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United States - Department of the interior
Census office

EIGHTH CENSUS, U. S.

INSTRUCTIONS,

&c.

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EIGHTH CENSUS, UNITED STATES.—1860.

U. S. ~~Department of the interior~~ (Census offi

ACT OF CONGRESS

OF

TWENTY-THIRD MAY, 1850.

INSTRUCTIONS TO U. S. MARSHALS.

INSTRUCTIONS TO ASSISTANTS.

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CENSUS OFFICE, DEPARTMENT OF THE INTERIOR,

WASHINGTON:
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CENSUS LAW.

An Act providing for the taking of the Seventh and subsequent Censuses of the United States, and to fix the number of the members of the House of Representatives, and provide for their future apportionment among the several States.

I.—OF THE DUTIES, LIABILITIES, AND COMPENSATION OF MARSHALS.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the marshals of the several districts of the United States, including the District of Columbia and the Territories, are hereby required respectively to cause all the inhabitants to be enumerated, and to collect all the other statistical information within their respective districts, in the manner provided for in this act, and specified in the instructions which shall be given by the Secretary of the Interior, and in the tables annexed, and to return the same to the said Secretary on or before the first day of November next ensuing, omitting from the enumeration of the inhabitants Indians not taxed; also, at the discretion of said Secretary, any part or all the statistics of the Territories, except those of population: *Provided, however,* And if the time assigned for making the returns shall prove inadequate for the Territories, the said Secretary may extend the same: *Provided, further,* If there be any District or Territory of the United States in which there is no marshal of the United States, the President shall appoint some suitable person to discharge the duties assigned by this act to marshals.

SEC. 2. *And be it further enacted,* That each of said marshals shall, before entering upon his duties, take and subscribe the following oath or affirmation, before any circuit or district judge of the United States, or before any judge of any State court, to wit:

I, ——— ———, marshal of the district of ————, do solemnly swear (or affirm) that I will, to the best of my ability, enumerate, or cause to be enumerated, all the inhabitants of said district, and will collect, or cause to be collected, the other statistical information within the same; and will faithfully perform all the duties enjoined on me by the act providing for the taking of the seventh census. And when duly authenticated by the said judge, he shall deposit a copy thereof, so authenticated, with the said Secretary of the Interior; and no marshal shall discharge any of the duties herein required until he has taken and subscribed this oath, and forwarded a copy as aforesaid.

SEC. 3. *And be it further enacted,* That each marshal shall separate his district into subdivisions, containing not exceeding twenty thousand persons in each, unless the limitation to that number causes inconvenient boundaries, in which case the number may be larger; and shall also estimate, from the best sources of information which he is able to obtain, the number of square miles in each subdivision, and transmit the same to the Department of the Interior: *Provided, however,* That in bounding such subdivisions, the limits thereof shall be known civil divisions, such as county, parish, township, town, ward, or district lines, or highways, or natural boundaries, such as rivers, lakes, &c.

SEC. 4. *And be it further enacted,* That each marshal shall appoint an assistant for each subdivision, who is a resident therein, to whom he shall give a commission under his hand, authorizing him to perform the duties herein assigned to assistants;

which commission shall set forth the boundaries of the subdivision; of which appointment so made, and the boundaries so specified, the marshal shall keep a true and faithful record.

SEC. 5. *And be it further enacted,* That each marshal shall seasonably supply each assistant with the instructions issued by the Department of the Interior, the blanks provided for the enumeration of the population and the collection of other statistics, and give to him, from time to time, all such information and directions as may be necessary to enable him to discharge his duty. He shall carefully examine whether the returns of each assistant marshal be made in conformity with the terms of this act; and, where discrepancies are detected, require the same to be corrected. He shall dispose of the two sets of the returns required from the assistant marshals, as hereinafter provided for, as follows: one set he shall transmit forthwith to the Secretary of the Interior, and the other copy thereof he shall transmit to the office of the secretary of the State or Territory to which his district belongs. He shall classify and determine the rate of compensation to be paid to each assistant marshal according to the provisions of this act, subject to the final approval of the Secretary of the Interior. He shall, from time to time, make himself acquainted with the progress made by each assistant marshal in the discharge of his duties, and in case of inability or neglect, arising from sickness or otherwise, appoint a substitute.

SEC. 6. *And be it further enacted,* That if any marshal shall, by any arrangement or understanding whatever, secure to himself any fee, reward, or compensation for the appointment of an assistant, or shall in any way secure to himself any part of the compensation provided by this act for the services of assistants, or if he shall knowingly neglect or refuse to perform the duties herein assigned to him, he shall, in any such case, be deemed guilty of a misdemeanor, and if convicted in any such case shall for such offence forfeit and pay not less than one thousand dollars.

SEC. 7. *And be it further enacted,* That any marshal of the United States may, for any purposes not inconsistent with the duties of the assistants herein provided for, appoint a deputy or deputies to act in his behalf, but for all official acts of such deputy or deputies the marshal shall be responsible: *Provided, however,* An appointment to collect the social statistics shall not be deemed an interference with the duties of the assistants.

SEC. 8. *And be it further enacted,* That whenever the population returned in any district shall exceed one million, the marshal thereof shall be entitled to receive, as compensation for all his services in executing this act, after the rate of one dollar for each thousand persons: but if the number returned shall be less than a million in any district, the marshal thereof shall be allowed for his services at the rate of one dollar and twenty-five cents for each thousand persons: *Provided, however,* That no marshal shall receive less than two hundred and fifty dollars; and when the compensation does not in the whole exceed the sum of five hundred dollars, a reasonable allowance for clerk hire shall be made, the amount whereof shall be determined by the Secretary of the Interior: *And provided further,* That the marshal of any district may at his discretion perform the duties of an assistant in any subdivision in which he may reside, and when he shall personally perform the duties assigned by this act to assistants, he shall receive therefor the compensation allowed to assistants for like services.

II.—OF ASSISTANTS, THEIR DUTIES, LIABILITIES, AND COMPENSATION.

SEC. 9. *And be it further enacted,* That no assistant shall be deemed qualified to enter upon his duties until he has received from the marshal, under his hand, such a commission as is provided for in this act, and shall take and subscribe the following oath or affirmation, which shall be thereon endorsed, to wit:

I, ——— ———, an assistant to the marshal of the district of ———, do solemnly swear (or affirm) that I will make a true and exact enumeration of all the inhabitants within the district assigned to me, and will also faithfully collect the other statistics therein, in the manner provided for in the act for taking the seventh census, and in conformity with all lawful instructions which I may receive, and will make due and correct returns thereof as required in said act.

Which said oath, or affirmation, may be administered by any judge of a court of record, or any justice of the peace empowered to administer oaths, and a copy thereof, duly authenticated, shall be forwarded to the marshal by such assistant, before he proceeds to the business of the appointment.

SEC. 10. *And be it further enacted*, That each assistant, when duly qualified in manner aforesaid, shall perform the service required of him by a personal visit to each dwelling-house, and to each family, in the subdivision assigned to him, and shall ascertain, by inquiries made of some member of each family, if any one can be found capable of giving the information, but if not, then of the agent of such family, the name of each member thereof, the age and place of birth of each, and all the other particulars specified in this act, the tables thereto subjoined, and the instructions of the Secretary of the Interior; and shall also visit personally the farms, mills, shops, mines, and other places respecting which information is required as above specified, in his district, and shall obtain all such information from the best and most reliable sources; and when in either case the information is obtained and entered on the tables, as obtained, till the same is complete, then such memoranda shall be immediately read to the person or persons furnishing the facts, to correct errors and supply omissions if any shall exist.

SEC. 11. *And be it further enacted*, That each assistant shall, within one month after the time specified for the completion of the enumeration, furnish the original census returns to the clerk of the county court of their respective counties, and two copies, duly compared and corrected, to the marshal of the district. He shall affix his signature to each page of the schedules before he returns them to his marshal, and on the last page thereof shall state the whole number of pages in each return, and certify that they were well and truly made according to the tenor of his oath of office.

SEC. 12. *And be it further enacted*, That each assistant shall be allowed as compensation for his services after the rate of two cents for each person enumerated, and ten cents a mile for necessary travel, to be ascertained by multiplying the square root of the number of dwelling-houses in the division by the square root of the number of square miles in each division, and the product shall be taken as the number of miles travelled, for all purposes, in taking this census.

SEC. 13. *And be it further enacted*, That in addition to the compensation allowed for the enumeration of the inhabitants, there shall be paid for each farm, fully returned, ten cents; for each establishment of productive industry, fully taken and returned, fifteen cents; for the social statistics, two per cent. upon the amount allowed for the enumeration of population, and for each name of a deceased person returned, two cents: *Provided, however*, That in making returns of farms and establishments of productive industry, the instructions given by the Secretary of the Interior must be strictly observed, and no allowance shall be made for any return not authorized by such instructions, or for any returns not limited to the year next preceding the first of June.

SEC. 14. *And be it further enacted*, That any assistant who, having accepted the appointment, shall, without justifiable cause, neglect or refuse to perform the duties enjoined on him by this act, shall be guilty of a misdemeanor, and upon conviction be liable to a forfeiture of five hundred dollars; or if he shall wilfully make a false oath, it shall be deemed perjury; or if he shall wilfully make a false certificate, it shall be deemed a misdemeanor, and if convicted or found guilty of either of the last named offences, he shall forfeit and pay not exceeding five

thousand dollars, and be imprisoned not less than two years. And each marshal shall be alike punishable for the two last named offences when committed by him.

SEC. 15. *And be it further enacted*, That each and every free person more than twenty years of age, belonging to any family residing in any subdivision, and in case of the absence of the heads and other members of any such family, then any agent of such family, shall be, and each of them is hereby required, if thereto requested by the marshal or his assistant, to render a true account to the best of his or her knowledge, of every person belonging to such family, in the various particulars required in and by this act, and the tables thereto subjoined, on pain of forfeiting thirty dollars, to be sued for and recovered in an action of debt by the assistant, *to the use of the United States*.

SEC. 16. *And be it further enacted*, That all fines and penalties herein provided for may be enforced in the courts of the United States within the States or Territories where such offence shall have been committed or forfeiture incurred.

SEC. 17. *And be it further enacted*, That the marshals and their assistants are hereby authorized to transmit through the post office any papers or documents relating to the census, by writing thereon "official business, census," and subscribing the same with the addition to his name of marshal or assistant, as the case may be; but this privilege shall extend to nothing but documents and papers relating to the census, which shall pass free; and the sum of twelve thousand dollars is hereby appropriated out of any money in the treasury not otherwise appropriated, for the purpose of covering the expense of transmitting the blanks and other matter through the mail, to be paid to the Post Office Department.

SEC 18. *And be it further enacted*, That if any of the Territories or places where the population is sparse, the officers of the army or any persons thereto belonging can be usefully employed in taking the census, the Secretary of War is hereby directed to afford such aid, if it can be given without prejudice to the public service.

