

INSTRUCTIONS FOR CODING POPULATION ITEMS

Item 4—FARM RESIDENCE

| A. Code scheme | Code |
|---------------------------------------------------------|------|
| Farm households (as defined in Paragraph a, below)----- | 1 |
| Nonfarm households----- | (2) |

B. Instructions

1. Enter a "1" in Item 4 for every person who is a member of a Farm household, unless the enumerator has already entered "Yes" on the line for that person.

a. A household will be considered a farm household in the following instances:

(1) If a "Yes" has been entered in Item 4, "Is this house on a farm or ranch?" for any member;

(2) If Item 4 is blank, look at the Portfolio Control Label. On the Portfolio Control Label, you will find a rubber-stamped entry such as "Type 2." For purposes of coding Farm Residence, Types 1 and 2 are urban E.D.'s, Types 3 to 14 are rural E.D.'s, Type 15 are institutional E.D.'s. If the E.D. is a rural E.D., the code for Farm household will be entered if any one of these conditions is met:

(a) An Agricultural Questionnaire number is entered in Item 6 for any member of the household.

(b) Households on both sides of the one in question are Farm households.

(c) Any member of the household has an entry of "farmer," "rancher," or "sharecropper," in Item 20a.

b. A Farm household may be coded most easily by drawing a vertical line through all the blank Item 4 boxes for that household.

2. Make no entry for persons in Nonfarm households. All households other than those of the type defined in paragraph a above will be considered Nonfarm.

a. If the Portfolio Control Label bears the stamp "Nonfarm," do not code Item 4 for the schedules in that folio.

b. If Item 4 is blank and the E.D. is an urban E.D. (Type 1 or Type 2 stamped on the Portfolio Control Label), the household will be considered Nonfarm.

c. Persons residing on the grounds of institutions (defined in Section B-4 of the instructions for coding Relationship, Item 8) will be considered members of Nonfarm households. Therefore, you will delete entries of "Yes" in Item 4, Farm Residence, for such persons, with a single horizontal line. You will not enter a code in Item 4 for any person in an institutional E.D. (stamped Type 15 on the Portfolio Control Label).

Item 8—RELATIONSHIP

A. Code scheme

| | Code |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| REGULAR HOUSEHOLDS | |
| Head: Except head of a hotel, hospital or other quasi household..... | (1) |
| Wife..... | (2) |
| Child: Son, daughter; also stepchild, adopted child. Do not include son-in-law or daughter-in-law..... | (3) |
| Child-in-law: Son-in-law or daughter-in-law; also stepchild-in-law..... | 4 |
| Grandchild: Grandson, granddaughter; also stepgrandchild and adopted grandchild..... | 5 |
| Parent: Father, mother; also stepparents or parents-in-law..... | 6 |
| Other relative of household head: Sister, nephew, brother-in-law, aunt, cousin, grandparent, etc..... | 7 |
| Employees and members of employee's family: Hired hand, servant, maid, nurse, companion, etc. Include wife, child, or other relative of employee..... | 8 |
| Other nonrelative of household head and members of his family: Lodger, roomer, boarder, partner, guest, foster child, ward, friend, etc. Include wife, child, or other relative of this person..... | 9 |

General Coding Instructions

QUASI HOUSEHOLDS

Code

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Head of a quasi household: Manager of a hotel, warden of an institution, landlady of a lodginghouse with 5 or more lodgers, or a person in charge of any other type of living quarters identified at the top of the schedule in Item e. (Do not consider as members of quasi households those officers, employees, and members of their families, who occupy detached houses or structures on the institution grounds and are enumerated as separate households.)..... | X |
| Other member of a quasi household: Do not include inmates. Include wife, child, or other relative of the head of the quasi household, and all nonrelatives except inmates..... | O |
| Inmate of an institution: Patient, prisoner, resident, orphan, etc..... | V |

B. Regular Households and Quasi Households

1. There are two separate sets of codes for relationship: Codes 1 through 9, which are used for persons in regular households, and codes X, O, and V, used for persons in quasi households. You will use either one set or the other for coding any single household, never both sets. You must decide in advance which set is applicable, and then code all of the members of the household, with codes 1-9 or X,O,V. You may never "mix" codes from the two sets in the same household.

2. Regular households are occupied by persons with relationships, such as head, wife, son, daughter, father, cousin, maid, and sometimes lodger or roomer.

Most households that you will code are regular households. A family, or a person living alone in an apartment or house, is the most common type of Regular Household.

* 3. Lodginghouses: When fewer than 5 members of a household are listed on the schedule as lodgers or roomers, the regular relationship codes will be used. The lodgers will be coded "9" indicating "other nonrelative of head." Where there are 5 or more persons such as lodgers, foster children, wards, roomers, guests, boarders, partners or a combination of such entries totalling 5 or more, the household is a quasi household and the quasi household relationship codes should be used. The person designated as head of such a household is coded "X" and the other persons in the household are coded "O". Bear in mind, however, that when you encounter 5 or more entries such as orphan or inmate, such households are considered institutional quasi households, and the type of institution code is to be entered in the serial number column for each person listed in the household. A combination such as 2 orphans and 4 lodgers would be considered a quasi household but not an institution. Hotels with Item e entries with only one resident, or jails with only one prisoner, still take the quasi household code.

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4. Quasi households fall into two classes. The first consists of hotels, lodginghouses, Y's, flophouses, college dormitories, and the like. The people who live in these places usually have relationship entries of landlady, manager, guest, roomer, lodger, boarder and student (though there may be entries of "head" and "wife" included among these other relationship entries).

The second type of quasi household comprises institutions such as prisons, mental hospitals, homes for the handicapped, and orphanages. A more complete list of such institutions is given in the code list for Type of Institution on page 19. The people who live in these institutions have characteristic relationship entries, such as:

| <u>Examples of entries</u> | <u>Institution</u> |
|-------------------------------------|----------------------------------------------------------|
| warden, prisoner | jail, prison |
| superintendent, orphan | orphanage |
| physician, nurse-in-charge, patient | hospital (except general hospital), convalescent home |
| resident | home for the aged |
| inmate | mental hospital, school for delinquents |

5. The enumerator was instructed to fill Item e in the schedule heading for quasi households. You will look at this item on each sheet. However, if you encounter relationship entries which indicate the possibility that the household is an institution, even though it is not described in Item e, or a lodging house (with 5 or more lodgers), you must examine age, occupation, and other related entries on the schedule until you decide which set of relationship codes is applicable. For example, if a series of "residents" (Item 8, Relationship) are elderly persons (Item 11, Age) and are unable to work (Item 15, Major Activity) you will suspect that the household you are coding is an old-age home. You might then check the entry in Occupation and Industry (Item 20) for the "head."

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the entry in Occupation and Industry (Item 20) for the "head." If you find an entry of "Superintendent, Home for the Aged" in Item 20 for this person, you will proceed to code this household as an institution.

*A household with 5 or more persons 65 years of age and over entered as lodgers, guests, etc., will be considered an institution even though no entry appears in Item a. Similarly, a place with 5 or more orphans will be coded as an orphanage.

Whenever the entry in Item e indicates that the place is an orphanage or a home for the aged, treat it as an institution even though there is only one resident or orphan listed on the schedule.

Classify as an institution a household in which at least one person is entered as "prisoner" in relationship even though there is no entry in Item e.

6. If you have any doubt about whether to use the regular household or the quasi household set of relationship codes, make out a Problem Referral Slip.

7. Every time you use the quasi household relationship codes X, O, or V, you must perform certain additional coding steps. These steps are described below in paragraph E. Be sure you complete these steps before proceeding with the coding of the next household.

C. General Instructions

1. The code for Item 8, Relationship, will be entered in Code Box A.

2. If the enumerator has entered "head," "wife," "son," or "daughter," you will enter no code if:

- a. The household is a Regular Household and.
- b. The enumerator's entry is correct.

(These four entries will be coded by the puncher, unless you have entered some alternative code in Code Box A.)

3. All entries other than these four, including entries such as "adopted son" and "stepdaughter," must be coded. Where the relationship item has been left blank, you will determine the most probable relationship for this person and enter the appropriate code in Code Box A.

