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History

Part C

Chapter 7.
Sampling and Estimation

Chapter 12.
Population and
Housing Content Items

1980

Census of Population and Housing

U.S. Department of Commerce
BUREAU OF THE CENSUS

1980 Census of Population and Housing

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Issued December 1986

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Preface

The following chapters are portions of the *1980 Census of Population and Housing: History* (PHC80-R-2). This report describes in detail most aspects of the 1980 census, from its early stages of research and planning through the tabulation, publication, and dissemination of the final results. The detailed treatment includes, where appropriate, a discussion of some of the problems encountered in implementing the census plan.

Reports on the 1980 Census of Population and Housing Which Have Appeared to Date

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Chapter 7. Sampling and Estimation

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Chapter 7. Sampling and Estimation

INTRODUCTION

This chapter discusses the sampling and estimation procedures used in the 1980 census. There were three sampling operations; the first involved what is termed the basic design, that is, the sampling and estimation procedures associated with the basic long-form sampling scheme. In addition to the basic sample design, two sampling and two estimation procedures were implemented. One involved subsampling long-form questionnaires on which the place-of-work and migration data items would be coded and a second involved designating a subsample of enumeration districts (ED's) to produce provisional estimates for selected geographic areas (termed the Early National Sample). This chapter provides details for the sampling, estimation, and variance estimation procedures used for each of these samples. Appropriate references for each of these procedures are provided at the end of this chapter.

SAMPLING

Basic Design

The 1980 census used two household questionnaires. The first, called the 100-percent, or "short," form, requested basic information for every person and housing unit (e.g., age, race, relationship to householder, number of rooms, and value or rent). The sample, or "long," form asked the 100-percent questions plus additional ones for a sample of persons and housing units. The basic sampling unit was the housing unit, including all occupants. For persons living in group quarters, the sampling unit was the person.

Two sampling rates were employed. In incorporated places of less than 2,500 persons (based on precensus estimates), one-half of all housing units and units and persons in group quarters were to be included in the sample. In all other places, one-sixth of the housing units or persons in group quarters were sampled. The purpose of this scheme was to provide relatively more reliable estimates (especially of per capita income) for small places.

The sample designation method depended on the data-collection procedures. In about 95 percent of the country, the census was taken by the mailout/mailback procedure. (See ch. 5.) For these areas, the computerized mailing lists were sorted geographically, and every sixth unit (for 1-in-6 areas) or every second unit (for 1-in-2 areas) was designated as a sample unit by computer. These designations were reflected in the mailed-out questionnaire and the followup address registers. (See chs. 3 and 5.)

In nonmailout/mailback, i.e., "conventional" areas, a blank listing book with designated sample lines (every sixth or every second line) was prepared for the enumerator. Beginning about Census Day, the enumerator systematically canvassed the area, listed all housing units in the listing book in the order they were encountered, collected completed short-form questionnaires, and asked the sample questions about any household and/or housing unit listed on a designated sample line. (See ch. 5.)

Since the basic sampling procedure for the census involved varying rates (either 1 in 6 or 1 in 2) based on precensus estimates of the size of the incorporated place, the *expected* sampling rate for any geographic area varied, depending on the composition of the area with respect to incorporated places of less than 2,500 persons and of 2,500 or more persons. For the United States as a whole, 18.2 percent of the population and 18.4 percent of the housing units tabulated were enumerated on sample questionnaires. The effect of the two samplings used is illustrated by the fact that in urban areas, 15.8 percent of the population and 15.8 percent of the housing units were enumerated on sample questionnaires as contrasted with 24.9 percent of the population and 25.7 percent of housing units in rural areas. More detailed tabulations of the actual sampling rates for population and housing units for various levels of geography can be found in 1980 Census of Population, *General Social and Economic Characteristics*, series PC80-1-C1, and 1980 Census of Housing, *Detailed Housing Characteristics*, series HC80-1-B1.

Subsampling for Coding Certain Data Items

Sample processing included clerical coding of a number of written-in responses. After this had been underway for about 2 months, it was decided to cut costs by reducing the number of items to be coded. This was done by subsampling the sample questionnaire in each work unit (which normally represented one ED) and coding only half of the commuting (place-of-work and travel time) and migration (residence 5 years ago) responses while continuing to code all other written-in responses. In work units where the selected data items already had been coded, all sample questionnaires were included in the tabulations for those items.

Early National Sample

Census long-form information was collected from a sample of persons and housing units using the sampling procedures described above. As clerical editing and coding were required on these forms, sample data normally were released later than complete-count data. Budgetary and other problems introduced additional delay in the coding operation on the full census sample. An Early National Sample (ENS), therefore, was designed to provide data users early access to sample data on selected social, economic,

and housing characteristics for the United States, each State and the District of Columbia, and for the 38 standard metropolitan statistical areas (SMSA's) with 1 million or more persons. The sample, of slightly more than 1.5 percent of the housing units and persons in the United States, was drawn to provide certain minimum levels of reliability on estimates of per capita income for each of the above geographic areas, and the coding and editing of its questionnaires were expedited. A supplementary report, *Provisional Estimates of Social, Economic, and Housing Characteristics*, PHC80-S1-1, was published in the spring of 1982, at least 6 months earlier than corresponding data could have been published from the full census sample.

The ENS can essentially be viewed as a stratified two-stage sample of ED's and of persons and housing units within the selected ED's. The ED's in the Nation were stratified into 98 strata; 48 strata consisting of the whole or State portions of the 38 SMSA's with 1 million or more persons; 24 strata consisting of the balances of the 24 States containing a portion of one or more of the 38 SMSA's; and 26 strata consisting of the 26 States that did not contain any portion of the 38 SMSA's. For the first stage, the 1980 census ED's were arranged into clusters, which were sampled systematically with probability proportional to size. The ENS sample included a total of 17,143 ED's—approximately 5 percent of all ED's in the United States. The second stage was simply the persons and housing units chosen for the census sample within the selected ED's. The use of ED's as the first-stage unit was required so the selected ED's could be given priority status during the normal census coding operations. It was also not possible to sample within ED's due to the administrative requirements of the census processing operations.

ESTIMATION

Basic Sample and the Subsampled Items

A series of discussions with Bureau staff in the subject-matter, computer-support, and data-publication areas indicated that any estimation procedure used for the 1980 census would have to result in the assignment of weights to individual sample person and housing-unit records. These records would subsequently be stored on data files that had undergone various computer edits for accuracy and consistency. For any census tabulation area, a characteristic total would then be estimated by simply summing the weights assigned to the appropriate sample person or housing-unit records. It was also determined that any estimation procedure selected to assign weights to sample records would have to meet the following criteria:

1. Only a single weight was to be assigned to each individual sample person or housing-unit record. This constraint was imposed because the massive amount of data published would make it infeasible to store, control, and utilize different weights for each data item.
2. The assigned weights were required to be integers. This was necessary for data users' convenience, since it eliminated problems of differences due to rounding between data tables with similar marginal categories. It was also desirable because it would facilitate internal Bureau review of the complex weighting and tabulation programs.
3. The sample estimates of certain characteristics collected for the entire population were to equal the complete count figures. This agreement was required for total population and housing-unit counts for as many tabulation areas as possible. Agreement between the sample estimates and complete-count (100-percent) figures for other characteristics such as age, race, sex, and Spanish origin were also to be achieved whenever possible. This constraint was imposed primarily for the convenience of the data user.
4. The estimation procedure was to dampen the effect of any bias that occurred in sample selection.

In general, the estimation procedure dealt with groups of records within specially defined areas called weighting areas (described below). Within each weighting area, complete counts and sample counts were obtained for various characteristics. For these characteristics, the sample was weighted to agree with the complete counts of these same characteristics, using an iterative procedure (as discussed below) to assign weights to the sample records within each weighting area.

Background and Research

In the 1960 census, estimates based on sample data were derived by using a post-stratified ratio estimation procedure. Each sample record was first classified into a ratio estimate group. There were 44 age, sex, and color groups for persons, and 7 groups for housing units by color of occupants, occupancy, and tenure. The complete count for each group was determined and weights were assigned to the sample records to sum the complete count for the group. It was sometimes necessary to combine groups to meet conditions imposed to control the bias usually present in ratio estimation procedures.

Experience with the 1960 estimator suggested that the procedure should incorporate household size in the definition of the ratio estimate groups. However, the number of ratio estimate groups defined by expanding each of the 44 groups by 6 household size categories could not be used efficiently by an estimator of the type used in 1960, and other estimators were therefore considered.

In choosing the estimator to be used in 1970 census, the following criteria were considered: The estimator should (1) dampen the effect of any biases that occurred in sample selection, (2) reduce the variance of sample estimates, (3) improve the consistency between complete counts and sample estimates, (4) be economical to execute, and (5) permit reasonably accurate estimates of sampling error to be computed. After the 1960 census, the properties of a number of different ratio estimation procedures were examined and the socalled "raking" ratio estimation procedure was used. Prior to the 1980 census, it was decided to conduct an empirical and theoretical study (using 1970 census data) to compare alternative estimation procedures including a simple inflation estimator, a post-stratified ratio estimator, and the "raking" ratio estimator. In addition, various characteristics, for which sample and complete count totals were available, were tested in conjunction with the post-stratified and raking ratio estimators. Considering the same criteria for choosing an estimator as noted above, the results of the research indicated that the raking ratio estimator using the groups listed later in this

section was preferable, particularly with respect to controlling the effect of sampling biases. Convergence properties of this estimator were also investigated.

Definition of Weighting Areas

Each State was divided into weighting areas prior to performing the raking ratio estimation procedure. Weighting areas were, in general, contiguous portions of geography that closely agreed with census tabulation areas within a county and never crossed county or State boundaries. Weighting areas were required to have a minimum sample of 400 persons. In counties with a sample count of less than 400 persons, the minimum sample size requirement was relaxed to permit the entire county to be a weighting area.

Ratio Estimation Groups and Weighting Procedure

Within a weighting area, the raking ratio estimation procedure for persons was performed in three stages. For persons, the first stage employed 17 household type groups. The second stage used two groups—householders and nonhouseholders. The third stage could potentially use 160 age-sex-race/ Spanish-origin groups. The stages were as follows:

Stage I—Type of Household

Group	
	Persons in housing units with a family with own children under 18:
1	2 persons in housing unit
2	3 persons in housing unit
3	4 persons in housing unit
4	5 to 7 persons in housing unit
5	8 or more persons in housing unit
	Persons in housing units with a family without-own children under 18:
6-10	2 persons in housing unit through 8 or more persons in housing unit
	Persons in all other housing units:
11	1 person in housing unit
12-16	2 persons in housing unit through 8 or more persons in housing unit
17	Persons in group quarters

Stage II—Householder/Nonhouseholder

Group	
1	Householder
2	Nonhouseholder (including persons in group quarters)

Stage III—Age/Sex/Race/Spanish Origin

Group	
	White:
	Persons of Spanish origin:
	Male:
1	0 to 4 years of age
2	5 to 14 years of age
3	15 to 19 years of age
4	20 to 24 years of age
5	25 to 34 years of age
6	35 to 44 years of age
7	45 to 64 years of age
8	65 years of age or older
	Female:
9-16	Same age categories as groups 1 to 8
	Persons not of Spanish origin:
17-32	Same age-and-sex categories as groups 1 to 16
	Black:
33-64	Same age-sex-Spanish origin categories as groups 1 to 32
	Asian, Pacific Islander:
65-96	Same age-sex-Spanish origin categories as groups 1 to 32
	Indian (American) or Eskimo or Aleut:
97-128	Same age-sex-Spanish origin categories as groups 1 to 32
	Other (includes races not listed above):
129-160	Same age-sex-Spanish origin categories as groups 1 to 32

Within a weighting area, the first step in the estimation procedure was to assign each sample person record an initial weight. This weight was based on the ratio of the 100-percent population count of the ED containing the sample person record to the unweighted sample count of persons in that ED. The initial weight was calculated separately for persons in occupied housing units and those in group quarters.

The next step in the estimation procedure was to combine, if necessary, the groups in each of the three stages prior to the repeated ratio estimation in order to increase the reliability of the ratio estimation procedure. For the first and second stages, any group that did not meet certain criteria concerning the unweighted sample count or the ratio of the complete count to the initially weighted sample count was combined, or collapsed, with another group in the same stage according to a specified collapsing pattern. At the third stage, the "other" race category was collapsed with the "White" category before applying the above collapsing criteria as well as an additional criterion concerning the number of complete-count persons in each category.

As a final step, the initial weights underwent three stages of ratio adjustment, using the groups listed above. At the first stage, the ratio of the complete census count to the sum of the initial weights for each sample person was computed for each stage-I group. The initial weight assigned to each person in a group was then multiplied by the stage-I group ratio to produce an adjusted weight. In stage II, the stage-I adjusted weights were again adjusted by the ratio of the complete census count to the sum of the stage-I weights for sample persons in each stage-II group. Finally, the stage-II weights were adjusted at stage III by the ratio of the complete census count and the sum of the stage-II weights for sample persons in each stage-III group. The three stages of adjustment were performed twice (two iterations) in the order given above. The weights obtained from the second iteration for

stage III were assigned to the sample person records. However, to avoid complications in rounding for tabulated data, only whole-number weights were assigned. For example, if the final weight for the persons in a particular group was 7.2, then one-fifth of the sample persons in this group were randomly assigned a weight of 8 and the remaining four-fifths received a weight of 7.

Separate weights were derived for tabulating the place-of-work, travel time, and migration data items. The weights were obtained by adjusting the weight derived above for persons on questionnaires selected for coding by the reciprocal of the ED coding rate and a ratio adjustment to ensure that the sum of the weights and the complete-count total population figure would agree.

The ratio estimation procedure for housing units was essentially the same as that for persons. The major difference was that the occupied housing-unit ratio estimation procedure was done in two stages and the vacant housing-unit ratio estimation procedure was done in one stage. The first stage for occupied housing units employed 16 household type categories and the second stage could potentially use 190 tenure-race-Spanish origin-value/rent groups. For vacant housing units, three groups were utilized. The stages for the ratio estimation for occupied housing units were as follows:

Stage I—Type of Household

Group	
	Housing units with family with own children under 18:
1	2 persons in housing unit
2	3 persons in housing unit
3	4 persons in housing unit
4	5 to 7 persons in housing unit
5	8 or more persons in housing unit
	Housing units with family without own children under 18:
6-10	2 persons in housing unit through 8 or more persons in housing unit
	All other housing units:
11	1 person in housing unit
12-16	2 persons in housing unit through 8 or more persons in housing unit

Stage II—Tenure/Race and Origin of Householder/Value or Rent

Group	
	Owner-occupied units:
	White (householder):
	Persons of Spanish origin (householder):
	Value of house:
1	$0 to $9,999
2	$10,000 to $19,999
3	$20,000 to $24,999
4	$25,000 to $49,999
5	$50,000 to $99,999
6	$100,000 to $149,999
7	$150,000 or more
8	Value not collected
	Persons not of Spanish origin:
9-16	Same value categories as groups 1 to 8
	Black:
17-32	Same value-Spanish origin categories as groups 1 to 16
	Asian, Pacific Islander:
33-48	Same value-Spanish origin categories as groups 1 to 16
	Indian (American) or Eskimo or Aleut:
49-64	Same value-Spanish origin categories as groups 1 to 16
	Other (includes races not listed above):
65-80	Same value-Spanish origin categories as groups 1 to 16
	Renter-occupied units:
	White:
	Persons of Spanish origin:
	Rent categories:
81	$1 to $59
82	$60 to $99
83	$100 to $149
84	$150 to $199
85	$200 to $249
86	$250 to $299
87	$300 to $399
88	$400 to $499
89	$500 or more
90	Other renter
91	No cash rent
	Persons not of Spanish origin:
92-102	Same rent categories as groups 81 to 91
	Black:
103-124	Same rent-Spanish origin categories as groups 81 to 102
	Asian, Pacific Islander:
125-146	Same rent-Spanish origin categories as groups 81 to 102
	Indian (American) or Eskimo or Aleut:
147-168	Same rent-Spanish origin categories as groups 81 to 102
	Other (includes races not listed above):
169-190	Same rent-Spanish origin categories as groups 81 to 102
	Vacant housing units:
1	Vacant, for rent
2	Vacant, for sale
3	Other vacant

The estimates produced by this procedure realized some of the gains in sampling efficiency that would have resulted if the population had been stratified into the ratio estimation groups before sampling, and the sampling rate applied independently to each group. The net effect was a reduction in both the standard error and the possible bias of most estimated characteristics to levels below what would have resulted from simply using the

initial (unadjusted) weight. A byproduct of this estimation procedure was that the estimates from the sample would, for the most part, be consistent with the complete-count figures for the population and housing unit groups used in the estimation procedure.

The above description of the weighting procedure is only a very general overview of a rather complex operation. Several changes were made to the procedure as a result of Statistical Methods Division's (SMD) review of output from test runs that were conducted on three States—Delaware, Montana, and Rhode Island. The reference section at the end of this chapter provides a listing of the documentary memorandums relating to the weighting procedure, including the definition of weighting areas, the collapsing procedures used, and the subsequent modifications to these procedures.

Weighting Approval Process

In the 1980 census, the weighting operation was approved in two phases for each State as the States were processed. For phase 1, Bureau headquarters staff received preliminary output from the weighting operation that gave both detailed and summary information concerning the weighting operation for *each* weighting area in a State. The output included certain demographic counts, displays of marginal weighting matrix counts, diaries of the weighting area formation and weighting matrix collapsing, and other analytical data relating to the weighting operations. For phase 2, the staff examined the phase-1 output, requested more detailed output as required for selected weighting areas, and identified and corrected problems.

Early National Sample

The estimation procedure for the ENS was essentially the same as that used for the basic sample except for the definition of weighting areas and the rules for collapsing the cells of the weighting arrays. For the ENS, each of the 98 sampling strata discussed earlier was designated as a weighting area, and the collapsing rules were modified to take into account the larger weighting area sizes. The weighting arrays used for the raking ratio procedure were identical to those used for the basic sample. For population characteristics, the weighting array was three-dimensional, using column categories defined by race, Spanish origin, sex, and age; row categories defined by family type and size of household; and categories for the third dimension defined by householder/nonhouseholder status.

For occupied-housing-unit characteristics, the two-dimensional weighting array used column categories defined by tenure, race/Spanish origin of the householder, and value/rent, and row categories defined by family type and size of household. The weighting approval process was also essentially the same as that used for the basic sample modified slightly to accommodate the design features of the ENS.

SAMPLING VARIABILITY

Introduction

Statistics based on a sample almost always differ somewhat from figures that would have been obtained if a complete census had been taken using the same questionnaires, instructions, and enumerators. Sample results are also subject to the same response, reporting, and processing errors which would be present in data from a complete census.

So that sample statistics from the census would be properly interpreted, a statement on their reliability appeared in census publications. The estimates of reliability reflected sampling error and the effect of the estimation procedure but did not reflect the full effect of response or processing variance, or any effect of bias arising in collection, processing, or estimation.

Presenting Sampling Errors

Basic design—A major concern in the choice of a method of presenting sampling errors arose from the number of statistics produced. To compute and show the sampling error for each published characteristic in each tabulation area would have been costly and time-consuming, as well as double the number of pages needed to present the results in published volumes. It was decided, therefore, to group the individual census items into homogeneous classes and show in the publications the average of the sampling errors for the items in each class.

Almost all of the statistics tabulated from the census sample can be characterized as 0-1 variates; that is, the person or housing unit is assigned the value one if that person or housing possesses the characteristic, and zero otherwise. The design of the census sample and the ratio estimation procedure used suggested that the variances would usually have a fairly simple relationship to those arising from a simple random sample of the same size. This led to a decision to present the sampling errors in the form of "design effects," which are the ratio of the estimate of the variance of the census sample to the variance for a 1-in-6 simple random sample. Design effects were calculated for a set of data items within each weighting area. The ratios were averaged over the items in the class and over weighting areas, and the square root of the average was used in determining the standard error for all statistics for the class.

This decision led to the following method of presenting data on sampling errors. Each 1980 census report contained three tables. Two of the tables showed the standard errors of a 1-in-6 simple random sample for 0-1 characteristics. One of the tables applied to estimates of totals, the other one to percentages. They showed the values of $5\hat{Y}(1-\hat{Y}/N)$ where N is the size of the area (population or housing units) and $\hat{Y}$ is the estimated total and $\frac{5}{B}\hat{p}(100-\hat{p})$ where B is the base of the estimated percentage $\hat{p}$.

The third table reflected the design effect, that is, it provided adjustment factors to be applied to either of the first two tables. Readers were required to find the adjustment factor for the subject area of interest (e.g., language usage or number of rooms) in the third table. They then multiplied the factor shown in that table by the appropriate standard error from one of the first two tables to obtain an estimate of the standard error of the census statistic of interest. The design effects table also reflected variability in the observed sampling rates that occurred due to the census sample design (i.e., due to the two sampling rates that were used).

Early National Sample (see p. 4)—The ENS report contained four tables for estimating standard errors. Two of the tables showed

the unadjusted standard errors associated with a simple random sampling design. One of the tables applied to estimates of total, the other one to percentages.

They showed the values of

$$SE(\hat{Y}) = \sqrt{f\,\hat{Y}\,(1-\hat{Y}/N)} \text{ and } SE(\hat{p}) = \sqrt{\frac{f\hat{Y}}{N^2}\,(1-\hat{Y}/N)}$$

where N is total population or housing units, $\hat{Y}$ is the estimate of the characteristic total, $\hat{p}$ is the estimated percentage, and f is the average value of the initial weighting factors ($f \doteq 62$), approximately the inverse of the overall combined sampling fraction for the country.

The third table showed groupings of publication areas (United States, each State and the District of Columbia, and 38 SMSA's with 1 million or more persons) that had to be used in conjunction with the fourth table. The fourth table reflected the design effects for publication areas; it provided factors to be applied to either of the first two tables. The data user was required to obtain the unadjusted standard error from either of the first two tables, then find the publication area of interest in the third table and obtain its publication-area group number, and finally use the fourth table to obtain the factor for the type of data item of interest (e.g., labor-force status, veteran status, school enrollment) and the publication-area group given in the third table. Then the data user multiplied the adjustment factor shown from the fourth table by the unadjusted standard error to obtain an estimate of the standard error of the ENS statistic of interest.

Variance Estimation for the Census

Basic design—To produce the design effects, it was necessary to estimate the variance of the census statistics. Because a complex estimator and a systematic sample of clusters (households) were used, no simple mathematical formula could be derived that would directly estimate the variance from the census sample. The variance of census estimates was therefore approximated by a random group procedure.

The general procedure was to systematically split the sample in each weighting area into 25 subsamples and, for a particular characteristic, to calculate the sum of squares of the subsample totals minus the average of the 25 subsample subsample totals. The general form of the variance estimator for a particular estimate ($\hat{X}$) is as follows:

$$Var(\hat{X}) = (1-f_o)\,25\,\frac{\sum_{i=1}^{25} (\hat{X}_i - \hat{X}/25)^2}{24}$$

Where:

$\hat{X}_i$ is the weighted total of the characteristic of interest in a weighting area based on the records assigned to the ith subsample

$\hat{X}$ is the sum of the 25 values of $\hat{X}_i$ ($\hat{X} = \sum_{i=1}^{25} \hat{X}_i$)

f_o = observed sampling fraction in the weighting area; in terms of persons or housing units as appropriate.

Variance estimates were produced for over 1,000 population and housing characteristics that appeared on summary tape file (STF) 3.

The choice of the particular variance estimation technique was also based on the results of an empirical research study conducted prior to the 1980 census. This study was designed to compare the reliability and accuracy of four commonly recommended procedures for estimating the variance of the complex estimator used in the 1980 census.

Early National Sample—The variance estimates for the ENS were calculated using the variance estimator appropriate for a with-replacement probability proportional to size sample design. As for the basic sample, variance estimates were produced for each population and housing unit characteristic appearing on the STF 3 prepared for the ENS.

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Chapter 12. Population and Housing Content Items

INTRODUCTION

This chapter describes each of the population and housing items in the basic questionnaires used for the 1980 census in terms of its purpose and history, the instructions for filling it, any relevant coding instructions, and computer editing and allocation specifications.

The basic 1980 census questionnaires were of two types: (1) the "short" form (D-1), which contained only the 100-percent or "complete count" items, i.e., those asked for every person and housing unit, and (2) the "long" form (D-2), which carried both the 100-percent items and additional questions that were asked of a sample of housing units. The short form was completed for about four-fifths of the housing units, while the long form was used for the remainder. (See app. 12A for a facsimile of the D-2.)

In most of the country, one out of every six households received the long form; however, one out of every two households received the long form in governmental jurisdictions that were eligible for Federal revenue-sharing funds (such as counties, some townships, and incorporated places) and had fewer than 2,500 people as estimated by the Census Bureau for July 1, 1977. The 50-percent sampling rate for small jurisdictions was adopted to ensure that there would be accurate per-capita income data for use in the Treasury Department's revenuesharing allocation formula. Elsewhere, the 1-in-6 sample size was adequate for the preparation of accurate figures.

In addition to the basic questionnaires, there were form D-20 Individual Census Reports (ICR's), containing only population inquiries, that were used for persons in group quarters. A supplementary questionnaire, form D-15, was used on American Indian reservations and in areas of Oklahoma that were formerly reservations (but not in urbanized areas), to obtain information that would reflect the unique living conditions found on many American Indian reservations.[1] The use of the supplementary questionnaire during the enumeration is discussed in Chapter 5, "Field Enumeration." Spanish-language versions of the standard short- and long-form questionnaires (as well as the ICR) were available upon request. In addition, questionnaire translations were prepared in 32 different languages, and enumerators utilized them when interviewing respondents who could not understand English. Facsimiles of each of the above types of questionnaires are included in an appendix, "Data-Collection Forms," at the end of this publication series.

Separate questionnaires were developed for Puerto Rico and each of the outlying areas (with common subject content for the Pacific jurisdictions). Facsimiles of these are shown in Chapter 11, "Puerto Rico and the Outlying Areas," and content items that differed from those used in the States are discussed in that chapter.

Data Collection and Processing

Chapter 5, "Field Enumeration," details the collection of census data, and both it and Chapter 6, "Data Processing," discuss the handling of the questionnaires. The latter chapter covers the microfilming of the questionnaires and the conversion of the microfilmed responses to computer tape through the use of FOSDIC (film optical sensing device for input to computers) equipment.

The last three censuses—1960, 1970, and 1980—have been conducted on the basis of self-enumeration. In 1980, in both mail census and conventional areas, questionnaires were delivered to each housing unit by postal carriers 4 days prior to Census Day (April 1). In mail census areas, respondents were asked to fill out the questionnaire (which was either a short or a long form) and mail it back to the local census district office. In conventional areas, respondents received short forms only; they were asked to fill these out and hold them until an enumerator called. The advance delivery of questionnaires allowed respondents to take time to complete them accurately by checking records or obtaining information from other household members (e.g., boarders or roommates).

Along with the short- or long-form questionnaire, respondents received a brochure containing information and instructions on filling it out. The "Your Guide to Census '80" was numbered form D-3 for short-form instructions and D-4 for long-form instructions. (A facsimile of the D-4 is shown in app. 12A.)

In mail census areas, enumerators followed up on nonresponse households (those not returning questionnaires), vacant units, or households for which further information was needed. In conventional areas, enumerators visited every housing unit to collect filled questionnaires or to conduct an interview at households that had not done so, and to fill a long-form questionnaire at a sample of housing units. In either area, enumerators had specific instructions (contained in the D-561 *Questionnaire Reference Book;* and the *Enumerator's Manual,* forms D-546, D-547, or D-548) on how to conduct an interview, how to ask each question, and how to fill the questionnaire when certain answers were given verbally. These instructions were designed to maximize self-enumeration, that is, to get the household respondent to provide the answers, and minimize the amount of error introduced into data collection by the enumerator. Census-takers can bias the enumeration process by asking a question (or recording an answer) in a particular way, or by completing a sensitive item such as "race" (question 4) by observation instead of inquiry.

[1]The D-15 was used only at households that received the short-form questionnaire and had at least one Native American member.

Once the questionnaires were received in the district offices, they were edited by clerks.[2] Where additional information was needed (tolerance rules are discussed in relation to the edit operation in ch. 5), the household was followed up either by telephone or an enumerator's personal visit, again using the instructions in the *Questionnaire Reference Book* or other manuals.

While every attempt was made to have each household provide information on itself, followup enumerators were told to get data from neighbors, landlords, or by observation for households where they could not find anyone at home after four visits.

At the completion of the field work, there were a few housing units that had not been classified as either vacant or occupied (that is, their occupancy status could not be determined), or some units known to be occupied but for which the number and characteristics of the occupants had not been obtained. During computer processing, a procedure called "substitution" was used in these cases. For example, when there was an indication that a housing unit was occupied but the questionnaire contained no information for all or most of the people, a previously processed household was selected as a substitute, and a full set of characteristics was duplicated.[3] In addition to substitution for noninterview cases, substitution was also required in instances of mechanical failure—when the questionnaire was not properly microfilmed at the processing center.

A process called "allocation" was used when an entry for a questionnaire item was lacking or when the information reported for a person or housing unit on that item was inconsistent with other information for the person or housing unit. The general procedure for changing unacceptable entries was to assign data that were consistent with recently processed entries for another person or unit with similar characteristics. The allocation technique may be illustrated by the procedure used in the assignment for unknown age:

1. The computer stored reported ages of persons by selected characteristics, including sex, relationship, marital status, and characteristics of other household members.
2. Each stored age entry was retained in the computer only until a succeeding person having the same set of characteristics and having age reported was processed through the computer during the electronic edit operation. Then the reported age entry of the succeeding person was stored in place of the one previously stored.
3. When the age of a person was not reported, or the entry was unacceptable, the age assigned to this person was that which was stored for the last person who otherwise had the same set of characteristics.

This process ensured that the distribution of ages assigned by the computer for persons of a given set of characteristics would correspond closely to the age distribution of persons who had actually reported age in the census.

The 1980 census differed from the 1970 and preceding censuses in that technological advances and increased computer capacity permitted a more sophisticated allocation of data. The allocation program sought the "best match" of persons, households, or housing units on a variety of characteristics, rather than simply on the one or two characteristics possible in the past. Thus, if it was necessary to allocate income for a given person under the 1980 system, he or she could be matched to another individual with reported income who also had similar work history, industry, occupation, age, education, and residence. Depending on how much information was available about the person for whom income data were needed, a statistical match would be attempted by computer against a matrix that contained a reported income and as many of the known, similar characteristics as possible. If necessary, the attempt was repeated with other matrices, each with progressively fewer characteristics, until a match occurred and the income figure could be selected accordingly. The matrices were equipped with sets of "starting values," based on past experience in censuses and surveys, covering most situations that would be encountered in the edit process. The computer used these values when no "live" data from a previously processed unit were available for allocation or substitution.

There were specific limits placed on the number of substitutions or allocations that could be made; if the number of these in any given work unit exceeded the allowances (which varied according to the particular item), the cases were reviewed clerically and the questionnaires were reprocessed as necessary. Further, most households with allocated data or other changes could not be used for subsequent substitutions or allocations. Statistics concerning the extent of allocation and substitution and their effect on the data are included with the published results.

The order in which the complete-count and sample population and housing items were edited is shown in appendix 12B. Before editing and allocation began, the sample population items were also subjected to a computer "pre-edit" (app. 12B) to make certain that code boxes had been filled in the clerical operation in cases where they were supposed to be, and contained the appropriate number of blackened FOSDIC circles. If there were too many omissions, the work unit was set aside for further attention. The pre-edit also made certain that each coded value was within established bounds; if not, the computer changed the value to conform or "blanked" it so that further action could be taken during editing.

Housing Units

Definition—For 1980, a housing unit was defined as a house, an apartment, a group of rooms, or a single room, occupied as separate living quarters or, if vacant, intended for occupancy. Separate living quarters were those (1) in which the actual or intended occupants lived and ate separately from other persons in the building and (2) which had direct access from the outside of the building or through a common hall. The 1970 housing-unit definition requirement of complete kitchen facilities for the exclusive use of the household was eliminated for 1980. Boats, tents, vans, caves, and the like were included in the housing inventory only if they were occupied as someone's usual place of residence. For the first time in 1980, vacant mobile homes were included in the census, but then only if they were intended for occupancy on the site where they stood.

[2] "Edit," as used in this history, means to review for completeness and accuracy, to change existing entries to make them consistent with other information, or to complete entries on the basis of data already supplied. This can be done either clerically or by computer.

[3] For a housing unit without data, i.e., the responses to questions H4 through H12 and C1 through D were all blank, but which was known to be either vacant or occupied, the data were substituted from the preceding unit with the same status and with less than two allocated housing entries.

Coding—Field personnel identified and coded housing units in the "For census use only" boxes on page 3 of each questionnaire. (See facsimile in app. 12A and item B on p. 98.) They also filled the appropriate coding circles for vacant units (see items C and D); responses to the sample housing questions were coded in the processing centers.

Editing and allocation—See discussion under individual question headings.

Group Quarters

As in the past, certain living quarters, called "group quarters" or "special places" (college dormitories, military barracks, prisons, hospitals, orphanages, convents, etc.) were not included in the housing inventory. Only population data were collected here, using ICR's.[4] Some special places included regular housing units (e.g., for staff members or administrators); these units were enumerated as households and housing data were collected for them. In the 1970 census, 6 or more unrelated persons living together were classified as "group quarters" population; for 1980, that requirement was raised to 10 or more. In the event a respondent filled out and returned a regular questionnaire rather than ICR's for such a place, the housing data were deleted before processing.

During the field operations, special-place enumerators transcribed the information from the ICR's collected from known group quarters onto the appropriate short- (D-1) or long-form (D-2) questionnaire, noting in block B of the "For census use only" box on page 3 of the questionnaire that the unit was a group quarters (see p. 31). For a place with 15 people in a 1-in-6 sampling area, for 2 of whom sample information was needed, the transcription involved listing 7 persons on one short form (the maximum number of spaces available), 6 persons on another short form, and 2 persons on a long form.

All persons not living in households were classified as living in group quarters. Two general categories of such people were recognized—inmates of institutions, and others. When the enumerators transcribed the collected data onto the D-1's and D-2's, they darkened a circle at the bottom of each filled person-column indicating whether that individual was "I," an inmate, or "N," not an inmate.

CENSUS USE ONLY	A.	○ I	○ N	○ ○

Inmates were persons under care or custody in institutions at the time of the enumeration, regardless of their length of stay or the number of persons in the institution. Institutions included homes, schools, hospitals, or wards for the physically or mentally handicapped; hospitals or wards for mental, tubercular, or chronic disease patients; homes for unmarried mothers; nursing, convalescent, and rest homes for the aged and dependent; orphanages; and correctional institutions.

The "other" or noninmate category included two types of persons: those living in noninstitutional group quarters and those living in institutions who were not inmates (for example, staff members). Rooming and boarding houses, communes, farm and nonfarm workers' dormitories, convents or monasteries, and other living quarters were classifed as noninstitutional group quarters if there were 9 or more occupants unrelated to the person listed in column 1 of the census questionnaire (see question 1 below for this reference person) or if 10 or more unrelated persons shared the unit. Individuals residing in certain other types of living arrangements were classified as living in noninstitutional group quarters regardless of the number or relationship of the people in the unit. These included persons residing in military quarters, on ships, in college dormitories, or in sorority and fraternity houses; patients in general or maternity wards of hospitals who had no usual residence elsewhere; and persons enumerated in missions, flophouses, Salvation Army shelters, railroad stations, etc. Military quarters included barracks or dormitories on base, transient quarters on base for temporary residents (both civilian and military), and military ships.

Coding—Field personnel identified group quarters on all the household questionnaires by marking the appropriate circle on item B, type of unit or quarters, in the "For census use only" box on page 3. At the processing centers, group-quarters sample questionnaires were coded for type of group quarters (and type of ownership, in some cases) by entering a two-digit code in the "GQ" box on page 5 of the questionnaire. In filling the coding circles, clerks referred to the address label on the questionnaire, where the enumerator had been instructed to write in both a two-digit code and a description of the type of group quarters; to a list of types in their *Processing Manual*; and to the control forms from the special-place operation in the field, which contained information on the name and type for each one contacted. More than 70 separate codes could be entered; for example, a code of "23" would indicate a Federal prison for women (see app. 12C for list of codes).

Editing and allocation—In cases where none of the persons group quarter category was known, all were made "other" (i.e., "N"—not an inmate), but if one person was classified, all other nonresponse persons in the GQ were given the same status. For other characteristics, see discussions under individual question headings.

Presentation of Individual Items

Each questionnaire item will be discussed below under one of four groupings: complete-count population inquiries (those asked of everyone), sample population inquiries, complete-count housing inquiries, and sample housing inquiries. In addition, there is a separate discussion of "poverty status," which is derived from answers to several population questions. For each item, the question (and appropriate instruction) is shown as it appeared on the questionnaire, followed by the instructions to the respondents as they appeared in the "Your Guide to Census '80."

As mentioned above, followup enumerators had additional instructions in their *Questionnaire Reference Books*. Since these generally only rephrased or expanded on the respondent's instructions, they will be mentioned only when necessary to explain how certain special situations were resolved. Where relevant, there is also a discussion of variables derived from each question, clerical coding in the processing centers, and editing and allocation specifications.

[4]Certain counties, minor civil divisions (MCD's), and places have a significant proportion of their total population in group quarters. These areas tend to have an unusual age distribution and to have other characteristics that affect statistics on births and marriages, death rates, and other social and economic characteristics of the residents. Therefore, data on the population in households (which excludes the population in group quarters) are often more useful for such areas than data on the total population.

COMPLETE-COUNT POPULATION INQUIRIES

Question 1. Name and Person-Column

Question 1

List in Question 1

- Family members living here, including babies still in the hospital
- Relatives living here
- Lodgers or boarders living here
- Other persons living here
- College students who stay here while attending college even if their parents live elsewhere
- Persons who usually live here but are temporarily away (including children in boarding school below the college level)
- Persons with a home elsewhere but who stay here most of the week while working

Do Not List in Question 1

- Any person away from here in the Armed Forces.
- Any college student who stays somewhere else while attending college.
- Any person who usually stays somewhere else most of the week while working there
- Any person away from here in an institution such as a home for the aged or mental hospital.
- Any person staying or visiting here who has a usual home elsewhere

1. What is the name of each person who was living here on Tuesday, April 1, 1980, or who was staying or visiting here and had no other home?

Note

If everyone here is staying only temporarily and has a usual home elsewhere, please mark this box ☐.

Then please:

- answer the questions on pages 2 through 5 only, and
- enter the address of your usual home on page 20.

