

## SUPPLEMENTAL INSTRUCTIONS TO "OFFICE AGENTS."

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**169. To instruct local agents.**—The following instructions are for the guidance of those clerks and agents who will be detailed to instruct the special agents who are to canvass districts in which there is no city of sufficient size to warrant the employment of a chief special agent.

**170. General duties.**—The clerks and agents so detailed will be known as "office agents" and will have duties in many respects similar to those of chief special agents. As in the case of the latter, they must thoroughly familiarize themselves with all the schedules, instructions, office requirements, and the like, in order that they may instruct the agents who are to do the work of canvassing the several districts, supervise them in their work, and assist them in meeting all difficulties that may present themselves. Each "office agent" should appreciate that he will, in considerable measure, be held responsible for the character of the work of the local agents he instructs. He must be particular, therefore, to impress upon these agents the importance of the work and the imperative necessity of making a complete and rapid canvass.

**171. Visiting local agents.**—Local agents for the districts above described will be appointed from persons who have been carefully selected. They will be advised by letter that a representative of the office will visit them at a designated time and place for the purpose of giving them instructions and starting them at work. The "office agent" will be given a list of names and addresses of the persons selected for appointment and information concerning the designated time and place for the receipt of instructions. This list will be so arranged that the local agents will be employed in adjoining districts, so that they may be visited with the least expenditure of time. It will be the duty of the "office agent" to visit these local agents at the times and places designated. The "office agent" will be given the appointment papers, supplies, index cards, etc., for all of the local agents he will be required to instruct, and will be held responsible for the delivery of these supplies to the proper persons.

**172. Authority to reject or suspend local agents.**—If, after a personal interview, the “office agent” is satisfied that the person designated for appointment can not do the work in a satisfactory manner, he must at once report the fact to the office, giving in detail the reasons why the person will not make a satisfactory agent. As these persons have in all cases been chosen with care, it is to be presumed that they are competent.

If it develops, from a practical trial, that the local agent can not do the work, the “office agent” is authorized to suspend him from duty. In such case, however, he must immediately report the fact. In the event of either of the above contingencies resulting in a vacancy, the “office agent” should immediately secure a proper person for the position and allow him to take the oath of office and enter on duty.

**173. Instruction of local agents.**—The “office agent” must instruct each local agent how to prepare the schedules, direct him to send his daily reports, schedules, index cards, etc., directly to the Bureau of the Census and, in a word, see that he is thoroughly familiar with all of the requirements of the office and is equipped to make a satisfactory canvass of his district. To make sure that local agents understand what is required of them and are able to perform their duties, the “office agent” should work with each local agent one or two days or for such period of time as he may find necessary. He should visit establishments with the local agents and actually participate in the preparation of the schedules. If the district comprises the city and surrounding territory, the local agent must be instructed to complete the canvass of the city before going into the rural district. After having instructed the local agent the “office agent” must turn over to him the cards, lists, envelopes, schedules, and other supplies and direct him to proceed with the canvass, sending in his schedules and daily reports directly to the Bureau of the Census. The “office agent” must make a report on each local agent, and in such report must make recommendations in regard to traveling expenses and allowance in lieu of subsistence that should be granted.

**174. District to be personally canvassed by “office agent.”**—Each “office agent,” in addition to instructing local agents, will be assigned a district to canvass personally. It will be to his advantage to begin actual work in his own district as soon as possible. He should therefore proceed rapidly with the instruction of local agents on his list.

EXTRACTS FROM THE ACT OF CONGRESS PROVIDING FOR  
THE FOURTEENTH AND SUBSEQUENT DECENNIAL CEN-  
SUSES, ACT APPROVED MARCH 3, 1919.

*Be it enacted,* \* \* \* That a census of the population, agriculture, manufactures, forestry and forest products, and mines and quarries of the United States shall be taken by the Director of the Census in the year nineteen hundred and twenty and every ten years thereafter.

SEC. 8. \* \* \* The schedules of inquiries relating to manufactures, to forestry and forest products, and to mines and quarries shall include the name and location of each establishment; character of organization, whether individual, corporate, or other form; character of business or kind of goods manufactured; amount of capital actually invested; number of proprietors, firm members, copartners and officers, and the amount of their salaries; number of employees and the amount of their wages; quantity and cost of materials used in manufactures; principal miscellaneous expenses; quantity and value of products; time in operation during the year; character and quantity of power used; and character and number of machines employed.