4. If the code which you enter in Code Box A does not correspond to the enumerator's Relationship entry, cancel the enumerator's entry by drawing through it a single horizontal line.

For example, if the enumerator has entered "head" and

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"husband" on successive lines, you will code the entries 2 and 1, respectively. (See Special Instructions, par. D-2.) In this case, you will draw a line through each of the two entries in Item 8.

For example:

| Name <u>Item 7</u> | Relationship <u>Item 8</u> | Code Box A |
|-----------------------|-------------------------------|------------|
| Anson, Ethel C. | head | 2 |
| _____, Dean L. | husband | 1 |

D. Special Instructions

1. Code one person as the head of each regular household. If no one has been entered on the schedule as the household head, select the most probable person as the head. This will usually be the first person listed, or a person entered as "husband."

2. If in coding vertically you encounter the successive entries "head" and "husband," code the husband as head (code 1) and the spouse as his wife (code 2), even though she has been listed first on the schedule.

3. Incorrect order of entries. Examine for accuracy any household whose Relationship entries are not in the order prescribed on the schedule in the box headings of Items 7 and 8. For example, if the daughter-in-law of the head of a household had been erroneously entered as "wife," you might encounter the following successive Relationship entries: Head Son Wife.

Since the enumerators were instructed to list the wife of the head before proceeding to list his sons and daughters, this series of entries is not in the prescribed order. When you notice such an incorrect sequence, you will have to examine related items on the schedule. They might read as follows:

| Name <u>Item 7</u> | Relation- ship <u>Item 8</u> | Race <u>Item</u> | Sex <u>Item 10</u> | Age <u>Item 11</u> | Marital Status <u>Item 12</u> |
|-----------------------|------------------------------------|---------------------|-----------------------|-----------------------|-------------------------------------|
| Ames, Helen | Head | W | F | 71 | Wd |
| _____, Harry | Son | W | M | 36 | Mar |
| _____, Susan | Wife | W | F | 32 | Mar |

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From these entries, you will conclude that the correct relationship code for Susan Ames is 4, since it is probable from the age entries and the fact that she was listed third in the household that she is the wife of Harry, and should have been entered as "daughter-in-law." Therefore you will enter code 4 for Susan Ames in Code Box A, and draw a line through the entry "wife" in Item 8.

Similarly, if the following entries appeared, you should notice that this constitutes a household of which the relationship entries are not in the prescribed order. Therefore, one or more of the relationship entries are likely to be in error.

| Name | Relationship |
|---------------|---------------|
| <u>Item 7</u> | <u>Item 8</u> |
| King, Robert | Head |
| _____, Ann | Wife |
| Scott, Rose | Lodger |
| _____, Albert | Son |

From these entries, you should conclude that Albert Scott is the lodger's son (code 9). However, assume in all cases that the enumerator's entries are correct, unless the evidence is conclusive that an error has been made (such as in the two examples above).

4. *Blanks and improper entries.*—If Item 8 is blank, or contains an entry which cannot be coded by using the code scheme, you are to determine the most probable relationship code. To do this, inspect other entries on the schedule as indicated in the examples below. If there is no information from which to infer the relationship, make out a Problem Referral Slip.

Here are several examples to illustrate the coding of blanks in the relationship item. The relationship codes in parentheses have been inserted on the basis of entries in related items on the schedule.

| Name Item 7 | Relationship Item 8 | Sex Item 10 | Age Item 11 | Marital status Item 12 | Rela- tion- ship codes |
|------------------|------------------------|-------------------|-------------------|---------------------------------|---------------------------------|
| a. Harris, John | Head | M | 42 | Mar | ----- |
| -----, Alice | | F | 39 | Mar | (2) |
| b. Miller, James | Head | M | 47 | Mar | ----- |
| -----, Ethel | Wife | F | 40 | Mar | ----- |
| -----, Philip | | M | 10 | Nev | (3) |
| c. Milton, Henry | Head | M | 30 | Mar | ----- |
| -----, Mary | Wife | F | 27 | Mar | ----- |
| -----, James | | M | 60 | Wd | (6) |
| d. Worth, Jane | Head | F | 50 | Wd | ----- |
| Jones, Peter | Son-in-law | M | 29 | Mar | (4) |
| -----, Susan | Daughter | F | 23 | Mar | ----- |
| -----, John | | M | 2 | Nev | (5) |
| e. Adams, Carl | Head | M | 62 | Mar | ----- |
| -----, Ruth | Wife | F | 58 | Mar | ----- |
| -----, Benjamin | | M | 60 | Nev | (7) |
| f. White, Joseph | Head | M | 47 | Mar | ----- |
| -----, Elsie | Wife | F | 47 | Mar | ----- |
| Bailey, Lillian | Lodger | F | 32 | Mar | (9) |
| -----, Anita | | F | 24 | Mar | (9) |

ST. MARGARETS ORPHANS' HOME (FILLED IN HEADING
ITEM e)

| | | | | | |
|-------------------|--|---|----|-----|-----|
| g. Green, Richard | | M | 52 | Mar | (X) |
| -----, Elizabeth | | F | 44 | Mar | (O) |
| Bane, Rita | | F | 12 | Nev | (V) |
| Donnelly, Eugene | | M | 9 | Nev | (V) |
| -----, Edward | | M | 9 | Nev | (V) |

Household a.—Since the surnames are the same, sexes are opposite, ages are relatively close together, and both persons are married, accept the probability that the relationship is wife and enter a "2" in Code Box A. **Do not make any entry in Item 8.**

Household b.—In this household it is immediately apparent that the missing relationship is neither "head" nor "wife." However, from the other entries it appears that

the missing relationship should be "son." Therefore, enter "3" in Code Box A.

Use similar reasoning in each of the other samples, so that you will see how the inserted relationship codes were derived.

5. *Lodginghouses.*—When fewer than 5 members of a household are listed on the schedule as "lodgers" or "roomers," the regular Relationship codes will be used. The lodgers will be coded "9," indicating "other nonrelative of head." Where there are 5 or more lodgers, the household will be considered a "quasi household," and the quasi household Relationship codes will be used (see below). If all the members of the household have been returned as lodgers or roomers, designate the first one as the household head; do not count that person as a lodger or roomer in determining whether to classify the household as a quasi household.

E. Additional Instructions for Coding Quasi Households

The following rules are to be used in coding the relationship entry for quasi households:

1. Only the codes "X," "0," and "V" are to be used.

a. One "head" must be selected in every quasi household and coded "X." He should be the person who is in charge, such as the manager, superintendent, principal, or landlord. If no such person is listed, the first person enumerated in the quasi household will be selected as the head. Exception: For institutions in which all of the residents have been designated as "inmate" or the equivalent (patient, prisoner, etc.) no head will be designated. All of the persons in the institution will be coded "V," inmate.

b. The following members of the quasi household will be coded "0": All members of the family of the head, members of the administrative staff, people employed and residing in the quasi household, and lodgers living in lodginghouses, hotel guests, etc.

c. Other persons living in institutions, usually listed on the schedule as "patient," "prisoner," "orphan," or "inmate," will be coded "V."

*2. Enumerators were instructed to return as a separate household an officer or employee and members of his family, if any, who live in separate quarters (in a detached home or structure, containing no inmates) on the grounds of an institution. The members of households so returned are not a part of the quasi household and will be coded in the same manner as the members of regular households.

In regular households occupying dwelling units on the grounds of institutions, be careful about coding Relationship for employees listed as members of the household. Examine the occupation and industry entry and try to determine whether the person is an employee of the household or of the institution. If you decide the person is employed by the household, code the Relationship entry "8". If the occupation and industry entry indicates that the person is an employee of the institution, enter the code "9" in Relationship.

3. Each time you enter the quasi household Relationship codes, X, O, V, turn the schedule and find the Housing schedule line bearing the same Serial Number of Dwelling Unit as the one which you have coded as a quasi household. (In some instances, the corresponding line will not be on the same sheet but may be on the preceding or following schedule.) Then inspect Item 3, Type of Living Quarters, on the Housing schedule:

a. If the quasi household is a lodginghouse containing from 5 to 9 lodgers, enter the code "9" below the last check-box in Item 3 of the Housing schedule. Encircle any other entry that has been made in this item.

b. For any other type of quasi household, the X-box, Nondwelling-unit quarters, should have been checked by the enumerator. Fill a Problem Referral Slip if any other box has been checked in this item.