Instructions:

List in question 1 (on page 1), the names of all the people who usually live here. Then turn to pages 2 and 3 where there are columns to list up to seven persons. In the first column print the name of one of the household members in whose name this home is owned or rented. If no household member owns or rents the living quarters, list in the first column any adult household member who is not a roomer, boarder, or paid employee. Print the names of the other household members, if any, in the columns which follow, using question 1 as a checklist.

Names are collected in the census solely for purposes of identifying either a given record or a particular person for whom more information is needed. Listing also provides a safeguard against duplication. From the first census in 1790 through the 1840 census, only the names of family heads were written on the schedules; beginning in 1850, the names of all individuals (except slaves) were entered.[5]

[5]Until 1960, when some large-scale self-enumeration was introduced, the enumerator wrote the names on the schedules as the respondents were heard to say them, with no instruction that the spelling be verified. As the censuses are taken for statistical—not legal—purposes, there is no requirement that a person's name be exact on the record. Census transcripts, therefore, show names and other data "as reported," and there is no provision for altering the records (which exist only on microfilm, in any case).

In 1980, space was provided on page 1 of the questionnaire for the respondent (or the enumerator) to list the name of each person who usually lived in the household or who had no other home. (In 1970, no household roster was requested; names were entered directly on the person-lines.) Guidelines, virtually the same as in 1970, were provided that described whom to list and whom not to, and these are shown in the illustration above. Further instructions for filling this item were included in the respondent's instruction booklet (see app. 12A).

PERSON in column 1

Last name

First name — Middle initial

START in this column with the household member (or one of the members) in whose name the home is owned or rented. If there is no such person, start in this column with any adult household member.

The respondent also was instructed to print the names listed on page 1 at the top of the seven "person" columns on pages 2 and 3 of the questionnaire and at the beginning of the sample pages for each person on the long form. The name in the first person-column was to be that of the household member in whose name the housing unit was owned or rented. If no member so qualified, any adult in the household who was not a roomer, boarder, or paid employee was to be listed in column 1. The person in column 1 served as the reference person for answering the relationship question for all the other occupants, who could be listed at random. (This approach differed from 1970, when the person-lines were to be filled in the following order: head of household, wife of head [implying that the head should be the husband in a married-couple situation], unmarried children [oldest first], married children and their families, other relatives of the head, and persons not related to the head.) The "head of household" concept was dropped for 1980 because it was no longer descriptive of many living arrangements; either the husband or the wife in a married-couple family could be the reference person, and the respondent made this choice.

There were seven person-columns on the 1980 questionnaires (short and long). If there were more than seven persons listed on page 1, an enumerator called or visited the household to collect information on the remaining persons; this was recorded on a "continuation" questionnaire that was of the same type (short or long) and given the same serial number as the original.[6] (In 1970, there were eight person-lines on the short form and seven person-lines on the long form. If there were more people than this in the household, the respondent was supposed to mark a circle to that effect, thus alerting the district office to the need for enumerator followup for the remaining information.)

During 1980 census processing, all of the household questionnaires were microfilmed and subsequently destroyed. When the microfilm was "read" to transfer the data to computer tape, only the filled circles and processing marks were scanned, not the names and other written entries. Thus, names were never entered into the computer and appear only on the microfilm. One set of film is stored under security conditions at the National Archives for 72 years before being opened to the public; the other is kept in the Bureau's custody, and used to provide official evidence of age, citizenship, or relationship for an individual if that person, his or her heir, or legal representative applies for it and pays for the record search and transcription.

Coding—The only coding of names involved Spanish surnames; this is discussed under question 7 below.

Editing and allocation—None.

Question 2. Relationship

2. How is this person related to the person in column 1?

Fill one circle.

If "Other relative" of person in column 1, give exact relationship, such as mother-in-law, niece, grandson, etc.

If relative of person in column 1:

- ○ Husband/wife
- ○ Son/daughter
- ○ Brother/sister
- ○ Father/mother
- ○ Other relative ——→ _____

If not related to person in column 1:

- ○ Roomer, boarder
- ○ Partner, roommate
- ○ Paid employee
- ○ Other nonrelative ——→ _____

Instructions:

Fill a circle to show how each person is related to the person in column 1.

A stepchild or legally adopted child of the person in column 1 should be marked **Son/daughter.** Foster children or wards living in the household should be marked **Roomer, boarder.**

Questions on the relationship of household members have been asked in each census since 1880. Much analysis of the population's social and economic characteristics is based on what this item reveals about living arrangements.

Enumerators and telephone followup clerks were given additional instructions in the *Questionnaire Reference Book*. Anyone related to the reference person in column 1 by birth, marriage, or adoption was a relative, as opposed to a nonrelative. "Husband/wife" was to be marked only for the spouse of the reference person in column 1, even though there might be other married couples in the household, such as the reference person's son and his wife. "Son/daughter" was to be marked for the son or daughter of the reference person regardless of the age of the child. Sons-in-law and daughters-in-law were to be entered as "Other relative." Stepbrothers, stepsisters, and brothers and sisters by adoption were to be considered "Brother/sister," while brothers-in-law and sisters-in-law were to be marked "Other relative." Step-parents or parents by adoption were to be marked "Father/mother"; a parent-in-law was an "Other relative." This also was to be marked for anyone else related to the person in column 1 and not otherwise categorized (aunt, grandchild, etc.) and his or her exact relationship was to be written in.

"Roomer/boarder" was to be marked for any roomer, boarder, lodger, or relative of such, as well as for foster children or wards of the reference person. If two or more unrelated people lived together and shared expenses, one was to be entered as the person in column 1, and all others who shared expenses were to be marked as "Partner/roommate." "Paid employee" was to be indicated for anyone not related to the reference person who was paid to provide household services (maid, housekeeper, gardener, etc.). Any relative of the partner/roommate or paid employee, not also related to the person in column 1, was to be marked as "Other nonrelative," and his or her relationship to the partner/roommate or paid employee was to be described in the space provided, e.g., "brother of partner."

The elimination of the term "head of household" and its replacement by a reference person in column 1 (see question 1) was the major change in this item from 1970, but there also were some alterations in answer categories. The 1970 "Other relative of head" was replaced by three categories: "Brother/sister," "Father/mother," and "Other relative." The 1970 category "Patient/inmate" was moved to a "For census use only" box at the bottom of the form, since it applied only to residents of group quarters and was filled only by census personnel. New nonrelative categories for 1980 included "Partner/roommate" and "Paid employee."

In the Travis County, TX, and Camden, NJ, pretests (discussed in ch. 2), the 1970 concept "head of household" was used, but the category "Wife of head" was changed to "Spouse of head" to allow either the husband or the wife to be the "head." The person-in-column-1 concept was first used in the 1976

[6]All cases where the seven person-columns were filled were followed up (even if there were only seven names listed in question 1) as well as cases where the number of filled person-columns was less than the number of names in the roster.

National Content Test (see ch. 2), with two approaches to designating the reference person. In one approach, any adult member could be designated in column 1; in the other, it was to be a person in whose name the unit was owned or rented. This latter approach was used in the Oakland, CA, pretest, the dress rehearsal censuses, and in 1980, though with some minor modifications.

Derived variables—The person or persons occupying a housing unit were termed a "household," and the reference person was the "householder."[7] Households were either "family" or "nonfamily." Family households were those with at least one person related to the householder by birth, marriage, or adoption. The family consisted of the householder and all the household members related to him or her. Any other persons in the household and all persons in nonfamily households—those in which a person lived alone or with nonrelatives only— were termed "unrelated individuals."[8] A household should contain only one family (or none), but during coding, certain subfamilies were identified. (See "Coding" below.)

Families were further classified by family type as (1) "married-couple families," when a household member was listed as "Husband/wife" of the householder; (2) "families with male householder, no wife present"; or (3) "families with female householder, no husband present."

The term "unmarried couple" appeared in a few tabulations based on sample data, and referred to a household containing two unrelated persons 15 years old and over of opposite sex who shared a housing unit (with or without the presence of children under 15 years old).

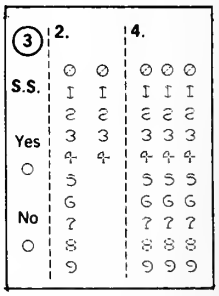
The measure "persons in household" referred to all the occupants in a household, not just those related to the householder. Figures for "persons in household" matched those for "persons in unit" in population and housing tabulations, respectively, based on complete-count data, and were obtained by dividing all persons by the number of occupied housing units. In sample tabulations, these figures sometimes differed because of the weighting process. "One-person households" and "persons living alone" were synonymous. "Persons per family" was obtained by dividing the number of persons in families by the total number of families.

A "spouse" was the husband or wife of the householder, living with the householder. In complete-count tabulations, the number of spouses was the same as the number of married-couple families or married-couple family households. The number of spouses was generally less than half the number of "married persons with spouse present," since spouses can be present in subfamilies as well as married-couple families.

A "child" was the son, daughter, stepchild, or adopted child of the householder, regardless of the child's age or marital status. This category excluded sons-in-law, daughters-in-law, and foster children. An "own child" was a nevermarried child under 18 years of age. In certain tabulations, "own children" were further classified as living with two parents or with one parent only. A "related child" was an "own child" or any other family member (regardless of marital status) under 18 years of age, other than the householder or spouse—for example, a niece or nephew. Foster children were not included, since they were not related to the householder.

Coding—In processing the complete count, only the answers to question 2 that were marked in FOSDIC circles were tabulated. During the sample processing, clerks coded the written entries for "Other relative," and also entered codes for subfamilies. "Other nonrelative" written entries were not coded. The code boxes for question 2 were on page 5 of the long-form questionnaire.

For each person who required coding; the person-number from the column headings on page 2 or 3 was matched to the circled person-number on page 5, and then the code box was filled. A questionnaire required no coding for question 2 if it was for group quarters, if no person was marked "Other relative," and if no subfamily was present. The code box provide a left digit (0 through 9) that indicated the relationship of the person being coded to the reference person, and a right digit (0 through 4) indicating whether the person was in one of four possible subfamilies (1 through 4) or was not in a subfamily (0).



In coding the relationship for an "Other relative," clerks were to check the written entry to see whether a circle other than "Other relative" should have been filled. For instance, for someone who wrote in "stepfather" and marked "Other relative," the mark was removed and the "Father/mother" circle filled instead. If "common law" was written under "Other relative," "Husband/wife" was marked; if it was written under "Other nonrelative" and that circle was filled, no action was necessary. An ex-wife in the household was to be marked as "Other relative."

The specific "Other relative" write-ins were coded into the following categories: son-in-law or daughter-in-law, grandson or granddaughter, father-in-law or mother-in-law, brother-in-law or sister-in-law, nephew or niece, grandfather or grandmother, uncle or aunt, cousin, or any other relative (greatgrandparent, etc.).

If there was no written entry and the "Other relative" circle was filled, clerks were instructed to mark a code if they could determine relationship, or to use the one for "any other relative" if they could not. In determining relationship, they were to make use of whatever information was available on the questionnaire for all persons in the household.

If question 2 was not answered at all (i.e., no circle filled and no written entry), but the relationship appeared to be that of a relative, the proper circle was to be filled if the specific relationship could be determined; if not, the circle for "Other relative" was to be filled and the code for "any other relative" entered in the code box on page 5. If the relationship appeared to be that of a nonrelative, the "Other nonrelative" circle was filled and no coding was necessary. If no determination could be made as to whether the person was a relative or a nonrelative, no circle was filled and no code was entered.

Subfamilies are related to the reference person but are also "families within a family." A subfamily is a family group of two or more persons related to the reference person, but not including

[7]Counts of households, householders, and occupied housing units were always identical in complete-count tabulations. In sample tables, the numbers were not always the same because of differences in weighting sample data.

[8]"Unrelated individuals" also included group-quarters residents who were not inmates of institutions.

the reference person or his/her spouse. There are two types of subfamilies: married-couple and parent-child. A married-couple subfamily contains a married couple and their never-married children under 18 years of age, if any. Examples would include the son and daughter-in-law of the reference person and their never-married child (the grandchild of the reference person), or the mother and father of the reference person. A parent-child subfamily contains one parent (with no spouse present) and one or more never-married children under 18 years of age. Examples would include the reference person's daughter and never-married grandchild, or the reference person's mother and a never-married brother or sister under 18 years of age.

The coding clerks' instructions contained clues for spotting subfamilies. For instance, when two or more of the reference person's relatives had the same surname different from that of the reference person, there was a good chance that this group of relatives was a subfamily. Combinations such as "son" and "daughter-in-law" in the same household signaled the presence of a subfamily. Answers to the "age" and "marital status" questions were also used in determining the presence of subfamilies.

There was space on the questionnaire to code only four subfamilies. If there were more than four subfamilies, only the first four identified were coded, and members of the other subfamilies were coded as if they were not in a subfamily.

Editing and allocation—In general, and subject to the procedures described below, an unreported relationship was allocated from a previously processed household according to the age and marital status of the person in question, while maintaining consistency within the household being processed.

Relationship was edited by computer in conjunction with questions 3 (sex), 5 (age), 6 (marital status), and subfamily number. The first phase of this editing was to assign the value of "householder" to one person; usually this was the one listed in column 1. Given a householder and a second reported person of opposite sex, both with "now married" entries for question 6 (or sex was not reported but there was less than 6 years difference in age), the second person was designated as "spouse" if the relationship to householder was not reported. Where more than one householder or spouse was reported, the first in sequence was chosen and the others were recoded (i.e., given other classifications).

Other relationships were changed in specified circumstances, such as when the designated householder was under 19 years old, never married, and had a parent present in the household. (In that case, the parent or one of the parents was made the householder.)

If the householder's age was under 15, the age entry was blanked for subsequent allocation. Anyone else under that age also had to have a "Never married" entry in item 6 (marital status); if not, it was changed to conform. Generational relationships were also checked, so that either age or relationship was changed if any child was reported to have an age equal to or greater than the older of the householder or the householder's spouse. Likewise, any householder's *parent* had to be at least 30 years old. Ages (see question 5) were allocated according to specified rules.

Where this edit found nine or more nonrelatives of the householder in the one housing unit, the household was converted to group quarters and processed as such.

Question 3. Sex

3. Sex *Fill one circle.*	○ Male ■ ○ Female

Instructions:

Be sure to fill a circle for the sex of each person.

As in every preceding census, the 1980 enumeration included a question on sex, which was asked for each person. The resultant data were used in most cross-classifications of population characteristics.

To avoid offending a respondent, enumerators were instructed to complete this item (unlike others) by observation, or, if this was not possible, they (or edit clerks) were to determine the person's sex from the name or relationship entry. If sex still could not be identified, such as for a person with a name common to both sexes, a direct inquiry was made.

Coding—None.

Editing and allocation—When sex was not reported, it was allocated from a previously processed record according to the person's age, marital status, and relationship to the householder. During the household edit that involved question 2, there was a consistency check of husband/wife responses that made certain that the householder and spouse entries were for opposite sexes. In group quarters (GQ), sex (in cases of nonresponse) was assigned according to prescribed rules—either on a 3:1 male-female ratio for 1-person GQ's or alternating (one male, one female) for multiperson GQ's.

Question 4. Race

4. Is this person — *Fill one circle.*	○ White ○ Black or Negro ○ Japanese ○ Chinese ○ Filipino ○ Korean ○ Vietnamese ○ Indian (Amer.) *Print tribe* → _____ ○ Asian Indian ○ Hawaiian ○ Guamanian ○ Samoan ○ Eskimo ○ Aleut ○ Other — *Specify*

Instructions:

Fill the circle for the category with which the person most closely identifies. If you fill the **Indian (American)** or **Other** circle, be sure to print the name of the specific Indian tribe or specific group.

Information on race has been asked in each census since 1790. The concept of race used in recent censuses reflects self-identification by respondents; it does not denote any clear-cut, scientific definition of biological stock.

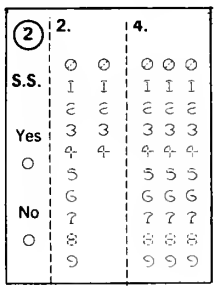
In situations where a person had not provided a single response, edit clerks marked the question for followup. The enumerator or telephone followup clerk was instructed to try to obtain a single response, but where the respondent still gave a multiple response, they filled the circle for the race of the person's mother—a change from 1970, when the race of the person's father was used. If no single response could be given for the mother's race, the circle was filled for the first of two or more races reported by the respondent. If the person gave a response

not shown in question 4, the enumerator wrote in the specific response and filled the correct circle according to a classification table found in the *Questionnaire Reference Book* (see app. 12C).

The word "race" was not used on the 1980 census questionnaires; instead, the lead-in to item 4 was "Is this person —." This departure from most recent censuses was made at the suggestion of the Bureau's advisory committees, which had noted that some of the categories listed in the question are not generally considered racial groups.

In addition to the change in labeling, there were also some differences in the categories between 1970 and 1980. The 1970 category "Negro or Black" was changed to "Black or Negro" in 1980, reflecting the increasing use of the term "Black" during the decade. In response to data needs for Federal and State programs, the Bureau added several categories not separately listed on the 1970 form: Vietnamese, Asian Indian, Guamanian, and Samoan. Also, "Eskimo" and "Aleut" appeared on 1980 questionnaires used throughout the country, whereas in 1970 they were included only on forms distributed in Alaska (where they were substituted for "Hawaiian" and "Korean.")

Coding—At the processing centers, clerks checked item 4 on the sample questionnaires to resolve inconsistent or incomplete responses, as well as to code American Indian tribes and written-in entries in the "Other" category. Approximately 100 groups were coded in the "Other" race category and more than 400 tribes (see app. 12C). Also, specific codes were assigned for persons reporting in these categories who did not provide a written entry or did not provide enough information to be coded to a specific group. Some written-in entries for "Other" were edited into one of the specific racial categories listed on the questionnaire; for example, persons reporting as "Other" with a written entry of Taiwanese or Cantonese were classified as Chinese, while for a Bangladeshi, the "Other" entry would be accepted and coded 602. Such written entries as Canadian, German, Italian, Lebanese, or Polish were classified as "White." Write-ins such as Jamaican, Black Puerto Rican, West Indian, Haitian, or Nigerian were classified as "Black." A major change in coding Spanish-origin written-in entries such as Cuban, Puerto Rican, Mexican, or Dominican affected both the "White" and "Other" categories; in 1970, most of these entries were classified as "White," but for 1980, they were left in the "Other" category.



Editing and allocation—If the race entry was missing for any member of the household, a race was assigned according to the reported entries for other household members, using specific rules of precedence in the household relationship. If there were no entries for anyone in the household (excluding paid employees), race was allocated from a previously processed household.

If race was missing for persons in group quarters, it was assigned according to certain rules, based on the number of persons who reported a race. Where 20 percent or more of all the people in the GQ had a race entry, the reported sequence of entries was repeated for the nonresponse cases. Otherwise, race was assigned in rotation according to 1970 census distributions.

Difference between 100-percent and sample data for racial groups—Initially, the 1980 census 100-percent counts of the population by race were considered provisional until the magnitude of the additional edit and review performed on the race item during the processing of the sample questionnaires was determined. For example, some respondents marked the "Other" category and wrote in an entry such as German or Jamaican which indicated that they belonged in one of the specific racial categories listed in the questionnaire; entries of this type were reviewed and edited in the district offices into a specific category where appropriate. However, not all such cases were identified in the 100-percent processing. During the processing of the sample questionnaires, a more thorough review was done to resolve inconsistent or incomplete responses.

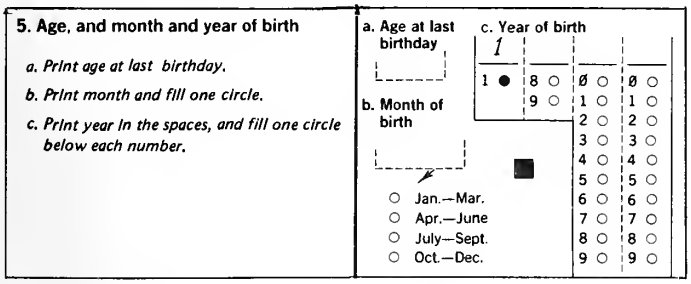
Also, the 100-percent tabulations of Asians and Pacific Islanders included Japanese, Chinese, Filipinos, Koreans, Asian Indians, Vietnamese, Hawaiians, Guamanians, and Samoans (all specifically identified in question 4). During the sample coding operation, persons in the "Other" category who reported such responses as Laotian, Cambodian, Pakistani, etc., were combined into an "Other Asian and Pacific Islander" category which, together with the specific Asian and Pacific Islander categories (e.g., Chinese and Filipino) covers the entire Asian and Pacific Islander population. This total is obtainable only from sample tabulations, not from the 100-percent counts.

Information now available indicates that since the effects of the additional review and edit were generally limited and rather small for most racial groups, the 100-percent tabulations are usually the preferable source for comparable data for racial groups. In the case of distributions for subjects covered only on a sample basis (e.g., education, labor force status, and income) and data on the entire Asian and Pacific Islander population, the sample figures are the only data source and should be used within the context of sampling variability associated with them.

Comparability between 1970 and 1980 race data—Differences between the 1980 and 1970 census counts by race seriously affect the comparability for certain racial groups. First, the number of Spanish-origin persons classified as "Other" was substantially higher in 1980 than in 1970, and the proportion classified as "White" was substantially lower. One reason for this was the change in coding procedures, described above. The major reason was that a much larger proportion of the Spanish-origin population reported their race as "Other" in 1980 than in 1970. As a consequence of these differences, 1980 population totals for "White" and "Other" are not comparable with corresponding 1970 figures.

The 1980 count for the Asian and Pacific Islander population reflected a high level of immigration in the 1970's as well as a number of changes in census procedures that were developed, in part, as a result of this immigration. As mentioned above, the number of Asian and Pacific Islander categories listed separately on the 1980 questionnaire was expanded over that in 1970 to include Vietnamese, Guamanians, and Samoans, who were classified as "Other" in 1970, and Asian Indians, who were classified as "White" in 1970.

Question 5. Age



Instructions:

Enter age at last birthday in the space provided (enter "0" for babies less than one year old). Also enter month and year of birth, *and* fill the appropriate circles. For an illustration of how to complete question 5, see the example on pages 4 and 5. If age or month or year of birth is not known, give your best estimate.

This inquiry has appeared in the census, in one form or another, since 1790. In the first census, age was used only to divide free White males into two groups—those 16 years old and over and those under 16. The age categories were expanded in subsequent enumerations, first as ranges and then, in 1850, as single years. The question was asked in terms of "age at last birthday," with those under 1 year to be entered as fractions. Variation from this pattern began in 1890; the question to date may be outlined as follows (the changes in Census Day affecting comparability):

Year	Census Day	Asked	Additional detail	
1890	June 1	Age at nearest birthday	Under 1 year(s) old	Shows complete years and months (12th's of a year)
1900	June 1	Age, month and year of birth	1	
1910	Apr. 15	Age at last birthday	2	
1920	Jan. 1	Age at last birthday	5	
1930	Apr. 1	Age at last birthday	5	
1940	Apr. 1	Age at last birthday	1	Shows month
1950	Apr. 1	Age at last birthday	1	
1960	Apr. 1	Quarter of year in which birth occurred, and year		
1970	Apr. 1	Age, month and year of birth		
1980	Apr. 1	Age, month and year of birth		

The practice of asking both age and month and year of birth allows cross-checking and discourages respondents from "rounding" to the nearest zero.

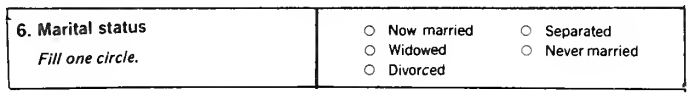
In 1980, as in 1970, only the quarter (5b) and year (5c) were provided with FOSDIC circles to be picked up by the computer, which calculated age by comparing these dates with Census Day. The written-in age and month were used in the field edit to complete any unfilled circles; enumerators and clerks had a conversion table for this purpose. When an exact age could not be obtained during followup, an estimate was permitted; the year and quarter were marked accordingly.

Coding—None.

Editing and allocation—In the electronic editing, each age entry was retained in the computer only until a succeeding person having the same set of characteristics (with age reported) was processed through this operation; then the reported age of the succeeding person was stored. The computer first examined the year entry; if it was incomplete, it was analyzed on the basis of internal evidence for the person and household, and missing digits were filled or the whole year entry was blanked. Next, when a record was edited that did not have an age, or one that was unacceptable when compared with other personal or household characteristics, an appropriate age was calculated or was assigned from the stored record of someone with otherwise matching characteristics. A matching year entry was provided as well. If only the quarter-year was missing, this was assigned from a table. These procedures were similar to the ones used in 1970 and 1960. In 1950 and 1940, unreported ages were allocated clerically onto the census schedules from charts based on prior census and survey experience. Before that (with the exception of 1880, when approximations were forced), unknown ages were allowed to stand and were tabulated as a separate category.

In group quarters, ages were assigned in nonresponse cases according to certain rules based on the number of persons with reported and unreported ages: In some cases an existing pattern was repeated; in others, it was allocated from an established matrix (table).

Question 6. Marital Status



Instructions:

If the person's only marriage was annulled, mark **Never married.**

This question has appeared in all censuses since 1880, usually as "Single, married, widowed, or divorced?" (From 1850 through 1890, the census asked whether the person had married during the previous year.) The category "Separated" was added in 1950, when the term "Single" was also changed to "Never married," bringing the question to its present form. (Experience had indicated a tendency of some formerly married respondents to classify themselves as "Single.")

Prior to 1950 and again in 1980, data on marital status were cross-tabulated only for persons 15 years old and over, but from 1950-70, the age was lowered to 14, mainly because economic data were also gathered for 14-year-olds (even though not necessarily tabulated or published).

Coding—None.

Editing and allocation—"Never married" was the only acceptable response for anyone under 15. Any other entry was made "never married" by the computer. For persons 15 years of age or older, the marital-status and relationship (item 2) entries for the person in question were compared with those for the householder. If the relationship was "husband" or "wife," the marital-status entry in both cases had to be "Now married"; if not, it was edited to conform. When marital status was not reported, it was assigned from a previously processed household with similar

characteristics, according to the relationship to the householder and the sex and age of the person.

In group quarters, all persons under 15 years old were automatically classified as "Never married"; any others without responses were allocated a marital status from a matrix of previously reported persons.

Question 7. Spanish/Hispanic Origin or Descent

7. Is this person of Spanish/Hispanic origin or descent? *Fill one circle.*	○ No (not Spanish/Hispanic) ○ Yes, Mexican, Mexican-Amer., Chicano ○ Yes, Puerto Rican ○ Yes, Cuban ○ Yes, other Spanish/Hispanic

Instructions:

> A person is of Spanish/Hispanic origin or descent if the person *identifies* his or her ancestry with one of the listed groups, that is, Mexican, Puerto Rican, etc. Origin or descent (ancestry) may be viewed as the nationality group, the lineage, or country in which the person or the person's parents or ancestors were born.

This question was asked on a 100-percent basis for the first time in 1980, although there was a similar item in 1970, in the 5-percent sample. Unlike the 1980 question shown above, the 1970 item included a category "Central or South American" which, after analysis of the 1970 census results and of the 1980 census pretests, indicated that some respondents had misinterpreted to refer to persons from the Central or Southern States of the United States. Other changes from the 1970 census question design were made for 1980. For example, the overall wording of the item was changed to emphasize the intent of the question. Also, the category "No (not Spanish/Hispanic)" was placed first in the 1980 question instead of last, as in 1970; this was done so that the majority of respondents, mostly non-Spanish, would readily respond and would not be inclined to skip the question after reading a few Spanish categories and assuming the question was not relevant to them. (The alternative versions used in the development of the question are discussed in ch. 2.)

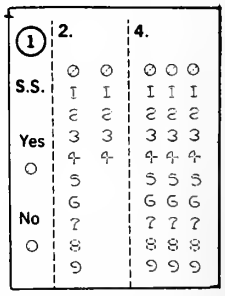
Persons of Spanish origin or descent are those who classified themselves in one of the specific Spanish-origin categories listed on the questionnaire—Mexican, Puerto Rican, or Cuban—as well as those who indicated that they were of other Spanish/Hispanic origin. Persons reporting "other Spanish/Hispanic" are those whose origins are from Spain or the Spanish-speaking countries of Central or South America, or persons identifying themselves generally as Spanish, Spanish American, Hispano, Latino, etc. (see app. 12C).

In followup, the enumerator was directed always to ask the question and not to mark the response either by observation or by reference to item 4 (race). In direct interview situations, persons of more than one Spanish origin or of both a Spanish and another origin, who were in doubt as to how to report, were classified according to their mothers' descent. If a single origin could not be provided for the mother, the first reported origin of the person was used, and the appropriate circle filled. Thus, "Puerto Rican-Italian" would be entered as "Yes, Puerto Rican," but "Italian-Puerto Rican" would be "No, not Spanish/Hispanic."

Coding—None.

Editing and allocation—If any household member failed to respond to the Spanish/Hispanic origin question, in the 100-percent edit a response was assigned by computer according to the reported entries of other household members by using specific rules of precedence of household relationship. If origin was not entered for any household member (excluding a paid employee), origin was assigned from another household according to the race of the householder. The sample processing included more extensive edit procedures. For example, if any household member failed to respond to the Spanish/Hispanic-origin question, a response was first assigned from available related information, such as ancestry and place of birth, reported for the individual.

Spanish Surname—In the processing centers, the sample questionnaires from five Southwestern States—Arizona, California, Colorado, New Mexico, and Texas—with large concentrations of Spanish-origin persons were coded to indicate whether or not the persons listed had Spanish surnames. (Cross-tabulated with other characteristics, the results were used in methodological and other studies.) If the surname (listed in item 1) was found in the clerks' lists of over 12,000 Spanish names, the "For census use only" S.S. (Spanish surname) "Yes" circle was marked. If not, the "No" circle was blackened. However, if the surname was Martin, Roman, Santos, or Silva (common Spanish surnames also found in other ethnic groups), clerks were to examine the entry in item 7 for that person, and if this indicated that the person was of Spanish origin they were to code S.S. as "Yes"; if it was negative or blank, they were to code S.S. as "No." Both names in a hyphenated surname were to be checked against the list, and if either name was found (regardless of which name was listed first) it would be coded as "Yes." If there was no surname in item 1 or any other place on the questionnaire, the clerks were instructed to look at the response to question 2 (relationship). If the person was related by blood or marriage to another member of the household whose surname was listed, S.S. was coded according to what that surname was. Cases where the person without a surname was a nonrelative were not coded.



SAMPLE POPULATION INQUIRIES

All of the population questions that follow (8 through 33) were asked on a sample basis. (See p. 1 for a description.)

Questions 8-10. Education

The 1980 census gathered two basic types of statistics on education—on school enrollment and educational attainment (in terms of years completed). As has been the practice since 1950, this was done on a sample basis. Enrollment data have been collected in each census since 1850, and there have been items on schooling completed since 1940, when they replaced the literacy question that had been asked from 1840 to 1930. There was no coding involved in processing questions 8-10, and they

were edited together; hence, the editing is described following the discussion of question 10.

Question 8. School Attendance

8. Since February 1, 1980, has this person attended regular school or college at any time? *Fill one circle. Count nursery school, kindergarten, elementary school, and schooling which leads to a high school diploma or college degree.*	○ No, has not attended since February 1 ○ Yes, public school, public college ○ Yes, private, church-related ○ Yes, private, not church-related

Instructions:

Do not count enrollment in a trade or business school, company training, or tutoring unless the course would be accepted for credit at a regular elementary school, high school, or college. A *public* school is any school or college which is controlled and supported primarily by a local, county, State, or Federal Government.

The four categories used in 1970 were retained, but the last two were reworded to avoid confusion over the 1970 terms "parochial" and "other private" by making them "Yes, private, church-related" and "Yes, private, not church-related," respectively.

Question 9. Highest Grade Attended

9. What is the highest grade (or year) of regular school this person has ever attended? *Fill one circle.* *If now attending school, mark grade person is in. If high school was finished by equivalency test (GED), mark "12."*	**Highest grade attended:** ○ Nursery school ○ Kindergarten Elementary through high school *(grade or year)* 1 2 3 4 5 6 7 8 9 10 11 12 ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ College *(academic year)* ■ 1 2 3 4 5 6 7 8 or more ○ ○ ○ ○ ○ ○ ○ ○ ○ Never attended school – *Skip question 10*

Instructions:

Fill only one circle. Mark the highest grade *ever* attended even if the person did not finish it. If the person is still in school, mark the grade in which now enrolled. Schooling received in foreign or ungraded schools should be reported as the equivalent grade or year in the regular American school system. If uncertain whether a Head Start program is for nursery school or kindergarten, mark the circle for **Nursery school**.

If the person skipped or repeated grades, mark the highest grade ever attended regardless of how long it took to get there. Persons who did not attend any college but who completed high school by finishing the 12th grade or by passing an equivalency test, such as the General Educational Development (GED) examination, should fill the circle for the 12th grade.

The question was the same as in 1970, except that the number of college year categories was extended, with the last changed from "6 or more" to "8 or more," to measure more precisely the extent of postgraduate education in this country.

The enumerator was given special rules for persons educated in 11-year (as distinguished from the usual 12-year) systems; here, "7" was to be marked for someone who attended grade 7 but did not go on to high school, but "12" was the entry for a person who completed secondary school.

Clerks in the district offices reviewed this question to make certain there was an entry. If more than one circle was filled, they erased the marks for all but the one for the highest grade or year.

Question 10. Completion of Highest Grade Attended

10. Did this person finish the highest grade (or year) attended? *Fill one circle.*	○ Now attending this grade *(or year)* ○ Finished this grade *(or year)* ○ Did not finish this grade *(or year)*

Instructions:

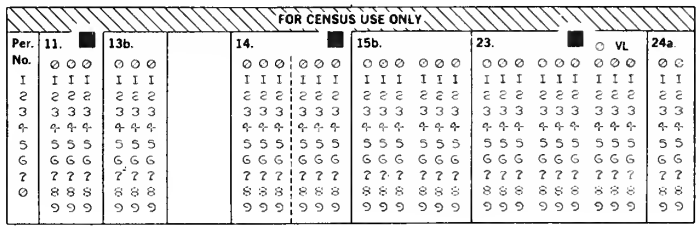
Mark **Finished this grade (or year)** only if the person finished the *entire* grade or year marked in question 9 or if the highest grade was completed by passing a high school equivalency test.

This inquiry was unchanged from 1970, and determined whether or not the person had finished the grade or year reported in question 9.

Coding—No coding was necessary for items 8, 9, or 10.

Editing and allocation—The computer examined the responses to items 8, 9, and 10 for blanks and inconsistencies, comparing the entries as necessary with those in question 5 (age and quarter of birth), 30 (occupation), 33 (income), and type of group quarters (college dormitory, etc.) in order to arrive at appropriate data. Where there were conflicts, such as between age and grade (a 6-year-old in college) or occupation/income and level of education (a well-paid accountant whose schooling ended at grade 3), inconsistent answers to the education questions were blanked. Blanks or remaining ambiguities were allocated from a series of matrices based on age, sex, race, and Spanish origin (Whites and Asians, non-Spanish; White or Other, Spanish; Black; and Other, non-Spanish), as well as occupation and income where needed for persons beyond the normal school-attendance age range. As the editing progressed, adequately reported data were stored in the matrices for subsequent use in allocation.

Coding Boxes for Population Questions 11, 13b, 14, 15b, 23, and 24a



Question 11. Place of Birth

11. In what State or foreign country was this person born? *Print the State where this person's mother was living when this person was born. Do not give the location of the hospital unless the mother's home and the hospital were in the same State.* _____ *Name of State or foreign country; or Puerto Rico, Guam, etc.*

Instructions:

For persons born in the United States:
Print the name of the State in which this person's mother was living

when this person was born. For persons born in a hospital, do not give the State in which the hospital was located unless the hospital and the mother's home were in the same State or the location of the mother's home is not known For example, if a person was born in a hospital in Washington, D.C., but the mother's home was in Virginia at the time of the person's birth, enter "Virginia."

For persons born outside the United States:
Print the full name of the foreign country or Puerto Rico, Guam, etc., where the person was born. Use international boundaries as now recognized by the United States. Specify whether Northern Ireland or Ireland (Eire); East or West Germany; England, Scotland or Wales (*not* Great Britain or United Kingdom). Specify the particular island in the Caribbean, *not*, for example, West Indies.

Place-of-birth data have been collected in each census since 1850 and used (in part) to classify the population as native or foreign born. "Native born" included persons born in the United States, Puerto Rico, or outlying areas under U.S. sovereignty or jurisdiction, and persons born at sea or in a foreign country with at least one American parent (citizenship was asked in question 12).

Question 11 appeared in a somewhat altered form from that used in 1970 by adding the instruction concerning hospital births and removing a response category of "This State." Evaluation studies based on reinterviews showed significant misreporting in 1970 of hospital location as place of birth and overreporting of State of current residence. Further, the question, "Where was this person born?" was rephrased as "In what State or country was this person born?"

Coding—Clerks in the processing offices had lists of States and countries (with alternative names, as well as general locations such as "U.S.," "abroad," "overseas," and "at sea") with their appropriate three-digit codes. They referred to these and coded the responses to question 11 accordingly. (See box 11.) If there were two or more entries, the first was coded; blanks (i.e., "Not reported") were coded "999." Names not found on the lists were referred to technicians for resolution.

Editing and allocation—The computer first checked to make certain that the codes matched existing code numbers (those in the lists were in broken series) and then reviewed the entries for the first three persons in the household to see whether any blanks or irregular codes might be resolved by comparison. Some family members were assigned place of birth based on their responses to questions 2 (household relationship), 5 (age), 12a (citizenship), 12b (year of immigration) and the responses of other family members. Otherwise, a response was allocated from one of two matrices in which place-of-birth data were stored by age, race, and Spanish origin. The first matrix contained the responses to State or foreign country of birth for the most recently reported case, and was used to allocate responses for persons also not reporting on citizenship. The second stored the State-of-birth code for the most recent case for which the response to question 11 was a U.S. State, and was used to allocate a specific State of birth for a respondent who only reported that he or she was born in the United States but failed to report the State. Both matrices were initially filled with the State of current residence. Specific foreign country of birth was not allocated for those determined to be or allocated as born outside the United States; rather, these cases were coded as born "Abroad, country not specified."

Question 12. Citizenship and Year of Immigration

12. *If this person was born in a foreign country —*

a. **Is this person a naturalized citizen of the United States?**

- ○ Yes, a naturalized citizen
- ○ No, not a citizen
- ○ Born abroad of American parents

b. **When did this person come to the United States to stay?**

○ 1975 to 1980	○ 1965 to 1969	○ 1950 to 1959
○ 1970 to 1974	○ 1960 to 1964	○ Before 1950

Instructions:

This question is only for persons born in a foreign country. Fill the Yes, a naturalized citizen circle only if the person has *completed* the naturalization process and is now a citizen.

If the person has entered the U.S. more than once, fill the circle for the year he or she came to stay permanently.

