for contract and custom work and repairing).

Value of products manufactured, \$.....

10. POWER EQUIPMENT.—Give figures for equipment as of the end of the period covered by this report.

Important Note.—The form of this inquiry is different from that previously used, the purpose being to distinguish between active and inactive prime movers and generators. It is desired, at the same time, to obtain a total which shall be comparable with that reported at the 1927 census, when the inquiry called simply for a combined total of "all power equipment in the plant, active and emergency." By "emergency" equipment is meant that which is capable of being put into operation promptly, but which is used only in case of breakdown of the active equipment or at rather rare intervals when an exceptional load occurs. Equipment which is regularly used, but not usually on full time, should be classed as active.

	NUMBER	HORSEPOWER
a. PRIME MOVERS —total, active and emergency:		
Steam engines.....		
Steam turbines.....		
Internal-combustion engines (oil, gas, gasoline, etc.).....		
Water wheels and turbines.....		
Total of above.....		
Rated horsepower of above equipment which is not ordinarily active (included in "Total of above")..... Horsepower.....	x x x x x	x x x x x x x
b. ELECTRIC MOTORS DRIVEN BY PURCHASED CURRENT —total, active and emergency.....		
c. ELECTRIC MOTORS DRIVEN BY CURRENT GENERATED IN PLANT —total, active and emergency.....		
d. ELECTRIC GENERATORS DRIVEN BY PRIME MOVERS IN THE PLANT (do not include rotary converters or motor-generator sets)—total, active and emergency.....		KILOWATTS
Rated capacity of generators which are not ordinarily active (included in "Total, active and emergency")..... Kilowatts.....	x x x x x	x x x x x x x

11. FUEL AND ELECTRIC CURRENT:

a. FUEL USED (including that transferred from mines, wells, or plants under the same ownership) during the period covered by this report. Include fuel used for all purposes—for power, heat, and light, or as material for making gas, coke, etc.—but do not include oil or gas if none is used except for lighting.

	UNIT OF QUANTITY	QUANTITY	COST DELIVERED AT FACTORY
Coal, anthracite.....	Long ton.....		\$.....
Coal, bituminous.....	Short ton.....		\$.....
Coke.....	Short ton.....		\$.....
Fuel oils (including crude oil and gas oils).....	Gallon.....		\$.....
Gasoline and kerosene.....	Gallon.....		\$.....
Natural gas.....	M cu. ft.....		\$.....
Manufactured gas.....	M cu. ft.....		\$.....
Total cost.....			\$.....

b. ELECTRIC CURRENT. (Report current generated or purchased during the year for all uses; but a plant which buys current for lighting *only* should not report it.)

	KILOWATT HOURS	COST
Generated in the plant.....		x x x x x x x
Purchased.....		\$.....

12. DISTRIBUTION OF SALES.—Report below, in the proper spaces, the values (at f. o. b. factory prices) of goods shipped or delivered to customers (or to warehouses on customers' accounts) during the period covered. The total should be the same as the total given for Inquiry 9, Products. If exact figures are not available, give the best possible approximations.

a. SALES TO MANUFACTURERS AND INTERPLANT TRANSFERS	\$.....
b. SALES TO RAILROADS, PUBLIC-UTILITY COMPANIES, AND CONTRACTORS	\$.....
c. SALES THROUGH BRANCH HOUSES WHICH ARE CONDUCTED AS DISTINCT WHOLESALE MERCHANDISING ESTABLISHMENTS	\$.....
d. SALES THROUGH MANUFACTURERS' AGENTS, BROKERS, AND COMMISSION HOUSES	\$.....
e. SALES THROUGH WHOLESALE AND JOBBERS (INCLUDING EXPORTING HOUSES)	\$.....
f. SALES TO RETAILERS, INCLUDING RETAIL STORES OWNED BY MANUFACTURER	\$.....
g. SALES TO HOTELS, RESTAURANTS, AND INSTITUTIONS	\$.....
h. SALES TO HOME CONSUMERS (THROUGH FIELD AGENTS OR OTHERWISE)	\$.....
i. SALES NOT DISTRIBUTED ABOVE (INDICATE CHANNELS THROUGH WHICH SOLD):	\$.....
Total sales (same as total for Inquiry 9).....	\$.....

THIS IS TO CERTIFY that the information contained in this report is correct and complete to the best of my knowledge and belief, and covers the period from _____, 192..., to _____, 19.....

(Signature and official title of person furnishing the information)

(Signature of special agent)

(Address)