4. For every person residing in an institutional quasi household, a three digit Type of Institution code will be inserted in Item 3 (Serial Number of Dwelling Unit) of the Population schedule. The first digit of this three-digit code will in each case be "V." If the enumerator has already entered a regular serial number, a line should be drawn through this number, and the Type of Institution code written above. This code can usually be ascertained from the entry in Item e of the heading, from a footnote, or from the relationship entries (e. g., sheriff, prisoner). If you cannot decide on the correct code, consult your supervisor.

The code list for Type of Institution will be found on page 19. Code as institutions **only** those places whose description fits one of the categories in the code list.

If you cannot decide which category is applicable, make out a Problem Referral Slip.

a. Quasi households operated by religious organizations will be classified as institutions when they would normally fall into this group; e. g., orphan asylums, homes for the aged, homes for unmarried mothers, institutions for juvenile delinquents, etc. The members of the religious order operating the institution will be coded as staff members. One will be coded "X" for Head of Quasi Household, the others will be coded "O" for member of Quasi Household. The persons for whom care is provided will be considered inmates and coded "V."

However, residents of other quasi households operated by religious bodies will be coded "O" where the quasi households are not institutions of the types listed in the institution code. Convents and monasteries will normally fall into this category.

b. Where it is clearly indicated on the schedule that an institution (such as a hospital or jail) is being operated by the Armed Forces, the Type of Institution code will not be assigned. The institution will instead be treated as a military installation. Relationship code "X" will be

assigned to the person in charge, or to the first person enumerated on the installation, and code "O" to the other persons enumerated in the military institution.

Veterans' Administration facilities, however, will be treated the same as other civilian institutions. A Type of Institution code will be assigned to every person residing in a Veterans' Administration institutional quasi household. The acceptable codes for Veterans' Administration institutions are as follows:

| | |
|-------------------------------------------|-----|
| Mental or neuropsychiatric hospitals..... | V31 |
| Tuberculosis hospitals..... | V34 |
| Veterans' home or domiciliary center..... | V41 |

General medical and surgical hospitals operated by the Veterans' Administration will **not be treated** as institutions.

living. For example, when you see entries (in Item 13 or Item 25) of Spain, Mexico, Argentina, or Guatemala, you can conclude that race code "0" is applicable. If you see entries of Italy, Portugal or Brazil, however, the surname will probably not be of Spanish origin, and a race code will not be entered. If you are in doubt about the origin of a surname, make out a Problem Referral Slip.

2. For all other persons entered as "W," and all persons entered "Neg," you will not enter a code in Item 9. These entries will be coded by the puncher.

3. If the entry is a race **other** than "W" or "Neg," you will enter the appropriate race code. For example, an entry of "Chi" would be coded "5." If the entry is one not provided for in the code scheme, you must nevertheless use one of the prescribed codes. For example, entry of "Col" will be coded "2," indicating "Negro." An entry of "Polish" or "Turkish," should it be encountered, would be coded "1," indicating "white."

4. In the 5 Southwestern States specified above, code "7" will only be used for the six races listed for code "7" in the code scheme. Do not attempt to use code "7" for other entries merely because they do not seem to fit into one of the other six code categories.

5. If the race item is blank, you must enter a code. If possible, code according to the race entered for other members of the family. In other cases, attempt to determine the prevailing race on the block or the neighborhood being enumerated on your schedule sheet, and code accordingly. If you still cannot determine the correct race code, enter the race code for the person enumerated on the last previous line where a race entry appeared. If you find large areas of blanks in race, make out a Problem Referral Slip.

C. Instructions for Coding in "Mixed Stock" Counties

The basic instructions for coding race in folios bearing a "Mixed Stock" label on the cover are contained in para-

graphs 2, 3, and 5, above. However, in these counties do not code entries of "W" (white) regardless of surname, or entries of "Mex" (Mexican).

In addition, you will enter code "7" for persons of mixed Indian, Negro, and white ancestry. These persons will have race entries of one of the following types:

a. Entries of We-sort, Croatan, Jackson White, Tunica, Coe Clan, Bushwacker, Siouan, Melungeon, Ramp, and similar entries of local names for the groups living in the selected E. D.'s.

b. Entries of "Indian."

c. Entries indicating mixtures of white and Negro or Negro and Indian.

If you encounter entries in a "Mixed Stock" county concerning which you are in doubt, make out a Problem Referral Slip.

Item 12—MARITAL STATUS

Marital status will be coded only for persons who are listed on sample lines.

A. Code scheme

| | Schedule Entry | Code |
|-----------------------------|-------------------|------|
| Widowed..... | Wd | (2) |
| Divorced..... | D | (3) |
| Separated..... | Sep | (4) |
| Never married..... | Nev | (5) |
| Married—spouse present..... | Mar | 6 |
| Married—spouse absent..... | Mar | 7 |

Blank and uncodable entries:

| Age | Code |
|---------------------------------------|---------------------------|
| 0 to 24 years—with children..... | 7 (Married—spouse absent) |
| 0 to 24 years—without children..... | 5 (Never married) |
| 25 to 54 years..... | 7 (Married—spouse absent) |
| 55 and over..... | 2 (Widowed) |
| Persons in convents, monasteries..... | 5 (Never married) |

B. General Instructions

1. If the entry on the sample line is Wd, D, Sep, or Nev, enter no code in Item 12.

2. Entries of "Mar."—If the entry is Mar, you must determine whether the spouse (husband or wife) of the person on the sample line was present in the household. We will examine the entries in three households to illustrate this.

Example a.

| Ser. No. of D. U. Item 3 | Name Item 7 | Relation- ship Item 8 | Age Item 11 | Mar- ital Status Item 12 | Marital Status Code |
|-----------------------------|----------------|-----------------------------|----------------|-----------------------------------|---------------------------|
| 135 (Sample line) | Johnson, Ellis | head | 61 | Mar | 6 |
| | ———, Jane | wife | 58 | Mar | Leave blank |

a. In Dwelling Unit 135, Ellis Johnson is on a sample line. He is entered as "Mar," and we must determine if his wife is present in the household. As soon as we look at the entries in Name and Relationship, we can see that Jane Johnson, his wife, is a member of the household. Therefore we will enter the code "6," Married, Spouse Present, in the upper right corner of the space for Item 12, on the sample line. We will not cancel the enumerator's entry of "Mar" in the same space; we must, however, make sure that the code is legible and within the space provided.

Example b.

| Ser. No. of D. U. Item 3 | Name Item 7 | Relation- ship Item 8 | Age Item 11 | Mar- ital Sta- tus Item 12 | Marital Status Code |
|-----------------------------|-----------------|-----------------------------|----------------|----------------------------------------|---------------------------|
| 136 | Clark, Donald | head | 52 | Wd | Leave blank |
| | Gibson, Bernard | son-in-law | 26 | Mar | Leave blank |
| (Sample line) | ———, Alice | daughter | 24 | Mar | 6 |

b. In Dwelling Unit 136, Alice Gibson is apparently the wife of Bernard Gibson. We will therefore enter the code "6," Married, Spouse Present, in the marital status item.

Example c.

| Ser. No. of D. U. Item 5 | Name Item 7 | Relation- ship Item 8 | Age Item 11 | Mar- ital Sta- tus Item 12 | Marital Status Code |
|-----------------------------|----------------|-----------------------------|-------------------|-------------------------------------------|---------------------------|
| 137 | Adams, Gladys | head | 44 | Nev | Leave blank |
| (Sample line) | Davis, Mary | lodger | 55 | Mar | 7 |

c. In Dwelling Unit 137, Mary Davis, though entered as Married, is a lodger in a household whose only other member is Gladys Adams. Since her husband is not present in the household, we enter the code "7," Married, Spouse Absent, for Mary Davis.