This question was asked for all foreign-born persons in the sample, as it had been in 1970, except that the inquiry was clarified from "Is this person naturalized?" to "Is this person a naturalized citizen of the United States?" and the number of year categories was reduced from nine to six, with the earliest being "Before 1950" instead of "Before 1915."

An inquiry on citizenship was included in the decennial censuses of 1820 and 1830, in 1870 (for males 21 years of age and over), and from 1890 through 1950. In 1960, a question on citizenship was included on the complete-count questionnaires used in New York State and Puerto Rico under special arrangements with their respective governments.

Information on citizenship is used to classify the population into two major categories—citizens and noncitizens. Citizens are further classified as native or naturalized. The "Native" category includes persons born at sea, or abroad, with at least one American parent, and all others identified as "Native born" in question 11. It is assumed that all native-born persons are citizens.

Coding—In cases where question 12a was not answered, district office clerks compared the entries for questions 11 (place of birth) and 12; if the former indicated the person was native, 12 was not marked for followup.

Editing and allocation—The computer first compared responses in question 12a (citizenship) with those in question 11 (place of birth). If the person was born in the United States, Puerto Rico, or the outlying areas, any entry in question 12a was made blank. In addition, inconsistencies between question 12b (year of immigration) and age were adjusted; for example, someone under 5 years of age could not have entered the United States in 1975. Blanks in question 12a were filled based upon the response of parents within the same household, or failing that, based on response of the last processed person with the same period of immigration and country of birth. Responses were allocated to

blanks in question 12b based on the response of the last processed person with the same race and within the same age interval.

Question 13. Language

13a. Does this person speak a language other than English at home?

○ Yes ○ No, only speaks English — *Skip to 14*

b. What is this language?

(For example – Chinese, Italian, Spanish, etc.)

c. How well does this person speak English?

○ Very well ○ Not well
○ Well ○ Not at all

Instructions:

a. Mark **No, only speaks English** if the person always speaks English *at home*; then skip to question 14.

b. Mark **Yes** if the person speaks a language other than English *at home*. Do *not* mark **Yes** for a language spoken only at school or if speaking ability is limited to a few expressions or slang.

c. Print the non-English language spoken *at home*. If this person speaks two or more non-English languages *at home* and cannot determine which is spoken most often, report the first language the person learned to speak.

Fill the circle that best describes the person's *ability* to speak English.

(1) The circle **Very well** should be filled for persons who have no difficulty speaking English.

(2) The circle **Well** should be filled for persons who have only minor problems which do not seriously limit their ability to speak English.

(3) The circle **Not well** should be filled for persons who are seriously limited in their ability to speak English.

(4) The circle **Not at all** should be filled for persons who do not speak English at all.

The focus of the three-part language question in the 1980 census, unlike that of recent censuses, was on current language usage. The data collected by this question were intended to aid in assessing needs for bilingual education and other services, such as voting materials and transportation or hospital systems, for persons who speak languages other than English. The censuses from 1910-1970 contained questions on "mother tongue" (e.g., for 1970, "What language, other than English, was spoken in this person's home when he was a child?") as a measure of ethnicity. The third part of the 1980 language question asked about the ability to speak English of persons who reported speaking languages other than English. This question did not appear in recent censuses, although it was asked in 1890 through 1930, and again in 1950 (but then only of American Indians on reservations).

Coding—Clerks in the processing centers were provided with a list of languages and their appropriate three-digit codes, and with a chart instructing them in what to do in situations such as when "sign language" was reported in 13b (fill in 13a "No, only speaks English" and white-out the entry in 13b). (See app. 12C.) If 13a was blank but 13b was filled with a non-English language, the clerk was instructed to fill 13a "Yes." When two or more non-English languages were filled in 13b, the clerks were instructed to look at country of birth (question 11) and at ancestry (question 14) to try to determine a match. The language that matched, such as Chinese ancestry and Chinese language, was the one the clerk was to use as that person's language. A written-in language that the clerk could not find on the language list was given a code "997"; "998" was the code used when the answer to 13a was "Yes" but no language was entered in 13b; "999" was coded when both 13a and 13b were blank.

Editing and allocation—The computer first examined the 13b entries for all persons in the household to make certain that the language codes were legitimate. It then eliminated question-13 entries for anyone under 3 years of age and adjusted inconsistent entries for the others by comparing them with responses for items 2 (household relationship and group-quarters type), 4 (race), 5 (age), 7 (Spanish origin or descent), 9 (highest grade attended), 10 (highest grade completed), 11 (place of birth), 12 (citizenship and year of immigration), and 14 (ancestry). Where possible, data were assigned to blank entries from responses for a close relative; otherwise, they were allocated as needed from any of seven matrices in which reported data were sorted and starting values provided. These matrices contained various combinations of data, such as race or Spanish origin by place of birth, ancestry by race, and language, citizenship, and year of immigration by age.

Question 14. Ancestry

14. What is this person's ancestry? *If uncertain about how to report ancestry, see instruction guide.*

(For example: Afro-Amer., English, French, German, Honduran, Hungarian, Irish, Italian, Jamaican, Korean, Lebanese, Mexican, Nigerian, Polish, Ukrainian, Venezuelan, etc.)

Instructions:

Print the ancestry group with which the person *identifies*. Ancestry (or origin or descent) may be viewed as the nationality group, the lineage, or the country in which the person or the person's parents or ancestors were born before their arrival in the United States. Persons who are of more than one origin and who cannot identify with a single group should print their multiple ancestry (for example, German-Irish).

Be specific; for example, if ancestry is "Indian," specify whether American Indian, Asian Indian, or West Indian. Distinguish Cape Verdean from Portuguese, and French Canadian from Canadian.

A religious group should not be reported as a person's ancestry.

The 1980 census marked the first time that a general question on ancestry (ethnicity) was asked in a decennial census. The question was based on self-identification and was open-ended (respondents were required to write their answers). This inquiry replaced items in earlier censuses dating back to 1880 that

covered the country of birth of a person's parents; that information was used in combination with the person's own place of birth to identify first- and second-generation Americans (the "foreign stock" population). Thus, 1980 ancestry data and foreign-stock data from prior censuses are not directly comparable.

Ancestry refers to a person's nationality group, lineage, or the country in which the person or the person's parents or ancestors were born before their arrival in the United States. Thus, persons reported their ancestry group regardless of the number of generations removed from their country of origin. Furthermore, responses to the ancestry question reflected the ethnic group(s) with which persons identified and not necessarily the degree of attachment or association the person had with the particular group(s). "American" was an acceptable response, as was "Chinese American," "Italian American," etc., but a general answer like "European" or "Indian" was to be probed for a more specific origin.

Coding—Clerks in the processing offices were provided with a list of possible ancestries (see app. 12C), each with a three-digit code. Two ancestries could be combined for a six-digit code, and there also was a set of three-digit codes covering common triple-ancestry responses (these categories were selected since they were reported frequently in Census Bureau surveys prior to the 1980 census). In other cases when three or more ancestries were reported, the clerk would code only the first two ancestries reported for a person, filling circles in code box 14. The first three columns were used for a three-digit code and all six for a six-digit code. With the exception of "Part Hawaiian," which had its own three-digit code, clerks were instructed to disregard qualifiers (like "part" or "mostly"), percentages, fractions, or generations.

Editing and allocation—The computer first reviewed the entries for question 14 for the entire household to make certain that the codes were legitimate (some codes within the code range were not used). It then examined the six-digit codes to see if any of the combinations represented should have had three-digit codes instead. For example, if the clerk had coded Basque (004) and French (028) as 004028, the computer recoded this to 031, the three-digit code for French Basques, and entered 999 to fill the last three columns. In addition, the computer performed other editing tasks, such as checking that single ancestries had a three-digit code in the first three columns. There was no allocation for nonresponse in the ancestry item.

Tabulation of the data—In published tabulations, multiple groups were designated in general open-ended categories such as "Polish and other groups," rather than in specific multiple ancestry groups such as "Polish-Italian." A person who reported "Polish-Italian" ancestry, for example, was included in the category "Polish and other groups" and in the category "Italian and other groups." A few responses consisting of two terms (e.g., French Canadian) were considered as a single group and, thus, were coded and tabulated as a single ancestry. In addition, persons reporting inclusive combinations of ancestries such as "German-Bavarian" were tabulated as a single ancestry (i.e., "German"). Also, responses such as "Polish-American" or "Italian-American" were coded and tabulated as a single entry (i.e., "Polish" or "Italian"). A sole entry of "American" was tabulated in the category "Ancestry not specified."

Entries of religious groups were not coded separately and were tabulated in the category "Ancestry not specified." When an ancestry response was missing, the person's ancestry was tabulated as "Not reported."

Question 15. Residence 5 Years Ago

15a. Did this person live in this house five years ago (April 1, 1975)?
If in college or Armed Forces in April 1975, report place of residence there.

- ○ Born April 1975 or later – *Turn to next page for next person*
- ○ Yes, this house – *Skip to 16*
- ○ No, different house

b. Where did this person live five years ago (April 1, 1975)?

(1) State, foreign country, Puerto Rico, Guam, etc.: _____

(2) County: _____

(3) City, town, village, etc.: _____

(4) Inside the incorporated (legal) limits of that city, town, village, etc.?

○ Yes ○ No, in unincorporated area

Instructions:

a. Mark **Yes, this house** if this person lived in this same house or apartment on April 1, 1975, but moved away and came back between then and now. Mark **No, different house** if this person lived in the same building but in a different apartment (or in the same mobile home or trailer but on a different trailer site).

b. If this person lived in a different house or apartment on April 1, 1975, give the location of this person's usual home at that time.

Part (1) If the person was living in the United States on April 1, 1975, print the name of the State. If the person did *not* live in the United States on April 1, 1975, print the full name of the foreign country or Puerto Rico, Guam, etc.

Part (2) If in Louisiana, print the parish name. If in Alaska, print the borough name. If in New York City – print the borough name if the county name is not known. If an independent city, leave blank.

Part (3) If in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island or Vermont, print the name of the town rather than the name of the village or city, unless the name of the town is unknown.

Part (4) Mark **Yes** if you know that the location is *now* inside the limits of a city, town, village or other incorporated place, even if it was not inside the limits on April 1, 1975.

There have been inquiries on prior residence (in households or group quarters) in the Federal censuses since 1940 as measures of migration; all except the 1950 question, which called for residence 1 year before, had a 5-year reference date. The 1980 item was basically the same as the 15-percent sample inquiry used in 1970 (when there also was a 5-percent item calling for State of residence only).

Coding—Because of budgetary constraints (see ch. 1), items 15, 23 (place of work), and 24a (travel time to work) were coded on only half of the sample questionnaires. Clerks in the processing centers chose every second questionnaire for coding, and marked a specific circle on page 4 of the others so that the computer would recognize and accept it as uncoded. (The resultant data for these three items were weighted separately from the rest of the sample.)

The clerks had lists of foreign countries (including alternate names); States, counties, MCD's (minor civil divisions) and places; and military installations; all with their appropriate six-digit codes which they used in coding item 15b. Detailed instructions explained how to code incomplete entries and covered almost every other conceivable situation, including residence in ships at sea and direction entries such as "Southwest of Cortez" (should be "No, not an incorporated area) or "Southern Dallas" (mark "Yes"). The six-digit codes were entered in box 15b on the questionnaire page for the person to whom the entry applied. Responses that could not be coded were referred to a special unit that had more extensive reference materials than the regular clerks did.

Editing and allocation—The computer first inspected the 15b entries for everyone in the household for completeness, legitimacy of the codes, and the validity of the check digits it computed. The computer then converted the six-digit codes into the complete range of geographic codes (more than 20 digits) that represented the locations of the previous residences in terms of State; county; MCD; name, size, and description of all places of 2,500 or more inhabitants; and SMSA (standard metropolitan statistical area) code and size. It then compared the entries in 15a and 15b for consistency with each other and with the age reported in question 5, and adjusted the entries as necessary. Some family members for whom residence was not reported completely were assigned the responses of other family members, if consistent with partial responses and age. Responses for other persons were allocated from matrices described below.

Processed data were stored in several matrices by items 4 (race), 5 (age), 10 (education), 17 (activity 5 years ago), residence (metropolitan—SMSA central city or SMSA suburb—or nonmetropolitan), and State of birth or State of previous residence (if reported). These matrices were used to allocate any or all pieces of missing data, such as the response to 15a; county of residence in 1975 if only the State was reported; State, county, and place if 15b was totally blank, etc.

Persons could be assigned a specific foreign country of residence 5 years ago from another family member, but could only be allocated "Abroad, country not specified" from a nonfamily member of the household.

Question 16. Age Screen

16. When was this person born?

- ○ Born before April 1965 —
  Please go on with questions 17-33
- ■ ○ Born April 1965 or later —
  Turn to next page for next person

Instructions—None.

This item was used to screen for persons 15 years of age and older, for whom the balance of the inquiries on the questionnaire would be asked, and to alert district office clerks and/or the computer that data would be expected; conversely, any subsequent entries for persons under 15 would be deleted. The cutoff age was 14 in the 1970 census, to permit labor-force tabulations comparable to earlier decades, before the official definition of the labor force was changed to include only individuals age 16 years and over. Age 15 was selected for 1980, however, so that data on fertility could be prepared for the 5-year age group ending in 20.

Clerks in the district offices compared the entry in item 16 with the age found in question 5, completing or correcting item 16 as necessary.

Coding—None.

Editing and allocation—The computer used these entries only as indications that subsequent responses for this particular person were either to be ignored or edited and/or supplied. No tabulation was involved.

Question 17. Activity 5 Years Ago

17. In April 1975 *(five years ago)* **was this person —**

a. On active duty in the Armed Forces?
○ Yes ○ No

b. Attending college?
○ Yes ○ No

c. Working at a job or business?
○ Yes, full time ○ No
○ Yes, part time

Instructions:

a. Mark **Yes** only if this person was on *active* duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard. Mark **No** if the person was in the National Guard or the reserves.

b. Mark **Yes** if the person was attending a college or university either full or part time and was enrolled for credit toward a degree. Mark **No** if the person was taking only non-credit courses or was attending a vocational or trade school, such as secretarial school.

c. Mark **Yes, full time** if the person worked full time (35 hours or more per week). Mark **Yes, part time** if the person worked part time (less than 35 hours per week). Mark **No** if the person only did unpaid volunteer work, housework or yard work at own home, or if the only work done was as a resident of an institution.

This question was asked primarily to afford some perspective on the migration information collected in item 15 (residence 5 years ago) by distinguishing among moves related to college attendance, service in the Armed Forces, or other reasons. When the activity question was first used in 1970, it did not differentiate between full- and part-time employment.

Coding—None.

Editing and allocation—By comparing the entries in 17a, b, and c with item 5 (age), the computer eliminated persons under 21 years old (16 years old in 1975) from the universe for item 17. It also inspected the entries for questions 3 (sex), 4 (race), 9 (highest grade attended), 18 (veteran status and period of service), and 27 (year last worked), and changed the entries in item 17, if necessary, to make them consistent. For example, someone reported as under 21 years of age in 1980 should not have been in the Armed Forces in 1975 (under age 16); or, a person over 21 with only a high school education (reported in item 9) in 1980, should not have been in college in 1975. Data for the most recent person with fully reported responses for item 17 were stored in one of three matrices, depending on the entries for the other questions mentioned above, and allocations were made from these as necessary.

Question 18. Veteran Status and Period of Service

18a. Is this person a veteran of active-duty military service in the Armed Forces of the United States?
If service was in National Guard or Reserves only, see instruction guide.

○ Yes ○ No — *Skip to 19*

b. Was active-duty military service during —
Fill a circle for each period in which this person served.

○ May 1975 or later
○ Vietnam era *(August 1964–April 1975)*
○ February 1955—July 1964
○ Korean conflict *(June 1950–January 1955)*
○ World War II *(September 1940–July 1947)*
○ World War I *(April 1917–November 1918)*
○ Any other time

Instructions:

a. Mark **Yes** if this person was ever on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, even if the time served was short. For persons in the National Guard or military reserve units, mark **Yes** *only* if the person was ever called to active duty; mark **No** if the only service was active duty for training.

b. If this person served during more than one period, fill all circles which apply, even if service was for a short time.

A question on military pensioners was asked in the 1840 census, and on Civil War veterans in 1890 and 1910; and there has been a veteran-status item in each enumeration since 1930. The 1980 census was the first in which veteran-status data were collected for women as well as men. Two categories of period of service were added since 1970: the post-Korean peacetime era, "February 1955-July 1964," and the post-Vietnam peacetime era, "May 1975 or later."

Where the respondent's knowledge was incomplete or uncertain, the enumerator was told to probe for such identifying information as dealings with the Veterans Administration, GI (government issue) insurance or education, and the like.

Coding—None.

Editing and allocation—The computer compared the entries in item 18 with the person's age (question 5) to eliminate persons less than 16 years old from the universe, and edited the entries in part b to eliminate reported periods of service which were inconsistent with the age of the person. In addition, certain improbable combinations of periods of service were rejected and answers were allocated. For example, someone would have had to be least 77 years old in 1980 to be a veteran of World War I (April 1917 to November 1918). The computer also reviewed the person's entries for questions 2 (group quarters type), 3 (sex), 17a (activity 5 years ago—if in the Armed Forces then), 22 (employment status), 28 (industry—Armed Forces), and 29 (occupation) for further information, on the basis of which the entries in question 17 could be validated or assigned. Reported data were stored in two matrices by age, sex, and race, and allocations were made from these.

Question 19. Disability

19. Does this person have a physical, mental, or other health condition which has lasted for 6 or more months and which . . .

	Yes	No
a. Limits the kind or amount of work this person can do at a job?	○	○
b. Prevents this person from working at a job?	○	○
c. Limits or prevents this person from using public transportation?	○	○

Instructions:

The term "health condition" refers to any physical or mental problem which has lasted for 6 *or more* months. A serious problem with seeing, hearing, or speech should be considered a health condition. Pregnancy or a temporary health problem such as a broken bone that is expected to heal normally should *not* be considered a health condition.

While there were census inquiries on mental, physical, and/or other disabilities from 1880 through 1910, sometimes on supplementary questionnaires, there was no item on disability in later censuses until 1970, when it was included in the 5-percent sample. The question then was confined to whether the person had a condition affecting his or her ability to work and how long this limitation had existed. For 1980, the question was expanded to cover public transportation, but no attempt was made to express disability in terms of time periods beyond a 6-month minimum. The 1970 question also was limited to persons under 65 years old (and over 14, although the results were published only for those over 16); in 1980, it was asked for everyone in the sample born since April 1965 (but again not tabulated for those under 16).

The term "health condition" referred to any physical or mental problem, including vision, hearing, and speech. Only condi-

tions already existing for 6 months or more were to be covered, and these excluded pregnancy or a temporary disability (such as a broken bone) that was expected to heal normally.

Coding—None.

Editing and allocation—The computer first eliminated consideration of entries for persons under 16 years of age. An edit procedure disallowed entries of "yes" to 19b if the person was in the civilian labor force or the Armed Forces. Fully reported data were stored in one matrix by age, race, labor force status, school years completed and whether institutionalized (characteristics previously found to be related to disability status). A second matrix based on the same characteristics contained the response to 19b for persons who responded "yes" to 19a. Allocations were drawn from these matrices as needed.

Question 20. Children Ever Born

20. *If this person is a female* —
How many babies has she ever had, not counting stillbirths?
Do not count her stepchildren or children she has adopted.

None	1	2	3	4	5	6
○	○	○	○	○	○	○

7	8	9	10	11	12 or more
○	○	○	○	○	○

Instructions:

Count all children born alive, including any who have died (even shortly after birth) or who no longer live with her.

A similar question on fertility has been asked in each census since 1890, except for the 1920 and 1930 censuses. In 1970 and 1980, the item was asked of all women 15 years old and over; before 1970, the item was restricted to ever-married women. The 1980 inquiry was the same as in 1970, except for minor changes in wording and an increase in the minimum age of the female to whom the question was asked from 14 to 15. For purposes of computing the total number of children ever born, the category "12 or more" was given a mean value of 13.

Coding—None.

Editing and allocation—The edit procedure first eliminated entries that were not in the population universe for item 20, that is, female respondents under 15 years old and any males. Next, the woman's age was compared with the number of children reported; if the latter figure was blank or resulted in an average of more than one birth a year since age 14, the response was rejected and a number was allocated. Reported data on children ever born were stored in two matrices— one for females in group quarters and the other for those in households. The characteristics used in the matrices were the race of the woman (item 4), her current age (item 5), marital status (item 6), and household relationship (item 2). In the case of an ever-married woman, data on the year of first marriage (item 21) was also used in the matrices. Data were allocated from these matrices as needed.

Question 21. Marital History

21. *If this person has ever been married* —
a. Has this person been married more than once?
○ Once ○ More than once

b. Month and year of marriage? (*Month*) (*Year*)
Month and year of first marriage? (*Month*) (*Year*)

c. *If married more than once* — **Did the first marriage end because of the death of the husband (or wife)?**
○ Yes ○ No

Instructions:

If the exact date of marriage is not known, give your best estimate.

There have been items covering various aspects of marital history (in addition to marital status) in the censuses: whether married within the year preceding enumeration, 1850-1890; number of years married, 1900, 1910, and 1950; age at, or date of, first marriage, 1930, 1940, and 1960-1980; whether married more than once, 1940-1980; and if remarried, whether the first marriage was ended by the spouse's death, 1970 and 1980. The 1980 question was almost identical to the one used in the 5-percent sample in 1970. In asking the date of the first marriage, the object was to arrive at the person's age at the time, for use especially in measuring fertility. The universe for the question did not include all possible parents, however, as it was not asked for individuals who were under 15 years of age in April 1980, or for persons of any age who were reported in question 6 (marital status) as "Never married."

Coding—Clerks in the processing centers made certain that a written-in entry in question 21a (such as "yes" or "no") was accompanied by just one filled circle. The month and year of first marriage were coded in box 21b, where the month was entered as a blackened dot under the appropriate quarter (I, II, III, or IV) and the last two digits of the year were marked in the right-hand columns. No attempt was made to fill blanks, except where the answer could be determined from the information already given.

21b.

I	0	0
○	1	1
	2	2
II	3	3
○	4	4
III	5	5
○	6	6
	7	7
IV	8	8
○	9	9

Editing and allocation—The computer compared the person's codes for item 21 with those for 2 (relationship), 3 (sex), 5 (age and quarter of birth), and 6 (marital status). Where the quarter of the marriage year was blank, it could be assigned in rotation. If the spouse was present in the household, a quarter and year of first marriage could be assigned consistent with that record, as the two were edited together. Inconsistencies were adjusted, if possible, or entries were allocated from one of seven matrices in which reported marital history responses were stored. The matrices contained data on various combinations of characteristics, such as age, marital status, sex, the presence or absence of a spouse, the presence of the person's own children in the household, and the number of times the husband or wife had been married.

Questions 22, 25, and 26.[9] Employment Status

22a. Did this person work at any time last week?

○ Yes — *Fill this circle if this person worked full time or part time. (Count part-time work such as delivering papers, or helping without pay in a family business or farm. Also count active duty in the Armed Forces.)*

○ No — *Fill this circle if this person did not work, or did only own housework, school work, or volunteer work.*

Skip to 25

b. How many hours did this person work last week (at all jobs)?
Subtract any time off; add overtime or extra hours worked.

_____ Hours

Instructions:

a. Mark **Yes** if the person worked, either full or part time, on any day of last week (Sunday through Saturday).

Count as work:

Work for someone else for wages, salary, piece rate, commission, tips, or payments "in kind" (for example, food, lodging received as payment for work performed).

Work in own business, professional practice, or farm.

Any work in a family business or farm, paid or not.

Any part-time work including babysitting, paper routes, etc.

Active duty in Armed Forces.

Do not count as work:

Housework or yard work at home.

Unpaid volunteer work.

Work done as a resident of an institution.

b. Give the *actual* number of hours worked at *all jobs last week*, even if that was more or fewer hours than usually worked.

25. Was this person temporarily absent or on layoff from a job or business last week?

○ Yes, on layoff
○ Yes, on vacation, temporary illness, labor dispute, etc.
○ No

Instructions:

If the person works only during certain seasons or on a day-to-day basis when work is available, mark **No**.

[9]Questions 23 and 24 are discussed in the following section.

26a. Has this person been looking for work during the last 4 weeks?

○ Yes ○ No — *Skip to 27*

b. Could this person have taken a job last week?

○ No, already has a job
○ No, temporarily ill
○ No, other reasons *(In school, etc.)*
○ Yes, could have taken a job

Instructions:

a. Mark **Yes** if the person tried to get a job or to start a business or professional practice at any time in the last *four* weeks; for example, registered at an employment office, went to a job interview, placed or answered ads, or did anything toward starting a business or professional practice.

b. Mark **No, already has a job** if the person was on layoff or was expecting to report to a job within 30 days.

Mark **No, temporarily ill** if the person expects to be able to work within 30 days.

Mark **No, other reasons** if the person could not have taken a job because he or she was going to school, taking care of children, etc.

These three items—work during the previous week, temporary absence from work, and efforts to find employment—are used together to discover whether the person was in the labor force. If so, a later question (28a—industry) also determined whether a person was an employed or unemployed civilian, or in military service. These categories may be diagrammed as follows, and are defined in subsequent sections:

Labor force

Armed Forces
Civilian labor force

Employed — at work — full time / part time
Employed — with a job but not at work

Unemployed

Not in the labor force

"Discouraged workers," students, housewives, inmates of institutions, etc.

There is also a concept of "experienced civilian labor force," comprising the employed and the experienced unemployed, used in certain industry and occupation tabulations that include unemployed persons.

Data on employment status have been collected in all censuses since 1930. In 1940, 1950, and 1960, the statistics were presented for persons 14 years of age and over, and in 1970 and 1980, for those 16 years and over. There were tabulations in 1970 for 14- and 15-year-olds to allow comparability with earlier censuses; in 1980, the data were collected for 15-year-olds, but tabulated in general only for 16 and over.

The 1980 question 22 was the same as for 1970, except that in 1980 respondents wrote in the number of hours they worked (to be coded) instead of choosing one of eight categories as they

did in 1970. With minor wording changes, items 25 and 26 were the same in 1980 and 1970.

"Labor force" referred to everyone in the Armed Forces or in the civilian labor force. The "Armed Forces" comprised persons 16 years old and over on active duty in the U.S. Army, Air Force, Navy, Marine Corps, or Coast Guard, but not members of the merchant marine or civilian employees of the Department of Defense. (Service in a National Guard or Reserve unit for short periods of active duty for training purposes did not count as active duty in the military.)

The "civilian labor force" was made up of employed and unemployed civilians. "Employed" referred to persons, 16 years old and over, who were either (a) "at work"—those who did any work at all as paid employees or in their own business or profession, or on their own farm, or who worked 15 hours or more as unpaid workers in a family business or farm; or (b) "with a job but not at work"—those who did not work during the reference week but had jobs or businesses from which they were temporarily absent due to illness, bad weather, industrial dispute, vacation, or other personal reasons. "Employed" excluded persons whose only activity consisted of work around the house or volunteer work for religious, charitable, and similar organizations. Employed persons were sometimes further classified as "full time" or "part time," based on whether they worked 35 hours or more during the reference week. "Unemployed" civilians were those, age 16 and over, who were neither "at work" nor "with a job, but not at work" and who were (a) looking for work during the previous 4 weeks, and (b) available to accept a job. Examples of jobseeking were: (1) registering at a public or private employment office, (2) meeting with prospective employers, (3) investigating possibilities for starting a professional practice or opening a business, (4) placing or answering advertisements, (5) writing letters of application, and (6) being on a union or professional register. Also included as "unemployed" were individuals who did not work at all during the reference week and were waiting to be called back to a job from which they had been laid off or were waiting to report to a job within 30 days.

"Not in the labor force" encompassed persons 16 years of age and over who were not classified as members of the labor force under the definitions outlined above. This category consisted mainly of students, housewives, retired workers, seasonal workers enumerated in an "off" season who were not looking for work, inmates of institutions, disabled persons, and individuals doing only incidental unpaid family work, i.e., fewer than 15 hours during the reference week. Also included were the so-called "discouraged workers" who did not have a job and had not actively been looking for work during the previous 4 weeks. (Inmates of institutions sometimes are shown as a subcategory within "Not in the labor force"; tasks they perform were not considered "work" within the census definition.)

In all cases, "last week" referred to the full calendar week, Sunday through Saturday, preceding the date on which the census questionnaire was completed. Thus, the reference week for these data is not entirely uniform, although for most people in the 1980 census it was the last week in March.

Coding—Item 22b (hours worked) was the only one that had to be coded manually among the three employment-status questions. Clerks in the processing centers reviewed the hours entry and coded it in "Census use" box 22b on the appropriate person-page. They rounded fractions into whole numbers and calculated the midpoints of ranges. Any enter of 100 to 140 hours was coded as "99" (the maximum capacity of the box), but a response of 141 or more hours we rejected. "Full time" was to be coded as 40 hours. "More than," "over," "less than," or "under" had 1 hour added or subtracted; "approximately," "about," "around," and the like were to be ignored and the number of hours coded as given. Most other nonnumerical entries were not coded.

22b.
0 0
1 1
2 2
3 3
4 4
5 5
6 6
7 7
8 8
9 9

Editing and allocation—The computer reviewed the codes for part b of question 22 for each person in the household for consistency and completeness, but reserved further action until processing all of the employment status (questions 22, 25, and 26) and work experience (questions 27 and 31) items together. This joint editing is discussed under question 31, work experience.

Question 23. Place of Work

23. At what location did this person work last week?
If this person worked at more than one location, print where he or she worked most last week.

If one location cannot be specified, see instruction guide.

a. Address *(Number and street)* _____

_____

If street address is not known, enter the building name, shopping center, or other physical location description.

b. Name of city, town, village, borough, etc.

_____

c. Is the place of work inside the incorporated (legal) limits of that city, town, village, borough, etc.?

○ Yes ○ No, in unincorporated area

d. County _____

e. State _____ **f. ZIP Code** _____

Instructions:

If the person worked at several locations, but reported to the same location each day to begin work, print where he or she reported. If the person did not report to the same location each day to begin work, print the words "various locations" for 23a, and give as much information as possible in the remainder of 23 to identify the area in which he or she worked *most* last week.

If the person's employer operates in more than one location (such as a grocery store chain or public school system), give the exact address of the location or branch where the person worked.

If the person worked in a foreign country or Puerto Rico, Guam, etc., print the name of the country in 23e and leave the other parts of 23 blank.

The place-of-work question was first asked in 1960, when only city, county, and State were requested. On the 1980 question-

naire, as in 1970, respondents were asked for the exact street address of the location where they worked. Through the use of geographic coding, it is possible to provide detailed data ranging from the State of work down to the level of the city block as measures of traffic, commuting patterns, employment concentration, and the like.

The question was asked for all persons in the sample who were at work during the previous week, i.e., those identified in question 22, but was confined to the one location (plant, office, store, or other establishment) where each person worked most during that time period. Where it was not possible to enter a complete street address, it was permissible to give the name of a building, shopping center, or a description of a farm or other rural workplace in terms of road intersections and distances.

Coding—As with question 15 (residence 5 years ago) and question 24a (travel time to work), the responses to item 23 were coded for only half of the sample questionnaires. Clerks in the processing centers chose every second questionnaire for coding these items, and the marks made on the uncoded questionnaires after selection served for the computer to identify and accept them as such. The resultant data for these three items were weighted separately from the rest of the sample.

The clerks were provided with coding guides and extensive instructions for interpreting the responses to question 23, as well as a number of other reference materials such as precoded lists of major employers (companies, buildings, shopping centers, etc.), telephone directories, and the like.

The level of detail to which an address was coded depended on whether or not the worker lived within an SMSA and the general location of his or her place of work. If the worker being coded lived inside an SMSA, the clerk had to determine if the workplace was located in the portion of that SMSA for which geographic codes for blocks were available, or whether the workplace was in the "blocked" area of another SMSA for which the SMSA of residence was a commutershed. (A "commutershed" is an area in which people live, and from which they habitually commute to another area to work, and vice versa.) Within that area, if no block code could be determined, the worker was coded to census tract. If the census tract could not be ascertained, place and county codes were assigned. Persons who worked outside a blocked area or in nonmetropolitan territory were also coded only to place and county. Workers residing in nonmetropolitan areas were coded to place and county whether or not they worked within or outside SMSA's. In nine Northeastern States, MCD's (minor civil divisions) such as towns or townships are often given as places of work. Therefore, in these States, workers were also coded to the MCD level if that was the area of work that was reported.

The codes were entered in the "For census use only" box 23 (see above) on the appropriate person-page. The first six of the nine columns in the box were used for a six-digit geographic code that described the census tract, place, MCD, county, or State of work, depending on the level coded. The block code, where appropriate, was entered in the last three columns; if there was none, these columns were left blank. If the person worked at various locations, the clerk filled the "VL" circle and selected a six-digit geographic code that best described the general area of work. There were special codes for complete blanks ("not reported") and entries such as "Abroad," on a ship at sea, for military addresses overseas, etc.

Editing and allocation—The computer inspected the codes in box 23 and the "Yes" or "No" circle marked in part c (incorporated limits) for the persons on each questionnaire, verified the check digits, and tallied the number of incomplete codes, blanks, or check-digit failures. The computer then converted the six-digit codes into the complete range of census geographic codes that they represented, as well as several other descriptive categories: State, county, MCD (if in one of the nine Northeastern States), place, census tract, block, various-location indicator, central business district, place size, place description (incorporated, unincorporated, central city, in an urbanized area, etc.), MCD size (if in one of the nine Northeastern States), SMSA, and SMSA size. A consistency edit was performed between the incorporated limits response (item 23c) and the place code. When the circle for "No, in unincorporated area" was filled, the place code was blanked and the county code was used instead. The expanded codes included a code for "Not reported." No data were allocated for missing place-of-work entries.

Question 24. Transportation to Work

24a. Last week, how long did it usually take this person to get from home to work (one way)?

Minutes _____

b. How did this person usually get to work last week?
If this person used more than one method, give the one usually used for most of the distance.

- ○ Car
- ○ Truck
- ○ Van
- ○ Bus or streetcar
- ○ Railroad
- ○ Subway or elevated
- ○ Taxicab
- ○ Motorcycle
- ○ Bicycle
- ○ Walked only
- ○ Worked at home
- ○ Other — *Specify* _____

If car, truck, or van in 24b, go to 24c. Otherwise, skip to 28.

Instructions:

a. Travel time is from door to door. Include time taken waiting for public transportation, picking up passengers in carpools, etc.

b. Mark **Worked at home** for a person who works on a farm where he or she lives, or in an office or shop in the person's home.

c. If the person was driven to work by someone who then drove back home or to a non-work destination, mark **Drive alone.**

d. Do not include riders who rode to school or some other non-work destination.

Data on the means of transportation to work have been collected in the census since 1960, although the published statistics for each have not been entirely comparable. Four categories of mode of transportation to work—truck, van, motorcycle, and bicycle—were added for 1980. The inquiries in parts a, c, and d (travel time and carpooling) were all new for 1980. The 1970 question was limited to the *last day* of the week the person traveled to his or her *reported* place of work; in 1980, these questions referred to "usual" means of getting to work.

The inquiry applied to everyone in the sample answering "Yes" to question 22a (working last week), for which the universe was further limited to persons 15 years of age and older (but tabulated only for 16 and older). In part a of item 24, the time was to be specified to the nearest minute, including time waiting for public transportation, picking up passengers in carpools, etc.

Part c was completed only for persons who traveled by car, truck, or van. "Drive alone" included not only persons who did so, but also individuals who were driven to work by someone who then either returned alone or continued on to a nonwork destination.

Part d covered only persons participating in carpools, and the number to be entered was to include the person in question plus all others who usually rode to work in the car, truck, or van, but to exclude riders whose destinations were school or some other nonwork activity.

Coding—Clerks in the processing offices coded the written-in entries in item 24a as two digits in the "For census use only" box 24a (see above), converting hours or fractions of hours to minutes or computing range midpoints, as needed. The codable maximum was 99 minutes. Nonnumerical answers were not coded, and 24a was to be blank if the person worked at home during the reference week.

Shortly after coding of the sample began, the decision was made to code only alternate questionnaires with regard to place of work (item 23), residence 5 years ago (item 15), and travel time to work (item 24a). Inasmuch as the balance of item 24 was FOSDIC-coded, i.e., already marked on all of the sample questionnaires, the computer editing operation described below accepted blanks in box 24a for someone not in the half sample, but edited the entries found elsewhere in question 24 in all cases. (The data from item 24a were weighted along with those for items 15 and 23 for cases in the half-sample.)

Editing and allocation—The computer first reviewed the 24a entries for all persons on the questionnaire and eliminated any responses that were inappropriate, e.g., for individuals who were under 16 years old, working at home, or otherwise unqualified for inclusion. In this determination, the computer referred, if necessary, to the person's employment status (22a), means of transportation (24b), and carpooling (24c). Reported data were stored in a matrix from which allocations could be made; the matrix had data cells for persons in SMSA's and not in SMSA's, by male and female, and by 10 types of transportation for each. The starting value in all cases was 15 minutes.

Items 24b, c, and d were edited together, and the entries were compared for consistency. Reported data for these three parts were stored in seven matrices, all but one of which distributed the responses by "In SMSA" and "Not in SMSA" and then by such other variables as sex, race, means of transportation, and carpooling. Allocations were made from these matrices as necessary.

Question 27. Year Last Worked

27. When did this person last work, even for a few days?

○ 1980 ○ 1978 ○ 1970 to 1974
○ 1979 ○ 1975 to 1977 ○ 1969 or earlier
○ Never worked

Skip to 31d

Instructions:

Look at the instructions for 22a to see what to count as work. Mark **Never worked** if the person: (1) never worked at any kind of job or business, either full or part time, (2) never did any work, with or without pay, in a family business or farm *and* (3) never served in the Armed Forces.

This question was asked for all persons 15 years of age and older who did not "work last week," i.e., had a "No" response in item 22a. In part, it served as a screening device for items 28-30 (below), so that no answers would be required for persons who had never worked or who were last employed more than 5 years ago. Similar items appeared in the 1960 and 1970 censuses, except that the screening periods for inclusion were 10 years instead of 5.

By definition, the date last worked was the most recent year in which the person did any work at all, even for a few days, and not the year of the last full-time job. For residents of institutions, the date referred to the year they last worked outside an institution. "Never worked" meant not only the absence of a full-time or part-time employment at any kind of job or business, but also the absence of unpaid work in a family business or farm, or service in the Armed Forces.

Coding—None.

Editing and allocation—Items 22-31 were processed as a group; see discussion on pages 25 and 26. Tabulations of item 27 furnish counts of persons by year last worked, for studies of work experience and evaluations of the applicability and significance of occupational skills for persons not currently in the labor force.