SEC. 19. *And be it further enacted*, That the Secretary of the Interior is hereby required to carry into effect the provisions of this act, and to provide blanks and distribute the same among the marshals, so that the enumeration may commence on the first day of June next, and be taken with reference to that day in each and every district and subdivision of districts; to draw up and distribute at the same time printed instructions, defining and explaining the duties of such as collect the statistics, and the limits by which such duties are circumscribed, in a clear and intelligible manner; to see also that all due diligence is employed by the marshals and assistants to make return of their respective doings, completed at the times herein prescribed; and further, as the returns are so made, to cause the same to be classified and arranged in the best and most convenient manner for use, and to lay the same before Congress at the next session thereof. And to enable him the better to discharge these duties, he is hereby authorized and required to appoint a suitable and competent person as superintending clerk, who shall under his direction have the general management of matters appertaining thereto, with the privilege of franking and receiving free of charge all official documents and letters connected therewith; and the said Secretary shall also appoint such clerks and other officers as may be necessary, from time to time, for the efficient management of said service. And the compensation to be allowed and paid to the officers connected with the census office shall be as follows: For the superintending clerk two thousand five hundred dollars per annum in full for his services; and for other assistants and clerks the compensation usually paid for similar services, to be fixed and allowed by the Secretary of the Interior: *Provided*, That no salary to a subordinate clerk under this section shall exceed the sum of one thousand dollars per annum. The blanks and preparatory printing for taking the census shall be prepared and executed under the direction of the

Census Board; the other printing hereafter to be executed as Congress shall direct.

SEC. 20. *And be it further enacted,* That for the purpose of carrying into effect this act, and defraying the preliminary expenses, there is hereby appropriated, out of any money in the treasury not otherwise appropriated, one hundred and fifty thousand dollars; out of which the said Secretary of the Interior may allow to the person employed as Secretary of the Census Board a compensation after the rate of three thousand dollars per annum during the period he has been in their employ.

SEC. 21. *And be it further enacted,* That whenever a marshal shall certify that an assistant has completed to his satisfaction, and made return of the subdivision confided to him, and shall also certify the amount of compensation to which, under the provisions of this act, such assistant is entitled, designating how much for each kind of service, the Secretary of the Interior shall thereupon cause one half of the sum so due to be paid to such assistant; and when the returns have been carefully examined for classification, if found executed in a manner satisfactory, then he shall also cause the other half to be paid. And he shall make payments in the manner and upon like conditions to the several marshals for their services.

SEC. 22. *And be it further enacted,* That the tables hereto annexed, and made part of this act, are numbered from one to six, inclusive.

SEC. 23. *And be it further enacted,* That if no other law be passed providing for the taking of the eighth, or any subsequent census of the United States, on or before the first day of January of any year, when, by the Constitution of the United States, any future enumeration of the inhabitants thereof is required to be taken, such census shall, in all things, be taken and completed according to the provisions of this act.

SEC. 24. *And be it further enacted,* That from and after the third day of March, one thousand eight hundred and fifty-three, the House of Representatives shall be composed of two hundred and thirty-three members, to be apportioned among the several States in the manner directed in the next section of this act.

SEC. 25. *And be it further enacted,* That so soon as the next and each subsequent enumeration of the inhabitants of the several States, directed by the Constitution of the United States to be taken, shall be completed and returned to the office of the Department of the Interior, it shall be the duty of the Secretary of the Interior to ascertain the aggregate representative population of the United States, by adding to the whole number of free persons in all the States, including those bound to service for a term of years, and excluding Indians not taxed, three-fifths of all other persons; which aggregate population he shall divide by the number two hundred and thirty-three, and the product of such division, rejecting any fraction of an unit, if any such happen to remain, shall be the ratio or rule of apportionment of representatives among the several States under such enumeration; and the said Secretary of the Department of the Interior shall then proceed, in the same manner, to ascrtain the representative popolution of each State, and to divide the whole number of the representative population of each State by the ratio already determined by him, as above directed; and the product of this last division shall be the number of representatives apportioned to such State under the then last enumeration: *Provided,* That the loss in the number of members caused by the fractions remaining in the several States, on the division of the population thereof, shall be compensated for by assigning to so many States having the largest fractions one additional member each for its fraction, as may be necessary to make the whole number of representatives two hundred and thirty-three: *And provided, also,* That if, after the apportionment of the representatives under the next or any subsequent census, a new State or States shall be admitted into the Union, the representative or representatives assigned to such new State or States shall be in addition to the number of representatives herein

above limited; which excess of representatives over two hundred and thirty-three shall only continue until the next succeeding apportionment of representatives under the next succeeding census.

SEC. 26. *And be it further enacted*, That when the Department of the Interior shall have apportioned the representatives in the manner above directed among the several States, under the next or any subsequent enumeration of the inhabitants of the United States, he shall, as soon as practicable, make out and transmit, under the seal of his office, to the House of Representatives, a certificate of the number of members apportioned to each State under the then last enumeration; and shall likewise make out and transmit, without delay, to the executive of each State a certificate, under his seal of office, of the number of members apportioned to such State under such last enumeration.

SEC. 27. *And be it further enacted*, That the Secretary of the Interior, in his instructions to the marshals, shall direct that the statistics in regard to all other descriptions of hemp not embraced in the denomination of dew and water-rotted shall be taken and estimated in the returns.

Approved May 23, 1850.

ACT SUPPLEMENTARY TO THE LAW OF MAY 23, 1850.

SEC. 1. That the Secretary of the Interior be, and he is hereby, authorized to increase the compensation allowed to marshals or agents and their assistants, for taking the seventh census in California, Oregon, Utah, and New Mexico, so as to secure the prompt and faithful execution of the work.

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SEC. 3. *And be it further enacted*, That each assistant marshal or agent shall be paid for making out and returning complete copies of the original census returns, as required in the eleventh section of the act to which this is a supplement, eight cents for each page of the two copies of the original census returns required to be furnished by the eleventh section of the act to which this is a supplement.

EIGHTH CENSUS.—1860.

INSTRUCTIONS.

TO THE MARSHALS.

DEPARTMENT OF THE INTERIOR,
Washington, , 1860.

1. *The appointment of Assistants.*—Having determined on the proper subdivision of your district, you will proceed to appoint your Assistants; a duty involving great responsibility, and one which, it is hoped, you will exercise with judgment, as upon the fitness of those whom you appoint will depend, in a great degree, the reliability of the returns.

1. *Qualifications of Assistants.*—For your own security, the honor of the Department, and the credit of the Government, it is indispensable that you appoint judicious, temperate, reliable, intelligent, and active men for your Assistants. Each one should be a resident of the district or subdivision and well acquainted with the people. Where a foreign language is spoken to any great extent it is quite essential that you appoint Assistants who can communicate with such persons in their own tongue. Appointments should not be made of persons who do not write a plain neat hand.

3. *Nature of Subdivisions.*—It is particularly enjoined, while you may find it advisable to assign several townships, wards, villages, or boroughs to one Assistant, that you do not assign *parts* of townships, wards, &c., to one and parts of the same to another. Such a mode of cutting up small divisions would occasion, very unnecessarily, much inconvenience to this office in combining the returns. You may subdivide any one geographical or municipal district among many assistants, or you may (observing the proper limitation) assign several such districts to one, at your discretion; but you will avoid giving to one Assistant *part* of two or more subdivisions. In illustration: to John Doe may be assigned a properly defined portion of one ward, town, or county, and to Richard Roe the other part of the same ward, town or county; but you should not also assign to either of these Assistants a portion of any other ward, town, or county.

4. *Return and change of Subdivisions.*—In making return of your list of appointments you will clearly designate the nature of the subdivision; at the same time you will be at liberty, for what may appear a sufficient cause, to change the district; in which case you should immediately notify the Census Office, stating the object of the change.

5. *Distribution of Schedules.*—As one hundred and sixty names may be entered on one sheet of Population Schedule, No. 1, and as three copies of all the returns are required, it follows, that for every hundred and sixty names three sheets, and for a subdivision containing twenty thousand free inhabitants three hundred and seventy-five sheets of Schedule No. 1 would be necessary. To the number, however, which appears to be required on close calculation, there should be made an addition of 25 per cent. to cover errors, losses, &c., so that for a population of 20,000 free inhabitants in any one subdivision you should send 470 sheets of this schedule. You will therefore find it necessary to estimate in advance the number of free persons in each subdivision to determine the proper apportionment of the schedules.

Schedule No. 2.—Of Schedule No. 2, *Slave Inhabitants*, you will distribute one half the number for a population of equal amount. Entries of 320 slaves may be made to the sheet.

Schedule No. 3.—Five sheets of the Schedule of Mortality, No. 3, should be transmitted to the smallest subdivisions. In distributing this schedule to your Assistants they should be sent in the proportion of five sheets for each thousand of living persons, free or slave.

Schedule No. 4.—Of the Productions of Agriculture, No. 4, four sheets should be distributed for every eighty farms or plantations.

Schedule No. 5.—Of the Products of Industry, No. 5, there should be sent about four sheets for every thirty manufacturers.

Schedule No. 6.—Social Statistics. Of this schedule it is believed that, as a general rule, not more than four sheets will be required by each Assistant. Double that number had better be transmitted to such of the Assistants as are specially charged with the collecting of the *Aggregate Statistics* of Taxation, &c.

In any and every case where additional schedules may be required you will not fail, in forming your estimates, to bear in mind the numbers necessary for the *copies* that are to be made.

6. *Commencement of the work and its prosecution* —Having supplied your Assistants with the Schedules and Instructions, you will direct them to enter upon the active discharge of their duties on the 1st day of June, and to notify you of their commencement, and at least once in every two weeks, where mail facilities exist, they should be required to inform you of their progress. Failing to receive such information from any Assistant it will be proper to make inquiries concerning the subdivision so as to be assured that the Assistant is performing his duties, and to enable you to take those efficient steps which the law provides to remedy any evil or inattention which may exist.

7. *Power to cancel appointments.*—You have, at any time, for cause sufficient, the power to cancel the appointment of an Assistant and to appoint another for the subdivision, and it will be your duty to do so when the public interests suffer from the neglect or inability of any of your subordinates. The successor of a removed Assistant should be placed in possession of so much of the work as may have been executed. Should his predecessor refuse to hand over the records within a reasonable period it will be your duty to direct him last appointed to enumerate the entire subdivision and report all the facts in the case to you, which you will communicate to the Census Office.

8. *Duty to retake the Census.*—Should you have undoubted evidence that the enumeration has been made with gross carelessness, or that a palpably erroneous census has been taken in any subdivision, it will be your duty to have another enumeration made without any unnecessary delay.

9. *Description and area of Subdivisions.*—By the 7th section of the law it is made your duty to "keep an accurate record of the area, in square miles, of each subdivision, and of the name of each assistant within the district." The main object of this requirement is to enable this office to determine the compensation of the Assistants. It is believed that in all the States and Territories the area of the several subdivisions may be pretty accurately known. It should be ascertained with all the exactness possible. Where the area is estimated on data not altogether reliable, the fact should be stated. Little difficulty can occur in those States and Territories where the county and town divisions are effected by parallel lines, while, generally, the information may and should be obtained from the county surveyor or clerk, or other reliable source, and each Assistant should be required to furnish you with a certificate under the hand of some reliable person of the number of square miles in his subdivision.

10. *Return of names of Assistants.*—You will be furnished from this office with a tabular form wherein to enter a list of your Assistants, the nature of the district assigned to each, and post office address, which you are desired to fill up and return as early as may be. Ascertain, at as early a moment as possible, the area of each Assistant's subdivision, and, when practicable, make return thereof with the list of your appointments. You will find it of great advantage to keep a record-book of your Assistants, whereby you may make easy reference to the name, area, and progress of the work.

11. *Franking Privilege.*—The attention of postmasters should be directed to the provision in the 17th section of the law, which authorizes you and your Assistants to frank all packages and letters relating to the Census, and this is rendered the more necessary from the fact of reference thereto being omitted in the abstract of the laws regulating the Post Office Department, last published.