3. If two persons on successive lines of the schedule fulfill all the conditions for code "6," Married, Spouse Present (same last names, opposite sexes, ages relatively close together), and from the relationship entries this code appears applicable, you are to use it in preference to code "7."

4. Blank or uncodable entries:

a. If slight variations from the correct entries are found, see if their meaning is clear. For example, "M" or "Married" cannot be mistaken for other than "Mar". Similarly, "WD" or "Wid", "Div" or "Never", are incorrect entries but their meaning is clear. However, an entry of "S" could mean "Sep" (Separated) or "Single". Entries whose meaning cannot be readily determined should be noted on a Problem Referral Slip.

b. Where the Marital Status item is blank, you will first determine whether the code for "Married, Spouse Present," may be applicable. Inspect the other entries on the schedule according to the instructions in paragraphs 1, 2, and 3 above. If the entries indicate that the spouse of the person on the

sample line was present in the household, enter code "6," Married. Spouse Present.

c. In all other cases where the Marital Status Item is blank, use the following system to determine the proper code:

1. For persons 24 years of age or less whose children are listed on the schedule, enter code "7," Married, Spouse Absent. For all other persons 24 years of age or less, enter code "5," Never married.

2. For all persons 25 to 54 years of age, enter code "7," Married, Spouse Absent.

3. For persons 55 years or over, enter code "2," Widowed.

4. For persons enumerated in convents, monasteries, seminaries, and military installations, enter code "5," (Never Married).

The examples below illustrate how the above rules are used in determining Marital Status Codes:

| Ser. No. of D. U. Item 3 | Name Item 7 | Relation- ship Item 8 | Age Item 11 | Mar- ital Sta- tus Item 12 | Marital Status Code |
|-----------------------------|----------------|-----------------------------|----------------|----------------------------------------|---------------------------|
| 138 (Sample line) | Hopkins, Max | head | 59 | D | Leave blank |
| | ——, John | son | 35 | Mar | Leave blank |
| | ——, Ada | daughter- in-law | 33 | Mar | Leave blank |
| | ——, Elmer | grandson | 12 | Nev | Leave blank |
| | ——, Ethel | grand- daughter | 10 | Nev | Leave blank |
| (Sample line) | Lee, Helen | maid | 23 | — | 5 |

In Dwelling Unit 138, Max Hopkins, who falls on the first sample line, is clearly entered as Divorced. No code need therefore be entered on the line for Max Hopkins.

On the next sample line, Helen Lee, a maid, has been enumerated. The marital status entry has been omitted for Helen Lee, and therefore we **must** enter a code for her in the marital status box.

First, we must look to see if Helen Lee's husband was present in the household. (If he had been, we should have entered code "6," Married, Spouse Present.)

Second, we must look to see if any children of Helen Lee were enumerated on the schedule. (If there had been, we should have entered code "7," Married, Spouse Absent.)

Finally, we will code Helen Lee's marital status according to the age shown on the schedule. Since she is 23 years of age and there is no evidence that she has children, we will enter code "5," Never Married, in item 12 for Helen Lee.

5. If Item 11, Age, is also blank, leave the Marital Status Item blank. Both the marital status and the age will be assigned later.

***C. Special Instructions**

1. When you encounter entries of "bachelor" or abbreviations such as "bach," "bac," "bch," etc., interpret these as "Never Married." When such entries occur on sample lines, code them accordingly ("5").

2. If entries indicate that an ex-wife is living with her ex-husband and both have entries of D (Divorced), change the Marital Status of husband and wife from "D" to "Mar" and code the wife "2" under Item 8, Relationship.

3. Marital Status codes are to be entered only for persons who are listed on sample lines. Similarly, blanks in Marital Status are to be filled in with a code only on sample lines. However, when coding another item (e. g. Relationship) you find it necessary to refer to the Marital Status entry on a nonsample line, and Marital Status is blank for this line, determine the correct Marital Status entry and enter it in the appropriate space. To fill blank (or uncodable) entries where necessary, follow the instructions given on pages 22-26. You are *not* to make Marital Status entries on nonsample lines *except* where you need to determine the code for Marital Status entry in order to code some other item.

Items 13 and 14—BIRTHPLACE AND CITIZENSHIP

A. Code scheme

| <u>Item 13</u> | <u>Item 14</u> | <u>1st digit</u> | <u>2d digit</u> | <u>3d digit</u> |
|---------------------------------------------------------------|----------------|----------------------|---------------------|---------------------|
| Same State as State of enumeration . . . | — | Enter no code | | |
| U. S. State (other than State of enumeration) | — | 0 | See Code Card | |
| U. S. Territory or possession | — | 0 | See list of | |
| Foreign Country | Yes | 1 | Foreign | |
| Foreign Country | No | 2 | Countries | |
| Foreign Country | AP | 3 | | |
| Foreign Country | Blank | V | | |
| Blank or "At sea" | Yes | 1 | V | V |
| Blank or "At sea" | No | 2 | V | V |
| Blank or "At sea" | AP | 3 | V | V |
| Blank (and no clues from other entries or "At sea") | Blank | 0 | V | V |

B. Instructions

1. Where the enumerator's entry is the same as the State given in the upper left corner of the schedule, you will not enter a code in Code Box B. Thus, if the enumeration took place in North Carolina, you will not code entries of "North Carolina" in Code Box B. (A code will automatically be punched indicating Birthplace: Same State as State of enumeration.)

2. If a different State, or U. S. Territory or possession is entered in Item 13, you will enter "0" as the first digit of the code. Then look up the two-digit code for the given State, Territory or possession on your Code Card. Enter these two digits as the 2d and 3d digits of the code in Code Box B. For example, if the entry is New York, you will find

by looking at your Code Card that the code for New York is 21. You will enter 021 in Code Box B. All States and U. S. Territories and possessions will have "0" as the first digit of their Birthplace code.

3. Where the entry in Item 13 is a foreign country, look at Item 14, Naturalization. The entry in Item 14 will determine the first digit of the Citizenship and Birthplace code as follows:

| <u>Item 14</u> | <u>1st digit of code</u> |
|----------------|------------------------------|
| Yes | 1 |
| No | 2 |
| AP | 3 |
| Blank | V |

Then find the appropriate two-digit Foreign Country code on your Code Card, or in the List of Foreign Countries in the Appendix to these instructions. Enter this code as the second and third digits in Code Box B. For example, if the entry in Item 13 is Greece, you will look at Item 14. If the entry in Item 14 is "No," you will enter "2" as the first digit of your code in Code Box B. Then look up Greece on your Code Card. The code for Greece is "34." The complete Birthplace code which you will enter in Code Box B is therefore "234."

a. Note that in the List of Foreign Countries there are distinctive codes for Canada-French and Canada-Other. For a person whose birthplace is reported as simply "Canada", or as a province or a place located in Canada, you must examine the surname of the individual in Item 7 of the schedule. If the name appears to be a French surname such as Dionne, Drolet, Dumes, Gagon, Lamontagne, Legare, Pelletier, Robitaille, or Tremblay, enter the code for Canada-French. If the surname is not a French one, enter the code for Canada-Other. If you are uncertain about whether a name is of French derivation or not, refer to the List of Typical French-Canadian Surnames.

b. Whenever you encounter an entry of Austria-Hungary, you must examine the surname of the person in Item 7. You will then attempt to locate this surname on the List of Surnames for Coding Austria-Hungary entries. When you locate the name under one of the countries, assign the code for that country as the second and third digits of the Birthplace and Citizenship Code. If you cannot assign the name from this List, fill out a Problem Referral Slip.

4. If Item 13 is blank or contains an entry of "United States" or "U. S.," and Item 14 is blank, try to deduce the probable birthplace State from the birthplace entries for other members of the family. If you cannot make inferences from other schedule entries enter code "OVV," U. S.—State not specified in Code Box B.

5. If Item 13 is blank and Item 14 (Naturalization) contains an entry (Yes, No, or AP), use the Item 14 entry to obtain the first digit of your code, and for the second and third digits, enter the code "VV," Foreign Country Not Specified.