Questions 28-30. Industry, Occupation, and Class of Worker

28—30. Current or most recent job activity

Describe clearly this person's chief job activity or business last week.
If this person had more than one job, describe the one at which this person worked the most hours.
If this person had no job or business last week, give information for last job or business since 1975.

28. Industry

a. For whom did this person work? *If now on active duty in the Armed Forces, print "AF" and skip to question 31.*

_____
(Name of company, business, organization, or other employer)

b. What kind of business or industry was this?
Describe the activity at location where employed.

_____
(For example: Hospital, newspaper publishing, mail order house, auto engine manufacturing, breakfast cereal manufacturing)

c. Is this mainly — *(Fill one circle)*

○ Manufacturing ○ Retail trade
○ Wholesale trade ○ Other — *(agriculture, construction, service, government, etc.)*

Instructions:

a. If the person worked for a company, business, or government agency, print the name of the company, not the name of the person's supervisor. If the person worked for an individual or a business that has no company name, print the name of the individual worked for. If the person worked in his or her own business, print "self-employed."

b. Print two or more words to tell what the business, industry, or individual employer named in 28a does. If there is more than one activity, describe only the major activity *at the place where the person works.* Enter what is made, what is sold, or what service is given.

Some examples of what is needed to make an answer acceptable are shown on the census form and here.

Unacceptable	Acceptable
Furniture company	Metal furniture manufacturing
Grocery store	Wholesale grocery store
Oil company	Retail gas station
Ranch	Cattle ranch

c. Mark **Manufacturing** if the factory, plant, mill, etc., mostly makes things, even if it also sells them.

Mark **Wholesale trade** if the business mostly sells things to stores or other companies.

Mark **Retail trade** if the business mostly sells things (not services) to individuals.

Mark **Other** if the main activity of the employer is not making or selling things. Some examples of **Other** are farming, construction, and services such as those provided by hotels, dry cleaners, repair shops, schools, and banks.

29. Occupation

a. What kind of work was this person doing?

_____

(For example: Registered nurse, personnel manager, supervisor of order department, gasoline engine assembler, grinder operator)

b. What were this person's most important activities or duties?

_____

(For example: Patient care, directing hiring policies, supervising order clerks, assembling engines, operating grinding mill)

Instructions:

a. Print two or more words to describe the kind of work the person does. If the person is a trainee, apprentice, or helper, include that in the description.

Some examples of what is needed to make an answer acceptable are shown on the census form and here.

Unacceptable	Acceptable
Clerk	Production clerk
Helper	Carpenter's helper
Mechanic	Auto engine mechanic
Nurse	Registered nurse

b. Print the most important things that the person does on the job. Some examples are shown on the census form.

30. Was this person — *(Fill one circle)*

Employee of private company, business, or individual, for wages, salary, or commissions ..... O

Federal government employee ..... O

State government employee ..... O

Local government employee *(city, county, etc.)*..... O

Self-employed in own business, professional practice, or farm —

Own business not incorporated ..... O

Own business incorporated ..... O

Working without pay in family business or farm ..... O

Instructions:

If the person was an employee of a *private* nonprofit organization, such as a church, fill the first circle.

Mark **Local government employee** for a teacher working in an elementary or secondary public school.

These questions were asked for all persons in the sample except those who were under 15 years of age or for whom the answers "Never worked" or "1970 to 1974... or earlier" had been given to item 27 (year last worked). There were inquiries on industry in the decennial censuses of 1820 and 1840, and in each census from 1910 through 1980. Occupation was asked for all free inhabitants of the United States in 1850 and 1860, and there were questions on occupation in all subsequent decennial censuses. An inquiry has been included on class of worker ever since 1910. The questions on industry, occupation, and class of worker were asked on a sample basis beginning in 1960. There were only minor wording changes for 1980. The third question (part c) for occupation in 1970, "What was his job title," was not used in 1980; a study of the coding for 1970 showed that the question provided useful data less often than expected because respondents did not always provide adequate detail. In addition, coders sometimes misused the item by coding the job title entry to a general category when the kind of work and activity questions clearly gave a more detailed description. The only other changes made to this set of questions were to give parallel examples of industries, occupations, and classes of worker and to make questions and examples nongender-specific.

For 1980, this series of questions was used to obtain industry, occupation, and class-of-worker information for the employed, for the experienced unemployed, and for persons who had worked some time in the previous 5 years but were not currently in the labor force. All three items related to one specific job that a person held during the reference week (i.e., the week immediately preceding the day the respondent or the enumerator completed the questionnaire—not necessarily April 1). If this person was employed at two or more jobs, the one at which he or she worked the greatest number of hours during the reference week was to be reported. For experienced unemployed persons and for those not in the labor force, the information referred to the latest job held.

Classification systems—Classification systems were developed to organize and present the data collected for industry and occupation. The industry classification had 231 categories, divided into 13 major industry groups. Since 1940, the census

classification has been based on the *Standard Industrial Classification (SIC) Manual,* and more particularly for 1980, the 1972 edition and its 1977 supplement.[10] The 1980 classification for occupation had 503 detailed categories, arranged into 6 summary and 13 major occupation groups. This classification was developed to be consistent with the 1980 *Standard Occupational Classification (SOC) Manual.*[11] This was the first time a U.S. standard was available to develop the census occupational classification. Because the SOC differed from the classification the census used in 1970, the 1980 and 1970 census classifications also differ substantially from each other.

Each of the detailed industry and occupation categories in the census classification was assigned a three-digit code. The industry codes ended in the digits 0, 1, or 2 and the occupation codes ended in the digits 3 through 9. By this method, no industry or occupation had the same code number. Large homogeneous categories were assigned one-character letter codes. Letter codes were assigned to 12 commonly reported industries and 12 common occupations. The first step in the computer processing was to convert the letter codes to three-digit numeric codes. Industry had two additional code boxes. These were labelled "AF" for persons in the Armed Forces, and "NW" for respondents who were not in the labor force, such as those who did only work around the house, volunteers, and students.

Coding—Clerical staff in the Bureau's processing centers converted the written industry and occupation descriptions to the proper codes that were entered in the code boxes for questions 28 and 29 on the appropriate person page. Where there was an entry in question 28a, the clerks first referred to a Company Name List (CNL) to find the industry code. This list, selected from the Bureau's Standard Statistical Establishment List (SSEL) used in the economic censuses and surveys, contained about 250,000 names of establishments[12] and their SIC codes converted to population census equivalents. The list covered all establishments with 20 or more employees in wholesale and retail trade, and 50 or more employees in all other covered industries. Most industries were included, but a few were not, such as farms, insurance, real estate, railroads, airlines, repair services, government agencies, and elementary and secondary schools. A typical listing contained one or two company names, an industry description developed from the SIC code, the census industry code, and State and county code. Where two names were given, one would often be for a parent corporation, and the other for a subsidiary or division. The industry description was used to select the proper establishment when a company had more than one establishment in an area.

If the company name was not on the CNL or if the questionnaire provided no company name, the coders looked up the industry description in the *Alphabetical Index of Industries and Occupations.*[13] After coding industry, the coders would use the *Alphabetical Index* to code the occupation. Often the coders would need to refer to the industry code or class of worker entry (question 30) to determine the correct occupation code. The procedures manual contained a flow chart that outlined the coding process. All of the reference materials were expanded and revised during processing.

Editing and allocation—Items 22-31 were processed as a group; see the discussion below. One change should be mentioned here because it affects the comparability of the data: in 1970, allocations for not-reported cases were shown for major groups only, with lines such as "Sales workers—allocated." In 1980, the detailed categories included allocated cases. Therefore, even if a category in 1980 was exactly the same as in 1970, it would show a higher number in 1980. For example, if a category had a 5-percent allocation rate, the number shown in 1980 reports would be 105 percent of its 1970 counterpart, even without any growth or classification change.

Question 31. Work Experience

31a. Last year (1979), did this person work, even for a few days, at a paid job or in a business or farm?

○ Yes ■ ○ No — *Skip to 31d*

b. How many weeks did this person work in 1979?
Count paid vacation, paid sick leave, and military service.

_____ Weeks

c. During the weeks worked in 1979, how many hours did this person usually work each week?

_____ Hours

d. Of the weeks not worked in 1979 (if any), how many weeks was this person looking for work or on layoff from a job?

_____ Weeks

Instructions:

a. Look at the instructions for question 22a to see what to count as work.
b. Count every week in which the person did any work at all, even for an hour.
c. If the hours worked each week varied considerably, give the best estimate of the hours usually worked most weeks.
d. Count every week in which the person did not work at all, but spent any time looking for work or on layoff from a job. *Looking for work* means trying to get a job or start a business or professional practice; *layoff* includes either temporary or indefinite layoff.

Parts a-c of this question were asked for everyone in the sample, 15 years of age and older, who had been employed since 1975; part d was asked of everyone in the sample 15 years and older. Item 31 determined whether the person worked at all during 1979 (part a), the number of weeks worked (part b), the number

[10]U.S. Office of Management and Budget. *Standard Industrial Classification Manual, 1972.* Washington, D.C., Govt. Printing Office, 1972; and *id., 1977 Supplement.* Washington, D.C., Govt. Printing Office, 1977.

[11]U.S. Department of Commerce. *Standard Occupational Classification Manual.* Washington, D.C., Govt. Printing Office, 1980.

[12]The *establishment* is the basic unit of enumeration in the economic censuses, and defined as a single physical location at which business is conducted.

[13]U.S. Bureau of the Census. 1980 Census of Population. *Alphabetical Index of Industries and Occupations.* First Edition, November 1980; Second Edition, May 1981; Final Edition (series PHC80-R3), Nov. 1982. Washington, D.C., Govt. Printing Office. Also, *id., Classified Index of Industries and Occupations.* First Edition, Oct. 1980; Final Edition (series PHC80-R4), Nov. 1982, Washington, D.C., Govt. Printing Office.

of hours usually worked per week (part c), and the number of weeks unemployed (part d). These items are important for putting the earnings data from item 32 (below) in perspective. Since all income-related information referred to calendar year 1979, the information on work experience in 1979 was necessary to approximate hourly and weekly earnings and to take into account differences in work input when making income comparisons among various groups.

The inquiry about the usual number of hours per week worked in the previous year was new for 1980, although hours worked in the previous week (item 22b, above) had been asked before. There were questions on the number of weeks worked during the preceding year in all censuses beginning in 1940, and on the duration of unemployment from 1880 through 1910 and 1930 through 1950.

Coding—Clerks in the processing centers converted the written-in answers in parts b, c, and d to blackened circles in the appropriate code boxes on the odd-numbered person pages. They followed the same principles of interpretation as in item 22b (hours worked last week).

31b.	31c.	31d.
0 0	0 0	0 0
1 1	1 1	1 1
2 2	2 2	2 2
3 3	3 3	3 3
4 4	4 4	4 4
5 5	5 5	5 5
6	6 6	6
7	7 7	7
8	8 8	8
9	9 9	9

Editing and allocation—Items 22-31 were pre-edited and edited as a group (see app. 12B) to obtain data on employment status, work experience, industry, occupation, and class of worker. Corrections were made within each of these characteristics based on variables found elsewhere in the questionnaire, but except as noted below, allocations of missing values occurred along with those for income (item 32) after all of the editing was completed, and that was followed by a post-allocation edit for overall consistency.

Employment-status editing was based on the greatest number of variables; these were as follows: Household relationship and type of group quarters (item 2), sex (3), race (4), age (5), marital status (6), origin or descent (7), school enrollment (8), work during previous week (22), place of work (23), mode of transportation to work (24b), temporary absence from work (25), efforts to find employment (26), year last worked (27), Armed Forces/nonworker (28a), class of worker (30), and self-employment income (32b and c). A series of matrices, based principally on sex, race, age, farm or nonfarm residence, whether or not enrolled in school, presence and age of own children (for females), and household composition were used to allocate employment status where needed.

Work-experience, industry, and class-of-worker editing was done in much the same manner, but with fewer variables to draw from.

Questions 32 and 33. Income

32. Income in 1979 —
Fill circles and print dollar amounts.
If net income was a loss, write "Loss" above the dollar amount.
If exact amount is not known, give best estimate. For income received jointly by household members, see instruction guide.

During 1979 did this person receive any income from the following sources?
If "Yes" to any of the sources below — **How much did this person receive for the entire year?**

a. Wages, salary, commissions, bonuses, or tips from all jobs . . . *Report amount before deductions for taxes, bonds, dues, or other items.*
○ Yes → $ .00
○ No *(Annual amount – Dollars)*

b. Own nonfarm business, partnership, or professional practice . . . *Report net income after business expenses.*
■ ○ Yes → $ .00
○ No *(Annual amount – Dollars)*

c. Own farm. . .
Report net income after operating expenses. Include earnings as a tenant farmer or sharecropper.
○ Yes → $ .00
○ No *(Annual amount – Dollars)*

d. Interest, dividends, royalties, or net rental income . . .
Report even small amounts credited to an account.
○ Yes → $ .00
○ No *(Annual amount – Dollars)*

e. Social Security or Railroad Retirement . . .
■ ○ Yes → $ .00
○ No *(Annual amount – Dollars)*

f. Supplemental Security (SSI), Aid to Families with Dependent Children (AFDC), or other public assistance or public welfare payments . . .
○ Yes → $ .00
○ No *(Annual amount – Dollars)*

g. Unemployment compensation, veterans' payments, pensions, alimony or child support, or any other sources of income received regularly . . .
Exclude lump-sum payments such as money from an inheritance or the sale of a home.
■ ○ Yes → $ .00
○ No *(Annual amount – Dollars)*

Instructions:

Fill the Yes or No circle for each part and enter the appropriate amount. If income from any source was received jointly by household members, report if possible, the appropriate share for each person; otherwise, report the whole amount for only one person and mark No for the other person, unless the other person has additional income of the same type.

a. Include sick leave pay. Do not include reimbursement for business expenses and pay "in kind," (for example, food, lodging received as payment for work performed).

b. Include net earnings (gross earnings minus business expenses) from a nonfarm business. If business lost money, write "Loss" above the amount.

c. Include net earnings (gross receipts minus operating expenses) from a farm. If farm lost money, write "Loss" above the amount.

d. Include interest and dividends credited to the person's account (for example, from savings accounts and stock shares), net royalties, and net income from rental property.

e. Include Social Security or Railroad Retirement payments to retired persons, to dependents of deceased insured workers and to disabled workers.

f. Include public assistance or welfare payments received from Federal, State, or local agencies. Do not include private welfare payments.

g. Include all other regular payments, such as government employee retirement, union or private pensions and annuities; unemployment benefits; worker's compensation; Armed Forces allotments; private welfare payments; regular contributions from persons not living in the household; etc.

Do not include lump-sum payments received from the sale of property (capital gains), insurance policies, inheritances, etc.

33. What was this person's total income in 1979?

Add entries in questions 32a through g; subtract any losses. $ _____ .00

(Annual amount – Dollars)

If total amount was a loss, write "Loss" above amount. OR ○ None

Instructions:

If no income was received in 1979, fill the **None** circle. If total income was a loss, write "Loss" above the amount.

Question 32 covered types of income, while question 33 called for total income—the sum of all the parts in 32.

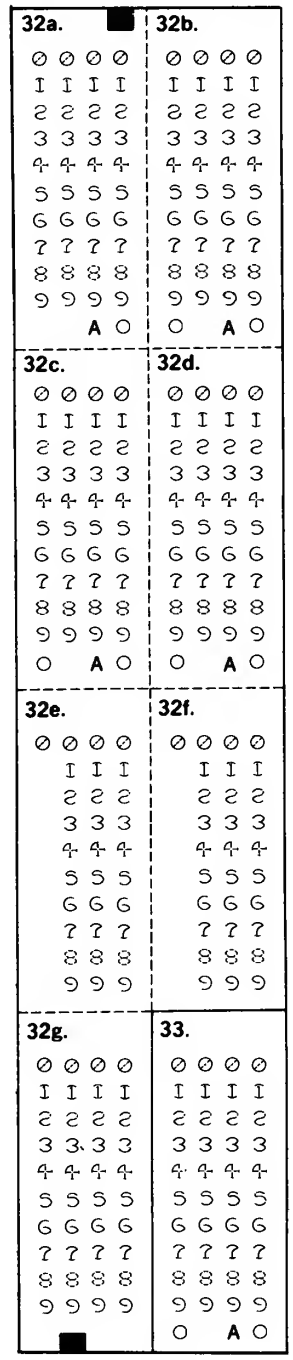
Item 32 was asked for all persons in the sample, 15 years of age and older, to determine the amounts of money income received in calendar year 1979 from seven different sources: Wages and salaries; own nonfarm business (net); own farm (net); interest, dividends, or net rental income; social security or railroad retirement; public assistance or welfare (but no noncash items—food stamps, rent subsidies, free services or housing, and the like); and all other (including unemployment compensation, pensions, alimony, etc.).

This approach was designed to encourage complete reporting of income and to permit the tabulation of meaningful income statistics. As a double check on accuracy and completeness, the respondent was asked to add up the amounts received from each source and report the total income in item 33.

Income questions have been asked in each census since 1940; the items used for 1980 underwent experimentation and testing during the preceding decade. (See ch. 2.) In general, the only major changes from 1970 were to create a separate category (d) for "interest, dividends, royalties, or net rental income," which had been lumped with "all other" in 1970, and to add the total-income question (33).

Coding—Clerks in the processing centers coded items 32 and 33 together, as item 33 summed the several parts of item 32. In translating the written-in dollar entries into dots in the appropriate coding boxes, the coders were instructed to ignore not only cents but also the last dollar digit.[14]

Unless they needed to be converted to annual amounts first, the figures in both items 32 and 33 were to be coded exactly as reported, even if it was apparent that the total did not agree with the parts; the computer would correct this situation. (The total could be revised, if necessary, when monthly or weekly entries there had to be converted, joint incomes had to be split, or identical dollar reports in two or more parts of item 32 had to be adjudicated.)



Selected entries of $100,000 or more in parts a, b, d, and g were referred for review by technicians. Similarly, for farmers or ranchers, dollar amounts in parts a, b, and c of $30,000 or more in certain States and $50,000 or more in all other States were transmitted to the Bureau's Population Division for review for possible misreporting of gross earnings.

Losses in items 32b, c, d and item 33 were coded by entering the reported amounts in tens of dollars and blackening the circle to the left of the "A"; losses of $9,990 or more were to be coded "A999." Where a loss was indicated, but no dollar amount was given, it was to be coded by darkening the circle on each side of the "A."

Where joint income was not already allocated to the respective persons' entries, this was done according to the indicated proportions. If no proportions were shown, the amount in parts b, c, d, or g was divided equally between husband and wife; for part e, if the husband was 60 years of age or over, or if he was under 60 with children, two-thirds of the amount was to be attributed to him and one-third to his wife.

Identical amounts were reviewed before coding in order to prevent double coding. The clerks were guided by the following situation/action chart; situations that did not fit were referred to technicians for resolution.

Other instructions included how to code "more than," "over," "less than," "under," "+," "–," and the like with a dollar entry. In general, the amounts were raised or lowered to the next ten, hundred, or thousand dollars, depending on the size of the original entry; thus, "over $13,000" would be coded as $14,000, and "less than $70," as $60. Amounts marked "approximately," "around," or "about" were to be coded as given (unless some other reasons dictated a change). If a dollar range was reported, the midpoint of the range was coded.

[14]In late 1982, when some summary tape files containing the 1980 sample data had been issued and the printed reports were being prepared, anomalies were noted in the income tabulations for small areas. These tended to be overstatements, particularly of mean, per capita, and aggregate income. Investigation revealed that there had been inconsistency in the dropping of digits during coding. Thus $8,000 might be coded as $80,000. The error affected only about 1140 (or 0.3 percent of all) ED's. Correction of this problem showed that about 40 percent of these ED's had a per capita income reduction of $200 or less, or about 3 percent of the U.S. per capita amount. The remaining ED's had more significant per capita income decreases. Release of computer tapes and publication of reports containing income data was halted until corrective measures were taken.

Questions with identical dollar amounts	With following characteristics	Action
Any two parts of question 32	Identical amounts are less than $5,000 and the sum of all parts in question 32 is equal to the amount in question 33.	Code the entries in all parts of question 32 and question 33.
32a and 32b	Question 30—Employee of private company or Government employee (Federal, State, or local)	32a—Code the dollar amount and 32b—Be sure only the "NO" circle is filled; do not code
32a and 32c	Question 30—Self-employed in own business not incorporated and Question 28 and 29 indicate the person is a farm or ranch owner or operator	32a—Be sure only the circle is filled; do not code and 32c—Code the dollar amount
32a and 32g or 32b and 32g or 32c and 32g	Question 31a is marked "Yes" and there is no other dollar amount in question 32	32a, b or c—Code the dollar amount and 32g—Be sure only the "No" circle is filled; do not code

Editing and allocation—There was a computer pre-edit of items 32 and 33 for completeness; then the responses were edited for consistency—to make certain that allocation was needed if recipiency was indicated for a particular part, but an amount had not been coded. The resultant output codes in parts a through d, after editing, were typically one of those shown in the box below.

The codes for parts e, f, and g were similar, except they did not provide for loss (minus) amounts, and parts e and f had upper limits of $9,999 (and lesser limits for institutional inmates). After editing of parts a through g and checking for internal consistency the output codes for parts with no amounts, the total income (item 33) received the same output code as in the series shown for parts a-d above.

Joint Economic Item Allocation

There were 31 allocation matrices, containing over 38,000 cells, for the joint and separate allocation of missing entries in year last worked (27), industry (28), occupation (29), class of worker (30), work experience in 1979 (31a-d), earnings (32a-c), and income other than earnings (32d-g).[15] Before allocation, the sample records for a given unit being processed—either a State, or a quasi-State (if the former was very large in terms of population)—were organized into eight groups, called "must key" groups, according to sample (1-in-6 or 1-in-2), whether male or female, and whether an inmate or not. This was done because allocations would be made only between members of the same group; e.g., the economic characteristics for a male inmate from the 1-in-2 sample could be obtained only from another male inmate in the same sample in the same State (or quasi-State). Each of the "must key" groups was then sorted by race/ethnicity, living arrangements, educational attainment, residence, geographic area, and serial number in ascending sequence.

The economic items for all individuals 15 years of age and over were checked again for completeness of reporting as the records were processed in the sort sequence. When one or more blank fields appeared in a record, the computer consulted a decision logic table to determine the sequence of item allocation and the appropriate matrices to be chosen; the table specified the order of allocation for all combinations of missing economic items, from all items blank to a single entry blank. If five or more of the seven economic items were blank, then all items were allocated from one matrix. Certain combinations of three missing entries (including income) were assigned values from 1 of 3 different matrices; all other income allocations were made from a series of 12 matrices.

[15]Figure 1 describes the contents of one of the income matrices.

-1004 = Unspecified loss
-1003 = Recipiency and amount blank
-1002 = Recipiency is "yes," amount is blank
-1001 = Recipiency is "no"
-1000 = Not in universe
-999 = -$9,990 to -$9,999
.
.
.
-.01 = -$10 to -$19
-000 = -$1 to -$9
0000 = $1 to $9 or even
0001 = $10 to $19
.
.
.
0099 = $990 to $999

0100 = $1,000 to $1,009
.
.
.
0998 = $9,980 to $9,989
0999 = $9,990 to $9,999
1000 = $10,000 to $10,009
.
.
.
9999 = $99,990 to $99,999

or

$100,000 to $100,999
.
.
.
$998,000 to $998,999
$999,000 or more

0 = Blank, not in universe, or power to 10
1 = Power of 1,000

Figure 1. Example of a Joint Allocation Matrix (Income)

Matrix 17—(6,400 cells)—Workers with ± $ amount(s) in 032a-c *and* ± $ amounts(s) in Q32d-g

Hot deck universe: Persons 16 years and over with Q28 through Q32g completely reported or edited

Matrix characteristics:

Occupation (20):

Executive, administration and managerial occupations 003-037
Architects and engineers 043-063
Mathematical and computer scientists; natural scientists 064-083
Social scientists, social and religious workers 166-177
Health diagnosing occupations; lawyers and judges 084-089; 178-179
Teachers, counselors, and librarians 113-165
Health assessment occupations and technologists 095-106; 203-235
Other professional specialty occupations 183-199
Sales occupations, business goods and services 253-257
Other sales occupations and administrative support workers 243; 258-285; 303-389
Protective service occupations 413-427
Other service workers, except private household 433-469
Private household workers 403-407
Farming, forestry, and fishing occupations 473-499
Mechanics and repairers, construction trade, and precision metal working occupations 503-599; 634-655
Other precision production craft, and repair occupations 613-617; 633; 656-699
Operators, exc. transport, and fabricators 703-799
Transportation occupations and material moving equipment operators 803-859
Handlers, equipment cleaners, helpers, and laborers 863-889
Armed Forces

Class of worker (2):
Self-employed not incorporated
Other

Weeks worked (4):
50 to 52 weeks
40 to 49 weeks
27 to 39 weeks
Less than 27 weeks

Hours usually worked in 1979 (2):
35 hours or more
Less than 35 hours

Age (5):
15 to 24 years
25 to 34 years
35 to 44 years
45 to 64 years
65 years or more

Disability status (2):
Disabled
Not disabled

Veteran status or presence of children (2):
Male veteran or female with own children under 18 years
Other

At this stage, there was a choice of four matrices for persons who worked in 1979 and eight matrices for individuals who were not working during 1979. The seven "yes" or "no" recipiency entries and recodes of each dollar amount (from question 32a-g) were stored in each of the "worker" matrices, using approximately one computer word for each cell. The corresponding "nonworker" matrices were used to store the four "yes" or "no" recipiency entries and dollar amounts (32d-g). In a case of nonresponse, where one or more dollar amounts were reported, the largest absolute dollar value was retained, and all remaining recipiency and amount entries were allocated from a person with similar socioeconomic characteristics in the manner described above. Where no dollar amounts were reported, the recipiency and dollar entries for all income fields were allocated from the corresponding respondent in the matrix. Each dollar amount that entered the matrix was stored as a recode, which stood for a dollar range. For example, a recode of 62 for item 32b meant that the person had between $75,000 and $99,999 in nonfarm self-employment income. The other parts of item 32 had similar recodes (although not necessarily with the same amounts), and part a's recode was determined by first dividing the wage and/or salary income figure by 52. The final step was to convert the recodes to final dollar amounts. In the case of wage and/or salary income, the midpoint (or designated mean) of the recode range was first multiplied by 52. For the other six income types, the final allocated dollar amount was the midpoint (or designated mean) of the recode range. Whether allocated or not, $5 was added to the lower limit of the ten-dollar interval in which specific amounts less than $100,000 were situated and $500 was added to the lower limit of the thousand-dollar interval in which amounts of $100,000 or more appeared in the income aggregation process.

POVERTY STATUS

Poverty status was determined for all persons except inmates of institutions, persons in military group quarters and in college dormitories, and unrelated individuals under 15 years old.

The data on poverty status were derived from answers to the same questions as the income data (see income definitions, above). Poverty statistics presented in 1980 census reports are based on a definition originated by the Social Security Administration in 1964 and subsequently modified by Federal interagency committees in 1969 and 1980. At the core of this definition is the 1961 economy food plan, the least costly of four nutritionally adequate food plans designed by the Department of Agriculture. That department's 1955 survey of food consumption had determined that families of three or more persons spend approximately one-third of their income on food; hence the poverty level for these families was set at three times the cost of the economy food plan. For smaller families and persons living alone, the cost of the economy food plan was multiplied by factors that were slightly higher in order to compensate for the relatively larger fixed expenses for these smaller households.

The income cutoffs used by the Bureau of the Census to determine the poverty status of families and unrelated individuals are comprised of a set of 48 thresholds arranged in a two-dimensional matrix consisting of family size (from one person to nine or more persons) cross-classified by presence and number of family members under 18 years old (from no children present to eight or more children present). Unrelated individuals and two-person families are further differentiated by age of the householder (under 65 years old and 65 years old and over). The total income of each family or unrelated individual in the sample was tested against the appropriate poverty threshold to determine the poverty status of that family or unrelated individual. If the total income was less than the corresponding cutoff, the family or unrelated individual was classified as below the poverty level. The number of persons below the poverty level is the sum of the number of persons in families with incomes below the

Figure 2. Poverty Thresholds in 1979 by Size of Family and of Related Children Under 18 Years Old

(Based on March 1980 Current Population Survey)

Size of family unit	Weighted average thresholds	Related children under 18 years old								
		None	1	2	3	4	5	6	7	8 or more
1 person (unrelated individual)	$ 3,686									
Under 65 years	3,774	$3,774								
65 years and over	3,479	3,479								
2 persons	4,723									
Householder under 65 years	4,876	4,858	$5,000							
Householder 65 years and over	4,389	4,385	4,981							
3 persons	5,787	5,674	5,839	$5,844						
4 persons	7,412	7,482	7,605	7,356	$7,382					
5 persons	8,776	9,023	9,154	8,874	8,657	$8,525				
6 persons	9,915	10,378	10,419	10,205	9,999	9,693	$9,512			
7 persons	11,237	11,941	12,016	11,759	11,580	11,246	10,857	$10,429		
8 persons	12,484	13,356	13,473	13,231	13,018	12,717	12,334	11,936	$11,835	
9 persons or more	14,812	16,066	16,144	15,929	15,749	15,453	15,046	14,677	14,586	$14,024

poverty level and the number of unrelated individuals with incomes below the poverty level.

Households were classified as below the poverty level when the total 1979 income of the family or of the nonfamily householder was below the appropriate poverty threshold. The income of persons living in the household who were unrelated to the householder was not considered when determining the poverty status of a household.

The poverty thresholds are revised annually to allow for changes in the cost of living as reflected in the Consumer Price Index. The average poverty threshold for a family of four persons was $7,412 in 1979. (See fig. 2.)

Poverty thresholds are computed on a national basis only. No attempt is made to adjust for regional, State, or local variations in the cost of living.[16]

Specified poverty levels—Because the poverty levels currently in use by the Federal Government do not meet all the needs of data users, some of the data were presented for alternate levels ranging from 75 percent to 200 percent of the current poverty level. These specified poverty levels are obtained by multiplying the income cutoffs at the poverty level by the appropriate factor. For example, the average income cutoff at 125 percent of the poverty level was $9,265 ($7,412 x 1.25) in 1979 for a family of four persons.

Weighted average thresholds at the poverty level—The average thresholds shown in the first column of the figure 2 were weighted by the presence and number of children. For example, the weighted average threshold for a given family size was obtained by multiplying the threshold for each presence-and-number-of-children category within the given family size by the number of families in that category. These products were then aggregated across the entire range of presence-and-number-of-children categories, and the aggregate was divided by the total number of families in the group to yield the weighted average threshold at the poverty level for that family size.

Since the basic thresholds used to determine the poverty status of families and unrelated individuals are applied to all families and unrelated individuals, the weighted average poverty thresholds are derived using all families and unrelated individuals, rather than just those classified as being below the poverty level. To obtain the weighted poverty thresholds for families and unrelated individuals below alternate poverty levels, the weighted thresholds shown in figure 2 may be multiplied directly by the appropriate factor. The weighted average thresholds presented in figure 2 are based on the March 1980 Current Population Survey. However, it is believed that these thresholds would not differ significantly from those based on the 1980 census.

Income deficit—Income deficit was the difference between the total income of families and unrelated individuals below the poverty level and their respective poverty thresholds. In computing the income deficit, families reporting a net income loss are assigned "zero" dollars, and for such cases the deficit was equal to the poverty threshold. This measure provides an estimate of the amount that would be required to raise the incomes of all poor families and unrelated individuals to their respective poverty thresholds. The income deficit was thus a measure of the degree of impoverishment of a family or unrelated individual. However, caution must be exercised in comparing the average deficits of families with different characteristics. Apparent differences in average income deficits may, to some extent, be a function of differences in family size.

The mean income deficit was the amount obtained by dividing the total income deficit of a group below the poverty level by the number of families (or unrelated individuals) in that group.

Comparability with earlier censuses—The poverty definition used in the 1980 census differed slightly from the one used in the 1970

[16]For a detailed discussion of the poverty definition, see U.S. Bureau of the Census, *Current Population Reports*, Series P-60, No. 133, "Characteristics of the Population Below the Poverty Level: 1980."

census. Three technical modifications were made to the definition used in the 1970 census as described below:

1. The separate thresholds for families with a female householder with no husband present and all other families were eliminated. For the 1980 census, the weighted average of the poverty thresholds for these two types of families were applied to all types of families, regardless of the sex of the householder.
2. Farm families and farm unrelated individuals no longer had a set of poverty thresholds that were lower than the thresholds applied to nonfarm families and unrelated individuals. Instead, the nonfarm thresholds were applied to all families and unrelated individuals regardless of residence.
3. The thresholds by size of family were extended from seven or more persons to nine or more persons.

These changes resulted in a minimal increase in the number of poor at the national level.[17]

The population covered in the poverty statistics derived from the 1980 census was essentially the same as in the 1970 census. The only difference was that in 1980, unrelated individuals under 15 years old were excluded from the poverty universe, while in 1970, only those under 14 years old were excluded. The poverty data from the 1960 census excluded all persons in group quarters and included all unrelated individuals, regardless of age. It is unlikely that these differences in population coverage would have a signficant impact when comparing the poverty data for persons from the 1980, 1970, and 1960 censuses.

Limitations—The term "poverty" connotes a complex set of economic, social, and psychological conditions. The statistics presented in this report provide only estimates of economic poverty based on the receipt of money income before taxes. For many different reasons, there is a tendency for respondents to underreport their income. Overall, income earned from wages or salary is more accurately reported than other sources of income. (See discussion of limitations of income data, above.)

Nonmoney income was not considered in determining poverty status. In recent years, however, receipts from nonmoney transfers such as food stamps, housing subsidies, and health benefits have become an increasingly important element in the income of poor persons.[18]

Poverty areas—In the 1980 census, poverty areas were defined in terms of census tracts in metropolitan areas or county subdivisions (minor civil divisions, census county divisions, or census subareas) in nonmetropolitan areas in which 20 percent or more of the population was below the poverty level in 1979. This is the same definition of poverty areas as was used in the 1970 census.

The Bureau staff investigated the possibility of using geographic units smaller than either county subdivisions or tracts (i.e., enumeration districts or block groups) as the basic units for designating poverty areas. The initial findings seemed to suggest that using a smaller geographic unit might delineate more precise poverty areas; however, because of the reduction in statistical reliability associated with sample data for small areas, it was determined that the possibility of misclassifying a particular geographic unit was greatly increased. In addition, it was found in the case of block groups that poverty areas defined by this method tended to be more scattered (noncontiguous) and had lower poverty rates than those defined by the use of entire tracts. Comments on the poverty-area definition to be used in the 1980 census were requested and received from a number of Federal agencies that utilize the poverty-area concept in their research or in allocating funds to areas of high concentrations of poverty. The consensus favored maintaining census tracts and county subdivisions as the geographic bases for the poverty-area definition.

[17]For a complete discussion of these modifications and their impact, see *Current Population Reports,* Series P-60, No. 133, *op cit.*

[18]For further information on the subject of valuing noncash benefits, see U.S. Bureau of the Census, Technical Paper 50, *Alternate Methods for Valuing Selected In-Kind Transfer Benefits and Measuring Their Effect on Poverty.* For a complete discussion of the limitations of the poverty concept, see *Current Population Reports,* Series P-60, No. 133, *op cit.*

COMPLETE-COUNT HOUSING INQUIRIES

The following questions, through H12, were asked for all housing units.

Item B. Type of Unit or Quarters

B. Type of unit or quarters

Occupied

○ First form
○ Continuation

Vacant

○ Regular
○ Usual home elsewhere

Group quarters

○ First form
○ Continuation

Instructions—None. Not filled by respondent.

This item, first used in the 1970 census and repeated without change for 1980, was designed to control the basic questionnaires, whether they were employed to enumerate households/housing units or persons in group quarters. Enumerators classified a housing unit as "occupied" if it was occupied as the usual place of residence of the persons listed in question 1.

The "Occupied, first form" circle was filled to indicate that only one questionnaire had been used. If enumerators could not list every occupant on one form, they marked the "Continuation" circle on each extra questionnaire, which was to be of the same type (short or long) and carry the same serial number as the original.

A circle in the "Vacant" portion was marked for all vacant housing units. "Regular" was used for all vacant housing units except those that were occupied at the time of enumeration entirely by persons who had a "usual home elsewhere" (UHE). A unit was not to be considered vacant, however, if the usual

occupants normally lived there but were temporarily absent. For housing units classified as vacant, the enumerator was to collect the data for the item numbers marked with a double underscore on the questionnaire. Any occupants who were "UHE" and had no one at their homes to provide the census information were asked to complete ICR's (individual census reports) to be forwarded to the census district offices responsible for their home addresses. (ICR's contained only the population questions.)

New units not yet occupied were classified as vacant, and were to be enumerated if construction had reached a point where all exterior windows and doors were installed and the final, usable floors were in place. At the other end of the scale, vacant units were to be excluded from the census if they were open to the elements (for example, the roof, walls, windows, and/or doors no longer protected the interior) or if there was positive evidence, such as a sign on the house or in the block, that the unit was to be demolished or had been condemned.

The "Group Quarters" section was used in the same manner as for occupied housing units, except that the questionnaire types would differ where sampling was necessary. (See explanation on p. 8.)

The entries were used primarily for internal control and in editing other entries, such as item C (see below).

Item C1. Vacancy—Type of Unit

For vacant units
C1. Is this unit for —
- ○ Year round use
- ○ Seasonal/Mig. — *Skip C2, C3, and D.*

Instructions—None. Not filled by respondent.

This first of three items further classifying vacant units in 1980 was used initially in the 1940 Decennial Census. The separate identification of units held for migratory workers was added in 1960 and kept for 1970, but was combined with "seasonal" for 1980.

Enumerators entered this information for vacant housing units only. "Year round use" vacant housing units were those available or intended for occupancy at any time of the year, and included units only occasionally occupied throughout the year. Seasonal units were occupied or intended for occupancy only during certain seasons of the year. Beach or mountain cottages, hunting or ski cabins, and the like were seasonal units. Migratory units were those held for occupancy by migratory farmworkers during the crop season.

In the district office, clerks compared the entries in B (type of unit or quarters) with the one in C1, deleting the latter if B indicated an occupied unit.

Coding—None.

Editing and allocation—For "regular" vacant units only (those identified in item B), the computer compared all C1, C2 (vacancy status), H8 (tenure), H11 (value), and H12 (contract rent) entries on the questionnaire. If C1 was blank and C2 was blank or had any entry, C1 was made "Year round use." This edit occurred during 100-percent processing. During sample editing, the entries for UHE units (from item B) were reviewed; if C1 was blank, it was changed to "Year-round use."

In tabulation, year-round vacant units were subdivided into the categories listed in C2 below.

