

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON

INSTRUCTIONS TO SPECIAL AGENTS



CENSUS OF
MANUFACTURES
1921



WASHINGTON
GOVERNMENT PRINTING OFFICE
1922

8-5669

**BUREAU OF THE CENSUS
LIBRARY**

NOTE TO SPECIAL AGENTS AND CLERKS.

DEPARTMENT OF COMMERCE,
BUREAU OF THE CENSUS,
Washington, December 31, 1921.

The following instructions to special agents and clerks employed in taking the census of manufactures are hereby approved.

There is but a limited time in which to complete this work, and it is essential that all employees exert themselves to the utmost. Those who do satisfactory work will be reassigned to other districts and retained in the service until the canvass is finished.

W. M. STEUART,
Director of the Census.

II

BUREAU OF THE CENSUS
LIBRARY

CONTENTS.

	Page.
Note to special agents and clerks-----	ii
Daily reports and correspondence-----	1
Daily reports-----	1
Registered mail-----	2
Requests for supplies-----	2
Date of completing work-----	2
Lists and canvass of establishments-----	2
Index cards-----	2
Unlisted establishments-----	3
Cards for nonmanufacturing establishments-----	4
Return of index cards-----	4
Change in name of establishment-----	4
Central offices-----	5
Establishments having office outside agent's district-----	5
Factories outside, but offices inside, the agent's district-----	5
Additional factories of same owner, but outside the agent's district-----	5
Idle establishments-----	6
Method of securing reports-----	6
Schedules mailed to manufacturers-----	6
Understanding of the schedules necessary-----	7
Reports already forwarded by manufacturers-----	7
Reports prepared by manufacturers awaiting agent's call-----	8
Promptness required of agents-----	8
Answers to inquiries to be taken from books of accounts and records-----	8
Erroneous statements-----	9
Compulsory feature of census-----	9
Information confidential-----	9
In cooperation with the Geological Survey:	
Industries covered by the Geological Survey-----	10
Industries covered by the census-----	10
Mining and manufactures-----	10
What constitutes a factory—Establishments not to be canvassed-----	11
Census confined to factories-----	11
Very small establishments-----	11
Building trades-----	11
Custom work on wearing apparel-----	12
Retail stores-----	13
Miscellaneous hand trades-----	13
Specially omitted industries-----	14
Distinction between farm and factory products-----	15
Sugar, molasses, sirup, sorghum-----	16
Packing and shipping of fruit-----	16
Reason for omitting establishments specified-----	16
Small custom mills-----	16
Lumber industry-----	17

	Page.
What constitutes a factory—Continued.	
Pulp wood consumed in 1919.....	17
Turpentine and rosin.....	17
Printing and publishing establishments.....	17
Manufacture of ice cream.....	18
What constitutes an establishment—Divided establishments.....	18
Definition of establishment.....	18
Separate sets of books.....	18
Separation of industries.....	18
Separation of localities.....	18
Reports for same ownership.....	18
Establishments engaged in manufacturing and also in other business.....	19
Combined manufacturing and mercantile business.....	19
Preparation of the general schedule.....	20
The general schedule and the short form schedule.....	20
Inquiry 1.—Description of establishment.....	20
Name of establishment.....	20
Name of owner or operator.....	20
Location of factory.....	20
Post-office address of the general office.....	20
Character of the industry.....	20
Inquiry 2.—Persons engaged.....	21
Wage earners, including pieceworkers, by months.....	21
When estimates may be accepted.....	21
Officers of corporations.....	22
Foremen and overseers.....	22
Traveling salesmen.....	22
Distinction between salaried employees and wage earners.....	22
Wage earners employed indirectly.....	23
Convict labor.....	23
Wage earners each month, number on 15th day of month.....	23
Inquiry 3.—Salary and wage payments.....	24
Classes to be reported separately.....	24
Board and rent.....	24
Bonuses or percentages of profits.....	24
Contract work.....	24
Inquiry 4.—Time in operation.....	24
Days in operation during the year.....	24
Number of hours per week normally worked by wage earners.....	24
Inquiry 5.—Materials.....	25
Definition of materials used.....	25
Materials used during year desired.....	25
Materials manufactured and used by same establishment.....	25
Cost of fuel.....	26
Rent of power.....	26
Inquiry 6.—Products.....	27
Quantity and value.....	27
Production, not sales, desired.....	27
Selling value at the works desired.....	27
Exclusion of freight.....	28

CONTENTS.

v

Preparation of the general schedule—Continued.	
Inquiry 6.—Products—Continued.	Page.
Deduction of discounts-----	28
Selling departments-----	28
Exceptions in certain industries-----	28
Itemization of products-----	28
Contract work for others-----	29
Custom work and repairing-----	29
If the amount reported for salaries and wages and cost of materials exceed value of products-----	29
Remarks-----	29
Explanation frequently required-----	29
Certificate-----	30
Period covered-----	30
Signatures required-----	31
Special schedules-----	31
List of special schedules-----	31
Machinery-----	32
Object of special schedules-----	33
Administrative and general office schedule described-----	33
Supplemental instructions to chief special agents-----	34
In charge of important districts-----	34
Special responsibility of chief special agents-----	34
Selection and organization of force of special agents-----	34
Authority of chief special agents to suspend assistant agents--	34
Amount of work expected of assistant agents-----	35
Instructions and supervision of assistant agents-----	35
Assignment of assistant agents to districts or special classes of industries-----	36
Examination of reports by chief special agents-----	36
Detail of clerks from the office to assist in the examination of schedules-----	37
Reports after examination to be promptly forwarded to the Bureau of the Census-----	37
Securing of reports from "central offices"-----	37
Cases when report by mail may be made-----	37
Securing of reports in especially difficult cases and closing of the canvass in the district-----	38
Central office-----	38
Supply of forms-----	39
Supplemental instructions to "office agents"-----	40
To instruct local agents-----	40
General duties-----	40
Visiting local agents-----	40
Authority to reject or suspend local agents-----	41
Instruction of local agents-----	41
District to be personally canvassed by "office agent"-----	41
Extracts from the act of Congress providing for the Fourteenth and subsequent decennial censuses, act approved March 3, 1919--	42
INDEX-----	45