

APPENDIX.

DEPARTMENT OF COMMERCE AND LABOR.

BUREAU OF THE CENSUS.

[8-1950]

PLANTATION SCHEDULE.

[HH7-406]

GENERAL INSTRUCTIONS.

FOR INFORMATION OF CENSUS SUPERVISORS AND ENUMERATORS, AND OWNERS, MANAGERS, OR OVERSEERS OF PLANTATIONS.

Purpose of the schedule.—The purpose of this schedule is to provide the means by which the special difficulties presented in the enumeration of groups of farms operated in the Southern states under what is generally known as the plantation system may be met. These difficulties arise from the following facts among others: Many of the questions contained on the general farm schedule, to be filled out for each tenant farm separately, either can not be accurately and completely answered by the tenants themselves or can be much more accurately answered by the landlord. Many of the present tenants did not operate in 1909 the farm that they are now operating. The crops are in many cases marketed by the landlord. In many cases part or all of the farm implements and machinery and domestic animals made use of by the tenants are not owned by them but by the landlord, and may or may not be left in the possession of the tenants on their farms. The landlord in some cases makes expenditures for labor and fertilizer on the farms of the tenants as well as on the part of the plantation farmed directly by him. Unless, therefore, special precautions, such as are provided for by this schedule, are taken, there is grave danger either that omissions will be made in returning farm animals, crops, expenditures, and the like, or that duplications will result on account of returns being made both by the landlord and by the tenants. If a proper use is made of this schedule, not only will this danger be avoided, but the enumerator will find that his work will be much facilitated.

This schedule is to be used only for those plantations which have at least *three* tenants. It does not supersede the farm schedule (Form 8-1604) which still must be filled out for the farm proper of the landlord (that is, all that part of the plantation which is not farmed by tenants) and for each tenant farm; but it is designed to tie up these farm schedules to the plantation to which they belong, to insure greater accuracy in the returns and to make possible the statistical treatment of the plantation as a unit.

Definition of plantation.—The term "plantation," as here used, means a continuous tract of land of considerable area under the general supervision or control of a single individual or firm, all or a part of such tract being divided into at least three smaller tracts which are leased to tenants. This definition will include tracts of tenant-operated land which may not be locally known as plantations.

Definition of landlord.—In this schedule and these instructions the term "landlord" is used to designate the owner of the plantation or the person who, as general lessee or local manager or overseer, represents the owner in the management of the plantation; and the phrase "owned by the landlord" applies to any property on the plantation which is owned *either* by the owner of the plantation or by his representative, the general lessee, manager, or overseer.

The tenant's farm.—The term "tenant," as here used, refers to any individual who leases a tract of land on the plantation and pays for its use a share of the crops, or a fixed amount of money, or of cotton or other products. It makes no difference whether such lease is oral or written. Such tenants are sometimes called "share hands," "halvers," "croppers," "share tenants," or "renters," but for census purposes all tenants, as defined above, by whatever name designated, are farm operators, and the land leased by each is a farm for which a farm schedule must be secured.

The farm of the landlord.—All land of every description in the plantation which is not leased or subleased to tenants constitutes,

for census purposes, the farm of the landlord. A general farm schedule must be prepared covering this land. The "farm" of the landlord in some cases may not include any agricultural land, but only the house, barns, etc., and the land on which they stand. The acreage of this farm, plus the acreage of the tenant farms, should in all cases equal the total acreage of the plantation. The total number of farms into which, for census purposes, the plantation is divided, is therefore equal to the total number of tenant farms, plus the farm of the landlord. If, for example, there are ten tenants, the total number of farms on the plantation is eleven and, therefore, the total number of general farm schedules to be filled out for the plantation is eleven.

Schedules to be filled out.—Where plantations are found as above described, the following schedules are to be filled out:

1. The plantation schedule.
2. A general farm schedule (Form 8-1604) for the farm of the landlord, as above described.
3. A general farm schedule (Form 8-1604) for each tenant's farm, as above described.