Item C2. Vacancy Status

C2. Vacancy status
- ○ For rent ■
- ○ For sale only
- ○ Rented or sold, not occupied
- ○ Held for occasional use
- ○ Other vacant

Instructions—None. Not filled by respondent.

The same item, for all year-round vacant housing units, appeared in the 1960 and 1970 censuses. It was first used, in simpler form, in 1940 and then in 1950. Enumerators in 1980 were instructed to mark an entry based on the following definitions:

- "For rent" included units offered either "for rent" or "for sale or for rent."
- "For sale only" was self-evident, but the census-takers were told to inquire further about units in multiunit cooperative or condominium buildings where the vacancies were normally "for sale only"; any vacancies also available for rent were to be classified as "For rent." In these and other multiunit structures, vacant units being held pending sale of the entire building were to be marked "Other vacant."
- "Rented or sold, not occupied" meant that money rent had been paid or agreed upon, but the renter had not yet moved in, or the unit had recently been sold and the new owner had not yet occupied it.
- "Held for occasional use" was used for units held for weekend or other occasional use throughout the year. This included shared ownership or time-sharing condominiums.
- "Other vacant" included units such as those held for settlement of an estate, for a caretaker or janitor to occupy, for the owner's or renter's personal reasons, or temporarily occupied entirely by UHE (usual home elsewhere) persons.

District office clerks deleted any C2 entries if item B (see above) indicated that the unit was occupied.

Coding—None.

Editing and allocation—For questionnaires covering "regular" vacant units (item B), the computer compared the entries for C2 with C1 (vacancy—type of unit), H8 (tenure), H11 (value), and H12 (contract rent). Any entries for C2 were deleted if they were for other than a year-round vacant unit (C1), but were otherwise accepted. For year-round vacant units, blanks were completed on the basis of the other item entries—"For rent" where H12 indicated contract rent being paid, "For sale only" where H11 contained a value, or when (if H11 or H12 were blank) H8 showed a renter or an owner. However, when H8 was marked "Occupied without payment of cash rent," C2 was made "Other vacant." If all of these items were blank, C2 was assigned an entry by

rotation: Out of every 10 assignments, 2 were "Other vacant," 3 "For rent," 2 "Rented or sold, not occupied," 1 "For sale only," and 2 "Held for occasional use." (These ratios were based on earlier experience.) The same thing was done if the entry in C1 was blank as well.

C2 entries covering UHE questionnaires (again, identified in item B) were only considered if they were for year-round vacant units; otherwise the C2 entry was deleted. If C2 was blank, it was edited to read "Other vacant." There was a further edit of UHE units in the sample during that processing; here, if C1 was blank, any entry for C2 was accepted, but if C2 was also blank, C2 was made "Other vacant." (C1 was assigned a "Year-round use" entry in both cases.)

Item C3. Boarded-Up Status

C3. Is this unit boarded up?

○ Yes ○ No

Instructions—None. Not filled by respondent.

This item, new for 1980, applied only to vacant housing units identified in item C1 as for "Year-round use." Enumerators were to mark the appropriate circle, either "Yes" or "No," from observation. The unit in question could either stand alone or be within a multiunit structure. In any case, "Yes" would be marked if the windows and doors of the housing unit were covered with wood, metal, or similar materials to protect the interior and prevent entry. However, this situation was not to be confused with one where the unit was boarded up because it had been condemned or designated for demolition, and therefore not to be enumerated at all.

In the district office review, blank responses to C3 for unoccupied units were referred for followup.

Coding—None.

Editing and allocation—In the computer edit, the entries for C3 were compared with those for C1 (vacancy—type of unit) and B (type of unit or quarters). For the latter, only entries of "Regular" or "UHE" were considered. If the response in C3 was "Yes," but B indicated UHE occupants, C3 was changed to "No." If C1 showed a year-round unit and C3 was blank, C3 was given a "No" entry. If C1 reported a seasonal or migratory unit, which was not part of the "boarded up" universe for purposes of the census, any entry for C3 was deleted.

In some of the housing census reports containing only 100-percent data, statistics for boarded-up units were tabulated and published only for units in the "Other vacant" category.

Item D. Months Vacant

D. Months vacant

○ Less than 1 month
○ 1 up to 2 months
○ 2 up to 6 months
○ 6 up to 12 months

○ 1 year up to 2 years
○ 2 or more years

Instructions—None. Not filled by respondent.

A question on the duration of vacancy was first asked in the 1960 housing census on a 25-percent sample basis.

Enumerators in 1980 were instructed to ask this question about all vacant units identified in item C1 as for "Year-round use." The time was to be computed from the date the last occupants moved ouot to the date of enumeration. For recently constructed, merged, or converted units, time was calculated from the completion date. For vacant units with UHE occupants (identified in item B), the enumerator was to record the time elapsed since the last "usual" residents moved, or since completion if the unit had never had "usual" occupants.

In the district office, cases where item D had been left blank, and should not have been, were referred for followup.

Coding—None.

Editing and allocation—In the computer edit, the entries for item C1 (vacancy—type of unit) and D were compared. If C1 indicated a year-round unit, any entry for D was accepted; a blank in D was allocated from the preceding vacant year-round unit. If the entry in C1 was "Seasonal/Mig.," however, any mark in D was deleted.

In the housing reports containing 100-percent data, duration of vacancy was tabulated for vacant-for-sale-only and vacant-for-rent housing units.

Item E. Indicators

E. Indicators

1. ○ ○ Mail return
2. ○ ○ Pop./F

Instructions—None. Not filled by respondent.

This item provided "indicators" for the computer. When clerks checked in quuestionnaires received by mail, they marked both "Mail return" circles, signifying to the computer that there was supposed to be data on the questionnaire for all the persons counted in item F (see below). The "Pop./F" circles were filled after followup for cases where only "last resort" information had been obtained, and the number in item F constituted only a head count for the unit. (See Chapter 5, "Field Enumeration," for details.)

In reviewing the returns for "special places" in the district office, "Pop./F" was marked if any names were omitted or, in the case of (1) group quarters, either questions 3, 4, or 6 were blank; or (2) for housing units, more than one of questions 2, 3, 4, and 6 were blank.

Coding—None.

Editing and allocation—See item F.

Item F. Total Persons

Instructions—None. Not filled by respondent.

This item, new for 1980, provided an internal, computer check on the number and coverage of persons in the household or group quarters. When totaled for an enumeration district or other work unit, the result could be compared with the district office's population counts and discrepancies could be investigated.

The enumerator or office clerk was instructed to enter the total person count for the given housing unit or group quarters, using a three-digit number, both in numerals and filled FOSDIC circles. This total was used on all questionnaires for that unit, so that if there were 12 people, "012" would appear on both the first and the continuation forms, not the number enumerated on each (such as "007" on one and "005" on the other). Skipped columns and canceled person-entries were not counted; vacant-UHE units (identified in item B) were marked "000."

This item was reviewed in the office only for "special places," where housing-unit and group-quarters questionnaires had to be treated separately, each type having its own total number of persons for a given place.

Coding—Clerks rechecked the code boxes to make sure they had been filled properly in the district offices. For example, for occupied housing units, they added up the number of filled person-columns on the questionnaire (or continuation questionnaire, if any) and ascertained whether this number matched the written and coded numbers in item F.

Editing and allocation—This item was not edited. The computer compared the entries for item E (indicators), item F, and the number of person-columns on the questionnaire that contained data. If E showed a mail return, the computer accepted only a specified number (up to a maximum of four) of persons for whom there were no data, depending on the household size. Data would be allocated for these people. If the number exceeded the acceptable limits, the computer substituted data for the entire household from another of similar size and race. (Race, for the purpose of household substitution, was that of the first person with a race entry, taking persons in their reported sequence.) If no one in the household being edited had a reported race, substitution was on the basis of household size only. Remaining inconsistencies, if any, were resolved in another program that dealt with household formation. (See question 2.)

If the entry in item E was "Pop/F," the computer accepted the number of persons in F and allocated data for them from previously processed households.

Questions H1-H3. Coverage

H1. Did you leave anyone out of Question 1 because you were not sure if the person should be listed — *for example, a new baby still in the hospital, a lodger who also has another home, or a person who stays here once in a while and has no other home?*

○ Yes — *On page 20 give name(s) and reason left out.*
○ No

H2. Did you list anyone in Question 1 who is away from home now — *for example, on a vacation or in a hospital?*

○ Yes — *On page 20 give name(s) and reason person is away.*
○ No

H3. Is anyone visiting here who is not already listed?

○ Yes — *On page 20 give name of each visitor for whom there is no one at the home address to report the person to a census taker.*
○ No

Instructions—There were no instructions in "Your Guide to Census '80."

These three questions were asked with almost identical wording in 1970, when they appeared as population items 10, 11, and 12 on the back of the basic questionnaire. For 1980, they were moved from that location, where they tended to be ignored, to a more prominent place at the beginning of the housing section. This section was prefaced by "Now please answer questions H1-H12 for your household" rather than "Answer these housing questions" (1970). The only other wording change from 1970 was in item H3. The 1970 question had limited the list of visitors with no one to report for them to those staying in the respondent's household on March 31; for 1980, the date was omitted. (The 1980 question 1 gave April 1 as the reference date for everyone.)

When the district office received any mail returns with blank or "Yes" answers to these questions, the cases were marked for followup by telephone or personal visit. During followup or an initial contact with the household, the enumerator reviewed any "Yes" responses and applied the residence rules found in the *Questionnaire Reference Book*. If anyone identified in these questions was determined to be a member of the household, a person-column was completed; if not, the name was removed and the response changed to "No." Conversely, if a name had been listed in question 1 as a household member and should not have, the name was lined through there and in the person-column, and the enumerator filled the cancellation circles in the "Census use only" box A (see illustration on p. 5).

The enumerator completed an ICR for anyone legitimately reported in item 3, wrote the person's home address on the ICR, and turned it in for transmittal to the district office responsible for that address. Where the enumerator completed the questionnaire, these three questions were resolved and the necessary actions were taken during the interview, so that all three items would be marked "No."

Questions H1-3 were not asked at group quarters, where enumeration was by ICR.

Coding—None.

Editing and allocation—None; these items were not tabulated.

Question H4. Number of Living Quarters at Address

H4. How many living quarters, occupied and vacant, are at this address?

- ○ One
- ○ 2 apartments or living quarters
- ○ 3 apartments or living quarters
- ○ 4 apartments or living quarters
- ○ 5 apartments or living quarters
- ○ 6 apartments or living quarters
- ○ 7 apartments or living quarters
- ○ 8 apartments or living quarters
- ○ 9 apartments or living quarters
- ○ 10 or more apartments or living quarters
- ○ This is a mobile home or trailer

Instructions:

Mark only one circle. *This address* means the house or building number where your living quarters are located.

This question was asked for all housing units, occupied or vacant. The identical question was first asked in 1970 (as "item A"). The intent of the question was to improve coverage by comparing the respondent's reported number of housing units—if more than 1 and fewer than 10—with the number indicated in the census address register. For mail returns, this was done in the district office, and any discrepancies were marked for enumerator followup.

Where enumerators were reviewing or completing the questionnaires in the field, they made this comparison immediately, determined which unit(s) had not been listed and added them, and completed the necessary questionnaires.

The data collected in this item, not to be confused with sample question H13 (number of units in structure), were tabulated and published in reports containing 100-percent data in four categories—1, 2 to 9, and 10 or more units, and mobile homes or trailers.

Coding—None.

Editing and allocation—For short-form questionnaires, entries for blanks were supplied by allocation from the preceding unit. For the sample, entries for questions H4 and H13 were compared. If H4 was blank, and H13 indicated either a single-family home or a mobile home or trailer, H4 was given that response; otherwise, and entry was supplied from a preceding sample unit with an H4 entry and an H13 response matching the one for H13 in the questionnaire being edited. (Where both H4 and H13 were blank, the entry was taken from the preceding unit processed.)

Question H5. Access

H5. Do you enter your living quarters —

- ○ Directly from the outside or through a common or public hall?
- ○ Through someone else's living quarters?

Instructions:

Mark the second circle only if you *must* go through someone else's living quarters to get to your own.

Direct access has been one of the criteria for a separate housing unit since the 1950 census. This question has been asked as above since the 1960 census for all housing units, occupied or vacant. No clerical or enumerator action was taken if there was no response to this item on a completed questionnaire.

Coding—None.

Editing and allocation—If H5 was blank, an entry of "Directly from the outside..." was assigned. If H5 was marked "Through someone else's living quarters," but the response to H4 (see above) was either "One" or "A mobile home or trailer," H5 was changed by computer to a direct-access response.

Question H6. Plumbing Facilities

H6. Do you have complete plumbing facilities in your living quarters, that is, hot and cold piped water, a flush toilet, and a bathtub or shower?

- ○ Yes, for this household only
- ○ Yes, but also used by another household
- ○ No, have some but not all plumbing facilities
- ○ No plumbing facilities in living quarters

Instructions:

Consider that you have hot water even if you have it only part of the time.

Mark **Yes, but also used by another household** if someone else who lives in the same building, but is not a member of your household, also uses the facilities. Mark this circle also if the occupants of living quarters now vacant would also use the facilities in your living quarters.

Information on plumbing facilities has been collected in all housing censuses since 1940, although what has constituted "completed" has varied over the years. In 1970, there were separate questions on the presence of hot and cold piped water, a bathtub or shower, and a flush toilet. For 1980, these three items were combined into a single question on plumbing facilities that was asked for all housing units, occupied or vacant. Whereas in 1970, these facilities could be counted if they were inside the structure, they had to be inside the housing unit itself) but not neccessarily in the same room) in 1980 in order to quailfy for a "Yes" answer.

Coding—None.

Editing and allocation—The response to items H4 (number of living quarters at address) and H6 were compared by the computer. If H4 indicated "One" or a mobile home or trailer, and H6 was marked "Yes, but also used by another household," the latter was changed to "Yes, for this household only." Answers were allocated to blank entries for H6 on the short-form questionnaires on the basic of responses to H4 *and* H8 (tenure) or C2 (vacancy status), while allocations to sample records were made using data from items H13 (units in structure) and H8 or C2. In both cases,

the responses were taken from a previously processed record for a unit with similar characteristics.

For purposes of publishing the results, responses in the first category ("Yes, for this household only") were tabulated as "Complete plumbing for exclusive use," while the other tabulations were subclassifications of "Lacking complete plumbing for exclusive use."

Question H7. Number of Rooms

H7. How many rooms do you have in your living quarters?
Do not count bathrooms, porches, balconies, foyers, halls, or half-rooms.

- ○ 1 room
- ○ 2 rooms
- ○ 3 rooms
- ○ 4 rooms
- ○ 5 rooms
- ○ 6 rooms
- ○ 7 rooms
- ○ 8 rooms
- ○ 9 or more rooms

Instructions:

Count only whole rooms used for living purposes, such as living rooms, dining rooms, kitchens, bedrooms, finished recreation rooms, family rooms, etc. Do not count bathrooms, kitchenettes, strip or pullman kitchens, utility rooms, or unfinished attics, unfinished basements, or other space used for storage.

This question, asked for all housing units, occupied or vacant, is a traditional census measure of unit size, with no change in the concept and definition of "rooms" since the first housing census in 1940.

Coding—None.

Editing and allocation—Responses to this question were accepted as marked. Blanks were completed in the same manner as, and along with, allocations for plumbing (see H6 above).

In the published tabulations, the measure "persons per room" was derived for each household by dividing the number of persons in the unit by the number of rooms. A ratio of more than 1.00 means that there were more persons than separate rooms, and is used by some housing analysts as a measure of crowding.

Question H8. Tenure

H8. Are your living quarters —

- ○ Owned or being bought by you or by someone else in this household?
- ○ Rented for cash rent?
- ○ Occupied without payment of cash rent?

Instructions:

Mark **Owned or being bought** if the living quarters are owned outright or are mortgaged. Also mark **Owned or being bought** if the living quarters are owned but the land is rented.

Mark **Rented for cash rent** if any money rent is paid. Rent may be paid by persons who are not members of your household.

Occupied without payment of cash rent includes, for example, a parsonage, military housing, a house or apartment provided free of rent by the owner, or a house or apartment occupied by a janitor or caretaker in exchange for services.

This question has been asked for all occupied units in housing censuses since 1940, and also appeared on the population schedules from 1890 through 1930. In 1970, the item also included a category for owner-occupied cooperatives and condominiums; this portion was made a separate, modified question (H9, see below) for 1980.

Blank responses for occupied units were referred for followup.

Coding—None.

Editing and allocation—This item was edited only for occupied units, that is, where item B (type of unit or quarters) was marked "Occupied." Actual entries for H8 were accepted as given; for blanks, the computer entered "Owned" or "Rented" on the basis of the responses to H11 (value) or H12 (contract rent), and C2 (vacancy status). If the proper entry could not be determined from these, it was allocated from the preceding occupied unit.

The response to the tenure item allowed cross-tabulation of a number of housing subjects by "owner-occupied" and "renter-occupied." For 1950, no-cash-rent units were tabulated separately as "rent free" on the basis of the monthly rent reported; for 1940, they were classified as "not reported" in the rent tabulations.

Question H9. Condominium

H9. Is this apartment (house) part of a condominium?

- ○ No
- ○ Yes, a condominium

Instructions:

A *condominium* is housing in which the apartments or houses in a development are individually owned, but the common areas, such as lobbies, halls, etc., are jointly owned. The person owning a condominium very likely has a mortgage on the particular unit.

This question applied to all housing units, occupied or vacant. It appeared as a separate item for the first time in 1980, so that condominiums could be tabulated as renter-occupied and/or vacant, as well as owner-occupied. Units in cooperatives were not identified, since 1980 census pretests showed that respondents frequently misinterpreted the concept of a cooperative building. (In 1970, condominiums were included along with cooperatives in the tenure question (see H8 above) as a subcategory of owner-occupied units.)

Blank responses were referred for followup.

Coding—None.

Editing and allocation—This item was edited only on questionnaires in blocks or enumeration districts (ED's) that had 10 or more condominiums. Further, in 100-percent and sample processing, the records for an ED were examined before editing, and if the count of condominiums did not exceed three for that ED, H9 entries of "Yes, a condominium" were changed to "No." The edit for all qualifying short- or long-form questionnaires involved comparing the response to H9 with H4 (number of living quarters at address). If the answer in H4 was "A mobile home or trailer," a "Yes" entry for H9 was changed to "No." If H9 was blank, a response was allocated from a preceding unit.

Question H10. Acreage and Commercial Establishment

H10. *If this is a one-family house –*

a. Is the house on a property of 10 or more acres?

○ Yes ■ ○ No

b. Is any part of the property used as a commercial establishment or medical office?

○ Yes ○ No

Instructions:

b. A *commercial establishment* is easily recognized from the outside, for example, a grocery store or barber shop. A *medical office* is a doctor's or dentist's office regularly visited by patients.

Item H10 was a screening question designed to identify units which might have a distorting effect on the value and rent distributions. One-family houses on property of 10 acres or more were excluded from both value and rent tabulations, and those with either commercial establishments or medical offices were omitted when tabulating value. Housing units were first screened for business activity in the 1960 census, and for acreage in the 1970 census.

Item H10 on returns received in the district office was marked for followup only if it was left blank.

Coding—None.

Editing and allocation—Computer editing of item H10 took place in two stages. In the first stage, the entries for H10a and H10b were compared with the responses for H8 (tenure) or C2 (vacancy status) and H4 (number of living quarters at address). If those entries agreed and showed anything other than one unit, any response to H10 was deleted. Any part of H10 that was blank was edited to "No" if H8, C2, and H4 reported only one rental unit; however, if the unit shown was owned or occupied rent-free, or was vacant for other than rental purposes, the following action was taken: Both entries (H10a and H10b) on any short-form questionnaire or on a long-form questionnaire for a vacant unit were allocated from a preceding single unit. On the long form for an occupied unit, only the response to H10b was allocated at this point; H10a was subjected to a further sample edit, in which it and the entries for H13 (units in structure), H15a (acres), H15b (crop sales)—all discussed below—and residence (urban or rural, based on whether or not the address was in an urbanized area) were examined and edited, and all were made consistent with each other by change or allocation.

Question H11. Value

H11. *If you live in a one-family house or a condominium unit which you own or are buying –*

What is the value of this property, that is, how much do you think this property (house and lot or condominium unit) would sell for if it were for sale?

Do not answer this question if this is –

- A mobile home or trailer
- A house on 10 or more acres
- A house with a commercial establishment or medical office on the property

○ Less than $10,000	○ $50,000 to $54,999
○ $10,000 to $14,999	○ $55,000 to $59,999
○ $15,000 to $17,499	○ $60,000 to $64,999
○ $17,500 to $19,999	○ $65,000 to $69,999
○ $20,000 to $22,499	○ $70,000 to $74,999
○ $22,500 to $24,999	○ $75,000 to $79,999
○ $25,000 to $27,499	○ $80,000 to $89,999
○ $27,500 to $29,999	○ $90,000 to $99,999
○ $30,000 to $34,999	○ $100,000 to $124,999
○ $35,000 to $39,999	○ $125,000 to $149,999
○ $40,000 to $44,999	○ $150,000 to $199,999
○ $45,000 to $49,999	○ $200,000 or more

Instructions:

Include the value of the house, the land it is on, and any other structures on the same property. If the house is owned but the land is rented, estimate the combined value of the house and the land. If this is a condominium unit, enter the estimated value for your living quarters and your share of the common elements.

This question was asked for all owner-occupied and vacant-for-sale one-family housing units on less than 10 acres and with no commercial establishment or medical office on the property (specifically units identified with "No" responses to question H10a-H10b) and condominium units. Data on value have been collected since the census of 1920 (when it was restricted to mortgaged homes). In 1960, when 10 value categories, ranging from "Less than $5,000" to "$35,000 or more" were introduced in place of write-in entries, the question was asked on a 100-percent basis in large cities and on a 25-percent basis in other areas. In 1970, it was a 10-percent item everywhere, with a top category added of "$50,000 or more." For 1980, the number of categories was expanded to 24, ranging from "Less than $10,000" to "$200,000 or more," to accomodate rapid changes in the housing market during the preceding decade.

For an occupied unit, value was the respondent's estimate of how much the property or condominium unit would sell for; for vacant units, it was the asking price.

Coding—None.

Editing and allocation—In the computer edit for all questionnaires, the entries for H4 (number of living quarters at address), H9 (condominium status), H10 (acreage and commercial establishment), and H11 were compared. Any H11 entries not conforming to the universe definition (i.e., one-family homes, etc.—see above) were deleted. Where H11 was left blank and there should have been an entry, one was allocated from preceding records for regular or condominium units, depending on which one the enumerated unit was. In the event there was no preceding record in the enumeration district being processed, a condominium was assigned a "starting" value of "$40,000 to 44,999," and a regular unit, "$35,000 to $39,999."

For publication, "value" was tabulated separately for "specified owner-occupied noncondominium housing units" and for "owner-

occupied condominium housing units." These "specified" housing units include only one-family houses on less than 10 acres without a commercial establishment or medical office on the property. Mobile homes, trailers, boats, tents, or vans occupied as a usual residence and owner-occupied noncondominium units in multifamily buildings were also excluded from the value tabulations. To maintain comparability with previous censuses, "Price asked" was published only for "specified vacant, for-sale-only, noncondominium housing units."

Question H12. Contract Rent

H12. *If you pay rent for your living quarters –*
What is the monthly rent?
If rent is not paid by the month, see the instruction guide on how to figure a monthly rent.

- ○ Less than $50
- ○ $50 to $59
- ○ $60 to $69
- ○ $70 to $79
- ○ $80 to $89
- ○ $90 to $99
- ○ $100 to $109
- ○ $110 to $119
- ○ $120 to $129
- ○ $130 to $139
- ○ $140 to $149
- ○ $150 to $159
- ○ $160 to $169
- ○ $170 to $179
- ○ $180 to $189
- ○ $190 to $199
- ○ $200 to $224
- ○ $225 to $249
- ○ $250 to $274
- ○ $275 to $299
- ○ $300 to $349
- ○ $350 to $399
- ○ $400 to $499
- ○ $500 or more

Instructions:

Report the rent agreed to or contracted for, even if the rent is unpaid or paid by someone else.

If rent is not paid by the month, change the rent to a monthly amount; and then fill the appropriate circle in question H12.

If rent is paid:	Multiply rent by:
By the day	30
By the week	4
Every other week	2

If rent is paid:	Divide rent by:
4 times a year	3
2 times a year	6
Once a year	12

The results of this question were tabulated only for "specified renter-occupied" or "specified vacant-for-rent" housing units (including rented condominiums and mobile homes or trailers). Excluded were rented and vacant-for-rent one-family homes on 10 acres or more. However, the question was asked at all units for which the entry to H8 (tenure) was "Rented for cash rent" or C2 (vacancy status) indicated "Vacant, for rent."

Data on contract rent have been obtained on a 100-percent basis in each census since 1930, although in 1960 collection was on a 100-percent basis in large cities and only for a 25-percent sample outside large cities. Through 1960, contract rent was reported with a write-in entry that had to coded; in 1970, 14 dollar categories were provided, ranging from "Less than $30" to "$300 or more." For 1980, again reflecting changes in the housing market and experience gained in the census pretests, the number of categories were increased to 24, with ranges from "Less than $50" to "$500 or more."

When questionnaires were reviewed in the district office, blank entries in item H12 were referred for followup for any place (1) *not* owned or occupied without payment of cash rent, or (2) vacant, for rent.

Coding—None.

Editing and allocation—In computer editing, the entries for H4 (number of living quarters at address), H8 (tenure), H10a (acres and commercial establishment), and H12 were compared. When the first three items indicated a unit other than one for which contract rent was to be tabulated (see above), the entry in H12 was deleted. Then, if H8 (tenure) indicated occupancy without payment of cash rent, and H12 was blank or showed "Less than $50," H12 was edited to "No cash rent," but if the H12 entry was for more than that amount, H8 was changed to "Rented for cash rent." Any other blank responses to H12 were assigned from the next previously processed unit in the enumeration district where H8 was "Rented for cash rent" or C2 (vacancy status) was "For rent." In the event no other unit meeting the requirements had been processed, a starting value of "$150 to $159" was assigned.

SAMPLE HOUSING INQUIRIES

Questions H13 and following were asked on a sample basis only.

Question H13. Units in Structure

H13. Which best describes this building?
Include all apartments, flats, etc., even if vacant.

- ○ A mobile home or trailer
- ○ A one-family house detached from any other house
- ○ A one-family house attached to one or more houses
- ○ A building for 2 families
- ○ A building for 3 or 4 families
- ○ A building for 5 to 9 families
- ○ A building for 10 to 19 families
- ○ A building for 20 to 49 families
- ○ A building for 50 or more families
- ○ A boat, tent, van, etc.

Instructions:

Mark only one circle.

Detached means there is open space on all sides, or the house is joined only to a shed or garage. *Attached* means that the house is joined to another house or building by at least one wall which goes from ground to roof.

Mark **A one-family house detached from any other house** when a mobile home or trailer has had one or more rooms added or built onto it; a porch or shed is not considered a room.

Count all occupied and vacant living quarters in the house or building, but not stores or office space.

This was the first of the sample housing questions for 1980, and applied to both vacant and occupied units. It differed from item H4 (above), which dealt with the number of living quarters

(units) at the same *address,* as distinct from in the same building. Data on number of units in the structure have been collected in each census since 1940. Similar questions about the number of units in the structure were asked in 1960 and 1970. The 1980 category, "A boat, tent, van, etc.," replaced the "Other" used in 1970 that called for a written-in description.

Coding—None.

Editing and allocation—In the computer edits, the entries for H4 (units at address) and H13 were compared. If there were discrepancies, the response to H4 was accepted as correct, and H13 was given the H13 entry of a preceding sample unit with the same number of units at the address. If H4 was blank, it was assigned a value based on the entry for H13; and if both H4 and H13 were blank, they were allocated entries from the preceding unit. (A set of starting values was provided, where necessary.) Questionnaires for vacant "boats, etc." were removed from processing at this pointt.

Question H14. Stories in Structure, Passenger Elevator

H14a. How many stories (floors) are in this building?
Count an attic or basement as a story if it has any finished rooms for living purposes.

- ○ 1 to 3 — *Skip to H15*
- ○ 4 to 6
- ○ 7 to 12
- ○ 13 or more stories

b. Is there a passenger elevator in this building?

- ○ Yes
- ○ No

Instructions:

a. Do not count unfinished basements or unfinished attics. However, a basement or attic with finished room(s) for living purposes should be counted as a story.

The items have been asked in each census since 1960. In all three censuses, enumerators asked the elevator portion only for structures with four or more stories. In the 1960 census there were only two number-of-stories categories: "3 stories or less" or "4 stories or more." The 1970 categories were the same as for 1980. Freight elevators were excluded, but stairway elevators or wheel-chair lifts were included. For purposes of definition, attics or basements were counted as stories if they had finished rooms for living purposes.

Coding—None.

Editing and allocation—The responses to H14a were compared with those for H13 (units in structure). Where there were inconsistencies, or if H14a was blank, H14a was changed to conform to H13 or was allocated a response from a previously processed unit. H14b was then compared with H14a; if there was an entry for an elevator in a structure with only one to three stories, it was deleted; a blank in H14b for any building with four to six stories was given the H14b entry of a preceding sample unit with an entry of four to six stories. A blank or a "No" [elevator] for any building with seven or more stories was changed to "Yes."

Question H15. Acres, Farm Product Sales

H15a. Is this building —

- ○ On a city or suburban lot, or on a place of less than 1 acre? — *Skip to H16*
- ○ On a place of 1 to 9 acres?
- ○ On a place of 10 or more acres?

b. Last year, 1979, did sales of crops, livestock, and other farm products from this place amount to —

- ○ Less than $50 (or None)
- ○ $50 to $249
- ○ $250 to $599
- ○ $600 to $999
- ○ $1,000 to $2,499
- ○ $2,500 or more

Instructions:

a. A *city or suburban* lot is usually located in a city, a community, or any built-up area outside a city or community, and is not larger than the house and yard. All living quarters in apartment buildings, including garden-type apartments in the city or suburbs, are considered on a city or suburban lot.

A *place* is a farm, ranch, or any other property, other than a city or suburban lot, on which this *residence* is located.

This question, almost identical to one used in 1970, was asked of all sample housing units to distinguish between farm and nonfarm units. Those on city or suburban lots or on places of less than 1 acre were classified as nonfarm without further inquiry; the others (on a place of 1 or more acres) were classified as farms if they had gross sales of $1,000 or more. In 1970, the classification was based on a combination of acreage and sales—a farm had to be located in rural territory and have $250 or more in sales if under 10 acres or at least $50 in sales if 10 acres or more. Detailed sales categories were retained for 1980 in order to develop tabulations for both the 1970 and 1980 farm definitions.

Enumerators were instructed to consider all units in apartment buildings, apartment hotels, and garden-type apartment complexes as being on a city or suburban lot regardless of location, and all places of less than 1 acre were similarly classified. A "place" consisted of the land of more than 1 acre which the respondent considered to be the farm, ranch, or property; it could consist of more than one piece of land, either adjoining or separate.

In cases where an owner lived in one house on a 15-acre place, and a tenant lived rent-free in a separate house on the same place, the enumerator was instructed to mark both units as "On a place of 10 or more acres." "On a city or suburban lot..." was the entry for a house on a property where cash rent was paid for the house and yard only.

Part b of the question applied only to places of an acre or more. In the owner/tenant case illustrated above, the total sales amount would be entered for each of the units, as both were on the same *place* that had the total sales.

Coding—None.

Editing and allocation—The computer edit for H15a and H15b automatically deleted any response to H15b if H15a was "On a city or suburban lot, or on a place of less than 1 acre," or if the unit was urban or vacant. That unit would be classified as nonfarm. If a questionnaire had responses to both questions, and H15a was other than "city or suburban lot," then both responses were accepted and farm residence was determined from the sales amount. No attempt was made to force consistency between

H15a and H10a (place on 10 or more acres). If H15a was blank, however, and H10a was equal to 10 or more acres, then H15a was also made 10 or more acres. In other situations when H15a and/or H15b was blank, responses were allocated from a preceding unit with similar characteristics for which no allocations had been made. Characteristics used in the allocations included urban or rural residence and responses to H10a, 33c (farm self-employment income), H15a, and H15b.

Question H16. Source of Water

H16. Do you get water from —

- ○ A public system *(city water department, etc.)* or private company?
- ○ An individual drilled well?
- ○ An individual dug well?
- ○ Some other source *(a spring, creek, river, cistern, etc.)?*

Instructions:

If a well provides water for six or more houses or apartments, mark **A public system.** If a well provides water for five or fewer houses or apartments, mark one of the categories for *individual well.*

Drilled wells, or small diameter wells, are usually less than 1½ feet in diameter. *Dug wells* are generally hand dug and are wider.

Item 16 followed a series begun in 1960, when the 25-percent sample question distinguished only among water systems, wells, and other sources. That inquiry was repeated (with further explanations) in the 15-percent sample in 1970. For 1980, the "well" category was split to distinguish drilled from dug wells. When analyzed in conjunction with information such as population density and soil type, water-source data provide a basis for estimating the need for capital improvements. Data on drilled vs. dug wells are used in determining possible health hazards posed by the presence of shallow wells.

Coding—None.

Editing and allocation—The computer compared the entries of H16 with those for H13 (units in structure). If H13 indicated a building for five to nine families, an entry in H16 for anything except a public system, or a blank response, was edited to "A public system...." Any other entry in H13 (i.e., a mobile home or trailer, a one- to four-family structure, one for 10 or more families, or a boat, tent, van, etc.) and any entry in H16 were acceptable, but if H16 was blank, a response was allocated from a previously processed unit with the same characteristics (tenure, type of structure, vacancy status, etc.).

Question H17. Sewage Disposal

H17. Is this building connected to a public sewer?

- ○ Yes, connected to public sewer
- ○ No, connected to septic tank or cesspool
- ○ No, use other means

Instructions:

A *public sewer* is operated by a government body or a private organization. A *septic tank or cesspool* is an underground tank or pit used for disposal of sewage.

This item, with virtually identical wording, was also asked for occupied and vacant units on a sample basis in 1960 (25 percent) and 1970 (15 percent).

Coding—None.

Editing and allocation—The computer compared the entries for H6 (plumbing facilities), H13 (units in structure), and H17. If H6 indicated no facilities, H17 had to be "Other means." A public sewer system was assumed where H6 showed plumbing facilities and H13 indicated five or more families in the structure. Any other entries in H6 and H13 were considered consistent with any entry in H17, but if H17 was blank, data were allocated from a previously processed unit with similar housing characteristics.

Question H18. Year Structure Built

H18. About when was this building originally built? *Mark when the building was first constructed, not when it was remodeled, added to, or converted.*

- ○ 1979 or 1980
- ○ 1975 to 1978
- ○ 1970 to 1974
- ○ 1960 to 1969
- ○ 1950 to 1959
- ○ 1940 to 1949
- ○ 1939 or earlier

Instructions—There were no instructions in "Your Guide for Census '80."

The housing census has included a question on structure age since 1940 (asked of a sample only from 1960 on). In updating the class intervals, the number was expanded from the six used in 1970 to seven for 1980, with the last one remaining "1939 or earlier." The question was asked for occupied and vacant units; railroad cars, tents, and caves were to be enumerator-classified arbitrarily as "1939 or earlier," while the model year was to be entered for houseboats, trailers, and mobile homes.

Coding—None.

Editing and allocation—Occupied and vacant units were considered in separate computer edits. For occupied units, H18 was compared with H19 (year householders moved in—see below). In general, any entry for H18 was accepted, but if H18 was blank, a response was supplied from a preceding unit, by tenure, depending on how long the householder had lived there. When that response was "always," the householder's age (from population item 5) was referenced as well, and the year-built category was selected accordingly from a table. There were no computer comparisons for vacant units; entries were accepted, and blanks were allocated data from previously processed units with similar characteristics.

Question H19. Year Householder Moved In

H19. When did the person listed in column 1 move into this house (or apartment)?

- ○ 1979 or 1980
- ○ 1975 to 1978
- ○ 1970 to 1974
- ○ 1960 to 1969
- ○ 1950 to 1959
- ○ 1949 or earlier
- ○ Always lived here

Instructions:

The term *person in column 1* refers to the person listed in the first column on page 2. This person should be the household member (or one of the members) in whose name the house is owned or rented. If there is no such person, any adult household member can be the person in column 1. Mark when this person last moved into *this* house or apartment.

This was one of the sample population questions in 1960 and 1970, when it was asked for each person in the household immediately preceding the inquiry on residence 5 years ago. For 1980, the year item was moved to the housing section and limited to the "person in column 1." The question did not apply to vacant units.

Coding—None.

Editing and allocation—The computer compared the entries for H19 with those for H18 (year structure built) and 5 (age of householder) for consistency. Where there was disagreement, H19 was changed: the householder could not move in a year before the structure was built or before the householder had been born. Although "Always lived here" was a legitimate response, the computer changed it to an appropriate year interval, and blanks in H19 were allocated from preceding units of similar age and tenure.

Question H20. Heating Equipment

H20. How are your living quarters heated?
Fill one circle for the kind of heat used most.

- ○ Steam or hot water system
- ○ Central warm-air furnace with ducts to the individual rooms *(Do not count electric heat pumps here)*
- ○ Electric heat pump
- ○ Other built-in electric units *(permanently installed in wall, ceiling, or baseboard)*
- ○ Floor, wall, or pipeless furnace
- ○ Room heaters with flue or vent, burning gas, oil, or kerosene
- ○ Room heaters without flue or vent, burning gas, oil, or kerosene *(not portable)*
- ○ Fireplaces, stoves, or portable room heaters of any kind
- ○ No heating equipment

Instructions:

This question refers to the type of *heating equipment* and not to the fuel used.

An *electric heat pump* is sometimes known as a reverse cycle system. It may be centrally installed with ducts to the rooms or individual heat pumps in the rooms.

A *floor, wall, or pipeless furnace* delivers warm air to the room right above the furnace or to the room(s) on one or both sides of the wall in which the furnace is installed and does not have ducts leading to other rooms.

Any heater that you plug into an electric outlet should be counted as a *portable room heater.*

This has been a standard item since the inception of housing censuses in 1940, and has been asked for occupied and vacant units on a sample basis since 1950. (Heating equipment was not covered for vacant units in 1940.) The 1980 question was the same as in 1970 except for the addition of electric heat pumps as a new category and the elimination of a space for a written-in entry that would have to be coded or forced into an existing category.

Where the heating equipment had been removed from a vacant unit, the enumerator was to determine what kind of equipment the previous occupants had and mark the question accordingly.

Coding—None.