12. *Examination of Returns.*—By the 5th section of the law it is made your duty to examine carefully the returns of each Assistant, to see that the work has been executed in conformity with the statute. This examination will enable you to ascertain whether your Assistants have visited every part of their subdivisions and filled up their schedules in accordance with the instructions. You should at once require explanation of any apparent omission or irregularity. It will be the duty of the Assistant to correct errors or supply omissions without any delay, and to correct, in like manner, the copy filed with the clerk of the county.

13. *Making return to Census Office.*—By the 5th section of the law it is made your duty to transmit one set of the returns, made by your Assistants, to this office. It is of the highest importance that this requirement should be complied with at the earliest moment possible after you have satisfied yourself of the general accuracy of the return. Each set should be put up in convenient sized and well secured packages, and, being plainly directed, should be transmitted by mail. You should preserve an accurate record of the returns forwarded, and of the dates when mailed; and if their receipt is not acknowledged in due course of time, you should notify this office of the omission.

14. *Making returns to Secretary of State.*—By the 5th section of the law it is made obligatory upon you to transmit one copy of the returns made by each Assistant to the secretary of your State or Territory. This duty you may perform more at your leisure. These returns should be securely put up in packages, and the contents plainly endorsed thereon and transmitted per mail with your frank. It would be well to obtain duplicate receipts for the same, one whereof you will forward to this office.

15. *Expediting the Work.*—You should impress upon the Assistants the absolute necessity of a vigorous prosecution and timely completion of their respective duties, in order to have them performed during the earlier portion of the space allotted for the work. It should be borne in mind that the mere enumeration is to be followed by a great amount of labor in the careful preparation of copies, and that any serious delay with one Assistant will impede the progress of the compilation of the work, and delay the Congressional apportionment; dilatoriness, therefore, on the part of any Assistant should meet with immediate reprehension. Unnecessary procrastination, or any other cause (which might by timely caution be avoided) tending to defeat the proper consummation of duty, involves the abatement of compensation and liability to penalty—a contingency which it is hoped will never occur.

16. *State and Local Reports, &c.*—You are requested, when you can do so without inconvenience, to obtain and forward to the Census Office any published reports of your State or Territory relating to expenditures, education, pauperism, insanity, or crime; or any publications illustrative of any question involved in the details of the Census.

17. In all cases where questions arise as to the construction of law, or the instructions of the Department, you will apply at once to the Superintendent of Census for information; and in all your correspondence with that office, you will confer a favor by using letter paper of the ordinary size and whole sheets, for convenience in binding the records.

Finally.—The duty entrusted for your execution is one of the most important which could be conferred, as upon the result of your labors must depend the establishment of the ratio of representation, and the just and equitable apportionment of members of the House of Representatives, a fair exhibition of the material resources of the country, and true return of the moral and social condition of each State and Territory. That you will execute this trust with fidelity and zeal, is the expectation and hope of the head of the department, by whose orders, in conformity with law, these instructions are issued.

Secretary.

GENERAL INSTRUCTIONS IN TAKING THE EIGHTH CENSUS.

1. Having been duly commissioned and taken the oath prescribed in section 9, law of May 23, 1850, the Assistants will be supplied by the Marshal with the necessary schedules, and a suitable portfolio for their preservation, wherein they should be carried without folding.

2. You will find it necessary to provide a portable inkstand, with good ink and suitable pens. Each portfolio will be accompanied with a sheet of blotting paper with which you will carefully dry all entries made on the schedules.

3. *Numbering Pages.*—You will not fail to number each page of the schedules in the exact order of their filling up, using care to complete up one sheet before making any entries on another of like character. In the filling up of the sheets, they must not be folded one in another. The first page of each of the six schedules must be number 1, the first page of the second sheet must be number 5, and thus continuously through your work. This order must be preserved with respect to the different classes of schedules, each variety whereof must have the first page number 1.

4. *Care of Papers.*—When travelling from house to house you will observe care in preserving your papers from loss, and while at rest protect them from meddling hands. Carry with you as little finished work as possible, and do not encumber yourself with an unnecessary quantity of blank schedules. *At all times have this pamphlet of Instructions with you.*

5. *Distinguish Boundaries.*—When you have completed the enumeration of a town, township, village, ward, or county, leave a blank space of four or five lines, unless such termination occurs at or near the bottom of a page, in which case write "concluded." Let your work on each schedule clearly indicate the point of completing every geographical or municipal division.

6. *Refusal to Answer.*—If any person to whom application is made for information should refuse to give it, or should designedly make false representations, you should inform him of the responsibility he incurs thereby, and the penalty to which he becomes liable under the 15th section of the law.

7. *Personal Inquiry.*—The 10th section of the law imperatively requires of you to "make the enumeration by actual inquiry at every dwelling-house, or by personal inquiry of the head of every family, and not otherwise.

8 *To Verify Returns.*—In order to avoid error, or misapprehension, the entries you have made should be read to the party from whom they are obtained, and any error or omission should be promptly corrected or supplied.

9. You will be expected to complete the enumeration without any delay, and once in two weeks advise the Marshal of the progress you are making. Should

accident befall you or sickness occur of a nature likely to interfere seriously with the timely prosecution of your duties, you should not on any account withhold information thereof from the Marshal.

10. *Attestation.*—You will sign your name on each page of the schedules, and certify and make oath or affirmation at the end of each set of the returns, that they were made according to your oath and the instructions, to the best of your knowledge and belief.

11. *Disposition of Returns.*—As soon as you have made one fair copy of all your returns and carefully compared it with the original, you will forward it without any delay to the Marshal of your district. When you have completed a second copy you will transmit that also to the Marshal, and you will file the original with the clerk of the county or parish, and forward his receipt therefor to the Marshal.

12. *Deficiency of Schedules.*—Discretion as to what schedules you will require is lodged with the Marshal, to whom you should make immediate representation of any deficiency for your subdivision. Schedule 2, relating to the slave population, will be omitted in the free States.

13. *Address.*—In the prosecution of your duties you will approach every family and individual of whom you solicit information, with civil and conciliatory manners, and adapt yourself as far as practicable to the circumstances of each, to secure confidence and good will, and as a means of obtaining the information desired with accuracy and despatch. The civil and polite prosecution of your duties you will find indispensable to the success of your efforts and the pleasure of your occupation.

Cause for offence was given by one or two indiscreet assistants engaged in taking the Seventh Census, by the liberty exercised in the unnecessary exposure of facts relating to the business and pursuits of individuals, the communication of intelligence obtained in the discharge of duty to persons who desired it for private advantage or pecuniary profit, or to newspapers. The officers engaged in this service should understand that they have no right to use or promulgate the information obtained for any purpose whatever. Although designed ultimately for the use of the people, the department reserves to itself the privilege of examining into and determining the correctness of the returns and their proper arrangement for publication by Congress, and you are to consider the facts communicated as obtained exclusively for the use of the government, and not in any way to be used for the gratification of curiosity or your private advantage or emolument. You are employed in this service as the agents of the government in a confidential capacity, and you should never betray insensibility to this relation.

The manuscript copies filed with the county and State officers are the property of the government, and while it will doubtless be permitted every citizen to have access to them for the purpose of examining into any details of personal application, or for the purpose of suggesting any errors which may have occurred, no other use of them will be sanctioned. The returns deposited with the county records are thus disposed of to be reclaimed in case of the loss of the copies transmitted to this office, and to enable persons interested to make correction of errors, but for no other purpose, and they continue the property of the government.

SPECIAL INSTRUCTIONS.

SCHEDULE No. 1.—FREE INHABITANTS.

In filling up this schedule, first enter on a sheet the pages, then fill up the blanks in the heading in their proper order, commencing with the less division, as town, township, ward, or borough; then the name of the county and State, with the date of taking; after that enter your own name and record the name of the post office of the vicinage. Every day you will change the date and on every page write your name. All the other entries are to be repeated so long as the returns apply, but the moment you enter upon another town, township, ward, borough, or county, you must change the heading to correspond. (Inasmuch as these directions are equally applicable to other schedules, as will appear on their face, they need not be repeated, although to be observed as if they were reiterated.)

1. *Dwelling houses numbered.*—Under heading 1, insert in numerical order the number of dwelling houses occupied by free inhabitants, as they are visited. The first house you enter is to be No. 1, the second No. 2, and so on to the last house in your subdivision. The numbering of houses is to be continuously maintained, without regard to minor divisions, from the first to the last house included in your work, so that your last entry will express the whole number of dwelling houses in your subdivision. By "dwelling house" is meant a separate tenement, inhabited or uninhabited, and may contain one or more families under one roof. Where several tenements are in one block with walls to separate them, having different entrances, they are each to be numbered separately, but where not so divided they are to be enumerated as one house. Houses which are tenantable but without inhabitants, are to be returned and numbered, but represented as unoccupied, in column 3, while no number is to be entered in column No. 2. If a house is used partly for a store or other purpose and partly for a dwelling, it is to be numbered as a dwelling house. Hotels, poor houses, garrisons, hospitals, asylums, jails, penitentiaries, and establishments of kindred character, are to be numbered, and if they consist of a group of several houses, each is to be numbered separately, while you will use particular care to write longitudinally in the column the designation or description of the house, and specify particularly and clearly whether it or they be poor house, hotel, hospital, &c.

2. *Families.*—Under heading 2, entitled "*Families numbered in the order of visitation,*" insert the number of families of free persons as they are visited. By the term "family" is meant either one person living separately and alone in a house, or a part of a house, and providing for him or herself, or several persons living together in a house, or part of a house, upon one common means of support and separately from others in similar circumstances. A widow living alone and separately providing for herself, or two hundred individuals living together and provided for by a common head, should each be numbered as one family. The resident inmates of a hotel, jail, garrison, hospital, or other similar institution, should be recorded as one family, unless there be several tenements or distinct families, in which case they should be separated. There may be several families in a garrison, in which case they should be recorded distinct, but should all, by a marginal note, be embraced as of or belonging to such garrison.

3. *Individual Names.*—Under heading 3, entitled "*The name of every person whose usual place of abode on the 1st day of June*, 1860, *was in this family*," insert the name of every free person in each family, of every age, including the names of those temporarily absent on a journey, visit, or for the purposes of education, as well as those that were at home on that day. The name of any member of a family who may have died *since the 1st day of June* is to be entered and the person described as if living, but the name of any person born since the 1st day of June is to be omitted. The names are to be written beginning with the father and mother, or, if either or both be dead, begin with some other ostensible head of the family, to be followed, as far as practicable, with the name of the oldest child residing at home, then the next oldest, and so on to the youngest, then the other inmates, lodgers, and boarders, laborers, domestics, and servants.

All landlords, jailors, superintendents of poor-houses, garrisons, hospitals, asylums, and other similar institutions, are to be considered as heads of their respective families, and the inmates under their care to be registered as members thereof, and the details concerning each, designated in their proper columns, so distinctly as to preclude any doubt as to who form the family proper and who the guests, prisoners, or other inmates, carefully omitting all transient persons.

4. By "place of abode" is meant the house or usual lodging place of persons. Any one who is temporarily absent on a visit or journey, or for other purposes, with the intention of again returning, is to be considered a member of the family to which he belongs, and not of that where he may be temporarily sojourning; and care should be exercised to make full inquiry for such absentees, that none may be omitted on your lists whose names should properly appear there.

5. *Indians.*—Indians *not taxed* are not to be enumerated. The families of Indians who have renounced tribal rule, and who under State or Territorial laws exercise the rights of citizens, are to be enumerated. In all such cases write "Ind." opposite their names, in column 6, under heading "Color."