6. If the entry in Item 13 is "At Sea," code according to the entry in Item 14 as follows:

| <u>Item 13</u> | <u>Item 14</u> | <u>Code Box B</u> |
|----------------|----------------|-----------------------|
| At Sea | Blank, or AP | 0VV |
| At Sea | Yes | 1VV |
| At Sea | No | 2VV |
| At Sea | AP | 3VV |

SAMPLE FAMILY CODE

The Sample Family Code will be assigned only for persons on sample lines.

A. Code Scheme

| | <u>Code</u> |
|------------------------------------------------------------------------------|-------------|
| Head of <i>family</i> : | |
| With all persons in household related to the head..... | 1 |
| With one or more persons in household unrelated to head of household..... | 2 |
| Individual: | |
| Living alone..... | 3 |
| Living with persons who are not related to him..... | 4 |
| Other family member..... | 5 |
| Inmate of institution..... | V |

B. Instructions

1. The code entries will be placed to the left of the Sample Deck. Thus, if the first sample line is line 2, find the circled line number 2 at the bottom of the sheet, and write the one-digit code just to the left of this line number.

2. If a sample line number in the 100 percent part of the schedule has been cancelled, cancel the corresponding line number in the Sample Deck, by drawing a line through the appropriate line number in the lower left margin. Every Sample Deck line which has not been cancelled in this fashion **must** be given a Sample Family code—whether or not entries appear on the Sample Deck line.

3. A family consists of two or more persons related by blood, marriage, or adoption. All of the members in a household who are related to one another are considered a single family, including in-laws, aunts, nephews, etc.

Here are two households each of which contains a single family:

| Ser. No. of D. U. <u>Item 3</u> | Name <u>Item 7</u> | Relationship <u>Item 8</u> | Relationship Code (Code <u>Box A</u>) |
|------------------------------------|-----------------------|-------------------------------|----------------------------------------------|
| 124 | Ames, Elmer C. | head | ----- |
| | -----, Elsie | wife | ----- |
| | Jones, Bernard F. | son-in-law | 4 |
| | -----, Sally T. | daughter | ----- |
| 125 | -----, Ben R. | grandson | 5 |
| | Ellis, James M. | head | ----- |
| | -----, Anne P. | wife | ----- |
| | Sanders, Alfred R. | stepson | 3 |
| | Ellis, Jean T. | cousin | 7 |

a. In Dwelling Unit 124, Elmer Ames, Elsie Ames, Bernard, Sally and Ben Jones comprise a single family. The members of dwelling unit 125 likewise constitute a family. In each of these two households, all the persons living in the household are related to one another. The head of the family, therefore, if he falls on a sample line, will receive a Sample Family Code of "1." Code "1" is assigned to the head of a family providing that all persons in the household are related to him.

b. In Dwelling Unit 124, note that son-in-law Bernard F. Jones is **not** head of a family.

4. Every family has one person whom you will be able to identify as head. This will usually be the first person listed in the family.

a. A woman whose husband is present in the household should not be coded as a head of a family (codes 1 or 2). She will instead be given code "5," indicating other family member.

b. A household may have two or more families, and consequently two or more family heads. It must always have one and only one head of the household. For example, in the following household, Dwelling Unit 126,

both John L. Stevenson and Dan C. Sanford are family heads:

| Ser. No. of D. U. <u>Item 3</u> | Name <u>Item 7</u> | Relationship <u>Item 8</u> | Relationship Code (Code Box A) |
|------------------------------------|-----------------------|-------------------------------|--------------------------------------|
| 126 | Stevenson, John L. | head | — |
| | —— Rita S. | wife | — |
| | —— Mary T. | granddaughter | 5 |
| | Sanford, Dan C. | lodger | 9 |
| | —— Ada W. | lodger's wife | 9 |
| | —— Paul O. | lodger's son | 9 |

c. In Dwelling Unit 126, there are two families—the Stevensons and the Sanfords. Each of the two families has a head, and there are “unrelated persons” in the household, i. e., the Stevensons are not related to the Sanfords. If the family head (either John L. Stevenson or Dan C. Sanford, as the case may be) falls on a sample line, he will be given the Sample Family Code “2”: head of family, with one or more persons in household unrelated to head of household.

5. All family members except the one who is the head receive Sample Family Code “5”.

a. In Dwelling Unit 126, if either Rita or Mary Stevenson, or Ada or Paul Sanford fell on a sample line, he or she would receive code “5,” indicating other family member.

b. Additional examples of “other family members” are: Anne Ellis, Alfred Sanders, and Jean Ellis (Dwelling Unit 125) and Bernard, Sally, and Ben Jones (Dwelling Unit 124).

6. Here are two households in which there are no families:

| Ser. No. of D. U. <u>Item 3</u> | Name <u>Item 7</u> | Relationship <u>Item 8</u> | Relationship (Code Box A) |
|------------------------------------|-----------------------|-------------------------------|------------------------------|
| 127 | Jenson, Alex B. | head | — |
| 128 | Adams, George D. | head | — |
| | Davis, Paul C. | partner | 9 |
| | Lee, John F. | partner | 9 |

7. An individual living alone in a household will receive Sample Family Code "3" (if he falls on a sample line).

For example, in Dwelling Unit 127, Alex Jensen is the head of the household. (Note that he is not a family head; he has no relative living with him.) He therefore will receive code "3," indicating that he is an individual living alone.

8. An individual living with one or more persons who are not related to him will receive Sample Family Code "4".

For example, in Dwelling Unit 128, there are three men, a household head and two partners, who are not related to each other. Each is an individual living with persons who are not related. Therefore, if any one of these men falls on a sample line, he will be given code "4," indicating that he is an individual living with persons who are not related to him.

9. Here are two examples to illustrate the coding of an institutional quasi household:

| Ser. No. of D. U. Item 3 | Name Item 7 | Relationship Item 8 | Relationship Code (Code Box A) |
|-----------------------------|-------------------|------------------------|--------------------------------------|
| 129 | Folsom, Robert L. | jailer | X |
| | Lisle, Sidney A. | prisoner | V |
| | Grant, Arthur P. | prisoner | V |
| | Haines, George B. | prisoner | V |

a. In Serial Number 129, Robert Folsom is another individual living with persons who are not related to him; he is a "jailer," and the head of the institutional household. If he falls on a sample line, he will receive a Sample Family Code of "4." The three prisoner inmates, however, will be given Sample Family Code "V" (if any of them falls on a sample line), indicating inmate of institution.

| Ser. No. of D. U. <u>Item 3</u> | Name <u>Item 7</u> | Relationship <u>Item 8</u> | Relationship Code (Code Box A) |
|---------------------------------------|-----------------------|-------------------------------|-----------------------------------|
| 130 | Baker, Sam D. | superintendent | X |
| | ———, Laura F. | wife | O |
| | Jackson, Henry | patient | V |
| | Gibbs, Joseph | patient | V |

b. Sam Baker is the head of the institutional quasi household entered as Dwelling Unit Serial Number 130. In addition to the patients, Mr. Baker's wife, Laura, also lives in the household. If Mr. Baker falls on a sample line, therefore, he will be given Sample Family Code "2", head of family with unrelated persons in household.

NOTE: See Schematic Summary for Coding Sample Family Code on following page.

SCHEMATIC SUMMARY FOR CODING SAMPLE FAMILY CODE

| <u>Relationship Entries</u> | <u>Relationship Code</u> (Code Box A) | <u>Sample Family Code</u> |
|-------------------------------------------------------|------------------------------------------|---------------------------------------------------|
| Head of household | 1 | Family head, all members related 1 |
| | | Family head, one or more unrelated persons..... 2 |
| | | Living alone..... 3 |
| | | Living with unrelated persons only..... 4 |
| | | Relatives of head 2 through 7 |
| Employee, employee's son, lodger, lodger's wife, etc. | 8, 9 | Other family member..... 5 |
| | | Family head..... 2 |
| | | Living with unrelated persons only..... 4 |
| | | Other family members..... 5 |
| Head of quasi household | X | Family head..... 2 |
| | | Living alone..... 3 |
| | | *Living with unrelated persons only..... 4 |
| | | Other member of quasi household |
| Other member of quasi household | 0 | Family head..... 2 |
| | | Living with unrelated persons only..... 4 |
| | | Other family member... 5 |
| Inmate of institution | V | Inmate..... V |

*Revised October 9, 1950

Items 21 to 24—MIGRATION STATUS

You will enter a Migration Code in Code Box D for all persons on sample lines, except those entered "Same House," or those entered "under 1 year." The code will contain from two to six digits. If the code contains fewer than six digits, it will terminate in X.