Editing and allocation—For occupied units, the computer accepted H20 entries and edited blanks on the basis of the responses to H21a (house heating fuel—see below). Where the reported fuel, such as electricity, could be used in more than one type of equipment, the computer obtained a response for H20 from a preceding unit with that fuel. When both H20 and H21a were blank, the data were allocated from previously processed units. Question H21 was not asked at vacant units, so blanks in H20 for vacant units were allocated directly from a previously processed unit with similar housing characteristics.

Question H21. Fuels

H21a. Which fuel is used most for house heating?

- ○ Gas: from underground pipes serving the neighborhood
- ○ Gas: bottled, tank, or LP
- ○ Electricity
- ○ Fuel oil, kerosene, etc.
- ○ Coal or coke
- ○ Wood
- ○ Other fuel
- ○ No fuel used

b. Which fuel is used most for water heating?

- ○ Gas: from underground pipes serving the neighborhood
- ○ Gas: bottled, tank, or LP
- ○ Electricity
- ○ Fuel oil, kerosene, etc.
- ○ Coal or coke
- ○ Wood
- ○ Other fuel
- ○ No fuel used

c. Which fuel is used most for cooking?

- ○ Gas: from underground pipes serving the neighborhood
- ○ Gas: bottled, tank, or LP
- ○ Electricity
- ○ Fuel oil, kerosene, etc.
- ○ Coal or coke
- ○ Wood
- ○ Other fuel
- ○ No fuel used

Instructions:

Gas from underground pipes is piped in from a central system such as one operated by a public utility company or a municipal government. *Bottled, tank, or LP gas* is stored in tanks which are refilled or exchanged when empty. *Other fuel* includes any fuel not separately listed, for example, purchased steam, fuel briquettes, waste material, etc.

This question was asked first in the 1940 housing census, where it covered house-heating and cooking fuels in occupied units. There was a sample inquiry applied to both occupied and vacant units in 1950 that continued, with the addition of water-heating fuels, to be asked in 1960. In the 1970 census, the question was limited to occupied units in the 5-percent sample. The 1980 census categories were the same as in the 1970 census, and again were limited to occupied units.

Enumerators were instructed that, in a multiunit structure, the entries for this question should be the same for all units.

Coding—None.

Editing and allocation—The computer edited the three parts (a, b, and c) separately. The entries for part a (house-heating fuel), as already noted in the discussion of item H20 above, were compared with those for heating equipment and either made con-

sistent or allocated data from a preceding unit with the same type of equipment. H21b (water-heating fuel) was compared with H6 (plumbing facilities), and consistent entries in H21b were accepted. If there were no plumbing facilities, "No fuel used" was the only entry allowed for H21b. Blanks in H21b were filled with data from a previously processed unit. For H21c (cooking fuel), the entry for H23 (complete kitchen facilities—see below) was also taken into account and edited for consistency at the same time; thus H21c and H23 both had to agree with H6 as well as with each other, and blanks were allocated entries from previously processed units with similar structural characteristics and tenure.

Question H22. Utilities

H22. What are the costs of utilities and fuels for your living quarters?

a. Electricity
$ _____ .00 OR ○ Included in rent or no charge
Average monthly cost ○ Electricity not used

b. Gas
$ _____ .00 OR ○ Included in rent or no charge
Average monthly cost ○ Gas not used

c. Water
$ _____ .00 OR ○ Included in rent or no charge
Yearly cost

d. Oil, coal, kerosene, wood, etc.
$ _____ .00 OR ○ Included in rent or no charge
Yearly cost ○ These fuels not used

Instructions:

If your living quarters are rented, enter the costs for utilities and fuels only if you pay for them in addition to the rent entered in H12. If already included in rent, fill the appropriate circle.

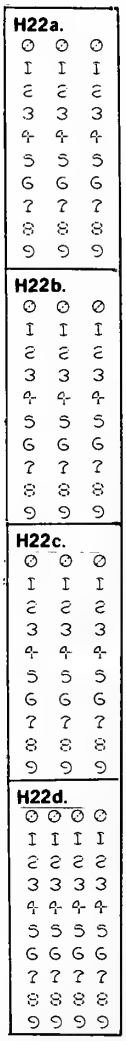
The amounts to be reported should be for the past 12 months, that is, for electricity and gas, the monthly *average* for the past 12 months; for water and other fuels, the *total* amount for the past 12 months.

Estimate as closely as possible when exact costs are not known.

Report amounts even if your bills are unpaid or paid by someone else. If the bills include utilities or fuel used also by another apartment or a business establishment, estimate the amounts for your own living quarters. If gas and electricity are billed together, enter the combined amount on the electricity line and bracket ({) the two utilities.

This question was first asked in the 1940 housing census, and again in 1950, at all occupied, nonfarm, cash-rental units, in an effort to determine gross rent (contract rent plus utilities). In the 1960 and 1970 censuses, the inquiry was made at a sample of cash-rental units, farm or nonfarm, occupied or vacant; at the latter, the question was confined to whether or not the renter would pay for each of the named utilities, without indicating amounts. For 1980, this sample inquiry was made at both owner- and renter-occupied units, but not for vacant units.

Coding—Clerks in the processing centers coded costs where there was a written-in dollar entry by making a solid black dot over the appropriate digits in the "Census Use" boxes H22a-d and filling the "0" for any unused columns to the left of the coded amount, e.g., $39 in H22b would be marked 039. Amounts exceeding the limits of the box were accounted for by coding "999" for $1,000 or more in H22a, b, or c, or "9999" for $10,000 or more in H22d. Cents were rounded to the nearest dollar. If the entry was a range, the clerk coded the midpoint for the time period specified in the questionnaire, adjusting or converting as necessary. Where utility costs were combined, they were coded in two ways. The original instructions, which were applied from the beginning of coding until March 1981, stated that if electricity was one of the components, the others were to be coded for $1 each and the balance entered for electricity. For combinations excluding electricity, each component was coded $1 in the order it appeared on the questionnaire, but with the balance assigned to the last utility. For example, if the reported amount was $150 for gas/water, gas would be coded 001 and water 149. If reported, sales or use taxes shown on the bills were to be included in the sums. After March 1981, regardless of whether electricity was a component or not, nearly all the monthly cost was coded where the written entry was and the other components were coded for $1. For example, if $75 was written in H22b and "included with gas" was written in H22c, H22b was coded for $74 and H22c for $1.



Editing and allocation—The computer reviewed the amounts in the H22a-d code boxes to make certain that each column had a digit marked. In general, if the hundreds (or thousands in the case of fuels (d)) column was blank and the other columns had figures, the blank was edited to "0," but if two columns were blank for any item, the entire item amount was deleted. The computer then edited each part of the question: The entry for H22a (electricity) was compared with ones for H21a (house-heating fuel), H27 (air conditioning), H21b (water-heating fuel), and H21c (cooking fuel). In general, if an amount was shown in H22a, any entry of "Included in rent or no charge" or "Electricity not used" was deleted, as was the latter if any of the other items consulted indicated its use. If there were no relevant data from these other items, an entry for "Included in rent or no charge" or "Electricity not used" was accepted, and any amount shown was deleted. A complete blank in H22a was allocated an amount from the preceding unit with similar characteristics, by tenure, but with an upper dollar limit that was set in the edit matrix.

The entry for H22b (gas) was compared with H21a (house-heating fuel), H21b (water-heating fuel), and H21c (cooking fuel), with action following the same pattern as for electricity, above.

The edit for H22c (water) simply made certain that an amount was not accompanied by "inclusion" or "not used" entries, and vice versa, and allocated blanks. H22d (fuels) was edited for

consistency with H21a-c (house- and waterheating, and cooking fuels) in the same manner as electricity and gas.

Question H23. Complete Kitchen Facilities

H23. Do you have complete kitchen facilities? *Complete kitchen facilities are a sink with piped water, a range or cookstove, and a refrigerator.*

○ Yes ■ ○ No

Instructions:

The kitchen sink, stove, and refrigerator must be located in the building but do *not* have to be in the same room. Portable cooking equipment is not considered as a range or cook stove.

This inquiry originated in the 1940 census, when respondents were asked if they had a refrigerator, and this was asked again—but on a sample basis—in 1950, when there was another sample question on kitchen sinks (shared or for exclusive use). In 1960, a complete-count item covered "a kitchen or cooking equipment" and again, whether it was shared or for exclusive use. In 1970, all units were checked for *"complete* kitchen facilities," here defined as a sink with piped water, a range or cookstove, and a mechanical refrigerator. For 1980, the 1970 inquiry was moved to the sample.

The rules for vacant units were generally the same as for occupied units, except where equipment had been removed; in that case, the enumerator was to ask what kitchen equipment the previous occupants had. For never-occupied units, the entry was based on the available connections for a refrigerator, and whether provisions had been made for installing a range or cookstove (if the equipment was not already in place).

Coding—None.

Editing and allocation—For occupied units, the computer compared the H23 entry with H6 (plumbing facilities) and H21c (cooking fuel) for consistency, and H23 was made to conform to the other two. Blanks were allocated from previously processed units with similar characteristics. For vacant units, only H6 was referenced, and the entry for H23 was made to conform. In cases where H6 was ambiguous and H23 was blank, data were allocated as above.

Question H24. Bedrooms

H24. How many bedrooms do you have?
Count rooms used mainly for sleeping even if used also for other purposes.

○ No bedroom ○ 2 bedrooms ○ 4 bedrooms
○ 1 bedroom ○ 3 bedrooms ○ 5 or more bedrooms

Instructions—There were no instructions in "Your Guide to Census '80."

Coding—None.

Editing and allocation—The computer compared the entry for H24 with the one for H7 (rooms) for consistency. In general, the unit had to have at least one more room in total than the number of bedrooms, and any unit with four or more rooms was expected to have at least one bedroom. Data for blanks or unacceptable entries in H24 were allocated from preceding units with the same number of rooms and type of structure (single- or multi-unit).

Question H25. Bathrooms

H25. How many bathrooms do you have?
A complete bathroom is a room with flush toilet, bathtub or shower, and wash basin with piped water.

A half bathroom has at least a flush toilet or bathtub or shower, but does not have all the facilities for a complete bathroom.

○ No bathroom, or only a half bathroom
○ 1 complete bathroom
○ 1 complete bathroom, plus half bath(s)
○ 2 or more complete bathrooms

Instructions—There were no instructions in "Your Guide to Census '80."

The number of bathrooms was asked on a sample basis in the 1960 and 1970 censuses. The latter had six detailed categories, ending with "3 or more complete bathrooms"; the 1980 question reverted to the simpler form used in 1960.

Coding—None.

Editing and allocation—The entries for H25 were compared with those for H6 (plumbing facilities) for consistency. If the plumbing facilities were incomplete or lacking, or were used by another household, H25 was edited to "No bathroom, or only a half bathroom." The computer supplied data from a previous unit according to type of structure, tenure, and vacancy status for any inconsistent entries or blanks in H25.

Question H26. Telephone

H26. Do you have a telephone in your living quarters?

○ Yes ■ ○ No ■

Instructions:

Answer Yes *only* if the telephone is located *in* your living quarters.

The 1960 sample question on this subject asked—at occupied units only—whether the household had access to a telephone (if so, what the number was, for followup purposes). While the 1970 inquiry was the same, and the Yes/No responses were tabulated as before, it was asked for occupied units on a 100-percent basis. "Access" meant that the occupants could receive calls, either in this or another unit, in a common hall, or even in another building. For 1980, this sample question restricted the "Yes" answer to a telephone in the respondent's living quarters—nowhere else.

Coding—None.

Editing and allocation—Blanks were allocated data from previously processed units by type of structure and tenure.

Question H27. Air Conditioning

H27. Do you have air conditioning?

○ Yes, a central air-conditioning system
○ Yes, 1 individual room unit
○ Yes, 2 or more individual room units
○ No

Instructions:

Count only equipment used to cool the air by means of a refrigeration unit.

This question was asked on a sample basis at occupied and vacant units in 1960 and 1970, and continued in 1980 with only a rearrangement of the order in which the categories appeared.

Coding—None.

Editing and allocation—Blanks were allocated from previously processed units by type of structure and tenure or vacancy status.

Question H28. Automobiles

H28. How many automobiles are kept at home for use by members of your household?

- ○ None
- ○ 1 automobile
- ○ 2 automobiles
- ○ 3 or more automobiles

Instructions:

Count company cars (including police cars and taxicabs) and company trucks that are regularly kept at home and used by household members. Do *not* count cars or trucks permanently out of working order.

This item was asked on a sample basis at occupied units in 1960, 1970, and 1980, except that for 1980, taxicabs were included if they were kept at home for household use when not in service. The intent was to measure the availability, not the ownership, of automobiles.

Coding—None.

Editing and allocation—The computer compared the H28 entries with those for question 24b-c (transportation to work) for consistency. An incompatible answer or a blank for H28 was allocated from a preceding unit.

Question H29. Trucks or Vans

H29. How many vans or trucks of one-ton capacity or less are kept at home for use by members of your household?

- ○ None
- ○ 1 van or truck
- ○ 2 vans or trucks
- ○ 3 or more vans or trucks

Instructions—See instructions for H28, above.

This question was new for 1980, and was asked at occupied units to accommodate the need for data on the growing number of vans and light trucks kept at home and regularly used for personal transportation. As in item H28, there was no intent to count the number of privately owned vehicles or the households owning them.

Coding—None.

Editing and allocation—The computer compared the H29 entries with those for question 24b-c (transportation to work) for consistency. An incompatible answer or a blank for H29 was allocated from a preceding unit.

Homeowner Costs

Page 5 of the long-form household questionnaire, which contained items H30-H32, indicated their scope with the following instruction:

Please answer H30—H32 if you live in a one-family house which you own or are buying, unless this is —

- A mobile home or trailer . . . . . .
- A house on 10 or more acres . . . . . .
- A condominium unit . . . . . .
- A house with a commercial establishment or medical office on the property . . . . .

If any of these, or if you rent your unit or this is a multi-family structure, skip H30 to H32 and turn to page 6.

Instructions:

Do not answer these questions if you live in a cooperative, regardless of the number of units in the structure.

The intent of this set of questions (new in this form for 1980) was to collect data on selected monthly costs for specified owner-occupied units, i.e., one-family houses on less than 10 acres and without a commercial establishment or medical office on the property, and excluding condominiums, mobile homes, and trailers. The sum of payments for real estate taxes, fire and hazard insurance, and mortgages, together with the cost of utilities and fuel (from item H22) but excluding maintenance and repair, thus could be presented for owners in tabulations comparable to those for gross rent as another measure of shelter cost.

Statistics on mortgages were collected in U.S. censuses as early as 1890, and on other related characteristics beginning in 1920. In more recent years, particularly since the 1950's, data covering mortgage payments, taxes, and insurance have been gathered principally in the Residential Finance Survey, a part of the decennial census program.

Question H30. Real Estate Taxes

H30. What were the real estate taxes on this property last year?

$ _____ .00 OR ○ None

Instructions:

Report taxes for all taxing jurisdictions even if they are included in mortgage payment, not paid yet, paid by someone else, or are delinquent.

Coding—Clerks in the processing centers coded four digits in the "census use" box for H30, marking the zero in any unused column to the left of the coded amount. Where other than an annual figure was reported, the clerks converted or adjusted the amount as necessary. Blanks or nondollar entries were not coded.

H30.
0 0 0 0
1 1 1 1
2 2 2 2
3 3 3 3
4 4 4 4
5 5 5 5
6 6 6 6
7 7 7 7
8 8 8 8
9 9 9 9

Editing and allocation—The computer first determined whether or not the unit was mortgaged (item H32a; see below). For a mortgaged unit, it compared the entry for H30 with H32d (whether the taxes were included in the mortgage payment) and H32c (the mortgage payment itself). If there were compatible

responses in both H32c and d, the amount shown in H30 was checked against a set of limits (see fig. 3 below) based on the property's value (from question H11). If the amount being edited was within these limits, no action was taken; if not, H30 was allocated data from a previously processed, owner-occupied and mortgaged unit with a similar property value range. Blanks and inconsistencies in both H30 and H32d were adjusted or allocated at this point.

For nonmortgaged units, the amount in H30 was checked directly with the limits matrix. If the amount being edited was within these limits, no action was taken; if not, or if the entry was blank ("None" was an acceptable entry), the data were allocated from a previously processed, owner-occupied nonmortgaged unit with the same property-value range.

Figure 3. Computer Matrix for Verifying Homeowner Costs

Cell	H11 Value	Upper limits		
		H30 Taxes (5 percent)	H31 Insurance (1 percent)	H32c Mortgage payment (2 percent)
A	Less than $10,000 (H11 = 1)	$500	$100	$200
B	$10,000 to $19,999 (H11 = 2-4)	$1,000	$200	$400
C	$20,000 to $29,999 (H11 = 5-8)	$1,500	$300	$600
D	$30,000 to $39,999 (H11 = 9-10)	$2,000	$400	$800
E	$40,000 to $49,999 (H11 = 11-12	$2,500	$500	$1,000
F	$50,000 to $59,999 (H11 = 13-14)	$3,000	$600	$1,200
G	$60,000 to $69,999 (H11 = 15-16)	$3,500	$700	$1,400
H	$70,000 to $79,999 (H11 = 17-18)	$4,000	$800	$1,600
I	$80,000 to $89,999 (H11 = 19)	$4,500	$900	$1,800
J	$90,000 to $99,999 (H11 = 20)	$5,000	$950	$2,000
K	$100,000 to $149,999 (H11 = 21-22)	$7,500	$950	$3,000
L	$150,000 or more (H11 = 23-24)	$7,500	$950	$3,000

Question H31. Property, Fire, and Hazard Insurance

H31. What is the annual premium for fire and hazard insurance on this property?

$ _____ .00 OR ○ None

Instructions:

When premiums are paid on other than a yearly basis, convert to a yearly basis and enter the yearly amount, even if no payment was made during the past 12 months.

Coding—Clerks in the processing offices coded this item in the same manner as H30 (see above).

H31.
0 0 0
1 1 1
2 2 2
3 3 3
4 4 4
5 5 5
6 6 6
7 7 7
8 8 8
9 9 9

Editing and allocation—The computer first determined whether or not the unit was mortgaged (item H32a; see below). For a mortgaged unit, it compared the entry for H31 with H32a (whether insurance was included in the mortgage payment) and H32c (the mortgage payment itself). If there were compatible responses in both H32c and e, the amount shown in H31 was checked against the limits matrix (see fig. 3) based on the property's value (from question H11). If the amount being edited was within these limits, no action was taken; if not, H31 was allocated data from a previously processed, owner-occupied and mortgaged unit with a similar property value range. Blanks and inconsistencies in both H31 and H32e were adjusted or allocated at this point.

For nonmortgaged units, the amount in H31 was checked directly with the limits matrix. If the amount being edited was within these bounds, no action was taken; if not, or if the entry was blank ("None" was an acceptable entry), the data were allocated from a previously processed, owner-occupied nonmortgaged unit with the same property value range.

Question H32. Mortgages

H32a. Do you have a mortgage, deed of trust, contract to purchase, or similar debt on this property?

○ Yes, mortgage, deed of trust, or similar debt

○ Yes, contract to purchase

○ No — *Skip to page 6*

b. Do you have a second or junior mortgage on this property?

○ Yes ○ No

c. How much is your total regular monthly payment to the lender?
Also include payments on a contract to purchase and to lenders holding second or junior mortgages on this property.

$ _____ .00 OR ○ No regular payment required — *Skip to page 6*

d. Does your regular monthly payment (amount entered in H32c) include payments for real estate taxes on this property?

○ Yes, taxes included in payment ■

○ No, taxes paid separately or taxes not required

e. Does your regular monthly payment (amount entered in H32c) include payments for fire and hazard insurance on this property?

○ Yes, insurance included in payment

○ No, insurance paid separately or no insurance

Instructions:

a. The word "mortgage" is used as a general term to indicate all types of loans which are secured by real estate.

b. A second or junior mortgage is also secured by real estate but has been made by the homeowner in addition to the first mortgage.

c. Enter a monthly amount even if it is unpaid or paid by someone else. If the amount is paid on some other periodic basis, see instructions for H12 to change it to a monthly amount.

In H32c, only the regular monthly payments required by the lender(s) were to be entered, regardless of what was included in them. (Persons holding land contracts were considered lenders.) The amount was to be entered, even if the payment were delinquent or paid by someone else. Other-than-monthly payments were to be converted to a monthly basis.

Coding—Only H32c was coded; clerks in the processing offices did this in the same manner as for H30 and H31 (see above), and converted or adjusted figures as necessary.

H32c.

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Editing and allocation—The computer first compared the entries in H32a (whether mortgaged) and H32c (mortgage payment) for consistency. If they were compatible, the amount was checked against the limits matrix (see fig. 3). If the amount being edited was within these limits, no action was taken; if not, H32c was allocated data from a previously processed, owner-occupied and mortgaged unit with a similar property-value range. Blanks and inconsistencies in both parts (a and c) were adjusted or allocated at this point. If H32a was blank, for example, yet a mortgage payment was shown in H32c, H32a was made to read "Yes, mortgage, deed of trust, or similar debt." If the responses indicated there was no mortgage on the property, all remaining entries in H32 (b, c, d, and e) were deleted; if H32c was marked "No regular payment required," entries in parts d and e were cancelled. H32b (second or junior mortgage) was edited last; any entry was accepted, but a blank was provided with the same entry as a previously processed owner-occupied unit with a similar property value.

Appendix 12A. Facsimiles of Forms D-2 and D-4

Form
D-2. 1980 Census of the United States
D-4. Your Guide to Census '80

Form D-2 is the long-form questionnaire used to enumerate a sample of the households in the 1980 census. The cover, page 1, and the back page were essentially the same as their counterparts on the short-form questionnaire (form D-1). In addition to question 1 on page 1, the short form contained only population items 2-7 on page 2 and housing items H1-H12 on page 3. All other questions were unique to the long form. Person columns 4-6 have been omitted, but were identical to columns 1, 2, 3, and 7, which are shown. Pages 8-19, which were the ones used to enumerate persons in columns 2-7 in a household, also have been omitted.

Please fill out this official Census Form and mail it back on Census Day, Tuesday, April 1, 1980

1980 Census of the United States

If the address shown below has the wrong apartment identification, please write the correct apartment number or location here:					
DO	A1	A2	A4	A5 L	A6

Your answers are confidential

By law (title 13, U.S. Code), census employees are subject to fine and/or imprisonment for any disclosure of your answers. Only after 72 years does your information become available to other government agencies or the public. The same law requires that you answer the questions to the best of your knowledge.

Para personas de habla hispana

(For Spanish-speaking persons):
SI USTED DESEA UN CUESTIONARIO DEL CENSO EN ESPAÑOL llame a la oficina del censo. El número de teléfono se encuentra en el encasillado de la dirección.

O, si prefiere, marque esta casilla ☐ y devuelva el cuestionario por correo en el sobre que se le incluye.

A message from the Director, Bureau of the Census . . .

We must, from time to time, take stock of ourselves as a people if our Nation is to meet successfully the many national and local challenges we face. This is the purpose of the 1980 census.

The essential need for a population census was recognized almost 200 years ago when our Constitution was written. As provided by article I, the first census was conducted in 1790 and one has been taken every 10 years since then.

The law under which the census is taken protects the confidentiality of your answers. For the next 72 years — or until April 1, 2052 — only sworn census workers have access to the individual records, and no one else may see them.

Your answers, when combined with the answers from other people, will provide the statistical figures needed by public and private groups, schools, business and industry, and Federal, State, and local governments across the country. These figures will help all sectors of American society understand how our population and housing are changing. In this way, we can deal more effectively with today's problems and work toward a better future for all of us.

The census is a vitally important national activity. Please do your part by filling out this census form accurately and completely. If you mail it back promptly in the enclosed postage-paid envelope, it will save the expense and inconvenience of a census taker having to visit you.

Thank you for your cooperation.

U S Department of Commerce
Bureau of the Census
Form D-2

Form Approved.
O M B No 41-S78006

Please continue →

How to fill out your Census Form

See the filled-out example in the yellow instruction guide. This guide will help with any problems you may have.

If you need more help, call the Census Office. The telephone number of the local office is shown at the bottom of the address box on the front cover.

Use a black pencil to answer the questions. Black pencil is better to use than ballpoint or other pens.

Fill circles "O" completely, like this: ●

When you write in an answer, print or write clearly.

Make sure that answers are provided for everyone here.

See page 4 of the guide if a roomer or someone else in the household does not want to give you all the information for the form.

Answer the questions on pages 1 through 5, and then starting with pages 6 and 7, fill a pair of pages for each person in the household.

Check your answers. Then write your name, the date, and telephone number on page 20.

Mail back this form on Tuesday, April 1, or as soon afterward as you can. Use the enclosed envelope; no stamp is needed.

Please start by answering Question 1 below.

Question 1

List in Question 1

- Family members living here, including babies still in the hospital.
- Relatives living here.
- Lodgers or boarders living here
- Other persons living here.
- College students who stay here while attending college, even if their parents live elsewhere.
- Persons who usually live here but are temporarily away (including children in boarding school below the college level)
- Persons with a home elsewhere but who stay here most of the week while working.

Do Not List in Question 1

- Any person away from here in the Armed Forces.
- Any college student who stays somewhere else while attending college.
- Any person who usually stays somewhere else most of the week while working there.
- Any person away from here in an institution such as a home for the aged or mental hospital.
- Any person staying or visiting here who has a usual home elsewhere.

1. What is the name of each person who was living here on Tuesday, April 1, 1980, or who was staying or visiting here and had no other home?

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Note

If everyone here is staying only temporarily and has a usual home elsewhere, please mark this box ☐.

Then please:

- answer the questions on pages 2 through 5 only, and
- enter the address of your usual home on page 20.

Please continue ↗

Page 2

→ *ALSO ANSWER THE HOUSING QUESTIONS ON PAGE 3*

Here are the QUESTIONS ↓	These are the columns for ANSWERS → *Please fill one column for each person listed in Question 1.*	PERSON in column 1	PERSON in column 2	PERSON in column 3
		Last name First name — Middle initial	Last name First name — Middle initial	Last name First name — Middle initial
2. How is this person related to the person in column 1? *Fill one circle.* *If "Other relative" of person in column 1, give exact relationship, such as mother-in-law, niece, grandson, etc.*		*START in this column with the household member (or one of the members) in whose name the home is owned or rented. If there is no such person, start in this column with any adult household member.*	If relative of person in column 1: ○ Husband/wife ○ Father/mother ○ Son/daughter ○ Other relative ○ Brother/sister If not related to person in column 1: ○ Roomer, boarder ○ Other nonrelative ○ Partner, roommate ○ Paid employee	If relative of person in column 1: ○ Husband/wife ○ Father/mother ○ Son/daughter ○ Other relative ○ Brother/sister If not related to person in column 1: ○ Roomer, boarder ○ Other nonrelative ○ Partner, roommate ○ Paid employee
3. Sex *Fill one circle.*		○ Male ■ ○ Female	○ Male ■ ○ Female	○ Male ■ ○ Female
4. Is this person — *Fill one circle.*		○ White ○ Asian Indian ○ Black or Negro ○ Hawaiian ○ Japanese ○ Guamanian ○ Chinese ○ Samoan ○ Filipino ○ Eskimo ○ Korean ○ Aleut ○ Vietnamese ○ Other — *Specify* ○ Indian (Amer.) *Print tribe* → _____	○ White ○ Asian Indian ○ Black or Negro ○ Hawaiian ○ Japanese ○ Guamanian ○ Chinese ○ Samoan ○ Filipino ○ Eskimo ○ Korean ○ Aleut ○ Vietnamese ○ Other — *Specify* ○ Indian (Amer.) *Print tribe* → _____	○ White ○ Asian Indian ○ Black or Negro ○ Hawaiian ○ Japanese ○ Guamanian ○ Chinese ○ Samoan ○ Filipino ○ Eskimo ○ Korean ○ Aleut ○ Vietnamese ○ Other — *Specify* ○ Indian (Amer.) *Print tribe* → _____
5. Age, and month and year of birth *a. Print age at last birthday.* *b. Print month and fill one circle.* *c. Print year in the spaces, and fill one circle below each number.*		a. Age at last birthday c. Year of birth: 1 ● 8 ○ 9 ○ / Ø ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ / Ø ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ b. Month of birth ■ ○ Jan.—Mar. ○ Apr.—June ○ July—Sept. ○ Oct.—Dec.	a. Age at last birthday c. Year of birth: 1 ● 8 ○ 9 ○ / Ø ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ / Ø ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ b. Month of birth ■ ○ Jan.—Mar. ○ Apr.—June ○ July—Sept. ○ Oct.—Dec.	a. Age at last birthday c. Year of birth: 1 ● 8 ○ 9 ○ / Ø ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ / Ø ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ b. Month of birth ■ ○ Jan.—Mar. ○ Apr.—June ○ July—Sept. ○ Oct.—Dec.
6. Marital status *Fill one circle.*		○ Now married ○ Separated ○ Widowed ○ Never married ○ Divorced	○ Now married ○ Separated ○ Widowed ○ Never married ○ Divorced	○ Now married ○ Separated ○ Widowed ○ Never married ○ Divorced
7. Is this person of Spanish/Hispanic origin or descent? *Fill one circle.*		○ No (not Spanish/Hispanic) ○ Yes, Mexican, Mexican-Amer., Chicano ○ Yes, Puerto Rican ■ ○ Yes, Cuban ○ Yes, other Spanish/Hispanic	○ No (not Spanish/Hispanic) ○ Yes, Mexican, Mexican-Amer., Chicano ○ Yes, Puerto Rican ■ ○ Yes, Cuban ○ Yes, other Spanish/Hispanic	○ No (not Spanish/Hispanic) ○ Yes, Mexican, Mexican-Amer., Chicano ○ Yes, Puerto Rican ■ ○ Yes, Cuban ○ Yes, other Spanish/Hispanic
8. Since February 1, 1980, has this person attended regular school or college at any time? *Fill one circle. Count nursery school, kindergarten, elementary school, and schooling which leads to a high school diploma or college degree.*		○ No, has not attended since February 1 ○ Yes, public school, public college ○ Yes, private, church-related ○ Yes, private, not church-related	○ No, has not attended since February 1 ○ Yes, public school, public college ○ Yes, private, church-related ○ Yes, private, not church-related	○ No, has not attended since February 1 ○ Yes, public school, public college ○ Yes, private, church-related ○ Yes, private, not church-related
9. What is the highest grade (or year) of regular school this person has ever attended? *Fill one circle.* *If now attending school, mark grade person is in. If high school was finished by equivalency test (GED), mark "12."*		Highest grade attended: ○ Nursery school ○ Kindergarten Elementary through high school *(grade or year)* 1 2 3 4 5 6 7 8 9 10 11 12 ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ College *(academic year)* ■ 1 2 3 4 5 6 7 8 or more ○ ○ ○ ○ ○ ○ ○ ○ ○ Never attended school — *Skip question 10*	Highest grade attended: ○ Nursery school ○ Kindergarten Elementary through high school *(grade or year)* 1 2 3 4 5 6 7 8 9 10 11 12 ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ College *(academic year)* ■ 1 2 3 4 5 6 7 8 or more ○ ○ ○ ○ ○ ○ ○ ○ ○ Never attended school — *Skip question 10*	Highest grade attended: ○ Nursery school ○ Kindergarten Elementary through high school *(grade or year)* 1 2 3 4 5 6 7 8 9 10 11 12 ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ College *(academic year)* ■ 1 2 3 4 5 6 7 8 or more ○ ○ ○ ○ ○ ○ ○ ○ ○ Never attended school — *Skip question 10*
10. Did this person finish the highest grade (or year) attended? *Fill one circle.*		○ Now attending this grade *(or year)* ○ Finished this grade *(or year)* ○ Did not finish this grade *(or year)*	○ Now attending this grade *(or year)* ○ Finished this grade *(or year)* ○ Did not finish this grade *(or year)*	○ Now attending this grade *(or year)* ○ Finished this grade *(or year)* ○ Did not finish this grade *(or year)*
		CENSUS USE ONLY A. ○ I ○ N ○ ○	*CENSUS USE ONLY* A. ○ I ○ N ○ ○	*CENSUS USE ONLY* A. ○ I ○ N ○ ○

Page 3

PERSON in column 7

Last name

First name — Middle initial

If relative of person in column 1:

- Husband/wife
- Son/daughter
- Brother/sister
- Father/mother
- Other relative

If not related to person in column 1:

- Roomer, boarder
- Partner, roommate
- Paid employee
- Other nonrelative

- Male
- Female

- White
- Black or Negro
- Japanese
- Chinese
- Filipino
- Korean
- Vietnamese
- Indian (Amer.) *Print tribe*
- Asian Indian
- Hawaiian
- Guamanian
- Samoan
- Eskimo
- Aleut
- Other — *Specify*

a. Age at last birthday

b. Month of birth

- Jan.—Mar.
- Apr.—June
- July—Sept.
- Oct.—Dec.

c. Year of birth

- Now married
- Widowed
- Divorced
- Separated
- Never married

- No (not Spanish/Hispanic)
- Yes, Mexican, Mexican-Amer., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, other Spanish/Hispanic

- No, has not attended since February 1
- Yes, public school, public college
- Yes, private, church-related
- Yes, private, not church-related

Highest grade attended:

Nursery school — Kindergarten

Elementary through high school *(grade or year)*: 1 2 3 4 5 6 7 8 9 10 11 12

College *(academic year)*: 1 2 3 4 5 6 7 8 or more

Never attended school - *Skip question 10*

- Now attending this grade *(or year)*
- Finished this grade *(or year)*
- Did not finish this grade *(or year)*

CENSUS USE ONLY — A. — I — N

If you listed more than 7 persons in Question 1, please see note on page 20.

NOW PLEASE ANSWER QUESTIONS H1—H12 FOR YOUR HOUSEHOLD

H1. Did you leave anyone out of Question 1 because you were not sure if the person should be listed — *for example, a new baby still in the hospital, a lodger who also has another home, or a person who stays here once in a while and has no other home?*

- Yes — *On page 20 give name(s) and reason left out.*
- No

H2. Did you list anyone in Question 1 who is away from home now — *for example, on a vacation or in a hospital?*

- Yes — *On page 20 give name(s) and reason person is away.*
- No

H3. Is anyone visiting here who is not already listed?

- Yes — *On page 20 give name of each visitor for whom there is no one at the home address to report the person to a census taker.*
- No

H4. How many living quarters, occupied and vacant, are at this address?

- One
- 2 apartments or living quarters
- 3 apartments or living quarters
- 4 apartments or living quarters
- 5 apartments or living quarters
- 6 apartments or living quarters
- 7 apartments or living quarters
- 8 apartments or living quarters
- 9 apartments or living quarters
- 10 or more apartments or living quarters
- This is a mobile home or trailer

H5. Do you enter your living quarters —

- Directly from the outside or through a common or public hall?
- Through someone else's living quarters?

H6. Do you have complete plumbing facilities in your living quarters, that is, hot and cold piped water, a flush toilet, and a bathtub or shower?

- Yes, for this household only
- Yes, but also used by another household
- No, have some but not all plumbing facilities
- No plumbing facilities in living quarters

H7. How many rooms do you have in your living quarters? *Do not count bathrooms, porches, balconies, foyers, halls, or half-rooms.*

- 1 room
- 2 rooms
- 3 rooms
- 4 rooms
- 5 rooms
- 6 rooms
- 7 rooms
- 8 rooms
- 9 or more rooms

H8. Are your living quarters —

- Owned or being bought by you or by someone else in this household?
- Rented for cash rent?
- Occupied without payment of cash rent?

H9. Is this apartment (house) part of a condominium?

- No
- Yes, a condominium

H10. *If this is a one-family house —*

a. Is the house on a property of 10 or more acres?

- Yes
- No

b. Is any part of the property used as a commercial establishment or medical office?

- Yes
- No

H11. *If you live in a one-family house or a condominium unit which you own or are buying —*

What is the value of this property, that is, how much do you think this property (house and lot or condominium unit) would sell for if it were for sale?

Do not answer this question if this is —

- A mobile home or trailer
- A house on 10 or more acres
- A house with a commercial establishment or medical office on the property

- Less than $10,000
- $10,000 to $14,999
- $15,000 to $17,499
- $17,500 to $19,999
- $20,000 to $22,499
- $22,500 to $24,999
- $25,000 to $27,499
- $27,500 to $29,999
- $30,000 to $34,999
- $35,000 to $39,999
- $40,000 to $44,999
- $45,000 to $49,999
- $50,000 to $54,999
- $55,000 to $59,999
- $60,000 to $64,999
- $65,000 to $69,999
- $70,000 to $74,999
- $75,000 to $79,999
- $80,000 to $89,999
- $90,000 to $99,999
- $100,000 to $124,999
- $125,000 to $149,999
- $150,000 to $199,999
- $200,000 or more

H12. *If you pay rent for your living quarters —*

What is the monthly rent?

If rent is not paid by the month, see the Instruction guide on how to figure a monthly rent.

- Less than $50
- $50 to $59
- $60 to $69
- $70 to $79
- $80 to $89
- $90 to $99
- $100 to $109
- $110 to $119
- $120 to $129
- $130 to $139
- $140 to $149
- $150 to $159
- $160 to $169
- $170 to $179
- $180 to $189
- $190 to $199
- $200 to $224
- $225 to $249
- $250 to $274
- $275 to $299
- $300 to $349
- $350 to $399
- $400 to $499
- $500 or more

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A4. Block number

A6. Serial number

B. Type of unit or quarters

Occupied

- First form
- Continuation

Vacant

- Regular
- Usual home elsewhere

Group quarters

- First form
- Continuation

For vacant units

C1. Is this unit for —

- Year round use
- Seasonal/Mig. — *Skip C2, C3, and D.*

C2. Vacancy status

- For rent
- For sale only
- Rented or sold, not occupied
- Held for occasional use
- Other vacant

C3. Is this unit boarded up?

- Yes
- No

D. Months vacant

- Less than 1 month
- 1 up to 2 months
- 2 up to 6 months
- 6 up to 12 months
- 1 year up to 2 years
- 2 or more years

E. Indicators

1. Mail return
2. Pop./F

F. Total persons

Page 4

ALSO ANSWER THESE QUESTIONS

H13. Which best describes this building?
Include all apartments, flats, etc., even if vacant.

- ○ A mobile home or trailer
- ○ A one-family house detached from any other house
- ○ A one-family house attached to one or more houses
- ○ A building for 2 families
- ○ A building for 3 or 4 families
- ○ A building for 5 to 9 families
- ○ A building for 10 to 19 families
- ○ A building for 20 to 49 families
- ○ A building for 50 or more families
- ○ A boat, tent, van, etc.

H14a. How many stories (floors) are in this building?
Count an attic or basement as a story if it has any finished rooms for living purposes.

- ○ 1 to 3 — *Skip to H15*
- ○ 4 to 6
- ○ 7 to 12
- ○ 13 or more stories

b. Is there a passenger elevator in this building?