The census of manufactures, of forestry and forest products, and of mines and quarries shall relate to the year ending December thirty-first, next preceding the enumeration of population, and shall be confined to manufacturing establishments and mines and quarries which were in active operation during all or a portion of that year. The census of manufactures shall furthermore be confined to manufacturing establishments conducted under what is known as the factory system, exclusive of the so-called neighborhood, household, and hand industries.

Whenever he shall deem it expedient, the Director of the Census may charge the collection of these statistics upon special agents or upon detailed employees, to be employed without respect to locality.

The number, form, and subdivision of inquiries provided for in section eight shall be determined by the Director of the Census.

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SEC. 22. That any supervisor, supervisor's clerk, enumerator, interpreter, special agent, or other employee who, having taken and subscribed the oath of office required by this Act, shall, without justifiable cause, neglect or refuse to perform the duties enjoined on him by this Act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not exceeding \$500; or if he shall, without the authority of the Director of the Census, publish or communicate any information coming into his possession by reason of his employment under the provisions of this Act, or the Act to provide

for a permanent Census Office or Acts amendatory thereof or supplemental thereto, he shall be guilty of a felony and shall upon conviction thereof be fined not to exceed \$1,000 or be imprisoned not to exceed two years, or both so fined and imprisoned in the discretion of the court; or if he shall willfully and knowingly swear or affirm falsely as to the truth of any statement required to be made or subscribed by him under oath by or under authority of this Act or of the Act to provide for a permanent Census Office or Acts amendatory thereof or supplemental thereto, he shall be deemed guilty of perjury, and upon conviction thereof shall be fined not exceeding \$2,000 or imprisoned not exceeding five years, or both; or if he shall willfully and knowingly make a false certificate or a fictitious return he shall be guilty of a felony, and upon conviction of either of the last-named offenses he shall be fined not exceeding \$2,000 or be imprisoned not exceeding five years, or both; or if any person who is or has been an enumerator shall knowingly or willfully furnish or cause to be furnished, directly or indirectly, to the Director of the Census or to any supervisor of the census any false statement or false information with reference to any inquiry for which he was authorized and required to collect information he shall be guilty of a felony, and upon conviction thereof shall be fined not exceeding \$2,000 or be imprisoned not exceeding five years, or both.

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SEC. 24. That it shall be the duty of every owner, official, agent, person in charge, or assistant to the person in charge, of any company, business, institution, establishment, religious body, or organization of any nature whatsoever, to answer completely and correctly to the best of his knowledge all questions relating to his respective company, business, institution, establishment, religious body, or other organization, or to records or statistics in his official custody, contained on any census schedule prepared by the Director of the Census under the authority of this Act, or of the Act to provide for a permanent Census Office, approved March sixth, nineteen hundred and two, or of Acts amendatory thereof or supplemental thereto; and any person violating the provisions of this section by refusing or willfully neglecting to answer any of said questions, or by willfully giving answers that are false, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding \$10,000, or imprisoned for a period not exceeding one year, or both so fined and imprisoned.

SEC. 25. That the information furnished under the provisions of the next preceding section shall be used only for the statistical purposes for which it is supplied. No publication shall be made by the Census Office whereby the data furnished by any particular estab-

lishment can be identified, nor shall the Director of the Census permit anyone other than the sworn employees of the Census Office to examine the individual reports.

SEC. 26. That all fines and penalties imposed by this Act may be enforced by indictment or information in any court of competent jurisdiction.

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SEC. 29. That all mail matter, of whatever class or weight, relating to the census and addressed to the Census Office, or to any official thereof, and indorsed "Official business, Census Office," shall be transmitted free of postage, and by registered mail if necessary, and so marked: *Provided*, That if any person shall make use of such indorsement to avoid the payment of postage or registry fee on his or her private letter, package, or other matter in the mail, the person so offending shall be guilty of a misdemeanor and subject to a fine of \$300, to be prosecuted in any court of competent jurisdiction. (See Insert No. 506. Order No. 3452 of Postal Laws and Regulations.)