A. Schematic Summary for Coding Migration Status

| | <u>Code Box D</u> | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------|-------|
| | 1st | 2d | 3d |
| | digit | digit | digit |
| Step I—Inspect Item 21 entry: | Enter | no | code. |
| Yes (Same house)----- | | | |
| No or blank. Perform Steps II and III | | | |
| Step II—Code Item 22 (Farm Residence) | | | |
| Yes (Farm)----- | 1 | | |
| No (Nonfarm)----- | 2 | | |
| Blank (Unknown)----- | V | | |
| Step III—Look at Item 24 (County and State) | | | |
| If Items 24a and b are blank, code Item 23 | | | |
| Yes (Same County)----- | X | | |
| No (County and State Unknown)----- | 0 | X | |
| Blank (Migration Status Unknown)----- | V | X | |
| If the State and County of enumeration appears in Item 24, or if the State of enumeration appears but County is blank, see Instructions, Step III-b, on page 39. | | | |
| If an entry other than County and State of Enumeration appears, perform Steps IV and VI. | | | |
| Step IV—If a State appears in Item 24b, enter Contiguity Code as indicated below; if no State name appears, fill a Problem Referral Slip. | | | |
| Entry in 24b | | | |
| Same as State of Enumeration----- | 1 | | |
| Contiguous State----- | 2 | | |
| Noncontiguous State----- | 3 | | |
| Proceed to Step VI | | | |

| Code Box D | | |
|--------------|-------------|-------------|
| 1st digit | 2d digit | 3d digit |

Step V—If a Territory, possession or foreign country appears in Item 24, code:

| | | |
|--------------------------|---|---|
| Any Foreign Country..... | 4 | X |
| Alaska..... | 5 | X |
| Hawaii..... | 6 | X |
| Puerto Rico..... | 7 | X |
| Other possessions..... | 8 | X |

Step VI—(a) Find county in Counties List, or } Enter 4 more digits
(b) Find place name in Place List } (total—6)

If neither county nor place name appears in Item 24a, enter two-digit State code, followed by "X."

NOTE: Previous censuses indicate that perhaps 80 percent of the people report living in the same house a year ago. Since entries other than "Yes" in Item 21 will, therefore, be relatively few, you must examine Item 21 very carefully to avoid missing instances where this item is checked "No" or is blank

B. Instructions

1. In any Migration Status item, if both Yes and No boxes have been checked by the enumerator, proceed with the coding as though that item (but *not* all the other Migration items) were completely blank.

2. If an entry of "under 1 year" appears in Item 24, enter no code in Code Box D.

3. Steps in Coding:

Step I—Inspect Item 21 (*Same House*):

a. If "Yes" is checked, enter no code in Code Box D. Proceed to coding the next line.

b. If "No" is checked, or Item 21 is blank, go on to Steps II and III.

Step II—Inspect Item 22 to obtain the first digit of the Migration Code:

| | Entry in Item 22 | 1st digit of code |
|-----------------------------|---------------------|----------------------|
| Farm..... | Yes | 1 |
| Nonfarm..... | No | 2 |
| Farm Residence unknown..... | Blank | V |

Step III—Inspect Items 24a and 24b to obtain subsequent digits of migration code:

a. If Items 24a and b are blank, enter one of the following codes according to the entry in Item 23.

| | Items 24a and b | Item 23 | Termination of Code |
|-------------------------------|--------------------|---------|------------------------|
| Same county..... | Blank | Yes | X |
| County of origin unknown..... | Blank | No | OX |
| Migration status unknown..... | Blank | Blank | VX |

The code is now complete.

b. If Item 24b contains the same State as that in which the enumeration occurred, inspect Item 24a and Item 23, and code as follows:

| Item 24b | Item 24a | Item 23 | 2d and 3d digits |
|---------------------------|--------------------|-----------|---------------------|
| State of Enumeration..... | County of Enum. | Disregard | X |
| State of Enumeration..... | Blank | Yes | X |
| State of Enumeration..... | Blank | Blank | VX |
| State of Enumeration..... | Blank | No | Step IV |

c. If Item 24 contains any State, county, or place name other than that of enumeration, proceed to Step IV. If Item 24 contains an entry of a foreign country or a U. S. Territory or possession, proceed to Step V.

Step IV—Enter the Contiguity Code as the second digit of the code:

a. You must determine whether the State in Item 24b is (1) the same State as the State of enumeration (entered in the upper left corner of the schedule in Heading Item e); (2) a contiguous State; or, (3) a noncontiguous State.

A contiguous State is one which borders the State of enumeration.

On pages 43-46 of these instructions you will find the List of Contiguous States. Find the State of Enumeration in large type on the list. Under it, in smaller type, you will

find the States which are contiguous to it. All other States will be noncontiguous.

Enter the second digit of the Migration Code as follows:

| <u>State entered in Item 24b</u> | <u>Code</u> |
|-----------------------------------|-------------|
| Same as State of Enumeration..... | 1 |
| Contiguous State..... | 2 |
| Noncontiguous State..... | 3 |

Skip Step V and go on to Step VI.

Step V—If a Foreign Country or a U. S. Territory or possession is entered in Item 24a or 24b, enter second and third digits as follows:

| <u>Item 24b</u> | <u>2d and 3d digits</u> |
|------------------------|-----------------------------|
| Foreign Country..... | 4X |
| Alaska..... | 5X |
| Hawaii..... | 6X |
| Puerto Rico..... | 7X |
| Other possessions..... | 8X |

The code is now complete.

Step VI—Enter the last 4 digits of the Migration Code. This will make 6 digits in all.

a. The persons for whom you must enter the entire 6-digit code are called "Migrants." They have moved their residence to the county of enumeration within the past year. The county where they used to live is called their County of Origin. It is this county which you are coding in Step VI.

b. Where the enumerator has done his job correctly, he will have entered, for all Migrants, the County of Origin in Item 24a, and the State of Origin in Item 24b. If he was not able to find out the County of Origin, he should have entered the name of the nearest place.

c. For most Migrants, there will be both a county and State entered in Item 24. You will be able to find the terminal 4 digits of the Migration Code in the List of Counties in the Appendix. In this list, States are arranged alphabetically. Under each State, the counties within that State are also listed alphabetically with their respective 4-digit codes.

For example, assume that the entry is Cook County, Illinois. Find Illinois in the List of Counties. Under Illinois, find Cook County. The code is 3351. Enter this code as the last four digits of the 6-digit code in Code Box D.

d. If a State is entered in Item 24b, but neither a county nor a place name is entered in Item 24a, enter the Farm Residence code (1st digit), the Contiguous State Code (2nd digit), and then look up the 2-digit code for the State on your Code Card. Enter these as the 3rd and 4th digits. Finally, enter an X as the 5th digit. The code is now complete.

e. If a State is listed in Item 24b, and the name of the nearest place (instead of a county) is entered in 24a, look up the place name in the List of Place Names, and ascertain the correct code. Enter this code as the last 4 digits of the six-digit code in Code Box D.

For example, if the enumerator has entered Chicago, Illinois, in Items 24a and b, you will look up Chicago in the List of Place Names. All place names are arranged alphabetically. Next to Chicago, Illinois, you will find the code 3351. Enter this code as the last 4 digits of the six-digit Migration Code.

f. There are 27 independent cities in Virginia, and one or two in other states, that are not a part of any county. These independent cities are listed in the Counties List, and will be coded the same as counties.

For example, assume that the State of Enumeration was Virginia. The enumerator has entered Alexandria in Item 24a, and Virginia in Item 24b. The "Yes" box is checked in Item 22 (Farm Residence), so you can enter 1 (Farm) as the first digit of the code.

