

**INSTRUCTIONS FOR CHECK OF SERIAL NUMBER
CHECK OF HOUSEHOLD HEAD VS. SERIAL NUMBER
OF DWELLING UNITS**

The object of the following procedure is to make certain that every household head (relationship code "1" or "X" entered in Code Box A) has a Dwelling Unit Serial Number entered in Item 3 on the same line of the schedule.

A. Checking Serial Number on Population Schedules

1. Place the edge of a piece of paper horizontally on the schedule. Now look down the Relationship column and each time you see the uncoded entry "Head," or codes 1 or X in Code Box A, **stop**. Follow the edge of the paper over to Item 3, Serial Number of Dwelling Unit.

2. You must verify that for every household head, the Serial Number has been entered correctly. Remember that the enumerator should have entered a Serial Number in order for every household he visited. That is, the Serial Numbers should be in consecutive order on all except out-of-order sheets and except for instances in which a number in the series beginning with 901 has been assigned.

3. If the correct Serial Number has been entered on the line for the household head, make a short horizontal pencil mark across the printed line separating Item 3 and Item 4.

4. The Serial Numbers assigned to institutions have already been edited in a previous operation, and thus institutions may be skipped in the Head vs. Serial Number check.

B. Correcting Serial Numbers

1. Population Side of Schedule:

a. If the above inspection indicates that the correct Serial Number has not been entered, you will try to ascertain the correct number and enter it. See if the number has been erroneously entered on a line for another member of the household. If so, delete it, and instead enter it on the line for the head.

b. If there is no Serial Number for any member of the household, inspect the Serial Number entries for neighboring households. When you ascertain the correct Serial Number, enter it on the line for the head. (If the serial number cannot be ascertained, follow the procedure given in paragraph *c* below for assigning new numbers.)

c. If the enumerator has failed to enter Serial Numbers for a large number of households, go back to the last Serial Number that was entered correctly, and number the households as the enumerator should have done. Remember that every household in an E.D. must have a different number, and no two households can have the same number. It may be necessary to assign a number in the 901 series. Be careful not to duplicate 901 series numbers already used.

d. If there is any duplication of serial number, cancel one of the numbers and assign an unused number in the 901 series.

2. Housing Side of Schedule:

a. Whenever you enter or change a Serial Number on the Population side of the schedule, you must be absolutely certain that you make the same entry or change on the corresponding Housing line. **You are not to perform a check of serial numbers on the Housing schedule, except**

where this check is incidental to the making of corrections in Serial Numbers on the Population side.

b. Each time you insert or change a Serial Number on the Housing side of the schedule, you must check the enumerator's entry in Housing Item 8, Number of Persons in Household. The entry in this item should always correspond to the number of persons in the same household on the Population side. Similarly, households checked in Item 8 as "Vacant" or "Occupied by Nonresidents" must be similarly identified on the Population Schedule.

c. You may occasionally enter a Serial Number for a household on the Population side of the schedule for which the corresponding dwelling unit does not appear on a Housing line on the reverse side of the sheet. However, the dwelling unit in question may be found on a Housing sheet preceding or on the sheet following. If this is the case, and the Number of Persons in Dwelling Unit entry is correct, make the necessary corrections on the Housing line and do not note it on the Problem Referral Slip. However, if the corresponding dwelling unit cannot be found, fill a Problem Referral Slip.

d. In some cases one or more members of a household may have been enumerated on an out-of-order sheet. If the Housing Item 8 entry exceeds the number of persons on the Population sheet for a household but all the other households on the sheet check out, either (a) there are additional persons on an out-of-order sheet for the "unequal" household, or (b) the enumerator has made an error. If an error has been made and you ascertain that it is a single, isolated error, you may make the correction in the Item 8 entry, taking the count on the Population side as correct. If the Number of Persons in the Dwelling Unit entry is incorrect in more than two households, make out a Problem Referral Slip.

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e. If you notice errors due to the misnumbering of Serial Numbers on the Housing schedule, and these errors occur in several households (you will have observed that the Item 8 entries are incorrect in each of these erroneous households), you must refer the folio to your supervisor.

*3. *Serial Numbers for Quasi-Households (Other than Institutions)*. Only one serial number is to be entered for any one Quasi-Household. This serial number should be entered on the line of the person designated as Head of the Quasi-Household. Where the enumerator has entered Head for a person whom you find is not the Head of a Quasi-Household, correct the enumerator's entry. Cancel his entry of Head, enter the correct code for this person, and for the person you correctly identify as Head. You must then be sure that the serial number for the Quasi-Household is entered opposite the person *you* have identified and coded as Head.

*4. *Serial Numbers for corrected entries of Head*. When in coding, you correct the enumerator's entry of Head, as for example, "Head and Husband," and then correctly code the Head, be sure the serial number for this household is entered on the line opposite the correctly coded Head and is deleted for any other person in this household.

*5. *Serial Number transposition notes*. When you find instances where the enumerator has indicated transposition of serial numbers, e. g., by using arrows or writing in the Notes space, you must make the actual change of serial numbers on the schedule. If space permits, cancel each serial number and carefully enter the correct serial number in the proper space. If space does not permit, use a portion of the prepared gummed strips on which to write the correct serial numbers, then paste this into the correct space on the P-1's schedule.

*6. *Serial Number duplications*. Occasionally, enumerators entered duplicate serial numbers, for example, designating two households as 102a and 102b, or using identical

serial numbers for different households on regular and on out-of-order sheets. Duplication of serial number cannot be permitted. Therefore, when you find such duplications, cancel one of the duplicate numbers including lettered suffixes, and treat the cancelled serial numbers as blanks or illegible entries, i. e., enter a serial number in the 900 series for the cancelled entry.

C. Order of Checking Serial Numbers

Even though the "Instructions for Check of Serial Number" are given last in the manual, you will find that your work will be faster and more accurate if you make the serial number check at the same time as you code Relationship and Farm Residence. This may be done most efficiently by coding Relationship first, then Serial Number and then Farm Residence.

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