6. *Eating-houses, Stores, Shops, &c.*—You will make inquiry at all stores, shops, eating-houses, and all similar places, and take the name and description of every free person who usually slept there previous to or about the 1st day of June, provided such person be not otherwise enumerated.

Ships and Vessels.—Persons on board any description of ships or vessels accidentally or temporarily in port; those who are temporarily boarding at a sailor's boarding or lodging-house, if they belong to other places, are not to be enumerated in your district. All seafaring people are to be enumerated at their land homes, or usual place of abode, whether they be present or at sea; and if any free persons live on vessels or boats, acknowledging no other home, they are to be enumerated as belonging to the place where they have been engaged, shipped, or hired; and Assistants should make inquiry respecting all vessels employed in the internal navigation of the United States, and thus enumerate all who are not recorded as belonging to some family on shore; and all persons of such description, in any one vessel, are to be considered as belonging to one family and the vessel as their place of abode.

7. *Ages.*—Under heading 4, entitled "*Age*," insert in figures what was the specific age of each person at his or her last birth day previous to the 1st day of June, opposite the name of such person. Where the exact age cannot be ascertained insert a number which shall be the nearest approximation thereto. The exact or estimated age of every individual is to be recorded. If the person be a child under one year old, born previous to the 1st day of June, the entry is to be made by the fractional parts of a year, thus: one month, $\frac{1}{12}$; two months, $\frac{2}{12}$; and so on to eleven months, $\frac{11}{12}$. Omit months in all cases where the person is of one year and upwards.

8. *Sex.*—Under heading 5, entitled "*Sex,*" insert the letter "m" for male, and "f" for female, opposite the name, in all cases, as the fact may be.

9. *Color.*—Under heading 6, entitled "*Color,*" in all cases where the person is white leave the space blank; in all cases where the person is black without admixture insert the letter "B;" if a mulatto, or of mixed blood, write "M;" if an Indian, write "Ind." It is very desirable to have these directions carefully observed.

10. *Profession, Trade, and Occupation.*—Under head 7, entitled "*Profession, occupation, or trade of each person over fifteen years of age,*" insert the specific profession, occupation, or trade the individual being enumerated is reputed to follow. The proprietor of a farm for the time being, who pursues agriculture professionally or practically, is to be recorded as a farmer; the men who are employed for wages by him are to be termed farm laborers. The members, or inmates, of a family employed in domestic duties at wages you will record as "servants," or "serving," or "domestic," according to the custom of the vicinage.

A mechanic who employs others under him is to be termed differently from the one employed. The first is a master mechanic, and should be termed "master mason," "master carpenter," &c., as the case may be, and you should be very particular in designating the employers or master mechanics from the workmen or employed. Where persons (over 15) are learning trades or serving apprenticeship, they should be recorded as "apprentices," with the name of the trade whereunto they are apprenticed. The employment of every person over 15, having an occupation, should be asked and recorded. In *every case* insert the kind of labor and nature of apprenticeship.

When the individual is a clergyman, insert the initials of the denomination to which he belongs—as Meth. for Methodist; R. C. for Roman Catholic; O. S. P., Old School Presbyterian; P. E., Protestant Episcopal; or other appropriate designation, as the case may require. If a person follows several occupations, insert the name of the most prominent. If the person should be a teacher or professor, state the character of the occupation, as teacher of French, of common school; professor of mathematics, of languages, of philosophy, &c. In fine, record the occupation of every human being, male and female, (over 15,) who has an occupation or means of living, and let your record be so clear as to leave no doubt on the subject.

12. *Value of Real Estate.*—Under heading 8, insert the value of real estate owned by each individual enumerated. You are to obtain this information by personal inquiry of each head of a family, and are to insert the amount in dollars, be the estate located where it may. You are not to consider any question of lien or encumbrance; it is simply your duty to enter the value as given by the respondent.

13. *Value of Personal Estate.*—Under heading 9, insert (in dollars) the value of personal property or estate. Here you are to include the value of all the property, possessions, or wealth of each individual which is not embraced in the column previous, consist of what it may; the value of bonds, mortgages, notes, slaves, live stock, plate, jewels, or furniture; in fine, the value of whatever constitutes the personal wealth of individuals. Exact accuracy may not be arrived at, but all persons should be encouraged to give a near and prompt estimate for your information. Should any respondent manifest hesitation or unwillingness to make a free reply on this or any other subject, you will direct attention to Nos. 6 and 13 of your general instructions and the 15th section of the law.

14. *Birth Place.*—Under heading 10, you are to insert the place of birth of every individual whose name you record. If born in the State or Territory of their present residence, insert the name, abbreviation, or initials of such State or Territory. If born out of the United States, insert the name of the country of birth. To insert simply Germany would not be deemed a sufficiently specific localization of birth place, unless no better can be had. The particular German State should be given—as Baden, Bavaria, Hanover. Where the birth place cannot be ascertained, write "unknown" in the proper column; but it must be of rare occurrence that the place of birth may not be understood. You should ascertain the exact birth place of children as well as of parents, and not infer because parents were born in Baden that so also were the children.

15. *Married during the Year.*—Under heading 11, you are to make a dash (1) opposite the name of each person, male and female, married within the year previous to June 1; that is, of all persons who are residents, and whose names are entered on the schedule.

16. *At School.*—Under heading 12, entitled "At school within the year," you should insert a (1) opposite the names of all those, whether male or female, who are or have been in educational institutions, or who have been receiving stated instruction in any manner within the year; those whose education has been limited to Sunday schools are not to be included.

17. *Number who cannot Read and Write.*—Under heading 13, entitled "Persons over 20 years who cannot read and write," you should be careful to designate every person in the family of this description; and it will be your duty to inquire whether any inmate of the family, being a free person over 20 years of age, is unable to read and write, and opposite the names of all such you will make a mark thus (1). If the person can read and write in a foreign or in our own language, the space is to be left blank.

18. *Deaf and Dumb, Blind, Insane, Idiotic, Pauper, Convict.*—It will be your duty to inquire whether there be any persons of the above description in the family you are enumerating, and if any, you must, under heading 14, indicate opposite the name of such person, the fact as it may be. A person is to be noted deaf and dumb who was born deaf, or who lost the faculty of hearing before acquiring the use of speech. If a person be *blind* from a known cause, it would be well to insert the cause in the column or on the margin. Partial blindness should not be noted. The various degrees of *insanity* often create a doubt as to the propriety of thus classifying individuals, and demands the exercise of discretion. A person may be reputed erratic on some subject, but if competent to manage his or her business affairs without manifesting any symptoms of insanity to an ordinary observer, such person should not be recorded as insane. Where persons are in institutions for safety or restoration, there can exist no doubt as to how you should classify them. As a general rule, the term Insanity applies to individuals who have once possessed mental faculties which have become impaired; whereas *Idiocy* applies to persons who have never possessed vigorous mental faculties, but from their birth have manifested aberration. The cases wherein it may be difficult to distinguish between insanity and idiocy are not numerous; should such occur, however, you may rely on the opinion of any physician to whom the case is known. It is to be hoped you will not fail to make record respecting all these classes of persons who may be in your subdivision. In all cases of insane persons, you will write in the space where you enter the word "Insane," the *cause* of such insanity; and you will in every case inquire into the cause or origin thereof, and write the word—as intemperance, spiritualism, grief, affliction, hereditary, misfortune, &c. As

nearly every case of insanity may be traced to some known cause, it is earnestly desired that you will not fail to make your return in this respect as perfect as possible. If any person whose name you record be at the time, or within the year, so indigent or destitute of the means of support as to require the support of the community, obtained either by alms-begging or public maintenance, by taxation or poor fund, you are to write the word "pauper" in column 14, on a line with the name of such person. When persons who have been convicted of crime within the year resided, on the 1st of June, in any family you enumerate, the fact should be stated by giving in column 14, on a line with the name, the character of the crime; but as such an interrogatory might give offence you had better, where you can do so, refer to the county records for the information, but use care in applying the crime to the proper individual on the schedule. Of course, you are not to insert the name (or crime) of any person who died previous to the 1st day of June on this schedule, but may do so on the schedule of mortality. With the county or parish record, and your own knowledge, you will be able to make this return very correctly without occasioning offence by personal inquiry of individuals. Respecting persons in confinement you will experience no difficulty.

Should a poor-house, asylum for the blind, insane, idiotic, or other charitable institution, or a penitentiary, jail, house of refuge or reformation, or other place of punishment be visited, you must number such building or buildings in their regular order, and write in perpendicular column No. 1, the nature of such institution, and in column 14, opposite the name of each inmate, you must state the character of the infirmity or misfortune, in the one case, and in the other the nature of the crime for which each inmate is confined and of which the party stands convicted, and in the column with the name give the year when convicted.

The remaining columns, respecting age, sex, color, &c., you must fill with as much care as in other cases. The prison records of these institutions will generally supply the facts required, and, where they do, may be relied on.

The foregoing schedule will serve as your guide for nearly all the entries you will be required to make on the population sheet, and you are requested to study it carefully.

SCHEDULE No. 2.—SLAVE INHABITANTS.

This schedule is to be filled up in the following manner: The heading is to be filled up in all respects after the manner of Schedule No. 1, omitting only the name of post office.

1. *Owners of Slaves.*—Under heading No. 1 insert, in proper consecutive order, the names of all owners of slaves. When slaves are the property of a corporation, enter the name of the corporation. If held in trust for persons who have attained to their majority, whose names as owners do not elsewhere appear, the names of such persons may be entered, or their number, as "John Smith and two others;" always provided that the "others" do not appear as owners in other places. If held in trust for minors, give the number of such minors. The desire is to obtain a true return of the number of owners.

2. *Number of Slaves.*—Under heading 2, entitled "*Number of slaves,*" insert, in regular numerical order, the number of all the slaves, of both sexes, and of every age, belonging to the owner whose name you have recorded. In the case of slaves, numbers are to be substituted for names. The description of every slave, as numbered, is to be recorded, and you are to enumerate such slaves as may be temporarily absent, provided they are usually held to service in your subdivision.

The slaves of each owner are to be numbered separately, beginning with the older at No. 1. The person in whose charge, or on whose plantation the slave is found to be employed may return all slaves in his charge, (although they may be owned by other persons,) provided they are not returned by their proper owner. The name of the *bona fide* owner should be returned as proprietor, and the name of the person having them in charge as employer.

3. *Ages.*—Under heading 3, entitled "*Age,*" insert, in figures, the specific age of each slave opposite the number of such slave. If the exact age cannot be ascertained insert a number which shall be the nearest approximation thereto. The exact or estimated age of every slave is to be inserted. If the slave be a child which on the 1st day of June was less than one year old the entry is to be made by fractional parts of a year, as directed in Rule 7, Schedule 1. Slaves who (born previously) have died since the 1st day of June are to be entered as living, and all details respecting them to be given with as much care as if the slave were living. You are desired to give the names of all slaves whose age reaches or exceeds 100 years.

4. *Sex.*—Under heading 4, opposite each number, insert "m" for male, and "f" for female, in all cases, as the fact may be. In the case of slaves it is very essential that the sex be specified, because of the entire omission of name. The compensation for all returns where this fact is omitted will be reduced.

5. *Color.*—Under heading 5, entitled "*Color,*" insert, in all cases where the slave is black, the letter "B." When he or she is a mulatto insert "M." You are to note the color of every slave. Those who are in any degree of mixed blood are to be termed mulatto, "M."