- ○ Yes
- ○ No

H15a. Is this building —

- ○ On a city or suburban lot, or on a place of less than 1 acre? — *Skip to H16*
- ○ On a place of 1 to 9 acres?
- ○ On a place of 10 or more acres?

b. Last year, 1979, did sales of crops, livestock, and other farm products from this place amount to —

- ○ Less than $50 (or None)
- ○ $50 to $249
- ○ $250 to $599
- ○ $600 to $999
- ○ $1,000 to $2,499
- ○ $2,500 or more

H16. Do you get water from —

- ○ A public system *(city water department, etc.)* or private company?
- ○ An individual drilled well?
- ○ An individual dug well?
- ○ Some other source *(a spring, creek, river, cistern, etc.)*?

H17. Is this building connected to a public sewer?

- ○ Yes, connected to public sewer
- ○ No, connected to septic tank or cesspool
- ○ No, use other means

H18. About when was this building originally built? *Mark when the building was first constructed, not when it was remodeled, added to, or converted.*

- ○ 1979 or 1980
- ○ 1975 to 1978
- ○ 1970 to 1974
- ○ 1960 to 1969
- ○ 1950 to 1959
- ○ 1940 to 1949
- ○ 1939 or earlier

H19. When did the person listed in column 1 move into this house (or apartment)?

- ○ 1979 or 1980
- ○ 1975 to 1978
- ○ 1970 to 1974
- ○ 1960 to 1969
- ○ 1950 to 1959
- ○ 1949 or earlier
- ○ Always lived here

H20. How are your living quarters heated?
Fill one circle for the kind of heat used most.

- ○ Steam or hot water system
- ○ Central warm-air furnace with ducts to the individual rooms *(Do not count electric heat pumps here)*
- ○ Electric heat pump
- ○ Other built-in electric units *(permanently installed in wall, ceiling, or baseboard)*
- ○ Floor, wall, or pipeless furnace
- ○ Room heaters with flue or vent, burning gas, oil, or kerosene
- ○ Room heaters without flue or vent, burning gas, oil, or kerosene *(not portable)*
- ○ Fireplaces, stoves, or portable room heaters of any kind
- ○ No heating equipment

H21 a. Which fuel is used most for house heating?

- ○ Gas: from underground pipes serving the neighborhood
- ○ Gas: bottled, tank, or LP
- ○ Electricity
- ○ Fuel oil, kerosene, etc.
- ○ Coal or coke
- ○ Wood
- ○ Other fuel
- ○ No fuel used

b. Which fuel is used most for water heating?

- ○ Gas: from underground pipes serving the neighborhood
- ○ Gas: bottled, tank, or LP
- ○ Electricity
- ○ Fuel oil, kerosene, etc.
- ○ Coal or coke
- ○ Wood
- ○ Other fuel
- ○ No fuel used

c. Which fuel is used most for cooking?

- ○ Gas: from underground pipes serving the neighborhood
- ○ Gas: bottled, tank, or LP
- ○ Electricity
- ○ Fuel oil, kerosene, etc.
- ○ Coal or coke
- ○ Wood
- ○ Other fuel
- ○ No fuel used

H22. What are the costs of utilities and fuels for your living quarters?

a. Electricity
$ _____ .00 OR
Average monthly cost
- ○ Included in rent or no charge
- ○ Electricity not used

b. Gas
$ _____ .00 OR
Average monthly cost
- ○ Included in rent or no charge
- ○ Gas not used

c. Water
$ _____ .00 OR
Yearly cost
- ○ Included in rent or no charge

d. Oil, coal, kerosene, wood, etc.
$ _____ .00 OR
Yearly cost
- ○ Included in rent or no charge
- ○ These fuels not used

H23. Do you have complete kitchen facilities? *Complete kitchen facilities are a sink with piped water, a range or cookstove, and a refrigerator.*

- ○ Yes
- ○ No

H24. How many bedrooms do you have?
Count rooms used mainly for sleeping even if used also for other purposes.

- ○ No bedroom
- ○ 1 bedroom
- ○ 2 bedrooms
- ○ 3 bedrooms
- ○ 4 bedrooms
- ○ 5 or more bedrooms

H25. How many bathrooms do you have?
A complete bathroom is a room with flush toilet, bathtub or shower, and wash basin with piped water.
A half bathroom has at least a flush toilet or bathtub or shower, but does not have all the facilities for a complete bathroom.

- ○ No bathroom, or only a half bathroom
- ○ 1 complete bathroom
- ○ 1 complete bathroom, plus half bath(s)
- ○ 2 or more complete bathrooms

H26. Do you have a telephone in your living quarters?

- ○ Yes
- ○ No

H27. Do you have air conditioning?

- ○ Yes, a central air-conditioning system
- ○ Yes, 1 individual room unit
- ○ Yes, 2 or more individual room units
- ○ No

H28. How many automobiles are kept at home for use by members of your household?

- ○ None
- ○ 1 automobile
- ○ 2 automobiles
- ○ 3 or more automobiles

H29. How many vans or trucks of one-ton capacity or less are kept at home for use by members of your household?

- ○ None
- ○ 1 van or truck
- ○ 2 vans or trucks
- ○ 3 or more vans or trucks

CENSUS USE

H22a.

H22b.

H22c.

H22d.

FOR YOUR HOUSEHOLD **Page 5**

Please answer H30–H32 if you live in a one-family house which you own or are buying, unless this is —

- A mobile home or trailer . . . . . .
- A house on 10 or more acres . . . . . .
- A condominium unit . . . . . .
- A house with a commercial establishment or medical office on the property . . . . .

If any of these, or if you rent your unit or this is a multi-family structure, skip H30 to H32 and turn to page 6.

H30. What were the real estate taxes on this property last year?

$ _____ .00 OR ○ None

H31. What is the annual premium for fire and hazard insurance on this property?

$ _____ .00 OR ○ None

H32a. Do you have a mortgage, deed of trust, contract to purchase, or similar debt on this property?

○ Yes, mortgage, deed of trust, or similar debt

○ Yes, contract to purchase

○ No — *Skip to page 6*

b. Do you have a second or junior mortgage on this property?

○ Yes ○ No

c. How much is your total regular monthly payment to the lender?
Also include payments on a contract to purchase and to lenders holding second or junior mortgages on this property.

$ _____ .00 OR ○ No regular payment required — *Skip to page 6*

d. Does your regular monthly payment (amount entered in H32c) include payments for real estate taxes on this property?

○ Yes, taxes included in payment

○ No, taxes paid separately or taxes not required

e. Does your regular monthly payment (amount entered in H32c) include payments for fire and hazard insurance on this property?

○ Yes, insurance included in payment

○ No, insurance paid separately or no insurance

Please turn to page 6

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	2.	4.		2.	4.		2.	4.
(1) S.S. Yes ○ No ○	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	(2) S.S. Yes ○ No ○	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	(3) S.S. Yes ○ No ○	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
(4) S.S. Yes ○ No ○	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	(5) S.S. Yes ○ No ○	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	(6) S.S. Yes ○ No ○	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
(7) S.S. Yes ○ No ○	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	GQ.	0 1 2 3 4 5 6 7 8 9	H30.	0 1 2 3 4 5 6 7 8 9	H31.	0 1 2 3 4 5 6 7 8 9

H32c. 0 1 2 3 4 5 6 7 8 9

Page 6

ANSWER THESE QUESTIONS FOR

Name of Person 1 on page 2: _____ Last name First name Middle initial

11. In what State or foreign country was this person born?
Print the State where this person's mother was living when this person was born. Do not give the location of the hospital unless the mother's home and the hospital were in the same State.
_____ *Name of State or foreign country; or Puerto Rico, Guam, etc.*

12. *If this person was born in a foreign country –*
a. Is this person a naturalized citizen of the United States?
○ Yes, a naturalized citizen
○ No, not a citizen
○ Born abroad of American parents

b. When did this person come to the United States to stay?
○ 1975 to 1980 ○ 1965 to 1969 ○ 1950 to 1959
○ 1970 to 1974 ○ 1960 to 1964 ○ Before 1950

13a. Does this person speak a language other than English at home?
○ Yes ○ No, only speaks English – *Skip to 14*

b. What is this language?
_____ *(For example – Chinese, Italian, Spanish, etc.)*

c. How well does this person speak English?
○ Very well ○ Not well
○ Well ○ Not at all

14. What is this person's ancestry? *If uncertain about how to report ancestry, see instruction guide.*
_____ *(For example: Afro-Amer., English, French, German, Honduran, Hungarian, Irish, Italian, Jamaican, Korean, Lebanese, Mexican, Nigerian, Polish, Ukrainian, Venezuelan, etc.)*

15a. Did this person live in this house five years ago (April 1, 1975)?
If in college or Armed Forces in April 1975, report place of residence there.
○ Born April 1975 or later – *Turn to next page for next person*
○ Yes, this house – *Skip to 16*
○ No, different house

b. Where did this person live five years ago (April 1, 1975)?
(1) State, foreign country, Puerto Rico, Guam, etc.: _____
(2) County: _____
(3) City, town, village, etc.: _____
(4) Inside the incorporated (legal) limits of that city, town, village, etc.?
○ Yes ○ No, in unincorporated area

16. When was this person born?
○ Born before April 1965 – *Please go on with questions 17-33*
○ Born April 1965 or later – *Turn to next page for next person*

17. In April 1975 *(five years ago)* was this person –
a. On active duty in the Armed Forces?
○ Yes ○ No

b. Attending college?
○ Yes ○ No

c. Working at a job or business?
○ Yes, full time ○ No
○ Yes, part time

18a. Is this person a veteran of active-duty military service in the Armed Forces of the United States?
If service was in National Guard or Reserves only, see instruction guide.
○ Yes ○ No – *Skip to 19*

b. Was active-duty military service during –
Fill a circle for each period in which this person served.
○ May 1975 or later
○ Vietnam era *(August 1964–April 1975)*
○ February 1955–July 1964
○ Korean conflict *(June 1950–January 1955)*
○ World War II *(September 1940–July 1947)*
○ World War I *(April 1917–November 1918)*
○ Any other time

19. Does this person have a physical, mental, or other health condition which has lasted for 6 or more months and which . . .

	Yes	No
a. Limits the kind or amount of work this person can do at a job?	○	○
b. Prevents this person from working at a job?	○	○
c. Limits or prevents this person from using public transportation?	○	○

20. *If this person is a female –*
How many babies has she ever had, not counting stillbirths?
Do not count her stepchildren or children she has adopted.
None ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ 10 ○ 11 ○ 12 or more ○

21. *If this person has ever been married –*
a. Has this person been married more than once?
○ Once ○ More than once

b. Month and year of marriage? *(Month)* *(Year)*
Month and year of first marriage? *(Month)* *(Year)*

c. *If married more than once –* Did the first marriage end because of the death of the husband (or wife)?
○ Yes ○ No

22a. Did this person work at any time last week?
○ Yes – *Fill this circle if this person worked full time or part time. (Count part-time work such as delivering papers, or helping without pay in a family business or farm. Also count active duty in the Armed Forces.)*
○ No – *Fill this circle if this person did not work, or did only own housework, school work, or volunteer work.*
Skip to 25

b. How many hours did this person work last week (at all jobs)?
Subtract any time off; add overtime or extra hours worked.
_____ Hours

23. At what location did this person work last week?
If this person worked at more than one location, print where he or she worked most last week.
If one location cannot be specified, see instruction guide.
a. Address *(Number and street)* _____
_____ *If street address is not known, enter the building name, shopping center, or other physical location description.*

b. Name of city, town, village, borough, etc.
_____

c. Is the place of work inside the incorporated (legal) limits of that city, town, village, borough, etc.?
○ Yes ○ No, in unincorporated area

d. County _____

e. State _____ f. ZIP Code _____

24a. Last week, how long did it usually take this person to get from home to work (one way)?
_____ Minutes

b. How did this person usually get to work last week?
If this person used more than one method, give the one usually used for most of the distance.
○ Car ○ Taxicab
○ Truck ○ Motorcycle
○ Van ○ Bicycle
○ Bus or streetcar ○ Walked only
○ Railroad ○ Worked at home
○ Subway or elevated ○ Other – *Specify* _____

If car, truck, or van in 24b, go to 24c. Otherwise, skip to 28.

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Per. No.	11.	13b.		14.		15b.	23.	○ VL	24a.
1	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9

PERSON 1 ON PAGE 2

c. When going to work last week, did this person usually —
- ○ Drive alone — *Skip to 28*
- ○ Share driving
- ○ Drive others only
- ○ Ride as passenger only

d. How many people, including this person, usually rode to work in the car, truck, or van last week?
- ○ 2
- ○ 3
- ○ 4
- ○ 5
- ○ 6
- ○ 7 or more

After answering 24d, skip to 28.

25. Was this person temporarily absent or on layoff from a job or business last week?
- ○ Yes, on layoff
- ○ Yes, on vacation, temporary illness, labor dispute, etc.
- ○ No

26a. Has this person been looking for work during the last 4 weeks?
- ○ Yes
- ○ No — *Skip to 27*

b. Could this person have taken a job last week?
- ○ No, already has a job
- ○ No, temporarily ill
- ○ No, other reasons *(in school, etc.)*
- ○ Yes, could have taken a job

27. When did this person last work, even for a few days?
- ○ 1980
- ○ 1979
- ○ 1978
- ○ 1975 to 1977
- ○ 1970 to 1974
- ○ 1969 or earlier
- ○ Never worked

Skip to 31d

28–30. Current or most recent job activity

Describe clearly this person's chief job activity or business last week. If this person had more than one job, describe the one at which this person worked the most hours. If this person had no job or business last week, give information for last job or business since 1975.

28. Industry

a. For whom did this person work? *If now on active duty in the Armed Forces, print "AF" and skip to question 31.*

(Name of company, business, organization, or other employer)

b. What kind of business or industry was this?

Describe the activity at location where employed.

(For example: Hospital, newspaper publishing, mail order house, auto engine manufacturing, breakfast cereal manufacturing)

c. Is this mainly — *(Fill one circle)*
- ○ Manufacturing
- ○ Wholesale trade
- ○ Retail trade
- ○ Other — *(agriculture, construction, service, government, etc.)*

29. Occupation

a. What kind of work was this person doing?

(For example: Registered nurse, personnel manager, supervisor of order department, gasoline engine assembler, grinder operator)

b. What were this person's most important activities or duties?

(For example: Patient care, directing hiring policies, supervising order clerks, assembling engines, operating grinding mill)

30. Was this person — *(Fill one circle)*
- Employee of private company, business, or individual, for wages, salary, or commissions ..... ○
- Federal government employee ..... ○
- State government employee ..... ○
- Local government employee *(city, county, etc.)* ..... ○
- Self-employed in own business, professional practice, or farm —
  - Own business not incorporated ..... ○
  - Own business incorporated ..... ○
- Working without pay in family business or farm ..... ○

CENSUS USE

21b. I ○ II ○ III ○ IV ○

22b.

28. A B C D E F G H J K L M AF ○ NW ○

29. N P Q R S T U V W X Y Z

31a. Last year (1979), did this person work, even for a few days, at a paid job or in a business or farm?
- ○ Yes
- ○ No — *Skip to 31d*

b. How many weeks did this person work in 1979?

Count paid vacation, paid sick leave, and military service.

_____ Weeks

c. During the weeks worked in 1979, how many hours did this person usually work each week?

_____ Hours

d. Of the weeks not worked in 1979 (if any), how many weeks was this person looking for work or on layoff from a job?

_____ Weeks

32. Income in 1979 —

Fill circles and print dollar amounts.

If net income was a loss, write "Loss" above the dollar amount.

If exact amount is not known, give best estimate. For income received jointly by household members, see instruction guide.

During 1979 did this person receive any income from the following sources?

If "Yes" to any of the sources below — How much did this person receive for the entire year?

a. Wages, salary, commissions, bonuses, or tips from all jobs . . . *Report amount before deductions for taxes, bonds, dues, or other items.*
- ○ Yes → $ _____ .00 *(Annual amount — Dollars)*
- ○ No

b. Own nonfarm business, partnership, or professional practice . . . *Report net income after business expenses.*
- ○ Yes → $ _____ .00 *(Annual amount — Dollars)*
- ○ No

c. Own farm. . . *Report net income after operating expenses. Include earnings as a tenant farmer or sharecropper.*
- ○ Yes → $ _____ .00 *(Annual amount — Dollars)*
- ○ No

d. Interest, dividends, royalties, or net rental income . . . *Report even small amounts credited to an account.*
- ○ Yes → $ _____ .00 *(Annual amount — Dollars)*
- ○ No

e. Social Security or Railroad Retirement . . .
- ○ Yes → $ _____ .00 *(Annual amount — Dollars)*
- ○ No

f. Supplemental Security (SSI), Aid to Families with Dependent Children (AFDC), or other public assistance or public welfare payments . . .
- ○ Yes → $ _____ .00 *(Annual amount — Dollars)*
- ○ No

g. Unemployment compensation, veterans' payments, pensions, alimony or child support, or any other sources of income received regularly . . . *Exclude lump-sum payments such as money from an inheritance or the sale of a home.*
- ○ Yes → $ _____ .00 *(Annual amount — Dollars)*
- ○ No

33. What was this person's total income in 1979?

Add entries in questions 32a through g; subtract any losses.

$ _____ .00 *(Annual amount — Dollars)*

If total amount was a loss, write "Loss" above amount. OR ○ None

CENSUS USE ONLY

31b. 31c. 31d.

32a. 32b. 32c. 32d. 32e. 32f. 32g. 33.

→ *Please turn to the next page and answer the questions for Person 2 on page 2*

Page 20

Please Make Sure You Have Filled This Form Completely

For persons who answered in Question 1 that they are staying here only temporarily and have a usual home elsewhere, enter the address of usual home here:

House number | Street or road | Apartment number or location

City | County

State | ZIP Code

For Answers to Questions H1, H2, and H3:

H1. Name of person(s) left out and reason:

H2. Name of person(s) away from home and reason away:

H3. Name of visitor(s) for whom there is no one at the home address to report the person to a Census Taker:

NOTE

If you have listed more than 7 persons in Question 1, please make sure that you have filled the form for the first 7 people. Then mail back this form. A Census Taker will call to obtain the information for the other people.

1 **Check to be certain you have:**

- Answered Question 1 on page 1.
- Answered Questions 2 through 10 for each person you listed at the top of pages 2 and 3.
- Answered Questions H1 through H32 on pages 3, 4, and 5.
- Filled a pair of pages for each person listed on pages 2 and 3. That is, pages 6 and 7 should be filled for the Person in column 1; pages 8 and 9 for the Person in column 2, etc.

Please notice we need answers to questions 17 through 33 for every person born before April 1965 even though they may not seem to apply to the particular person.

For example, you may have forgotten to fill all the necessary circles on work or on income for a teenager going to school, or a retired person. To avoid our having to check with you to make sure of the answer, please be certain you have given all the necessary answers.

2 **Write here the name** of the person who filled the form, the date the form was completed, and the telephone number on which the people in this household can be called.

Name

Date

Telephone Number

3 **Then fold the form** the way it was sent to you. Mail it back in the enclosed envelope. The address of the U.S. Census Office appears on the front cover of this questionnaire. Please be sure that before you seal the envelope the address shows through the window. No stamp is required.

Thank you very much.

☆ GPO : 1979 - 305-095

Your Guide to CENSUS '80

APRIL 1

This guide gives helpful information on filling out your census form. If you need more help, call the local U.S. Census office. The telephone number is given in the address box on the cover of the questionnaire.

On the inside

	page
What the census is about	2-3
How to fill out your census form	4-5
Example	4-5
Why the census asks certain questions	6
Instructions for the census questions	7-15

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

FORM D-4

WHAT THE CENSUS IS ABOUT— some questions and answers

What is the 1980 Census?
The census is an official count of the total number of people in our Nation as of April 1, 1980. Information is also collected on characteristics such as age, sex, and marital status.

Why are people being counted in a census?
The U.S. Constitution requires that a census be taken at least once every 10 years. It is extremely important that this count is accurate because it is used to determine the number of seats each State may have in the U.S. House of Representatives.

Who sees the census form you fill out?
The law which authorizes the census (title 13, U.S. Code), also provides that your answers are **confidential**. For the next 72 years – that is, until April 1, 2052 – no one may see your answers except census workers. They are sworn not to disclose your information and they can be fined and/or imprisoned for any violation. That means that no other government agency (whether Federal, State, county, or local), and no other person or business can see your individual report.

What does the Census Bureau do with the information you provide?
The individual information collected in the census is grouped together into statistical totals. The table below from the 1970 census is an example of how census information is combined into overall figures:

Number of Persons by Age and Sex: 1970		
Age	Male	Female
Total persons in U.S.	98,912,192	104,299,734
Under 5 years	8,745,499	8,408,838
5 to 14 years	20,759,233	19,986,482
15 to 24 years	17,551,116	17,890,253
25 to 44 years	23,448,593	24,546,641
45 to 64 years	19,992,043	21,817,726
65 to 74 years	5,437,084	6,998,372
75 years and over	2,978,624	4,651,422

Who uses the statistical totals?
Your representation in the Congress, in State legislatures, in county, city, and town councils, is based on the statistical totals. Schools, the Federal Government, businesses, and States, cities, and citizen groups all use these figures to plan their work and to measure our country's problems and progress. Another very important use of the census figures is for the distribution of funds to communities. For example, the number of children and income of families determines how much money a county will get under the Elementary and Secondary Education Act.

How long have we been taking the census?
The first census was taken in 1790 in accordance with the requirement in the first article of the Constitution. A census has been taken at the beginning of every decade since, so the 1980 census will be the 20th enumeration of the U.S. population.

How are you being counted?
In this area, and in most areas of the country in 1980, census forms are mailed to all households a few days before Census Day. Households are requested to fill out the form and mail it back to the Census office. In the remaining areas of the country, mostly those with thinly settled population, enumerators go from door-to-door to obtain the information directly from the households.

What happens if you don't mail back the census form for your household?
If a census form for your household is not received, a census taker will be sent out to assist you. But it saves time and your taxpayer dollars to fill out the form yourself and mail it back.

Is the census mandatory?
The same law that protects the confidentiality of your answers requires that you provide the information asked in a census to the best of your ability. Each question is carefully selected to meet data needs that cannot be satisfied through any other statistical or administrative data source.

What do the black squares on the census form mean?
Those black squares are the markers which direct a machine to "read" the circles that you filled in. The machine can only read filled-in circles in the areas around the black squares. It automatically transfers these answers to computer tape for tabulation.

What should you do if you have a question about filling out the census form or need assistance?
Call the local U.S. Census Office. The telephone number is given in the address label on the cover of the census form.

HOW TO FILL OUT YOUR CENSUS FORM

- There may be a question you cannot answer exactly. For example, you might not know the age of an elderly person or the price for which your house would sell. See if someone else in your household knows; if no one does, give your best estimate.
- If someone in the household, such as a roomer or boarder, does not want to give you all the information for the form, write in at least the person's name and answer questions 2 and 3. A census taker will call to get the other information directly from the person.
- If you are not sure if you should list a person, see the rules on page 1 of the census form.
- Use a black pencil to answer the census questions. Since this form is "read" by a machine, black pencil is better to use than ballpoint or other pens. Fill circles "o" like this: ●. If you need to change an answer, erase the mark completely before filling the correct circle.
- If there are more than seven people in your household, please list *all* the persons in question 1, complete the form for seven people, and mail it back in the enclosed envelope. A census taker will call to obtain the additional information.

EXAMPLE

Here are the QUESTIONS ↓ / These are the columns for ANSWERS → Please fill one column for each person listed in Question 1.	PERSON in column 1	PERSON in column 2	PERSON in column 3	PERSON in column 4
Last name	Doe	Doe	Doe	Smith
First name / Middle initial	Arthur T.	Frances	Patricia J.	Mary J.
2. How is this person related to the person in column 1? *Fill one circle.* *If "Other relative" of person in column 1, give exact relationship, such as mother-in-law, niece, grandson, etc.*	*START in this column with the household member (or one of the members) in whose name the home is owned or rented. If there is no such person, start in this column with any adult household member.*	If relative of person in column 1: ● Husband/wife; Son/daughter; Brother/sister; Father/mother; Other relative. If not related to person in column 1: Roomer, boarder; Partner, roommate; Paid employee; Other nonrelative	If relative of person in column 1: Husband/wife; ● Son/daughter; Brother/sister; Father/mother; Other relative. If not related to person in column 1: Roomer, boarder; Partner, roommate; Paid employee; Other nonrelative	If relative of person in column 1: Husband/wife; Son/daughter; Brother/sister; Father/mother; ● Other relative: Grandmother. If not related to person in column 1: Roomer, boarder; Partner, roommate; Paid employee; Other nonrelative
3. Sex *Fill one circle.*	● Male ■ Female	Male ■ ● Female	Male ■ ● Female	Male ■ ● Female
4. Is this person — *Fill one circle.*	● White; Black or Negro; Japanese; Chinese; Filipino; Korean; Vietnamese; Indian (Amer.) *Print tribe*; Asian Indian; Hawaiian; Guamanian; Samoan; Eskimo; Aleut; Other — *Specify*	● White; Black or Negro; Japanese; Chinese; Filipino; Korean; Vietnamese; Indian (Amer.) *Print tribe*; Asian Indian; Hawaiian; Guamanian; Samoan; Eskimo; Aleut; Other — *Specify*	● White; Black or Negro; Japanese; Chinese; Filipino; Korean; Vietnamese; Indian (Amer.) *Print tribe*; Asian Indian; Hawaiian; Guamanian; Samoan; Eskimo; Aleut; Other — *Specify*	● White; Black or Negro; Japanese; Chinese; Filipino; Korean; Vietnamese; Indian (Amer.) *Print tribe*; Asian Indian; Hawaiian; Guamanian; Samoan; Eskimo; Aleut; Other — *Specify*
5. Age, and month and year of birth *a. Print age at last birthday. b. Print month and fill one circle. c. Year in the spaces, and fill one circle below each number.*	a. Age at last birthday: 29; c. Year of birth: 1950; b. Month of birth: June ■; ● Apr—June	a. Age at last birthday: 28; c. Year of birth: 1952; b. Month of birth: January ■; ● Jan—Mar	a. Age at last birthday: 0; c. Year of birth: 1979; b. Month of birth: December ■; ● Oct.—Dec	a. Age at last birthday: 80; c. Year of birth: 1899; b. Month of birth: August ■; ● July—Sept.
6. Marital status *Fill one circle.*	● Now married; Widowed; Divorced; Separated; Never married	● Now married; Widowed; Divorced; Separated; Never married	Now married; Widowed; Divorced; Separated; ● Never married	Now married; ● Widowed; Divorced; Separated; Never married
7. Is this person of Spanish/Hispanic origin or descent? *Fill one circle.*	● No (not Spanish/Hispanic); Yes, Mexican, Mexican-Amer., Chicano; Yes, Puerto Rican; Yes, Cuban; Yes, other Spanish/Hispanic	● No (not Spanish/Hispanic); Yes, Mexican, Mexican-Amer., Chicano; Yes, Puerto Rican; Yes, Cuban; Yes, other Spanish/Hispanic	● No (not Spanish/Hispanic); Yes, Mexican, Mexican-Amer., Chicano; Yes, Puerto Rican; Yes, Cuban; Yes, other Spanish/Hispanic	● No (not Spanish/Hispanic); Yes, Mexican, Mexican-Amer., Chicano; Yes, Puerto Rican; Yes, Cuban; Yes, other Spanish/Hispanic
8. Since February 1, 1980, has this person attended regular school or college at any time? *Fill one circle. Count nursery school, kindergarten, elementary school, and schooling which leads to a high school diploma or college degree.*	● No, has not attended since February 1; Yes, public school, public college; Yes, private, church-related; Yes, private, not church-related	● No, has not attended since February 1; Yes, public school, public college; Yes, private, church-related; Yes, private, not church-related	● No, has not attended since February 1; Yes, public school, public college; Yes, private, church-related; Yes, private, not church-related	● No, has not attended since February 1; Yes, public school, public college; Yes, private, church-related; Yes, private, not church-related
9. What is the highest grade (or year) of regular school this person has ever attended? *Fill one circle.* *If now attending school, mark grade person is in. If high school was finished by equivalency test (GED), mark "12."*	Highest grade attended: Nursery school; Kindergarten; Elementary through high school *(grade or year)* 1 2 3 4 5 6 7 8 9 10 11 12; College *(academic year)* 1 2 3 4 5 6 7 8 or more; ● Never attended school — *Skip question 10*	Highest grade attended: Nursery school; Kindergarten; Elementary through high school *(grade or year)* 1 2 3 4 5 6 7 8 9 10 11 12; College *(academic year)* 1 2 3 4 5 6 7 8 or more; Never attended school — *Skip question 10*	Highest grade attended: Nursery school; Kindergarten; Elementary through high school *(grade or year)* 1 2 3 4 5 6 7 8 9 10 11 12; College *(academic year)* 1 2 3 4 5 6 7 8 or more; ● Never attended school — *Skip question 10*	Highest grade attended: Nursery school; Kindergarten; Elementary through high school *(grade or year)* 1 2 3 4 5 6 7 8 9 10 11 12; College *(academic year)* 1 2 3 4 5 6 7 8 or more; Never attended school — *Skip question 10*
10. Did this person finish the highest grade (or year) attended? *Fill one circle.*	Now attending this grade *(or year)*; ● Finished this grade *(or year)*; Did not finish this grade *(or year)*	Now attending this grade; ● Finished this grade *(or year)*; Did not finish this grade *(or year)*	Now attending this grade *(or year)*; Finished this grade *(or year)*; Did not finish this grade *(or year)*	Now attending this grade *(or year)*; Finished this grade *(or year)*; ● Did not finish this grade *(or year)*

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WHY THE CENSUS ASKS CERTAIN QUESTIONS

Here are a few reasons for asking some of the questions – characteristics are as important as the count.

Name? Names are a convenient way to be sure that everyone in a household is counted, but no one is counted twice. However, names are removed before your answers are combined with those of other households for statistical purposes.

Marital status? This information is used along with information on other characteristics to identify areas with large numbers of working wives, elderly widowed persons, etc., in order to plan facilities and services for these groups.

Spanish/Hispanic origin or descent? The identification of Spanish/Hispanic origin groups is important for a better understanding of cultural differences and for the carrying out of laws and programs aimed at improving the economic conditions of these groups.

Complete plumbing? This question gives information on the quality of housing; the data are used with other statistics to show how the "level of living" compares in various areas and how it has changed over time.

Value or rent? Government and planning agencies use this information in combination with other characteristics to develop housing programs designed to meet the needs of people at different economic levels.

Cost of utilities and fuels? These data, when combined with rent and mortgage payment, are a very important factor in determining the total cost of what people spend for their housing in different areas of the country.

Telephone in living quarters? This information is used by health planning agencies to identify areas with large numbers of aged or disabled persons who cannot call for assistance in an emergency.

Place of birth? This question provides information used to study long-term trends as to where people move, and to study migration patterns and differences in growth patterns.

Number of babies? Information on the number of children women have had is necessary to determine how much our country has grown, and based on this, what we can expect in the future. Population changes due to births will affect how we plan for facilities, such as schools.

Job? Answers to the questions about the jobs people hold provide information on the extent and types of employment in different areas of the country. From this information, training programs can be developed and the need for new industries can be determined.

Income? Income, more than any other factor, determines how families or persons live, and thus is an extremely important indicator of the economic level of your local area. The income level of a community is used as a basis for distributing money to States and local areas for programs such as Federal Revenue Sharing. Information on income cannot be obtained from tax forms because certain types of income (for example, Social Security) are not taxable.

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INSTRUCTIONS FOR QUESTIONS 1 THROUGH 10

1. List in question 1 (on page 1), the names of all the people who usually live here. Then turn to pages 2 and 3 where there are columns to list up to seven persons. In the first column print the name of one of the household members in whose name this home is owned or rented. If no household member owns or rents the living quarters, list in the first column any adult household member who is not a roomer, boarder, or paid employee. Print the names of the other household members, if any, in the columns which follow, using question 1 as a checklist.

2. Fill a circle to show how each person is related to the person in column 1.

   A stepchild or legally adopted child of the person in column 1 should be marked **Son/daughter.** Foster children or wards living in the household should be marked **Roomer, boarder.**

3. Be sure to fill a circle for the sex of each person.

4. Fill the circle for the category with which the person most closely identifies. If you fill the **Indian (American)** or **Other** circle, be sure to print the name of the specific Indian tribe or specific group.

5. Enter age at last birthday in the space provided (enter "0" for babies less than one year old). Also enter month and year of birth, *and* fill the appropriate circles. For an illustration of how to complete question 5, see the example on pages 4 and 5. If age or month or year of birth is not known, give your best estimate.

6. If the person's only marriage was annulled, mark **Never married.**

7. A person is of Spanish/Hispanic origin or descent if the person *identifies* his or her ancestry with one of the listed groups, that is, Mexican, Puerto Rican, etc. Origin or descent (ancestry) may be viewed as the nationality group, the lineage, or country in which the person or the person's parents or ancestors were born.

8. Do not count enrollment in a trade or business school, company training, or tutoring unless the course would be accepted for credit at a regular elementary school, high school, or college. A *public* school is any school or college which is controlled and supported primarily by a local, county, State, or Federal Government.

9. Fill only one circle. Mark the highest grade *ever* attended even if the person did not finish it. If the person is still in school, mark the grade in which now enrolled. Schooling received in foreign or ungraded schools should be reported as the equivalent grade or year in the regular American school system. If uncertain whether a Head Start program is for nursery school or kindergarten, mark the circle for **Nursery school.**

   If the person skipped or repeated grades, mark the highest grade ever attended regardless of how long it took to get there. Persons who did not attend any college but who completed high school by finishing the 12th grade or by passing an equivalency test, such as the General Educational Development (GED) examination, should fill the circle for the 12th grade.

10. Mark **Finished this grade (or year)** only if the person finished the *entire* grade or year marked in question 9 or if the highest grade was completed by passing a high school equivalency test.

INSTRUCTIONS FOR QUESTIONS H4 THROUGH H12

H4. Mark only one circle. *This address* means the house or building number where your living quarters are located.

H5. Mark the second circle only if you *must* go through someone else's living quarters to get to your own.

H6. Consider that you have hot water even if you have it only part of the time.

Mark **Yes, but also used by another household** if someone else who lives in the same building, but is not a member of your household, also uses the facilities. Mark this circle also if the occupants of living quarters now vacant would also use the facilities in your living quarters.

H7. Count only whole rooms used for living purposes, such as living rooms, dining rooms, kitchens, bedrooms, finished recreation rooms, family rooms, etc. Do not count bathrooms, kitchenettes, strip or pullman kitchens, utility rooms, or unfinished attics, unfinished basements, or other space used for storage.

H8. Mark **Owned or being bought** if the living quarters are owned outright or are mortgaged. Also mark **Owned or being bought** if the living quarters are owned but the land is rented.

Mark **Rented for cash rent** if any money rent is paid. Rent may be paid by persons who are not members of your household.

Occupied without payment of cash rent includes, for example, a parsonage, military housing, a house or apartment provided free of rent by the owner, or a house or apartment occupied by a janitor or caretaker in exchange for services.

H9. A *condominium* is housing in which the apartments or houses in a development are individually owned, but the common areas, such as lobbies, halls, etc., are jointly owned. The person owning a condominium very likely has a mortgage on the particular unit.

H10b. A *commercial establishment* is easily recognized from the outside, for example, a grocery store or barber shop. A *medical office* is a doctor's or dentist's office regularly visited by patients.

H11. Include the value of the house, the land it is on, and any other structures on the same property. If the house is owned but the land is rented, estimate the combined value of the house and the land. If this is a condominium unit, enter the estimated value for your living quarters and your share of the common elements.

H12. Report the rent agreed to or contracted for, even if the rent is unpaid or paid by someone else.

If rent is not paid by the month, change the rent to a monthly amount; and then fill the appropriate circle in question H12.

If rent is paid:	Multiply rent by:
By the day	30
By the week	4
Every other week	2

If rent is paid:	Divide rent by:
4 times a year	3
2 times a year	6
Once a year	12

INSTRUCTIONS FOR QUESTIONS H13 THROUGH H20

H13. Mark only one circle.

Detached means there is open space on all sides, or the house is joined only to a shed or garage. *Attached* means that the house is joined to another house or building by at least one wall which goes from ground to roof.

Mark **A one-family house detached from any other house** when a mobile home or trailer has had one or more rooms added or built onto it; a porch or shed is not considered a room.

Count all occupied and vacant living quarters in the house or building, but not stores or office space.

H14a. Do not count unfinished basements or unfinished attics. However, a basement or attic with finished room(s) for living purposes should be counted as a story.

H15a. A *city or suburban* lot is usually located in a city, a community, or any built-up area outside a city or community, and is not larger than the house and yard. All living quarters in apartment buildings, including garden-type apartments in the city or suburbs, are considered on a city or suburban lot.

A *place* is a farm, ranch, or any other property, other than a city or suburban lot, on which this *residence* is located.

H16. If a well provides water for six or more houses or apartments, mark **A public system.** If a well provides water for five or fewer houses or apartments, mark one of the categories for *individual well.*

Drilled wells, or small diameter wells, are usually less than 1½ feet in diameter. *Dug wells* are generally hand dug and are wider.

H17. A *public sewer* is operated by a government body or a private organization. A *septic tank or cesspool* is an underground tank or pit used for disposal of sewage.

H19. The term *person in column 1* refers to the person listed in the first column on page 2. This person should be the household member (or one of the members) in whose name the house is owned or rented. If there is no such person, any adult household member can be the person in column 1. Mark when this person last moved into *this* house or apartment.

H20. This question refers to the type of *heating equipment* and not to the fuel used.

An *electric heat pump* is sometimes known as a reverse cycle system. It may be centrally installed with ducts to the rooms or individual heat pumps in the rooms.

A *floor, wall, or pipeless furnace* delivers warm air to the room right above the furnace or to the room(s) on one or both sides of the wall in which the furnace is installed and does not have ducts leading to other rooms.

Any heater that you plug into an electric outlet should be counted as a *portable room heater.*

INSTRUCTIONS FOR QUESTIONS H21 THROUGH H32

H21. *Gas from underground pipes* is piped in from a central system such as one operated by a public utility company or a municipal government. *Bottled, tank, or LP gas* is stored in tanks which are refilled or exchanged when empty. *Other fuel* includes any fuel not separately listed, for example, purchased steam, fuel briquettes, waste material, etc.

H22. If your living quarters are rented, enter the costs for utilities and fuels only if you pay for them in addition to the rent entered in H12. If already included in rent, fill the appropriate circle.

The amounts to be reported should be for the past 12 months, that is, for electricity and gas, the monthly *average* for the past 12 months; for water and other fuels, the *total* amount for the past 12 months.

Estimate as closely as possible when exact costs are not known.