Then look up Alexandria in the Counties List. Since Virginia is the same State as the State of Enumeration, enter 1 as the second digit of your code. The code for Alexandria, Virginia, is 5425. Therefore, the complete code entered in Code Box D is 115425.

**g.* Wherever a county is specified in Item 24a, but no State is specified in Item 24b, look up the county in the

County List for the State of Enumeration. If the county name is contained in the list for the State of enumeration, assume that the proper entry in 24b is the same as the State of enumeration. If the county name entered in Item 24a is not found in the State of enumeration, fill a Problem Referral Slip.

*h. You will use the "List of Place Names" to determine the proper Migration code for all entries below the dotted line in Item 24a.

*i. Each incorporated place of 1,000 inhabitants or more and each county is listed in the List of Place Names. Names of cities and other incorporated places are identified by an entry of a county name in the county column in addition to the place name; county names are identified by a dash in the county column. Since counties and places with identical names frequently do not have the same codes, you must be especially careful in selecting from the list the correct code corresponding to the given place or county entry. Sometimes an independent city, that is a city which is not a part of any county, has the same name as a county; for example, Baltimore City is not part of Baltimore County, Md.

*j. Certain cities extend over two or more counties and each part has a different code. Such places are identified in the place list by a star or asterisk after the name of the most populous part of such cities. If no county is indicated for an entry of one of these cities in Item 24, use the code for the starred part.

*k. You will find your job of coding migration entries will be made easier and faster if you follow these suggestions: First, transfer the List of Contiguous States (pages 43-46 in your Manual) to page 71, i. e., in front of Appendix B. Secondly, write in at the bottom of the page for each State in Appendix B of your Manual, the group of States contiguous to it. For example, write in at the bottom of page 71 the States listed as contiguous to Alabama. In this way, you will have in one place all the information you will need to complete most of your migration codes.

LIST OF CONTIGUOUS STATES

| | |
|----------------------|----------------|
| ALABAMA | FLORIDA |
| Florida | Alabama |
| Georgia | Georgia |
| Mississippi | GEORGIA |
| Tennessee | Alabama |
| ARIZONA | Florida |
| California | North Carolina |
| Colorado | South Carolina |
| Nevada | Tennessee |
| New Mexico | IDAHO |
| Utah | Montana |
| ARKANSAS | Nevada |
| Louisiana | Oregon |
| Mississippi | Utah |
| Missouri | Washington |
| Oklahoma | Wyoming |
| Tennessee | ILLINOIS |
| Texas | Indiana |
| CALIFORNIA | Iowa |
| Arizona | Kentucky |
| Nevada | Missouri |
| Oregon | Wisconsin |
| COLORADO | INDIANA |
| Arizona | Illinois |
| Kansas | Kentucky |
| Nebraska | Michigan |
| New Mexico | Ohio |
| Oklahoma | IOWA |
| Utah | Illinois |
| Wyoming | Minnesota |
| CONNECTICUT | Missouri |
| Massachusetts | Nebraska |
| New York | South Dakota |
| Rhode Island | Wisconsin |
| DELAWARE | KANSAS |
| Maryland | Colorado |
| New Jersey | Missouri |
| Pennsylvania | Nebraska |
| DISTRICT OF COLUMBIA | Oklahoma |
| Maryland | |
| Virginia | |

COUN
BY
STATFORE
COUNPA
BIL
PLU

INC

SER
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GMAPP
DI

CONTIGUOUS STATES—Continued

KENTUCKY

Illinois
Indiana
Missouri
Ohio
Tennessee
Virginia
West Virginia

LOUISIANA

Arkansas
Mississippi
Texas

MAINE

New Hampshire

MARYLAND

Delaware
District of Columbia
Pennsylvania
Virginia
West Virginia

MASSACHUSETTS

Connecticut
New Hampshire
New York
Rhode Island
Vermont

MICHIGAN

Indiana
Ohio
Wisconsin

MINNESOTA

Iowa
North Dakota
South Dakota
Wisconsin

MISSISSIPPI

Alabama
Arkansas
Louisiana
Tennessee

MISSOURI

Arkansas
Illinois
Iowa
Kansas
Kentucky
Nebraska
Oklahoma
Tennessee

MONTANA

Idaho
North Dakota
South Dakota
Wyoming

NEBRASKA

Colorado
Iowa
Kansas
Missouri
South Dakota
Wyoming

NEVADA

Arizona
California
Idaho
Oregon
Utah

NEW HAMPSHIRE

Maine
Massachusetts
Vermont

NEW JERSEY

Delaware
New York
Pennsylvania

NEW MEXICO

Arizona
Colorado
Oklahoma
Texas
Utah

CONTIGUOUS STATES—Continued

NEW YORK

Connecticut
 Massachusetts
 New Jersey
 Pennsylvania
 Vermont

NORTH CAROLINA

Georgia
 South Carolina
 Tennessee
 Virginia

NORTH DAKOTA

Minnesota
 Montana
 South Dakota

OHIO

Indiana
 Kentucky
 Michigan
 Pennsylvania
 West Virginia

OKLAHOMA

Arkansas
 Colorado
 Kansas
 Missouri
 New Mexico
 Texas

OREGON

California
 Idaho
 Nevada
 Washington

PENNSYLVANIA

Delaware
 Maryland
 New Jersey
 New York
 Ohio
 West Virginia

RHODE ISLAND

Connecticut
 Massachusetts

SOUTH CAROLINA

Georgia
 North Carolina

SOUTH DAKOTA

Iowa
 Minnesota
 Montana
 Nebraska
 North Dakota
 Wyoming

TENNESSEE

Alabama
 Arkansas
 Georgia
 Kentucky
 Mississippi
 Missouri
 North Carolina
 Virginia

TEXAS

Arkansas
 Louisiana
 New Mexico
 Oklahoma

UTAH

Arizona
 Colorado
 Idaho
 Nevada
 New Mexico
 Wyoming

VERMONT

Massachusetts
 New Hampshire
 New York

VIRGINIA

District of Columbia
 Kentucky

COUNTY
BY
STATEFOREIGN
COUNTRIESPAR.
BIRTH
PLACE

INCOME

SERIAL
NO.
CHECKAPPEN
DICES

CONTIGUOUS STATES—Continued

VIRGINIA—Continued

Maryland
North Carolina
Tennessee
West Virginia

WASHINGTON

Idaho
Oregon

WEST VIRGINIA

Kentucky
Maryland
Ohio
Pennsylvania
Virginia

WISCONSIN

Illinois
Iowa
Michigan
Minnesota

WYOMING

Colorado
Idaho
Montana
Nebraska
South Dakota
Utah

Item 25—PARENTS' BIRTHPLACE

A. Code scheme:

| | <u>Father</u> | <u>Mother</u> | Code Box E | | |
|-----------------------|-----------------------|-----------------------|------------------|------------------|------------------|
| | | | <u>1st digit</u> | <u>2nd digit</u> | <u>3rd digit</u> |
| U. S. | U. S. | U. S. | Enter no code | | |
| Terr. or poss. | Terr. or poss. | Terr. or poss. | 1 | See List of For- | |
| Terr. or poss. | U. S. | U. S. | 2 | eign Coun- | |
| U. S. | Terr. or poss. | Terr. or poss. | 3 | tries, Terri- | |
| Foreign | Foreign | Foreign | 4 | tries, and | |
| Foreign | U. S.; Terr. or poss. | U. S.; Terr. or poss. | 5 | Possessions. | |
| U. S.; Terr. or poss. | Foreign | Foreign | 6 | | |

B. Instructions

1. If both parents were born in the United States, you will enter no code in Code Box E.

2. In all other cases, the code entered in Code Box E will consist of two parts.

(a) The first digit will indicate whether the father, mother, or both parents were foreign born (or born in a Territory or possession).

(b) The second and third digits will represent the specific country, Territory, or possession where the foreign parent was born. If both parents were foreign born, or both were born in a U. S. Territory or possession, the second and third digits will represent the birthplace of the father.

3. The two-digit code for the foreign country, Territory, or possession will be the same as that used in the coding of Item 13, State and Country of Birth. Codes for the most frequently-entered countries will be found on the Code Card. If you are unable to locate the code on the Code Card, refer to the List of Foreign Countries, U. S. Territories, and possessions in the Appendix of your Instructions Manual.