6. *Fugitives.*—Under heading 6 insert, in figures, opposite the name of the owner, a mark or number designating the fugitives who, having escaped within the year, have *not been returned* to their owners. Such fugitives are to be described as fully as if in possession of their masters. No allusion is to be made respecting such as may have absconded subsequent to the 1st day of June; they are to be recorded as if in possession of their proper owners.

7. *No. Manumitted.*—In column No. 7, insert opposite the name of the former owner thereof the number of slaves manumitted within the year ending on the 1st day of June. The name of the person is to be given although at the time of the enumeration, or on the 1st day of June, such person may have held no slaves. The description of all the slaves manumitted may or may not be given at your pleasure, but the number manumitted must be clearly expressed. If you describe them separately, write "*manumitted*" under the name of the former owner in a line with each one described. If the former owner of slaves manumitted within the year should have died or removed, such circumstance is not to obviate the necessity of their enumeration as directed.

8. *Deaf and Dumb, Blind, Insane, Idiotic.*—You should be particular in every instance to inquire whether any slave comes within the above description, and if so insert the fact in column 8, opposite the number and general description of such slave. If slaves be found imprisoned convicts, mention the crime in column 8, and the date of conviction in the vacant space No. 1. By carefully observing the following schedule, you will experience no difficulty in making proper returns:

SCHEDULE 2.—*Slave Inhabitants in* [19th Ward, Baltimore City,] *in the County of* [Baltimore,] *State of* [Maryland,] *enumerated by me on the 1st day June,* 1860. [Wm. B. Shope,] *Assistant Marshal.*

	Names of slave owners.	Number of slaves.	DESCRIPTION. Age.	Sex.	Color.	Fugitives from the State.	Number manumitted.	Deaf & dumb, blind, insane, or idiotic.	Number of slave houses.		Names of slave owners.	Number of slaves.	DESCRIPTION. Age.	Sex.	Color.	Fugitives from the State.	Number manumitted.	Deaf&dumb, blind, insane, or idiotic.	Number of slave houses.	
	1	2	3	4	5	6	7	8	9		1	2	3	4	5	6	7	8	9	
1	R. E. Adams	1	28	m	B	2					John Butler	1	40	m	B					1
2		1	4	f	B							1	35	f	M					2
3		1	6/12	m	B						J. Hunter, trustee for Woolen Co.	1	14	m	M					3
4	Mrs. Matthews	1	17	m	B							1	13	f	M					4
5	Jno. Smith (in trust) for minor heirs.	1	12	m	B						William Jones	1	40	f	M					5
6		1	11	f	M			Deaf & dumb			Sarah Cowen	1	7	f	M			Idiotic		6
7		1	60	f	B						James Hart						5			7
8	David Means	1	35	f	B						John Bell	1	[illegible]	m	B					8
9											Do	1	26	m	M	1				9

9. *Number of Slave Houses.*—In column 9 you will insert the number of slave tenements or dwellings on every farm and plantation, and in every family where slaves are held you will inquire what number of separate tenements are occupied by slaves, and you will insert the number in every instance on a line with the last slave described as belonging to the person or estate whereof you are instituting inquiry. We wish by this column to learn the number of occupied houses, the abode of slaves, belonging to each slaveholder.

SCHEDULE 3.—STATISTICS OF MORTALITY.

After having entered on the schedules of living population all the requisite facts respecting those who were alive on the first day of June, you will in every case inquire whether any deaths have occurred in the family or to any member thereof, during the year previous to that time. This question being answered affirmatively, you will, upon schedule No. 3, proceed to make entry in accordance with the following directions. Having filled up the heading of the schedule as directed at the commencement of the special instructions, schedule 1, you will, under heading 1—

1. *Names.*—Insert the "*name of every person who died during the year ending June* 1, 1860, *whose place of abode at the time of death was in the family.*" The family wherein a death occurred from disease is to be considered the place of abode of the deceased. Where the death was sudden or the result of accident, and occurred away from any habitation, the usual place of abode should be given although the death may have taken place during temporary absence. It is required that the names of all those who died from any and every cause within your subdivision during the year previous to the 1st June, shall be obtained and inserted.

2. *Age.*—Under heading 2, entitled *Age*, insert in figures, opposite the name, the specific age, in years, of each person at their last birth-day. If the exact age cannot be ascertained, insert a number which shall be the nearest approximation to it. The age in years or the fraction of a year, either precise or estimated, is in every case to be inserted. If the death be that of a child under one year old, the entry must be made in the fractional part of a year.

It must be observed that deaths which may have occurred subsequent to the 1st day of June, 1860, are not to be recorded.

3. *Sex.*—Under heading 3, entitled *Sex*, insert the letter "m" for male, or "f" for female, opposite the name in all cases.

4. *Color.*—Under heading 4, entitled *Color*, in all cases where the person is *white*, leave the space blank. In all cases where the person is black, insert the letter B. If mulatto, the letter M.

5. *Condition.*—Under heading 5, entitled "*Free or Slave*," in all cases where the person is free, leave the space blank. In all cases where the person is a slave, make a letter S opposite his or her name.

6. *Married and Widowed.*—Under heading 6, entitled *Married or widowed*, this column only applies to free inhabitants. The spaces opposite all slaves are to be left blank. When the deceased, being a free person, has been married, leaving wife, or husband, as the case may be, surviving, insert (M.) When the deceased

has been married, but whose death has been preceded by that of a wife, or husband, as the case may be, insert (W.) In all other cases where the deceased is unmarried, or whether it is not known whether he or she was ever married, leave the space, opposite such names, blank.

7. *Birth-place.*—Under heading 7, entitled *Place of birth*, the marshal should register the place of birth of the deceased. If unknown, he should insert "unknown." If born in the town, city, or district, where the deceased died, or in a foreign country, insert the name of the State, Territory, government, or country of birth. For more particular directions on this point observe rule 14, Schedule 1.

8. *Time of Death.*—Under heading 8, entitled *Month in which the person died*, insert, in all cases, the month when the death occurred opposite the name of the deceased. In cases where the time of death cannot be ascertained, insert the word "unknown."

9. *Occupation.*—Under heading 9, entitled *Profession, occupation, or trade*, insert the name of the specific profession, occupation, or trade, which the person was known or reputed to follow. Should the deceased have at any time pursued an occupation and have retired therefrom, you should make the entry correspond with this fact, and record the person as a "retired merchant," &c. If the person had never pursued any occupation or calling, being of independent means and living on his income, insert "gentleman." The former occupation must be given of every male adult whose name is recorded on this schedule, while the space may be left blank with respect to such females as may not have pursued any independent calling or occupation. Where females have been teachers or operatives of any description, or seamstresses, you are expected to make entry accordingly; in fine, in *every case* where the fact can be ascertained, give the name of whatever employment was usually pursued by deceased persons, without regard to age, color, or sex. Where the deceased was a slave, male or female, insert whether such slave was usually employed as a field hand, house servant, or in mechanical pursuits—the words, "house servant," "field hand," "blacksmith," "carpenter," would, in the case of slaves, indicate with sufficient clearness the nature of their previous employment. (See Rule 10, page 15.)

10. *Cause of Death.*—Under heading 10, entitled *Disease or cause of death*, insert the name of the disease or state plainly the cause which produced death. Give the usual name applied to the disease. When it connot be learned, you will insert "unknown." In all cases of death resulting from accident, as by steamboat explosion, railroad casualty, or any other accidental cause, you will, in brief, make entry thereof. Such entries as the following would be sufficiently explicit, "camphene explosion," "accidental self-shooting," "house burning," "railroad collision," "accidental drowning," &c. Where the death was sudden but natural, enter the cause in column 10, and the word "sudden" in column 11. When the death was caused by *suicide*, insert as well the means as the cause, as "suicide by shooting," "suicide by poison," "by drowning," or otherwise. In all cases distinguish particularly the deaths by suicide, so that they may not be confounded with those accidental or natural.

Any additional remarks in illustration of the cause of death, or explanatory of any particular temperament in the person, or relative to any circumstance connected with the mortality entered on the page, you will make at the foot of the sheet. If such remarks apply to an individual case, you will give the number of the line whereon the death is recorded.

11. *Duration of Illness.*—In column 11 give the duration of the cause of death, by years, months, weeks, days, or hours, as the case may be. Never leave a blank in this column; for if the duration of illness cannot be ascertained, insert the word "unknown."

12. *Remarks.*—A space is left at the bottom of the page for remarks. Here the Assistant should describe any particular malady or unusual or peculiar disease which has prevailed in his subdivision, and the supposed cause thereof. He is desired to state the character of the water, the nature of the soil and rocks, the kind of timber the natural growth of the region, the natural fertilizers, as lime, marl, or shells, and any other facts of interest relating to mines, seasons, springs, or any particular or unusual natural phenomena.

Should any disease have prevailed among the live stock, causing unusual mortality, the Assistant will confer a favor by describing its character and effects. In fine, record any event or circumstance of interest connected with the history of your region for which you may find space. In any case where the Assistant has sufficient reason to believe that a portion of the information sought for by this schedule can be *more accurately* derived from any reliable bills of mortality, the facts may be abstracted from such registry, according to the form of the 3d schedule, and compensation will be allowed as if the entries were made from actual visitation. It is, however, only admissible to avail yourself of such means of information where the public record appealed to is of the most reliable nature and character. The bills of mortality must not be resorted to unless they give all the facts contempleted by this schedule for the entire census year. When any resort has been made to sources other than those of actual inquiry of families, the fact must be distinctly stated. This office would gladly receive any published mortality tables relating to your district or State which you may be able to procure and forward. The table opposite will serve as a general guide, but its illustrations will not be found applicable to many of the returns you will find it necessary to make.

SCHEDULE No. 4.—AGRICULTURE.

This schedule is to be filled up in the following manner: Insert in the heading the name of the district, town, or township, and the county or parish, and the State in which the farms enumerated are located, and insert the date when the enumeration was made. This is to be attested on each page of every set by signing the schedule.

In many agricultural returns, the amount stated must sometimes be *estimated*, as the number of bushels of wheat or of oats; but under other headings, as to the number of live stock, the precise number or amount can usually be stated. The Assistant must use his discretion in assisting a farmer to estimate fairly and accurately the amount of his crops, when he keeps no exact account; and in all instances it is desired to make the nearest approximate returns which the case will admit of.

The returns of all farms or plantations, the produce of which amounts to one hundred dollars in value, is to be included in this schedule, but it is not intended to include the returns of small lots, owned or worked by persons following mechanical or other pursuits, or where the productions are not one hundred dollars in value.

1. *Name of Owner.*—Under heading 1, entitled *Name of individual managing his farm or plantation*, insert the name of the person residing upon or having charge of the farm, whether as owner, agent, or tenant. When owned or managed by more than one person, the name of one only may be entered.

2. *Quantity of Land Improved.*—Under general heading, *Acres of land*, and under particular heading, *Improved land*, insert the number of acres of improved land, by which is meant, cleared land used for grazing, grass, or tillage, or which is now fallow, connected with or belonging to the farm which the Assistant Marshal is reporting. It is not necessary that it should be contiguous, but it must be owned or managed by the person whose name is inserted in the column. By *improved* land is meant all pasture, meadow, and arable land which has been reclaimed from a state of nature, and which continues to be reclaimed and used for the purposes of production.

3. *Unimproved Land.*—Under heading *Unimproved*, insert the number of acres of unimproved land connected with the farm. It is not necessary that it should be *contiguous* to the improved land, but may be a wood lot, or other land at some distance, but owned in connection with the farm, the timber or range of which is used for farm purposes. By unimproved land is meant all the land belonging to each proprietor which does not come within the term improved. The quantity embraced under the two heads "improved and unimproved" includes the whole number of acres owned by the proprietor.