Information to be secured from the landlord.—The enumerator should first go to the landlord and secure from him the first two schedules. In doing this great care must be exercised on the following points:

(1) The return for the farm of the landlord must relate to *all* the land and operations of the landlord not covered by the farms of the tenants;

(2) The return made in Part II of the plantation schedule for the farm of the landlord must agree with the general farm schedule secured for the landlord;

(3) The returns made in Part II of the plantation schedule, relative to value of implements and machinery, and number of domestic animals, must relate only to implements, machinery, and animals *owned by the landlord*;

(4) The return for principal crops raised in 1909, made in Part II of the plantation schedule, should not be *entered in ink* for the farms of tenants except (1) where the inquiry "Did tenant farm this land in 1909?" (column 4, Part II) is answered "No," and (2) where the landlord is able to give this information more accurately than the tenants themselves can give it. If there is any doubt about the accuracy of the answer given by the landlord in the second case the entry should be *made in pencil* and the complete or more accurate return entered in ink after the enumerator has visited the individual tenants and secured reports from them. As thus verified and corrected the figures must agree with those entered on the general farm schedules secured for such tenants.

Partial filling-in of general farm schedules for tenants.—After the enumerator has secured this plantation schedule and the general farm schedule for the landlord, he should, from the data contained on the plantation schedule and such other information as the landlord can furnish, proceed to fill out as far as he can a general farm schedule for the farm of *each tenant* of the plantation *who resides in his district*. The landlord can thus answer with certainty questions 1 to 15 of the general farm schedule, with the exception of 4, 5, and 7. If the landlord *knows* that a tenant owns no implements, machinery, horses, mules, or milch cows, the figures given for these items in Part II of the plantation schedule will be the ones that should be entered on the general farm schedule for such tenant.

If the landlord does not have definite information on these points, no attempt should be made to fill in the answers to such questions, or the figures should be entered in pencil, so that they can be changed if necessary after full information is obtained from the tenant himself, in order that a complete return may be secured of the value of *all* implements and machinery, whether owned by the landlord or the tenant.

Information to be secured from tenants.—After securing the above information from the landlord, the enumerator should visit all those tenants who reside in his district, for the purpose of verifying the information furnished by the landlord and of securing the balance of the information required to complete the tenant's farm schedules, and also for the purpose of enumerating them and their families on the population schedule. In cases where it proves necessary to visit the tenants before visiting the landlord, the landlord should be asked to verify the information furnished by the tenants.

Returning the schedules.—After the canvass of the plantation has been completed, all the schedules relating to the plantation (that is, the plantation schedule, the landlord's farm schedule, and the tenants' farm schedules) should be fastened together or, at any rate, placed together, and on the *top margin* of each farm schedule the name of the plantation should be written.

Procedure when a plantation lies in two or more enumeration districts.—In case a plantation lies partly in one enumeration district and partly in another, the procedure should be as follows: The enumerator in the district in which the landlord resides should secure from him a general farm schedule for the landlord's own farm, as above defined, and also secure from the landlord a *complete* plantation schedule containing the required information for *all the tenant farms in the plantation*, whether located in his own enumeration district or outside. He should also secure a general farm schedule for each of the tenant farms situated in his district, but he should not prepare farm schedules for those tenant farms outside his district.

The enumerator in whose district is a tenant, the landlord of which resides in another district, should obtain *from such tenant* all the information necessary to fill a complete farm schedule, unless he can conveniently reach the landlord and obtain from him directly such information as the landlord can furnish more accurately. In all such cases the enumerator who prepares the farm schedule for the tenant farm should write on the margin at the head of such schedule "Plantation landlord not in this district; resides in, " writing in the name of the minor civil division or the number of the enumeration district in which the plantation landlord resides.

SPECIAL INSTRUCTIONS TO THE ENUMERATOR FOR FILLING IN PART II OF THE PLANTATION SCHEDULE.

To the Enumerator:

This part of the schedule, as already explained, should cover the entire plantation. It should include, therefore, all the tenants on the plantation, whether they all reside in your district or elsewhere. In case any of the tenants do not reside in your district, put a cross (X) after the names of such tenants in column 2. This means that you have not obtained a farm schedule for such tenants. You will be expected, however, to secure a farm schedule for all other tenants—that is, for all those who reside in your district.

Rental contract. (Column 3.)—If the tenant pays a share of the crop, indicate the proportion paid by writing $\frac{1}{2}$, $\frac{1}{3}$, or $\frac{1}{4}$, or whatever the proportion may be. But if the tenant pays cash, or a specified number of bales of cotton, or a fixed amount in certain other crops, write "Cash." If he pays cash and also a share of the crop, indicate this fact by writing "Cash $\frac{1}{2}$ " or "Cash $\frac{1}{3}$," or whatever the proportion may be.