Report amounts even if your bills are unpaid or paid by someone else. If the bills include utilities or fuel used also by another apartment or a business establishment, estimate the amounts for your own living quarters. If gas and electricity are billed together, enter the combined amount on the electricity line and bracket ({) the two utilities.

H23. The kitchen sink, stove, and refrigerator must be located in the building but do *not* have to be in the same room. Portable cooking equipment is not considered as a range or cook stove.

H26. Answer Yes *only* if the telephone is located *in* your living quarters.

H27. Count only equipment used to cool the air by means of a refrigeration unit.

H28 – H29. Count company cars (including police cars and taxicabs) and company trucks that are regularly kept at home and used by household members. Do *not* count cars or trucks permanently out of working order.

H30 – H32. *Do not answer these questions if you live in a cooperative, regardless of the number of units in the structure.*

H30. Report taxes for all taxing jurisdictions even if they are included in mortgage payment, not paid yet, paid by someone else, or are delinquent.

H31. When premiums are paid on other than a yearly basis, convert to a yearly basis and enter the yearly amount, even if no payment was made during the past 12 months.

H32a. The word "mortgage" is used as a general term to indicate all types of loans which are secured by real estate.

b. A second or junior mortgage is also secured by real estate but has been made by the homeowner in addition to the first mortgage.

c. Enter a monthly amount even if it is unpaid or paid by someone else. If the amount is paid on some other periodic basis, see instructions for H12 to change it to a monthly amount.

INSTRUCTIONS FOR QUESTIONS 11 THROUGH 14

11. *For persons born in the United States:*
Print the name of the State in which this person's mother was living when this person was born. For persons born in a hospital, do not give the State in which the hospital was located unless the hospital and the mother's home were in the same State or the location of the mother's home is not known. For example, if a person was born in a hospital in Washington, D.C., but the mother's home was in Virginia at the time of the person's birth, enter "Virginia."

For persons born outside the United States:
Print the full name of the foreign country or Puerto Rico, Guam, etc., where the person was born. Use international boundaries as now recognized by the United States. Specify whether Northern Ireland or Ireland (Eire); East or West Germany; England, Scotland or Wales (*not* Great Britain or United Kingdom). Specify the particular island in the Caribbean, *not*, for example, West Indies.

12. This question is only for persons born in a foreign country. Fill the **Yes, a naturalized citizen** circle only if the person has *completed* the naturalization process and is now a citizen.

If the person has entered the U.S. more than once, fill the circle for the year he or she came to stay permanently.

13a. Mark **No, only speaks English** if the person always speaks English *at home*; then skip to question 14.

Mark Yes if the person speaks a language other than English *at home*. Do *not* mark Yes for a language spoken only at school or if speaking ability is limited to a few expressions or slang.

b. Print the non-English language spoken *at home*. If this person speaks two or more non-English languages *at home* and cannot determine which is spoken most often, report the first language the person learned to speak.

c. Fill the circle that best describes the person's *ability* to speak English.

(1) The circle **Very well** should be filled for persons who have no difficulty speaking English.

(2) The circle **Well** should be filled for persons who have only minor problems which do not seriously limit their ability to speak English.

(3) The circle **Not well** should be filled for persons who are seriously limited in their ability to speak English.

(4) The circle **Not at all** should be filled for persons who do not speak English at all.

14. Print the ancestry group with which the person *identifies*. Ancestry (or origin or descent) may be viewed as the nationality group, the lineage, or the country in which the person or the person's parents or ancestors were born before their arrival in the United States. Persons who are of more than one origin and who cannot identify with a single group should print their multiple ancestry (for example, German-Irish).

Be specific; for example, if ancestry is "Indian," specify whether American Indian, Asian Indian, or West Indian. Distinguish Cape Verdean from Portuguese, and French Canadian from Canadian.

A religious group should not be reported as a person's ancestry.

INSTRUCTIONS FOR QUESTIONS 15 THROUGH 20

15a. Mark **Yes, this house** if this person lived in this same house or apartment on April 1, 1975, but moved away and came back between then and now. Mark **No, different house** if this person lived in the same building but in a different apartment (or in the same mobile home or trailer but on a different trailer site).

b. If this person lived in a different house or apartment on April 1, 1975, give the location of this person's usual home at that time.

Part (1) If the person was living in the United States on April 1, 1975, print the name of the State. If the person did *not* live in the United States on April 1, 1975, print the full name of the foreign country or Puerto Rico, Guam, etc.

Part (2) If in Louisiana, print the parish name. If in Alaska, print the borough name. If in New York City – print the borough name if the county name is not known. If an independent city, leave blank.

Part (3) If in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island or Vermont, print the name of the town rather than the name of the village or city, unless the name of the town is unknown.

Part (4) Mark **Yes** if you know that the location is *now* inside the limits of a city, town, village or other incorporated place, even if it was not inside the limits on April 1, 1975.

17a. Mark **Yes** only if this person was on *active* duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard. Mark **No** if the person was in the National Guard or the reserves.

b. Mark **Yes** if the person was attending a college or university either full or part time and was enrolled for credit toward a degree. Mark **No** if the person was taking only non-credit courses or was attending a vocational or trade school, such as secretarial school.

c. Mark **Yes, full time** if the person worked full time (35 hours or more per week). Mark **Yes, part time** if the person worked part time (less than 35 hours per week). Mark **No** if the person only did unpaid volunteer work, housework or yard work at own home, or if the only work done was as a resident of an institution.

18a. Mark **Yes** if this person was ever on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, even if the time served was short. For persons in the National Guard or military reserve units, mark **Yes** *only* if the person was ever called to active duty; mark **No** if the only service was active duty for training.

b. If this person served during more than one period, fill all circles which apply, even if service was for a short time.

19. The term "health condition" refers to any physical or mental problem which has lasted for 6 *or more* months. A serious problem with seeing, hearing, or speech should be considered a health condition. Pregnancy or a temporary health problem such as a broken bone that is expected to heal normally should *not* be considered a health condition.

20. Count all children born alive, including any who have died (even shortly after birth) or who no longer live with her.

INSTRUCTIONS FOR QUESTIONS 21 THROUGH 26

21. If the exact date of marriage is not known, give your best estimate.

22a. Mark **Yes** if the person worked, either full or part time, on any day of last week (Sunday through Saturday).

<u>Count as work:</u>

Work for someone else for wages, salary, piece rate, commission, tips, or payments "in kind" (for example, food, lodging received as payment for work performed).

Work in own business, professional practice, or farm.

Any work in a family business or farm, paid or not.

Any part-time work including babysitting, paper routes, etc.

Active duty in Armed Forces.

<u>Do not count as work:</u>

Housework or yard work at home.

Unpaid volunteer work.

Work done as a resident of an institution.

b. Give the *actual* number of hours worked at *all jobs last week*, even if that was more or fewer hours than usually worked.

23. If the person worked at several locations, but reported to the same location each day to begin work, print where he or she reported. If the person did not report to the same location each day to begin work, print the words "various locations" for 23a, and give as much information as possible in the remainder of 23 to identify the area in which he or she worked *most* last week.

If the person's employer operates in more than one location (such as a grocery store chain or public school system), give the exact address of the location or branch where the person worked.

If the person worked in a foreign country or Puerto Rico, Guam, etc., print the name of the country in 23e and leave the other parts of 23 blank.

24a. Travel time is from door to door. Include time taken waiting for public transportation, picking up passengers in carpools, etc.

b. Mark **Worked at home** for a person who works on a farm where he or she lives, or in an office or shop in the person's home.

c. If the person was driven to work by someone who then drove back home or to a non-work destination, mark **Drive alone.**

d. Do not include riders who rode to school or some other non-work destination.

25. If the person works only during certain seasons or on a day-to-day basis when work is available, mark **No.**

26a. Mark **Yes** if the person tried to get a job or to start a business or professional practice at any time in the last *four* weeks; for example, registered at an employment office, went to a job interview, placed or answered ads, or did anything toward starting a business or professional practice.

b. Mark **No, already has a job** if the person was on layoff or was expecting to report to a job within 30 days.

Mark **No, temporarily ill** if the person expects to be able to work within 30 days.

Mark **No, other reasons** if the person could not have taken a job because he or she was going to school, taking care of children, etc.

INSTRUCTIONS FOR QUESTIONS 27 THROUGH 29

27. Look at the instructions for 22a to see what to count as work. Mark **Never worked** if the person: (1) never worked at any kind of job or business, either full or part time, (2) never did any work, with or without pay, in a family business or farm *and* (3) never served in the Armed Forces.

28a. If the person worked for a company, business, or government agency, print the name of the company, not the name of the person's supervisor. If the person worked for an individual or a business that has no company name, print the name of the individual worked for. If the person worked in his or her own business, print "self-employed."

b. Print two or more words to tell what the business, industry, or individual employer named in 28a does. If there is more than one activity, describe only the major activity *at the place where the person works.* Enter what is made, what is sold, or what service is given.

Some examples of what is needed to make an answer acceptable are shown on the census form and here.

Unacceptable	Acceptable
Furniture company	Metal furniture manufacturing
Grocery store	Wholesale grocery store
Oil company	Retail gas station
Ranch	Cattle ranch

c. Mark **Manufacturing** if the factory, plant, mill, etc., mostly makes things, even if it also sells them.

Mark **Wholesale trade** if the business mostly sells things to stores or other companies.

Mark **Retail trade** if the business mostly sells things (not services) to individuals.

Mark **Other** if the main activity of the employer is not making or selling things. Some examples of **Other** are farming, construction, and services such as those provided by hotels, dry cleaners, repair shops, schools, and banks.

29a. Print two or more words to describe the kind of work the person does. If the person is a trainee, apprentice, or helper, include that in the description.

Some examples of what is needed to make an answer acceptable are shown on the census form and here.

Unacceptable	Acceptable
Clerk	Production clerk
Helper	Carpenter's helper
Mechanic	Auto engine mechanic
Nurse	Registered nurse

b. Print the most important things that the person does on the job. Some examples are shown on the census form.

INSTRUCTIONS FOR QUESTIONS 30 THROUGH 33

30. If the person was an employee of a *private* nonprofit organization, such as a church, fill the first circle.

Mark **Local government employee** for a teacher working in an elementary or secondary public school.

31a. Look at the instructions for question 22a to see what to count as work.

b. Count every week in which the person did any work at all, even for an hour.

c. If the hours worked each week varied considerably, give the best estimate of the hours usually worked most weeks.

d. Count every week in which the person did not work at all, but spent any time looking for work or on layoff from a job. *Looking for work* means trying to get a job or start a business or professional practice; *layoff* includes either temporary or indefinite layoff.

32. Fill the **Yes** or **No** circle for each part and enter the appropriate amount. If income from any source was received jointly by household members, report if possible, the appropriate share for each person; otherwise, report the whole amount for only one person and mark **No** for the other person, unless the other person has additional income of the same type.

a. Include sick leave pay. Do not include reimbursement for business expenses and pay "in kind," (for example, food, lodging received as payment for work performed).

b. Include net earnings (gross earnings minus business expenses) from a nonfarm business. If business lost money, write "Loss" above the amount.

c. Include net earnings (gross receipts minus operating expenses) from a farm. If farm lost money, write "Loss" above the amount.

d. Include interest and dividends credited to the person's account (for example, from savings accounts and stock shares), net royalties, and net income from rental property.

e. Include Social Security or Railroad Retirement payments to retired persons, to dependents of deceased insured workers and to disabled workers.

f. Include public assistance or welfare payments received from Federal, State, or local agencies. Do not include private welfare payments.

g. Include all other regular payments, such as government employee retirement, union or private pensions and annuities; unemployment benefits; worker's compensation; Armed Forces allotments; private welfare payments; regular contributions from persons not living in the household; etc.

Do not include lump-sum payments received from the sale of property (capital gains), insurance policies, inheritances, etc.

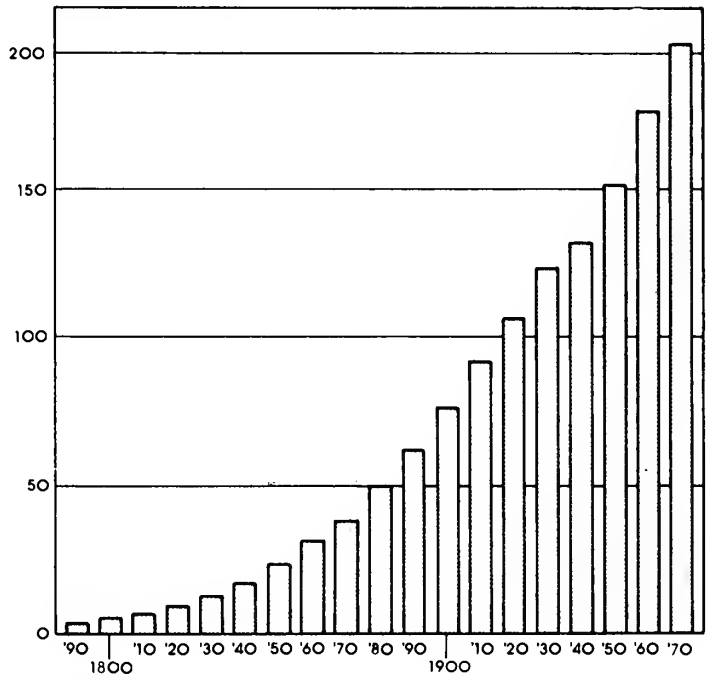
33. If no income was received in 1979, fill the **None** circle. If total income was a loss, write "Loss" above the amount.

Page 16

Population of the United States

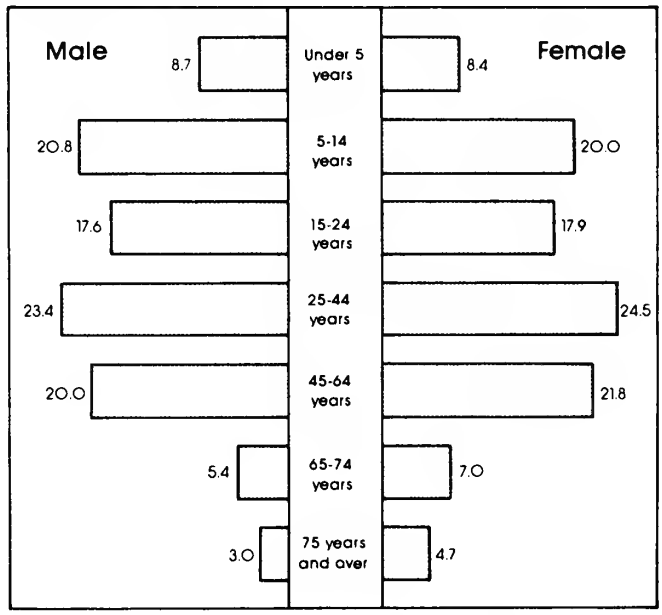
Total Number of Persons in Each Census: 1790-1970

Number in Millions



Number of Persons by Age and Sex: 1970

Number in Millions



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Appendix 12B. Computer Edit Sequence

Figure

1. Sequence of Computer Edit of Complete-Count Population Questions
2. Sequence of Computer Pre-Edit of Sample Population Questions
3. Sequence of Computer Edit of Sample Population Questions
4. Sequence of Computer Edit of Complete-Count Housing Items
5. Sequence of Computer Edit of Housing Items on Sample Questionnaires

Figure 1. Sequence of Computer Edit of Complete-Count Population Questions

A. Persons in households:
1. Pre-edit for age—including a check to see if all digits are present for year of birth, edit and assignment of quarter of birth (if needed), consistency among items (5) age, (6) marital status, and (2) relationship, computation of age (age recode), etc.
2. Householder-spouse consistency edit—of (2) relationship, (5) age, (3) sex, and (6) marital status.
3. Consistency edit among (2) relationship, (5) age, and (6) marital status for all other persons.
4. Allocation of (2) relationship, if needed.
5. Check for number of nonrelatives in the housing unit; if there are nine or more nonrelatives, change household to group quarters.
6. Allocation (if needed) for all other persons of (3) sex, (6) marital status, (5) age, (4) race, (7) Spanish/Hispanic origin.

B. Persons in group quarters:
1. Allocation (if needed) of (2) relationship and (3) sex.
2. Pre-edit for age (as in A1 above).
3. Allocation (if needed) or (6) marital status, (5) age, (4) race, and (7) Spanish/Hispanic origin.

Figure 2. Sequence of Computer Pre-Edit of Sample Population Questions

(The purpose of the pre-edit was to make certain that every written-in entry had been coded)

Sequence	Item number and item	
1.	(5C)	Year of birth
2.	(4)	Detailed race
3.	(9)	Highest grade attended
4.	(8-10)	Education
5.	(11)	Place of birth
6.	(14)	Ancestry
7.	(13b)	Language
8.	(15b)	Residence 5 years ago
9.	(21b)	Month and year of marriage/first marriage
10.	(22b)	Hours worked last week
11.	(23)	Place of work
12.	(24a)	Travel time to work
13.	(28)	Industry
14.	(29)	Occupation
15.	(31b)	Weeks worked in 1979
16.	(31c)	Hours worked per week
17.	(31d)	Weeks looking for work
18.	(31a-g)	Income by type
19.	(33)	Total income

Figure 3. Sequence of Computer Edit of Sample Population Questions

(Questions 8-10 [education] were edited during the pre-edit phase; see fig. 2)

Sequence	Item number and item	
1.	(SS)	Spanish surname
2.	(11)	Place of birth
3.	(12a-b)	Citizenship and year of immigration
4.	(14)	Ancestry
5.	(13a-c)	Language
6.	(15)	Residence 5 years ago
7.	(21)	Marital history
8.	(20)	Children ever born
9.	(28AF)	In Armed Forces (industry entry)
10.	(PESR)	Employment status recode
11.	(22)	Work during the previous week
12.	(19a-c)	Disability
13.	(24b-d)	Transportation to work
14.	(23)	Place of work
15.	(24a)	Travel time to work
16.	(25)	Temporary absence from work
17.	(26)	Efforts to find employment
18.	(31a-d)	Work experience
19.	(27)	Year last worked
20.	(28)	Industry
21.	(29)	Occupation
22.	(30)	Class of worker
23.	(18a-b)	Veteran status and period of service
24.	(17a-c)	Activity 5 years ago
25.	(32a-g)	Type of income
26.	(33)	Total income

Figure 4. Sequence of Computer Edit of Complete-Count Housing Items

I. Substituted housing units

II. 100-percent questions

Sequence	Item number and item	
1.	(H8)	Tenure
2.	(C1, C2)	Vacancy status and use
3.	(C2)	Vacancy status (UHE units)
4.	(C3)	Boarded up
5.	(D)	Duration of vacancy
6.	(H4)	Units at address
7.	(H6)	Plumbing facilities
8.	(H6, H7)	Plumbing facilities and rooms
9.	(H5)	Access
10.	(H9)	Condominium
11.	(H10a, b)	Acres and commercial establishment
12.	(H11)	Value
13.	(H12)	a. Contract rent (occupied units) b. Contract rent (vacant units)

Figure 5. Sequence of Computer Edit of Housing Items on Sample Questionnaires

Sequence	Item number and item	
1.	(H8)	Tenure
2.	(C1, C2)	Vacancy status and use
3.	(C2)	Vacancy status
4.	(C3)	Boarded up
5.	(D)	Duration of vacancy
6.	(H4, H13)	Units at address/units in structure
7.	(H6)	Plumbing facilities
8.	(H7)	Rooms
9.	(H5)	Access
10.	(H9)	Condominium status
11.	(H10a, b)	Acres and commercial establishment
11A.	(H15a,b, H10a)	Acres, crop sales, place on 10+ acres (occupied units)
11B.	(H15a, b, H10a)	Acres, crop sales, place on 10+ acres (vacant units)
12.	(H11)	Value
13A.	(H12)	Contract rent (occupied units)
13B.	(H12)	Contract rent (vacant units)
14A.	(H20, H21a)	Heating equipment and house heating fuel (occupied units)
14B.	(H20)	Heating equipment (vacant units)
15.	(H16)	Source of water
16.	(H17)	Sewage disposal
17A.	(H21c, H23)	Cooking fuel, complete kitchen facilities (occupied units)
17B.	(H23)	Complete kitchen facilities (vacant units)
18.	(H21b)	Water heating fuel (occupied units)
19.	(H25)	Bathrooms
20.	(H14a)	Stories in structure
21.	(H14b)	Passenger elevator
22A.	(H18, H19)	Year structure built, year householder moved in (occupied units)
22B.	(H19)	Year householder moved in (occupied units)
22C.	(H18)	Year structure built (vacant units)
23.	(H24)	Bedrooms
24.	(H26)	Telephone in living quarters
25.	(H27)	Air conditioning
26.	(H28)	Automobiles (occupied units)
27.	(H29)	Trucks or vans (occupied units)
28A.	—	Utilities, clean up individual amounts
28B.	(H22a)	Electricity
28C.	(H22b)	Gas
28D.	(H22c)	Water
28E.	(H22d)	Oil, coal, kerosene, wood, etc.
29.	(H32a, c)	Mortgage, mortgage payment
30.	—	Deletion of entries in H32b, c, d, e
31A.	(H30, H32d)	Real estate taxes, inclusion in mortgage payment (mortgaged units)
31B.	(H30)	Real estate taxes (nonmortgaged units)
32A.	(H31, H32e)	Property insurance, inclusion in mortgage payment (mortgaged units)
32B.	(H31)	Property insurance (nonmortgaged units)
33.	(H32b)	Second or junior mortgage

Appendix 12C. Selected Code Lists

Figure

1. Enumerator's Instructions for Classifying Written-In Entries for Race
2. Enumerator's Rules for Entering Responses of Spanish Origin
3. Portion of Alphabetical List for Coding Language
4. Portion of Numerical List for Coding Ancestry
5. Alphabetical List for Coding Types of Special Places

Figure 1. Enumerator's Instructions for Classifying Written-In Entries for Race

(Question 4)

Answer	Fill circle for—	Answer	Fill circle for—
Abenaki	Indian (Amer.)	Colville	Indian (Amer.)
African	Black or Negro	Comanche	Indian (Amer.)
Afro-American	Black or Negro	Cosmopolitan	Other
Aleut	Aleut	Coushatta	Indian (Amer.)
Algerian	White	Creek	Indian (Amer.)
American	White	Creole	Black or Negro
American Indian	Indian (Amer.)	Crow	Indian (Amer.)
American Negro	Black or Negro	Cuban	Other
Anglo-Saxon	White	Dravidian	Asian Indian
Apache (Jicarilla, Mescalero, San Carlos)	Indian (Amer.)	Dutch	White
Arab (Arabian)	White	East Indian	Asian Indian
Arikara	Indian (Amer.)	Egyptian	White
Armenian	White	English	White
Asian (Asian American)	Other	Eskimo	Eskimo
Asian Indian	Asian Indian	Ethiopian	Black or Negro
Asiatic	Other	Eurasian	Other
Athapaskan	Indian (Amer.)	European	White
Azores	White	Fijian	Other
Bangladesh	Other	Filipino (Filipino American)	Filipino
Basque	White	Formosan	Chinese
Bengali (Bengalee)	Asian Indian	French	White
Bharati	Asian Indian	French-Amer. Indian	Indian (Amer.)
Bilalian	Black or Negro	French-Canadian	White
Black (Black American)	Black or Negro	German	White
Black Canadian	Black or Negro	Goanese	Asian Indian
Black Cuban	Black or Negro	Greek	White
Black Muslim	Black or Negro	Guamanian	Guamanian
Black Puerto Rican	Black or Negro	Gypsy	White
Blackfeet	Indian (Amer.)	Haida (Haidan)	Indian (Amer.)
Boricua	Other	Haitian	Black or Negro
Brazilian	Other	Havasupai	Indian (Amer.)
British	White	Hawaiian (Hawaiian American)	Hawaiian
Brown	Other	Hidatsa	Indian (Amer.)
Burmese	Other	Hindu (Hindoo)	Asian Indian
Cahuilla	Indian (Amer.)	Hispanic	Other
Cambodian	Other	Hispano	Other
Canadian	White	Hoopa	Indian (Amer.)
Canadian Indian	Indian (Amer.)	Hopi	Indian (Amer.)
Cantonese	Chinese	Houma	Indian (Amer.)
Cape Verdean	Other	Hualapai	Indian (Amer.)
Carolinian (Caroline Islander)	Other	Hungarian	White
Catawba	Indian (Amer.)	Indian	Indian (Amer.)
Caucasian	White	Indian-American	Indian (Amer.)
Cayuga	Indian (Amer.)	Indic	Asian Indian
Ceylonese	Other	Indo-Aryan	Asian Indian
Chamorro	Guamanian	Indo-Asian	Asian Indian
Chemehuevi	Indian (Amer.)	Indo-Chinese	Other
Cherokee	Indian (Amer.)	Indo-Dravidian	Asian Indian
Cheyenne	Indian (Amer.)	Indonesian	Other
Chicano	Other	Irish	White
Chickasaw	Indian (Amer.)	Issues	Other
Chinese (Chinese American)	Chinese	Italian	White
Chinos	Chinese	Jackson White	Other
Chippewa (Red Lake, Sault Ste. Marie, Sokaogan)	Indian (Amer.)	Jamaican	Black or Negro
Choctaw	Indian (Amer.)	Japanese (Japanese American)	Japanese
Colombian	Other	Jewish	White
Colored	Black or Negro	Kashmiri (Kashmiris)	Asian Indian
		Kaw	Indian (Amer.)

Figure 1. Enumerator's Instructions for Classifying Written-In Entries for Race—Continued

Answer	Fill circle for—
Kiowa	Indian (Amer.)
Klamath	Indian (Amer.)
Kootenai	Indian (Amer.)
Korean (Korean American)	Korean
La Raza	Other
Laotian	Other
Latin American (Latino)	Other
Lebanese	White
Lumbee	Indian (Amer.)
Lummi	Indian (Amer.)
Maidu	Indian (Amer.)
Malayan	Other
Marshallese (Marshall Islander)	Other
Mashpee	Indian (Amer.)
Melanesian	Other
Menominee	Indian (Amer.)
Mestizo	Other
Mexican	Other
Mexican-American	Other
Merican-Amer. Indian	Indian (Amer.)
Mexicano	Other
Miccosukee	Indian (Amer.)
Micronesian	Other
Modoc	Indian (Amer.)
Mohawk	Indian (Amer.)
Mohican (Mohegan)	Indian (Amer.)
Mongolian	Other
Moroccan	White
Moslem (Muslim, Muslem)	White
Muckleshoot	Indian (Amer.)
Mulatto	Black or Negro
Munsee	Indian (Amer.)
Native American	Indian (Amer.)
Navajo (Navaho)	Indian (Amer.)
Negro	Black or Negro
Nez Perce	Indian (Amer.)
Nigritian	Black or Negro
Nipponese	Japanese
Nonwhite	Black or Negro
Nooksack	Indian (Amer.)
Okinawan	Other
Omaha	Indian (Amer.)
Oneida	Indian (Amer.)
Onondaga	Indian (Amer.)
Oriental	Other
Osage	Indian (Amer.)
Ottawa	Indian (Amer.)
Pacific Islander	Other
Paiute	Indian (Amer.)
Pakistani	Other
Papago	Indian (Amer.)
Part-Hawaiian	Hawaiian
Passamoquoddy	Indian (Amer.)
Penobscot	Indian (Amer.)
Pequot (Eastern, Western)	Indian (Amer.)
Philipino (Philippine)	Filipino
Pilipino	Filipino
Pima (Piman)	Indian (Amer.)
Polish (Pole)	White
Polynesian	Other
Pomo	Indian (Amer.)
Ponca	Indian (Amer.)
Poospatuck	Indian (Amer.)
Portuguese	White
Potawatomi (Pottawatomie, Citizens Band, Huron, Prairie Band)	Indian (Amer.)
Pueblo (Cochiti, Jemez, Nambe, Pojoaque, Zia)	Indian (Amer.)
Puerto Rican	Other
Puyallup	Indian (Amer.)
Quapaw	Indian (Amer.)
Ramp	Other
Russian	White
Sac and Fox	Indian (Amer.)
Samoan (American Samoan)	Samoan
Scandinavian	White
Seminole	Indian (Amer.)
Seneca	Indian (Amer.)
Shasta	Indian (Amer.)
Shinnecock	Indian (Amer.)
Shoshone (Shoshoni)	Indian (Amer.)
Siamese	Other
Sioux (Dakota Sioux, Oglala Sioux, Rosebud Sioux)	Indian (Amer.)
Skokomish	Indian (Amer.)
Slavic	White
South African	White
South American	Other
South Asian	Asian Indian
Spaniard	White
Spanish	Other
Spanish-American	Other
Spanish-Amer. Indian	Indian (Amer.)
Spanish-Mexican	Other
Stockbridge	Indian (Amer.)
Syrian	White
Tahitian	Other
Taiwanese	Chinese
Thai	Other
Tibetan	Chinese
Tlingit	Indian (Amer.)
Tokelau Islander	Other
Tongan	Other
Trinidadian	Black or Negro
Tuscarora	Indian (Amer.)
Umatilla	Indian (Amer.)
Ute (Ute Mountain, Southern Ute)	Indian (Amer.)
Vietnamese	Vietnamese
Wampanoag (Mashpee, Gay Head)	Indian (Amer.)
Wasco	Indian (Amer.)
Wasp (WASP)	White
West Indian	Black or Negro
Whello	Other
White	White
Winnebago	Indian (Amer.)
Wintum	Indian (Amer.)
Wyandot (Wyandotte)	Indian (Amer.)
Yakima	Indian (Amer.)
Yavapai	Indian (Amer.)
Yellow	Other
Yuma	Indian (Amer.)
Yurok	Indian (Amer.)
Zuni	Indian (Amer.)

Figure 2. Enumerator's Rules for Entering Responses of Spanish Origin

QUESTION 7 ... SPANISH/HISPANIC ORIGIN OR DESCENT

WHEN TO ASK: Ask of all persons.

HOW TO ASK: "Is ... of Spanish/Hispanic origin or descent? For example, Mexican, Puerto Rican, Cuban, ...?

1. A person is of Spanish/Hispanic origin or descent if the person identifies his or her ancestry with one of the listed groups, that is, Mexican, Puerto Rican, etc. Origin or descent (ancestry) may be viewed as the nationality groups, the lineage, or the country in which the person or the person's parents or ancestors were born.

2. Be sure to always ask this question. Do not mark according to your own observation or to the answer in Question 4.

Rules for Entering Origin Response

1. If a person reports a specific origin for which a circle is provided, fill that circle.

2. If the specific origin is not one for which a circle is provided and:

   a. the person reports his/her origin as "La Raza," fill the "Mexican, Mexican Amer., Chicano" circle.

   b. the person reports her/his origin as "Boricua," fill the "Puerto Rican" circle.
   c. the person reports one of the following, fill the "Other Spanish/Hispanic" circle:

Argentina; Argentino(a)
Bolivia; Boliviano(a)
Balearic Islands
Basque; Vasco(a)
Californio
Canary Islands; Canario(a)
Catalonia; Catalan(a)
Chile; Chileño(a)
Colombia, Colombiano(a)
Costa Rica; Costarricense
Dominican Republic; Dominicano(a)
Ecuador; Ecuatoriano(a)
El Salvador; Salvadoreño(a)
Español(a)
Falkland Islands
Fernando Po
Galápagos Islands
Guatemala; Guatemalteco(a)
Hispano(a)
Honduras; Hondureño(a)
Iberia; Ibero(a)
Latino(a)
Majorca
Mallorca; Mallorquin(a)
Nicaragua; Nicaraguense
Panama; Panameño(a)
Paraguay; Paraguayo(a)
Peru; Peruano(a)
Spain; España
Spaniard
Uruguay; Uruguayo(a)
Venezuela; Venezolano(a)

Figure 3. Portion of Alphabetical List for Coding Language

(Question 13)

Language	Code	Language	Code
Breton	112	Carolinian	401
Brule	907	Carpatho-Russian	140
Brule Sioux	907	Carpatho-Rusyn	140
Bube	532	Carpatho-Ruthenia	140
Bubi	532	Cascades	883
Buginese	378	Cassubian	150
Bulgarian	170	Castilian	090
Bulu	532	Catalan	092
Bura	485	Catalonian	092
Burgu	545	Caucasian	295
Burmese	331	Cawa	532
Burushaski	315	Cayuga	929
Buryat	290	Cebuano	393
Busari	545	Celilo	882
Bushman	525	Cemba	545
Bwa	545	Central Alaskan	
Byelorussian	135	Yupik	805
Caddo	935	Central Aleut	800
Caddoe	935	Central Algonquian	806
Caga	532	Central Pomo	888
Cahroc	887	Central Sierra Miwok	872
Cahto	861	Central Wintun	875
Cahuilla	949	Central Yuman	891
Cahuillo	949	Central Yupik	805
Cajun	089	Ceylonese	250
Cakavian	180	Chactaw	916
Cakchiquel	968	Chadic	485
Calabrian	080	Chaga	532
Calappoiah	878	Chagga	532
Calapooya	878	Chaldean	475
Caliente	950	Cham	383
Cambodian	360	Chamorro	402
Canarese	305	Chanaha	324
Cannada	305	Chaobon	360
Cantonese	320	Ch'ao Shan	327
Cape Verdian	095	Chasta	859
Carib	975	Chasta Costa	859
Carib Black	975	Chaung	335
Carinthian	185	Chechenian	295
Carniolan	185	Chechoslovakian	145

Figure 4. Portion of Numerical List for Coding Ancestry

(Question 14)

Caribbean, Central and South American (except Spanish Categories) (300-399)

Code	Entry	Code	Entry
300	**Bahamian**		**Other British West Indian**
300	Bahamas	323	British West Indian
300	Bahama Islander	323	British West Indies
301		324	Turks & Caicos Islander
302		324	Grand Turk Islander
303		324	Turk Islander
304	**Cayman Islander**	324	Caicos Islander
305		325	Anguillan
306	**Haitian**	325	Anguilla Islander
306	Haiti	325	Antiguan
306	Hayti	325	Antigua Islander
307		341	Barbadian
308	**Jamaican**	341	Barbados
308	Jamaica	325	Montserrat Islander
309		325	Nevis Islander
310	**Dutch West Indies**	325	Redonda Islander
310	Netherlands Antilles	325	St. Kitts Islander
311	Aruba Islander	325	Sombrero Islander
311	Aruban	326	St. Christopher Islander
311	Bonaire Islander	326	St. Vincent Islander
311	Curacao Islander	327	Dominica Islander
312	Saba Islander	328	Grenadian
312	St. Eustatius Islander	328	Grenada Islander
312	St. Maarten Islander (Dutch)	328	Grenadines Islander
313		329	St. Lucia Islander
314	**Trinidadian/Tobagonian**	330	**French West Indies**
315	Trinidadian	331	Guadeloupe Islander
315	Trinidad	331	Martinicois
316	Tobagonian	331	Martinique Islander
316	Tobago	331	St. Martin Islander (French)
317		332	Cayenne
318		332	Guienne
319		332	Guyenne
320	**U.S. Virgin Islander**	332	French Guiana
320	Virgin Islander	332	French Guianese
320	Cruzan		**Other West Indies/Caribbean/Central American**
320	Santa Cruz	333	West Indian
320	St. Croix Islander	333	West Indies
320	St. John Islander	333	Espanola Islander
320	St. Thomas Islander	334	Arawak
321	**British Virgin Islander**	334	Black Carib
321	Barbuda Islander	334	Carib
321	Barbudan	334	Garifuna
321	Tortolan	335	Belice
322	**Caribbean**	335	Beliceno
322	Caribbean Asian	335	Belize
322	Caribbean East Indian	335	Belizean
322	West Indian Creole	335	British Honduran

Figure 5. Alphabetical List for Coding Types of Special Places

Code	Type and description
	INSTITUTIONAL
	Correctional institution:
11	County or city jail, workhouse, or penitentiary
11	County or city prison farm or camp
12	County or municipal training or industrial school
11	Federal detention headquarters
12	Private school for delinquents (e.g., House of Good Shepherd, Boys' Town)
11	State or Federal prison farm or camp
12	State or Federal training or industrial school
	Home for the aged, infirm, or needy:
31	Children's home
34	Commercial home for the aged
32	County home, almshouse, poorfarm, etc.
33	Fraternal or religious home for the aged
35	Home or school for the blind
36	Home or school for the deaf
37	Hospital or resident school, orthopedic hospital, or home for the crippled
31	Orphan asylum
38	Soldiers' or sailors' home
39	Veterans Administration home (domiciliary care)
	Mental institution:
21	Home or training school for mentally handicapped
21	Home, training school, colony, or village for epileptics
22	Hospital or center for treatment of alcoholics or drug addicts
21	Private hospital or sanitarium for the mentally ill
21	State, Federal, county, or city hospital for mentally ill
23	Veterans Administration mental hospital
40	Nursing, convalescent, or rest home
	Other hospital or home providing specialized care:
54	Chronic or cancer hospital
56	Detention or receiving home
53	Home for incurables
57	Hospital or home for other specialized care
55	Maternity home for unmarried mothers
51	Tuberculosis sanatorium
52	Veterans Administration tuberculosis hospital

Code	Type and description
	NONINSTITUTIONAL
06	Armed Forces hospital
07	Armed Forces installation
76	Boarding house
86	Bunkhouse
76	Combination boarding and rooming house
92	Commune
91	Convent, monastery, or other residence for religious
85	Dormitory for workers
81	Facility for housing students (college or university level): School dormitory, except for student nurses (nurses' home) Fraternity or sorority Excludes mobile home only for students and their families (to be classified as "mobile home park")
01	Flophouse or mission
62	General hospital or other facility for treatment of the physically ill (excluding Veterans Administration hospitals)
93	Halfway house
72	Hotel or motel, nontransient type
71	Hotel or motel, transient type
94	Independent group residence for the elderly, handicapped, and/or functionally disabled
87	Labor or logging camp
88	Migratory workers' camp
04	Mobile home park or trailer court
00	Nurses' home or quarters
75	Private residential club
02	Recreational, religious, or educational camp (adults or family)
03	Recreational, religious, or educational camp (children)
76	Rooming house
82	School with resident students
83	School with resident students and with predominately non-salaried faculty, such as nuns or priests
84	School with resident students, operated primarily for religious training (other than those with predominately nonsalaried faculty), such as Bible institutions
05	Tent camp
76	Tourist home
79	Vacation or tourist cabin, group of five or more under single management
39	Veterans Administration general medical and surgical hospital
74	YMCA, YMCA, YMHA, nontransient type
73	YMCA, YWCA, YMHA, transient type

1982 Census of Agriculture

The reports include data on:

- Number of farms
- Land in farms
- Farm operator characteristics
- Type of organization
- Land use
- Size of farms
- Market value of agricultural products sold
- Poultry
- Livestock
- Poultry and livestock products
- Crops harvested
- Energy costs
- Selected Expenditures

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