Should there be irreclaimable marshes of great extent, rendering the land unimprovable, you will not include them, and you will omit all bodies of water of greater extent than 10 acres. That is to say, if a body of land comprises ten thousand acres, and nine thousand thereof be covered by a lake, you will return the land at 1,000 acres.

4. *Value of Farms.*—Under heading No. 4, *Cash value of farm*, include the actual cash value of the whole number of acres returned by you as improved and unimproved. In this, as in all cases where an amount of money is stated, make your figures represent dollars; thus, if the cash value of the farm be five thousand dollars, insert simply the figures 5,000. This rule must be particularly and carefully observed in all cases where amounts of money are to be entered in the columns.

5. *Value of Farming Implements.*—Under heading No. 5 place the aggregate value of all the farming or planting implements and machinery, including wagons, threshing-machines, cotton-gins, sugar-mills; in fact, all implements and machinery used to cultivate and produce crops and fit the same for market or consumption.

6 to 10. *Live Stock.*—Under general heading, *Live stock, 1st June*, 1860, of the whole number of animals which belong to the farm on the 1st day of June, the number of each description thereof are to be inserted under the proper headings, taking care that under heading *Other cattle*, you insert the number of all cattle not before enumerated, which are one year old and older.

11. *Sheep.*—The number of all sheep which, on the 1st day of June, were of one or more years old, is to be inserted in column 11.

12. *Swine.*—Under heading 12, insert the number of swine on the farm on the 1st day of June.

13. *Value of Live Stock.*—Inasmuch as the foregoing entries will not embrace all the live stock, it is intended that the aggregate *value* of every description of live stock owned on the 1st day of June shall be inserted in column 13.

14 to 45. *Produce of the Year.*—Insert in the appropriate columns the whole number of tons, bales, bushels, pounds, or value, according to the several headings, of the various crops produced within the year ending June 1, 1860. The quantity of grain gathered during the year is to be recorded, and all productions of the year, although they may not have been sold or consumed, are to be enumerated in their proper places; but nothing produced after the first day of June is to be inserted. Enumerate such hemp as may have been prepared for market, or give the quantity of prepared hemp which would be produced were it in marketable condition—the growth of the year ending the 1st day of June.

Market Gardens.—By market gardens (29) are meant such as are devoted to the production of vegetables and other articles for sale, and may include nurseries.

Clover and Grass Seeds.—In enumerating clover and grass seeds, (33, 34,) you are to include only that which has been cleaned for use, or prepared for the market.

44. *Molasses.*—In column (44) for molasses, wherever this article is not produced from the cane, you will designate the kind of molasses, by inserting in the space over the figures in each case the letter M for maple, and the letter S for sorgum; or you may write out these words in full over the figures describing the quantity; the latter would be the most satisfactory mode. Where the molasses is made from cane, the space may be left blank, in other respects than by entering the quantity produced.

47. *Value of Home-made Manufactures.*—Under this heading is to be included the value of all articles manufactured within the year preceding the 1st day of June, in or by the family, whether for home use or for sale. If the raw material has been purchased for such manufacture, the value of such raw material should not be included; the object being to ascertain the value of manufactures by the family from their own productions, or the value of the labor expended on the productions of others. This discrimination is important.

48. *Animals Slaughtered.*—Under heading 48, insert in dollars the value of all animals slaughtered during the year.

SCHEDULE No. 5.—PRODUCTS OF INDUSTRY.

This schedule is designed to contain the returns of all the products of industry (excepting agricultural, which is provided for in the previous schedule) of each producer or establishment, as well as the quantity, kind, and value of all raw materials used in each variety of manufactures.

Should any one object on the ground of *not wishing to expose the nature of his business*, the Assistant Marshal should state that it is not desired to elicit any information which will be used or published as concerning the operations of any individual or concern. The primary facts are confidentially received, and will only be published in connexion with, and as a part of, a great body of similar facts, from which it will be impossible to abstract or distinguish those of individual firms or corporations. Individual statements are necessary for the formation of aggregate results. If necessary you may state that examination of the returns is not permitted for any private purpose, nor does the Department allow access to them for other than public uses.

1. *Name of Corporation, Company, or Individual.*—Under heading 1, entitled "*Name of the corporation, company or individual,*" is to be inserted the name of the owner of the establishment or business inquired into, either individual, company, or corporation, as the case may be.

2. *Name of Business or Manufacture.*—Under heading 2, "*Name of business or manufacture,*" is to be inserted the name of each kind of business, or of each kind of article produced, concerning which information is to be obtained. The question which the Assistant Marshal should ask is: What is the name of the business you follow, or the name of the principal article or articles you produce? The answer to this question should state the specific name by which the business or article is known in the place where produced.

If an establishment consists of several mills, or is carried on in several different places within the same subdivision, but for the same concern, and all engaged in the same manufacture, it is to be considered as one, being owned by one individual or company.

You are not to include in this schedule household manufactures or small mechanical operations where the annual productions do not exceed five hundred dollars.

All kinds of mercantile, commercial, or trading business, where no specific article is produced or manufactured, but which are confined to dealing and exchange of articles of merchandise or manufacture, *are not to be included in this schedule.*

The first entry in relation to the details of each separate business, in each column, is to be on *the same line* with the name of the corporation, &c., so as to prevent confusion or mistake.

3. *Capital.*—Under heading 3, entitled "*Capital invested in real and personal estate in the business,*" the aggregate amount of the capital, real and personal, is to be inserted.

4, 5, 6. *Raw Materials.*—Under *general* heading "*Raw material* used," and under heads 4, 5, and 6, the *quantity*, *kind*, and *value* of each material used in the business during the last year is to be inserted. Where two or more establishments owned by the same party manufacture different articles, all the interests of such establishments should be entered separately. For example: it will frequently happen that a forge and rolling mill are owned by the same party; in all such and like cases, if possible, induce the proprietor or agent to give you the details relating to each separately, otherwise it will be impossible to form accurate and independent tables of the various interests. Should you find it impossible to separate the interests in any case where the proprietor of one establishment manufactures the raw materials for another, you will return the last manufacture, giving the raw materials for the first, and capital, fuel, and cost of labor, with the number of hands, in both; for example: if John Smith conducts a forge and rolling mill in a manner so complicated as to render separation impossible, you are to give the *entire* capital employed, and as raw materials record the quantity and cost of the ore and pig metal used in the forge, with the quantity, cost, and kind of fuel and labor in both, returning as annual product the quantity, kind, and value of every variety of manufacture produced by the rolling mill, including the kind and quantity of motive power in both. In making returns of raw materials you should include only the raw materials that have entered into consumption. Raw materials on hand unused on the first day of June are to be excluded.

By "raw material" is meant the articles used for the production of a manufacture. An article produced or manufactured by one establishment may be the raw material of another; as copper ore, the article produced by the miner, is the

raw material of the copper smelter; or pig iron, the article produced at the furnace, is the raw material used at the forge wherein it becomes blooms—the raw material for the rolling mill. Hides are the raw material for the tanner; while leather, the article he produces, is the raw material in the manufacture of boots and shoes.

The number of entries in all cases, and in each column, should be *limited* to *six lines*. The first four (in case that number be required) should specify the most prominent and important articles; the last line the kind and value of fuel; and under the headings "Quantity" and "Kinds," the term "Other articles" or "Miscellaneous," should include the value of all other materials used.

In several kinds of business, such as quarrying, mining, &c., *no raw material* being used, the spaces under this general heading are to be left blank.

4. Under heading 4, entitled "*Quantity*," is to be inserted the quantity of each article used, as far as it can be ascertained. By quantity is meant the usual mode and terms of expressing the weights, measurement, or amount of the articles when bought and sold, as pounds of tallow, bales of cotton, reams of paper, tons or bushels of coal, bushels or barrels of salt, pounds of sole, and sides or pounds of upper leather, &c.; and you should precede the amount with the initial letters of such terms, as "T" for ton, "B" bales, "Bush." bushels, "Bls." for barrels, &c. In returning coal as fuel, use great care in specifying whether it be charcoal, anthracite, bituminous, or cannel coal; in doing which use the first letters of the term designating its character, as "Ch. coal," "An. coal," "B. coal," "Can. coal," and use great care to express the quantity clearly by bushels or tons. You will also, in coal mining operations, designate the nature of the coal.

5. *Kind of Raw Materials.*—The kind of raw materials should be returned with accuracy, and in doing this you will insert the name by which such raw materials are known to the manufacturer. You will be expected to give a list of all the prominent articles entering into every manufacture, designating them by quantity and value as well as by name, and you should deem every return insufficient without these details. In all cases where it appears evident that omissions of this nature are the result of inattention, or the want of proper efforts to obtain them, compensation will not be allowed. In glove and shoe manufactories, and bookbinderies, and all other interests where leather forms the principal or a considerable element, specify clearly the quantity and kind of each variety of leather used, stating whether calf, goat, sheep or deer skins, or sides and pounds of upper and sole leather. In returns of leather omit the term "square feet," which is sometimes used.

6. *Value of Raw Materials.*—Under heading 6, entitled *Value*, is to be inserted the whole value of each article specified and named in the two preceding columns. This value is always to represent the cost of the article *at the place where it is used*. Opposite the term "*Other articles*," or "Miscellaneous," when such terms are used, is to be inserted the aggregate value of all the articles not previously specified; when there are several articles included, the aggregate value only need be stated.

7. Under heading 7, entitled *Kind of motive power, machinery, structure, or resource*, is to be inserted—1st, in regard to *motive power*, as water, steam, horse, wind, or otherwise, as the fact may be. 2d, in regard to machinery, the number of spindles, looms, power printing presses, mills and runs of stones, saw mills, number of saws, or other appropriate amount of the quantity and kind of machinery. 3d, in regard to other kinds of *structure* or *resource*, as furnaces, number of fires;

bloomeries, number of fires; stone quarries, mines of any kind, ships, vessels, or boats used for fishing, &c. In all cases where steam is employed as a motive power, you will enter, in the space immediately over or under the word "steam," the quantity of horse power of all steam works.

8, 9. *Hands employed.*—Under the general heading, *Hands employed*, is to be inserted under *Male* and *Female*, *column* 8 *and* 9, the average number of each sex employed during the year in the manufacture or business. These numbers are to be estimated either by an average of the whole year, or by selecting a day when about an average number was employed, and inserting the number on such day as the average. You will observe that the enumeration of hands is not to apply to any particular day, but to express the average number employed throughout the year. Should the business you return be of a transient or temporary nature, as some kinds of fisheries, you should state the number of months during which such operations were conducted.

10, 11. *Wages.*—Under 10 and 11, entitled *Wages*, is to be inserted the average monthly amount paid for all the labor of all the hands, *male and female*, employed in the business or manufacture during the course of the year. In all cases when the employer boards the hands, the usual charge of board is to be added to the wages, so that *cost of labor* is always to mean the amount paid, whether in money or partly in money and partly in board; and the average number of hands and the average monthly wages are to be returned, so that by dividing the latter by the former the result will show the average earnings of individuals. This is also to be included in the individual labor of a producer, working on his own account, whose productions are separately enumerated. Should any establishment have been idle, or not in working condition for so long a time as to have involved the dismissal of hands, you will state the fact in column 1, under "the name, corporation, company," &c. When the employment of hands has been of short duration in point of time, state the number of months. For example: lake, river, and bay fisheries are generally of a temporary character, and in such cases or when labor has been long suspended, often interrupted, or recently commenced, you should mention the fact, and either give the number of months suspended or the length of interruption, or date of commencing operations. Running or suspended time is only to be returned in those cases where the entire year has not been employed.

