APPENDIX.

DEPARTMENT OF COMMERCE AND LABOR.

PLANTATION SCHEDULE.

GENERAL INSTRUCTIONS.

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

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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 cannot 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 1869 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 the 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 8-1894) which still must be filled out for the farms 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," "halfers," "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 8-1804) for the farm of the landlord, as above described. 3. A general farm schedule (Form 8-1806) 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 1899, made in Part II of the plantation schedule, should not be entered in ink for the farms of tenants except (1) where the inquiring "Did tenant farm this land in 1900?" (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.

Resuming the schedules.—After the canvassing 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.

Special Instructions to the Enumerator:

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 2, 3, 4, or 5, or whatever the proportion may be. 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 2” or “Cash 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 apprise 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 “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.

Enumerators’ Record and Signature:

State. __________ Supervisor’s District No. __________
County. __________ Enumeration District No. __________
Township or other division of county. ____________
(Inset 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 ______, 1919. __________ Enumerator.
## APPENDIX.

**PLANTATION SCHEDULE: PART II.**

**LIST OF FARM OPERATORS ON THIS PLANTATION APRIL 15, 1919.**

| No. | Description | Color of race of tenant. | Tenant or farmer, if not tenant. (See instructions.) | Exemption district. | Total number. | Improved land. | Woodland. | Other unimproved land. | Total value of land and buildings. | Value of implements and machinery. | Number of mules, milt, and or other pack animals. | Number of public buildings and others. | Number of public schools. | Number of milch cows. | Principal crops raised in 1909. | Other principal crop (if any.) |
|-----|-------------|--------------------------|-------------------------------------------------|---------------------|----------------|----------------|-----------|----------------------|-------------------------------|----------------------------------|-------------------------------|--------------------------|-----------------------------|---------------------------------|----------------------------------|
|     |             |                          |                                                 |                     |                |                |           |                      |                               |                                  |                             |                           |                              |                                   |                                  |
| 1   | Total for plantation. | X | X | X |                |                |             |          |                     |                               |                                  |                             |                           |                              |                                   |                                  |
|     | 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.           |                          |                     |                     |                |                |             |          |                     |                               |                                  |                             |                           |                              |                                   |                                  |

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