Implements, machinery, and domestic animals. (Columns 10 to 15.)—The purpose of these inquiries is to determine the value of the implements, machinery, and the animals specified which are *owned by the landlord*, and to apportion and distribute such property properly to the different farms together constituting the plantation. In making this apportionment assign to the farm of the tenants *only* the implements, machinery, and animals which are turned over to the tenants and are kept by them or regularly used by them on their farms. All other implements, machinery, animals, and expenditures should be assigned to the farm of the landlord.

Where the number of tenants exceeds 25.—If there are more than 25 tenants on the plantation, continue Part II of the schedule on extra sheets, writing "Continued" at the bottom of each sheet except the last, and writing the number of the sheet and the name of the plantation at the top of each sheet. At the bottom of the last sheet write "Here ends the plantation schedule for" *plantation.*" When more than one sheet is used, the lines for "Totals for plantation" and for "Farm of landlord" should be filled in on the first sheet only.

ENUMERATOR'S RECORD AND SIGNATURE.

State..... Supervisor's District No.....
 County..... Enumeration District No.....
 Township or other division of county.....
 (Insert name of township, town, precinct, district, or other division, as the case may be).
 Name of incorporated city, town, or village within the above-named division.....
 Enumerated by me this..... day of....., 1910.
, Enumerator.

PLANTATION SCHEDULE: PART I.

GENERAL DESCRIPTION OF PLANTATION:

1. Name of this plantation.....
 (If the plantation has no name by which it is generally known, use owner's name, as "Thompson's plantation.")
2. Name of owner.....
3. Post-office address of owner.....
4. Name of general lessee (if any).....
5. Post-office address of general lessee.....
6. Name of local overseer or manager (if any).....
7. Post-office address of overseer or manager.....
8. Total number of acres in this plantation.....
 - a. Leased to tenants.....
 - b. Not so leased.....
9. Total value of land and buildings in this plantation..... \$.....
 - a. Leased to tenants..... \$.....
 - b. Not so leased..... \$.....
10. Is this plantation mortgaged..... ("Yes" or "No.")
11. Amount of mortgage indebtedness April 15, 1910..... \$.....
12. Amount spent by the landlord in 1909 for manure and fertilizer..... \$.....
 - a. On land leased to tenants..... \$.....
 - b. On land not so leased..... \$.....
13. Amount spent in cash by the landlord in 1909 for labor..... \$.....
 - a. On land leased to tenants..... \$.....
 - b. On land not so leased..... \$.....

TENURE AND TERMS OR CONDITIONS OF TENANCY:

14. Total number of tenants on this plantation.....
 - a. Number of cash tenants.....
 - b. Number of share tenants.....
 - c. Number of share-cash tenants.....
15. Number of tenants for whom the landlord fixes the kind and acreage of crops to be grown.....
16. Number of tenants for whom the landlord fixes the days when the tenants must work and those when they may be idle, the same as is customary for ordinary wage laborers on farms.....
17. Number of tenants for whom the landlord fixes the hours of beginning and closing daily toil by the ringing of a bell or otherwise, the same as is customary for ordinary wage laborers on farms.....
18. Number of tenants for whom the landlord contracts or agrees to advance the household supplies and charge the same to their account.....
19. Number of tenants who contract or agree to have the landlord market their cotton or other principal crops.....
20. Number of tenants who contract or agree to sell to the landlord all of specified crops, such as corn, sugar cane, etc.....

APPENDIX.

PLANTATION SCHEDULE: PART II.

LIST OF FARM OPERATORS ON THIS PLANTATION APRIL 15, 1910.

1	Enumeration district.	3	4	5	ACRES.				VALUES.			DOMESTIC ANIMALS OWNED BY LANDLORD. (See instructions.)			PRINCIPAL CROPS RAISED IN 1909.							
					6	7	8	9	10	11	12	13	14	15	Cotton.		Corn.		Other principal crop (if any). (Insert name of crop.)			
					Total number.	Improved land.	Woodland.	Other unimproved land.	Total value of land and buildings.	Value of buildings alone.	Value of implements and machinery owned by landlord. (See instructions.)	Number of horses (not including colts born in 1909 or 1910).	Number of mules (not including colts born in 1909 or 1910).	Number of milch cows.	Acres.	Bales.	Acres.	Bushels.	Acres.	(Insert unit of measure.)	21	
		X	X	X																		
Total for plantation.....																						
Farm of landlord. (Being that portion of the plantation not leased to tenants.)																						
(Name of landlord.)		X	X	X																		
Farms of tenants.																						
NAMES OF TENANTS.																						
1																						
2																						
3																						
4																						