12, 13, 14. Under the general heading, entitled *Annual Products*, is to be inserted the "*quantity, kind, and value*" of EACH produced during the whole year. It will require great care to fill this column properly. When several articles are manufactured, some of which are of inconsiderable consequence, the most prominent products only need be particularly specified, and the remainder classed under a general heading of "*Other articles*," and the aggregate value of such articles carried out, the quantity being omitted; or, where *otherwise impracticable* in any case, the aggregate value, without the specific quantity or kind. In stating the value of the products, the value of the articles *at the place of manufacture* is to be given, exclusive of the cost of transportation to any market.

It is very desirable that, as far as possible, you make return of every description of article manufactured, with the separate value of each. It is the duty of the manufacturer to impart to you the information as fully as the forms require, and it is not doubted but that with proper address you will be able to obtain all the information demanded. Should you fail, however, to acquire information on account of any refusal on the part of the respondent on any ground other than that he finds it impossible to make satisfactory return, you will promptly advise this office of the facts and circumstances.

In entering the products of the loom, specify distinctly all mixed manufactures, giving the number of yards and the value of each variety of manufacture. In returning statistics of lumber use special care to define clearly the quantity and character of the raw material as well as their value; distinguish sawed and planed boards so clearly that we may know with precision the quantity of each. If all the sawed boards produced in an establishment be finally planed before leaving it, such boards are to be returned as planed, and not sawed, unless the interests are entered independently, in which case timber or logs will be the raw material, and the sawed boards will be the production of the saw mill, and the latter will form the raw material for the planing mill, which produces planed stuff as its manufacture.

Every return on your schedule should be made as fully and completely as those represented for your guidance in the form opposite.

SCHEDULE No. 6.—SOCIAL STATISTICS.

The information required in this schedule is not to be ascertained entirely by personal inquiry of individuals, but in part from the public records and reports, and public offices of towns, counties, States, or other sources of information.

The information which it purposes to obtain should be separately entered for the civil subdivisions of each Assistant division, as far as practicable, even when there are several of such towns, &c., in one Assistant Marshal's district. The title of the schedule is to be filled by inserting, after the words *Social Statistics*, the name of the division, county, and State where situated, and the signature of the Assistant Marshal, on each return of each separate *blank*. In filling this schedule the matters relating to taxation and valuation will necessarily be obtained from the county records.

1. *Name of District.*—Under heading 1, entitled "*Name of Division*," insert name of the district, town, city, township, ward, or parish of such division.

2. *Estate, Real and Personal.*—Under heading 2, entitled "*Valuation of estate, real and personal*," insert, as the fact may be, opposite *real*, the amount in *dollars* (omitting cents in all cases) of the aggregate assessed valuation of all the real estate in the division; and opposite *personal* the aggregate assessed valuation of all the personal estate in the division. Add these together, if your district includes a whole county, and insert the *amount as the total valuation* of the town or county. In some places no distinction is made between the real and personal estate. In such cases the aggregate value of both is to be inserted in column No. 2, and the word "and" to be written between the words *Real* and *Personal*, and the other spaces are to left blank. After "How valued," state the title of the officers who rated the value as previously stated. You will please enter on the blank side of your schedule a list of the kinds of real and personal property which enter into the valuation, wherein you will include every item recognised and assessed as real and personal estate or property under the laws of your State. The "true valuation" of all property should be its cash value. The distinction between assessed and true value is to be particularly observed where the assessed valuation is less than the real worth.

3. *Annual Taxes.*—Under the heading "*Annual Taxes*," and in the appropriate columns, insert the name of each tax assessed, and the amount of each kind. Where the public records are appealed to for valuation and taxes great care will be necessary to avoid confusion. One or more Assistant in a county may omit

these statistics at the command of the Marshal and when he knows them to be returned by another; but he must state the fact on the face of his own schedule.

5. Under No. 5 is to be entered the manner in which a certain tax is paid. Unless the tax is payable in money insert the words "work," or "½ cash," "½ work," &c., as the case may be.

It is not expected that Assistants will return the *aggregate* statistics of the value of real and personal estate, taxes, and crime, demanded by Schedule 6, unless their subdivision includes the depository of the county records, or they receive special directions to that end from the Marshal. Where the records will admit of a separation you will specify the valuation and taxation of the county or parish separately and in the aggregate; that is, you will give the several towns, townships, boroughs, or cities separately, and the entire county or parish in the aggregate. If the minor subdivisions be not specified in your returns. be careful to avoid such a combination of city and county as will obscure the relative condition of both; for example: were the various taxes on real and personal estate of the county of Philadelphia to be recorded at $6,000,000, and those of the city at $4,000,000, we would be in doubt whether the first included the latter; but were the return made for the county, or other portions of the county distinct from the city, we should not hesitate to combine the two sums as presenting the true result for both county and city.

The records of the county, city, or parish are to be appealed to for the statistics called for by this schedule relating to *pauperism*, and the Assistant whose subdivision includes the county or parish records should make return for the entire district to which such records apply. These directions must not be viewed as applicable to any statistics other than *those mentioned* as pertaining to this schedule, (No. 6.)

COLLEGES, ACADEMIES, AND SCHOOLS.

6, 7, 8, 9, 10, 11, 12, and 13. These columns are to include an account of all places where educational instruction is imparted to the youth of the land. Where there is more than one college of a particular kind in your district, you may describe each one; and if there be but one of a particular character, you will place the figure 1 in column 6.

Under the heading "Rank or kind," you are to insert the character of the educational institution; specify whether it be a college, academy, female seminary, public school, military, theological, or other school. After such description, give the usual number of teachers or professors in column 8; then under the proper heading (9) state the average number of scholars in attendance.

10. *Funds.*—Under this heading give the amount annually realized from any permanently invested fund. You are not to give the amount invested, but the annual resource or return from such investment.

11. *Education Tax.*—Under heading 11 you are to state the amount received by each institution from taxes assessed for educational purposes. If no record exists from which you can ascertain the amounts received by *each*, in the way of taxes, insert at the foot of the column (11) the gross amount of taxes assessed in your district for school purposes.

12. *State Appropriation.*—Under this heading you will give the amount received the past year from State or district appropriations, not including any part of the endowment or *tax assessed* for this special purpose.

13. *Education Fees, &c.*—Under column 13 you should include the amounts annually received from sources not enumerated in the other columns, which will, of course, embrace the gross amount of tuition fees and charges.

LIBRARIES.

18, 19, and 20. In these columns you are to give in regular order an account of the number and kind of libraries, and the number of volumes contained therein. Where *private* libraries contain 1,000 volumes or more, the particulars relating thereto should be given. This will only be known by inquiry of individuals who may be supposed to possess such collections, and the Assistant should not overlook the same.

NEWSPAPERS AND PERIODICALS.

21, 22, 23, and 24. Under the heading "NEWSPAPERS AND PERIODICALS," record the character and circulation of every paper and periodical published in your district. Cases exist where the publication purports to be issued simultaneously in two or more places; in such instances the whole number is to be entered *where the printing is done.*

You are to state each account separately: first enter the name of the publication, then its character, whether scientific, literary, political, religious, medical, or agricultural. If religious, give the initial of the denomination; if political, the initial of the party; if scientific in general, write scientific; if devoted to some special scientific branch, as botony or mining, give the name thereof. Consider your record of any publication imperfect unless, accompanied by the details necessary for understanding the precise nature of such newspaper or periodical. If the paper be daily, write the word "daily;" if daily and weekly, write "D. & W.;" if daily, tri-weekly, and weekly, write "D. Tr. & W." In giving the circulation, give the average number of the daily issue for one day; also the tri-weekly issue for one day, and the number of copies issued once a week. You will understand that you are not to give the number of daily, or tri-weekly, or semi-weekly papers published in a *week*, but the number issued on the day of publication. In the prosecution of your duties with the schedule of manufacturing industry, you will obtain the *annual* numbers issued by each publishing establishment, and the value thereof.

At that time you should avail yourself of the opportunity to procure the statistics in detail for these columns, which will doubtless be cheerfully furnished upon your making application in the proper spirit and manner.

RELIGION.

25, 26, 27, and 28. Under the heading entitled *Religion*, insert, a separate account of churches and other places of worship, belonging to all religious denominations in the town or county described, including halls and chapels if statedly used as places of public worship. By number of sittings, is meant the number of seats for individuals in such places of worship, or the number of persons they will accommodate.

28. *Value of Church Property.*—Under the head "*Value of church property,*" is to be inserted the present value of each of the churches or chapels, including the lands and estate, real and personal, owned by such religious societies. If a chapel or other place of worship is *rented*, its value is not to be here included; in such case you must include the name of denomination and extent of accommodation, and write the word "rented" in column numbered 28. As it is possible for a

society to have property without a place of worship, the value of such property should be given in column No. 28. The facts relating to churches may generally be obtained, with perfect accuracy, from the pastor or clergyman having the same in charge; and in case of his absence, application should be made to a warden, elder, trustee, or other officer thereof.

PAUPERISM.

Under column 30, you must give the whole number of paupers of American birth who have received public *support within the year*, and under column 31 must be entered the whole number of paupers born out of the United States who have been supported, in whole or in part, within your subdivision. These two numbers should represent the entire number who have enjoyed any portion of public support within the year.

The whole number of those public paupers, native, *supported on the 1st June*, is to be inserted in No. 32, and the number of those of foreign birth, *supported on the 1st June*, in column 33, the cost of the support of all public paupers, within your subdivision, is to be inserted in column 34.

It is presumed that the facts with reference to columns 30 and 31 may be inserted from your public records; the facts with reference to 32 and 33 will be obtained with certainty by population schedule, No. 1, if you have carefully recorded all such when making the enumeration, but if the public records will supply the information with accuracy, you may rely on them for the facts. The cost of support can be obtained, it is presumed, from your county, parish, or other records. You will avail yourself of the best sources of information within reach; and where the exact amount cannot be obtained, insert the nearest estimate at which you may be enabled to arrive.

Crime.—The directions with reference to "Pauperism" will apply to columns 35, 36, 37, and 38.

Wages.—The information called for in the six columns relating to wages is so simple, and so plainly set forth in the headings thereof, that it is deemed unnecessary to add thereto.

Duties, when to be completed.—You will be expected to have all your duties in connexion herewith performed previous to the first day of August next, and by the 15th of August to have forwarded the two copies of the returns, as by law required, to the Marshal of your district, and to have filed one copy thereof with the proper officer of your subdivision.

With the explanations and directions given in the foregoing pages, which you will be expected to study thoroughly, it is believed that the Marshals and their Assistants will be enabled, without further information, to proceed to the proper discharge of their duties in taking the Eighth Census.

Should any portion of these instructions be not clearly understood, or should doubt be entertained as to the proper manner of discharging any portion of your duties, the Assistant will make application to the Marshal, who, if unable to give the proper instructions, will apply to the Superintendent of Census for advice.

Secretary of the Interior.