For example, let us assume that the entries in Item 25 are:

- a. Father: U. S.
Mother: Germany.
- b. Father: Sweden.
Mother: Norway.
- c. Father: Alaska.
Mother: U. S.
- d. Father: Puerto Rico.
Mother: Mexico.

In example *a*, only the mother is foreign born. The first digit will therefore be 6. The code for Germany is "22". The code entered in Code Box E will therefore be "622".

In example *b*, both parents are foreign born. The first code digit will be "4". Since we code the father's birthplace (in this case, Sweden) when both parents are foreign, the code for this item will be "416".

In example *c*, the father was born in a U. S. Territory (Alaska). The first digit of the code will therefore be "2"; the code for Alaska is "01", and the complete code which you will enter in Code Box E, is "201".

In example *d*, the father was born in a U. S. Territory, the mother in a foreign country. The first digit of the code will therefore be "6". When one parent was born in a Territory or possession, and the other in a foreign country, you will always code the foreign country. You will therefore enter the code "662" in Code Box E.

4. Note that separate codes exist for Canada-French and Canada-Other. For entries of simply "Canada", or place names located in Canada, you must attempt to determine whether the surname of the person is of French derivation or not. The procedure will be the same as that described in Item 13, Birthplace and Citizenship.

For entries of Austria-Hungary, the derivation of the surname must be similarly determined, as indicated in Item 13, Birthplace and Citizenship.

5. If there is no entry in Item 25 for one or both parents, attempt to ascertain the missing birthplace by inspecting entries for other persons in the household. In some cases, the parents may reside in the same household; if so, their birthplaces may be ascertained from the entries for them in Item 13. Perhaps other members of the household were children of the same parents, fell on sample lines, and have entries in Item 25.

a. For example, consider the following case of Peter Jones who is listed on a sample line, but for whom no entries have been made in Item 25.

| Name Item 7 | Relation- ship Item 8 | Country of birth Item 13 | Parents' Birthplace Item 25 |
|----------------|-----------------------------|--------------------------------|-----------------------------------|
| Novak, Arthur | head | Czechoslovakia | } Not on sample lines |
| —, Anna | wife | Czechoslovakia | |
| Jones, William | son-in-law | Czechoslovakia | |
| —, Maria | daughter | Pennsylvania | |
| —, Peter | grandson | Pennsylvania | No entries |

Since Item 25 is blank for Peter Jones, we refer to Item 8 and find that his parents, William and Maria Jones, are listed on the schedule. Looking next at Item 13, we see that his father was born in Czechoslovakia, and his mother was born in the United States.

On the basis of this information, and in accordance with the code scheme, we can enter the proper code in Code Box E. In this instance it would be "524."

6. If an entry of parents' birthplace is missing and cannot be inferred from other schedule entries, assume that the parent was born in the same place as the person being enumerated i. e. entry in Item B.

a. For example, let us assume that the parents' birthplace entries are missing for Eleanor Brown, who lives alone. From Item 13 we find that Miss Brown was born in California. We will code parents' birthplace then by assuming that both her parents were also born in the U. S. (Cali-

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ornia), and therefore, we will not enter a code in Code Box E.

b. If in the above example Eleanor Brown had been born in England, and Item 25 contained no entries, we would assume that her parents had also been born in England. We would therefore enter code "410" in Code Box E.

*c. When Item 25 is blank for both parents and Items 13 and 14 are also blank and coded "OVV" in Code Box B, you assume both parents were born in the United States and enter no code in Code Box E.

If Item 13 is blank but Item 14 has an entry of "Yes" or "No", indicating that the person was born in a foreign country, enter the code "4VV" in Code Box E. The code "4VV" means that both parents were born in a foreign country but the foreign country is unknown.

7. Entries of "At Sea" in Item 25 will be treated the same as blanks.

*Revised

October 31, 1950

Items 31a to 32c—INCOME

A. Coding entries in Items 31a, b, and c.

1. If the "None" box is checked, do not code the item.
2. If any other entry appears, cancel the entry with a single horizontal line. Above it you will enter a two-digit code.

In most cases the code will consist of the enumerator's money entry with the last two digits of the amount dropped.

| <u>Enumerator's entry</u> | <u>Code</u> |
|----------------------------------------------------|-------------|
| Loss (whether or not the amount is specified)..... | V0 |
| 1 to 99, or Even..... | VI |
| 100 to 199..... | 01 |
| 200 to 299..... | 02 |
| <i>Etc. to</i> | |
| 900 to 999..... | 09 |
| 1000 to 1099..... | 10 |
| <i>Etc. to</i> | |
| 9900 to 9999..... | 99 |
| 10,000 or more..... | 9V |
| ?, NA, Refused, Don't know, Not reported, etc..... | VV |

B. Coding blanks in Items 31a, b, and c.

1. If a dollar amount, Loss, or Even has been entered in Item 31a or 31b, check the "None" box in any other part of Item 31 which has been left blank.
2. If both 31a and 31b are blank, or if one is blank and the other "None," inspect Item 30 (Weeks Worked).
 - a. If Item 30 has an entry of "None" or the equivalent (indicating "No Weeks Worked in 1949"), check "None" in the blank items 31a or 31b. **Do not** check "None" in 31c.
 - b. If Item 30 is blank, or has any entry other than "None," allow the blanks in 31a and 31b to remain.

C. Coding Total Individual Income

1. After you have completed the coding of Items 31a, b, and c, you will enter a code representing their total in Code Box F. This code is called the Total Individual Income.

2. Consider the following instructions in the order given, and enter in Code Box F the first code which is appropriate:

a. If any of the items has been coded "9V", enter "9V" in Code Box F.

b. If any of the items has been coded "VV", or has been permitted to remain blank, you will not enter a code in Code Box F.

c. If all of the items have entries of "None" or the equivalent, enter "00" in Code Box F.

d. For any other combination of entries in Items 31a, b, and c, add the **original amounts** as entered by the enumerator. Code the total in accordance with the code scheme in Section A, and enter this code in Code Box F. Treat all amounts labelled "Loss" as minus quantities. If amount of the loss is not entered, treat the loss as zero for adding purposes. Entries of "Even" will also be treated as zero.

D. Coding Total Family Income

1. The individual entries in Items 32a, b, and c will not be coded. They will be used however, to obtain the code for Total Family Income, which will be entered in Code Box G.

2. Consider the following instructions in the order given, and enter in Code Box G the first code which is appropriate.

a. If Code Box F has been coded "9V", or an entry of 10,000 or more appears in any part of Item 32, enter "9V" in Code Box G.

b. If Code Box F is blank, leave Code Box G blank.

c. If all three of the Items 32a, b, and c are blank, or contain only entries of "None," "Refused," or their equivalents, leave Code Box G blank.

d. If a dollar amount, Loss or Even, has been entered in one or more parts of Item 32, add the **original** entries in all 6 items (31a, b, c, and 32a, b, c). Code the total in accordance with the code scheme in Section A, above. Enter this code in Code Box G. In adding, disregard blanks and entries of "Refused" or its equivalent in any part of Item 32.

3. You are asked to code Family Income, even for persons who are not heads of families because it is faster and more convenient to do this than to first determine if the person you are coding is a family head. This determination will be made mechanically later.

4. When Code Box G is left blank, it does not necessarily mean that family income is being erroneously coded as not reported. The head's income as shown in Code Box F will be counted automatically. This procedure is followed in order to save you work.

***E. Special Instructions**

1. Occasionally you will find the notation made in the Income Items (31 and 32) that a P-6 form (Confidential Income Report) had been left with the person enumerated. When you encounter such notes for a line you are coding, treat as blank every item or items which are covered by the income form as indicated by the note. For example, if there are no income entries in either 31 or 32 and the notation appears "P-6 form left", you will treat the entire income question as though it were blank, and code it accordingly.

2. Enter the code "VV" only when there is an entry of "NA", "Refused", "Don't know", "Not Reported" or any other entry that means the same thing as one of the above. Do *not* use the code "VV" when an item has been left blank.