PAGE No. —

SCHEDULE 1.—*Free Inhabitants in* [19th Ward, Baltimore City,] *in the County of* [Baltimore,] *State of* [Maryland,] *enumerated by me on the 1st day of June,* 1860. [Wm. B. Shope,] *Assistant Marshal.*

[*Name of Post Office.*]

	Dwelling-houses numbered in the order of visitation.	Families numbered in the order of visitation.	The name of every person whose usual place of abode on the first day June, 1860, was in this family.	DESCRIPTION. Age.	Sex.	Color, (White, black or mulatto.)	Profession, occupation, or trade of each male person over 15 years of age.	ESTATE, REAL AND PERSONAL. Value of real estate.	Value of personal estate.	PLACE OF BIRTH. Naming the State, Territory, or Country.	Married within the year.	Attended school within the year.	Persons over 20 years of age who cannot read and write.	Whether deaf and dumb, blind, insane, idiotic, pauper, or convict.	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
1	1	1	John Smith	35	m		Gardener		900	Hungary					1
2			Martha "	45	f					Maryland					2
3			Mary "	18	f										3
4			Charles "	16	m										4
5			Elizabeth "	13	f							1			5
6			Joseph "	10	m							1			6
7	2	2	William Budd	23	m		Florist	3,000	2,500	England					7
8			Michael Weber	21	m		Do			Do					8
9			Cecilia Williams	19	f					Ireland					9
10	3	3	Jacob Johnson	42	m		Bookseller	9,000	4,000	Do					10
11			Sarah "	38	f		Fancy store			England					11
12			Thomas "	10	m					Do					12
13			William "	8	m					Do					13
14			Washington "	6	m					Maryland					14
15			Elizabeth "	4	f					Do					15
16			Bridget McCarthy	78	f		Servant			Ireland					16
17	4	4	John Bell	50	m		Warden penitentiary.	5,000	1,600	Pennsylvania					17
18	5 Penitentiary.		Jane Bell	45	f					Do					18
19			John Hart 1847	40	m		Day laborer			Connecticut				Arson	19
20			William Carey 1849	36	m		Stage driver			Massachusetts				Robbing mail	20
21			Patrick McCormick, 1850	45	m		Weaver			Ireland			1	Burglary	21
22			Peter Fritz 1841	43	m		Stone Mason			Bavaria				Homicide	22
23			James Brent 1848	34	m		Clerk			Pennsylvania				Forgery	23
24	Asylum, or other institution for deaf and dumb, insane, or blind.		Magdalene Barker 1849	47	f		Governess of asylum		800	Maryland					24
25			Charles Bryant 1848	17	m					Virginia				Blind	25
26			Mary Morris 1850	16	f					N. Jersey				Deaf and dumb	26
27			Sarah Williams 1850	15	f					Maryland			1	Idiotic	27
28	7	7	John Best	40	m		Farm laborer			Scotland	1				28
29			Mary Best	35	f					Maryland	1				29
30	8	8	Wm. Belt	35	m	m	Carriage driver			Do			1	Intemperance. Insane.	30
31	9	9	John Stone	40	m		Fireman to engine			New York					31
32			Jane Stone	46	f		Washerwoman			Ireland					32
33			Wm. Stone	16	m		Mason's apprentice			Maryland					33
34	10	10	Nath'l West	70	m		O. S. Pres. clergy'm.	4,000	2,500	Scotland					34
35			Jane West	65	f					Do					35
36			John West	24	m		Student of Divinity			Do					36
37	11	11	David Kilgore	50	m		Master carpenter	10,000	3,000	Massachusetts					37
38			William Kilgore	22	m		Student of medicine			Do					38
39			Ellen Kilgore	20	f		Teacher of music			Do					39
40															40

The blanks below line No. 40, on Schedule No. 1, are not to be filled up by the marshal or assistant. They are arranged for office work.

SCHEDULE 3.—*Persons who died during the year ending 1st June*, 1860, *in* [19th Ward, Baltimore City,] *in the County of* [Baltimore,] *State of* [Maryland,] *enumerated by me.* [Wm. B. Shope,] *Assistant Marshal.*

	Name of every person who died during the year ending 1st June, 1860, whose usual place of abode at the time of his death was in his family.	DESCRIPTION. Age.	Sex.	Color, White, black, or mulatto.	Free or slave.	Married or widowed.	PLACE OF BIRTH. Naming the State, Territory, or country.	Month in which the person died.	Profession, occupation, or trade.	Disease, or cause of death.	Number of days ill.	
	1	2	3	4	5	6	7	8	9	10	11	
1	Abraham Howe	47	m			m	Maryland	July	Instrument maker	Consumption	6 years	1
2	Thomas Wilson	26	m				Germany	December	Blacksmith	Small pox	2 weeks	2
3	Ann Folsom	76	f			w	Maryland	February		Consumption	2 years	3
4	Ely Wilcox	$\frac{1}{12}$	m	B			Do	June		Dysentery	2 weeks	4
5	Joanna Fitzsimmons	29	f			m	England	September		Inflamm. bowels	1 week	5
6	George Brewster	70	m			w	Pennsylvania	May		Old age		6
7	John Hall	45	m			m	Scotland	January	Landlord	Apoplexy	8 hours	7
8	John Butler	40	m	M			Massachusetts	February	Carpenter	Accidental drowning.	Sudden	8
9	John Fox	36	m	B	S		Maryland	May	Laborer in foundry	Explo. st. bt. boiler	2 days	9
10	George Smith	40	m			m	Pennsylvania	July	Barkeeper	Suicide by morphine.	Sudden	10
11	Jane Barry	22	f				Ireland	January	Servant	Burned by camphene.	2 days	11
12	John Depere	35	m			w	France	August	Barber	Suicide by drowning.	Sudden	12
13	William Latta	40	m	B			Maryland	October	Laborer	Accid'l self-shooting.	1 day	13
14	John Piper	19	m				Pennsylvania	November	College student	Accidentally shot	2 days	14

REMARKS.—The only disease which has prevailed to any unusual extent is typhoid fever among foreigners where the population is much crowded
John Butler (8) fell into the harbor from the yard-arm of a ship.
My district being "within city limits," I have none of the facts called for in instruction 12 under the head of "Remarks."

SCHEDULE 5.—*Products of Industry in* [Reading,] *in the County of* [Berks,] *State of* [Pennsylvania,] *during the year ending June 1, 1860, as enumerated by me.* [John Smith,] *Assistant Marshal.*

POST OFFICE, [Reading.]

	Name of corporation, company, or individual, producing articles to the annual value of $500.	Name of business, manufacture, or product.	Capital invested in real and personal estate in the business.	Raw materials used, including fuel.			Kind of motive power, machinery, structure, or resource.	Average number of hands employed.		Wages during the year.		Annual product.			
				Quantities.	Kinds.	Values.		Male.	Female.	Average monthly cost of male labor.	Average monthly cost of female labor.	Quantities.	Kinds.	Values.	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
1	Eagle Furnace	Pig iron	$90,000	9,000 tons 440,000 bus. 400 tons 12,000 bush.	Ore Charcoal Lime B. coal	$20,000 17,400 200 1,200	Four fires 20 horse steam and w.	35		1,050		2,000 tons	Pig metal.	50,000	1
2	Ætna Foundry	Castings	4,000	100 tons 3,000 bush.	Pig iron Coke	3,000 420	5 horse steam. 1 fire.	7		200		150 60 Miscellaneous	Cooking stoves. Plows	4,700 500 2,800	2
3	John Smith	Iron forge	2,000	250 tons 12,000 bush.	Pig iron Charcoal	7,500 600	Water fire.	4		100		200 tons	Blooms	13,000	3
4	Eagle Rolling Mill	Bar & plate iron, nails, &c.	460,000	800 tons 6,300 tons 400,000 bus. 80,000 bush. 40,000 bush.	Blooms Pig metal. B. coal Coke Ch'coal	48,000 157,000 16,000	50 horse steam 3 fires.	2,000		6,000		3,000 tons 1,000 tons 1,000 tons 500 tons	Bar iron Sheet Nails Hoops	300,000 400,000 100,000	4
5	John Bell	Tin, copper, and sheet iron.	3,000	204 boxes 800 lbs. 3,000 lbs. Other articles including fuel.	Tin plate. Copper Sheet iron	2,690 280 2,106 500	No machinery except hand.	5		150			Tin ware. Cop. ware Sheet iron ware. Other and mixed articles.	5,000 1,000 3,000 2,000	5
6	John Ray	Boiler plate	42,000	850 tons 20,000 bush.	Blooms A. coal	55,000 4,000	Water	18		520		850 tons	Plate iron.	70,000	6
7	James Hart	Boots and shoes.	200	500 lbs. 20 sides 68 calfskins. Other articles	Sole leath. Upper	100 50 98 20		2		36		100 500 Other work	Prs. boots Prs. shoes	400 535 200	7
8	Wm. Fritz	Printer and publisher.	40,000	10,000 rms. 2 tons 300 tons Other articles	Paper Boards A. coal	40,000 300 1,200 1,200	5 horse steam	10	5	400	90	1,500,000 70,000 200 reams.	Newsp'rs Books Blanks	29,000 21,000 1,600	8
9	Edw. Bates, (at rest 2 months.)	Woolen factory.	3,000	3,000 lbs. 1,400 lbs. 90 galls. oil articles.	Wool Cot. yarn. and other	1,200 180 175	Water 120 spindles. 1 card machine 4 looms	3	3	75	36	300 yds. 500 yds. 1,000 yds. 1,000 yds. 100 lbs.	Cloths Flannel Blankets Sattinets, mixed. Yarn	300 400 800 750 80	9
10	Wm. Hope, (commenced operations on 1st August.)	Cotton works	11,000	115,000 lbs. Other articles	Cotton	14,100 309	Water 2,200 spindles. 22 looms.	19	14	228	172	200,500 yards 30,000 lbs.	Shirting & sheeting. Yarn	20,000 6,000	10

SCHEDULE 6.—*Social Statistics of* [Buffalo,] *in the County of* [Erie,] *State of* [New York,] *for the year ending June* 1, 1860, *as enumerated by me.*
[John Hanks,] *Assistant Marshal.*

	Name of division.	Valuation of estate, real and personal.	Annual taxes. Name or kind of each.		Amount of each.	How paid.	Colleges, Academies, Schools, and School houses. No.	Character, rank, or kind.	No. of teachers.	No. of pupils.	Amount annually realized from endowment.	Raised by taxation.	Received from public funds.	Received from other sources, including tuition charges.	
	1	2	3		4	5	6	7	8	9	10	11	12	13	
1		Real estate, $9,000,000, county exclusive of city.	State	For county exclusive of city.	$24,000	Cash.	1	Theological, Meth.	4	80	2,000			900	1
2		Real estate, 8,900,000, city of Buffalo.	County		15,000	do.	1	College	5	90	2,500			3,000	2
3		Personal estate, 2,620,000, county exclusive of city.	School		12,000	do.	1	Academy	2	30	500	100	150	300	3
4		Personal estate, 500,000, city of Buffalo.	Poor		800	do.	2	Female academies	4	100	Nothing.	Nothing.	1,000	Nothing.	4
5		Total, 21,020,000.	Road		400	cash. work.	10	Common schools	12	300	Nothing.	250	175	150	5
6		How valued? From assessor's books.	State	City exclusive of county.	15,000		1	Theological, Prot. Epis.	4	45	1,500	250	175	1,700	6
7		True valuation, $25,000,000.	City		30,000										7
8			School		10,000										8
9			Gas		19,000										9
10			Engine		5,000										10
11			Poor		3,000										11
12			Water		5,000										12

	Name of division.	Public Libraries. No.	Kind.	No. of volumes.	Newspapers and Periodicals. Name.	Character.	How often published.	Circulation.	Religion. No. of churches.	Denomination.	No. each will accommodate.	Value of church property.	
	17	18	19	20	21	22	23	24	25	26	27	28	
13		1	Meth. Sun. School	3,000	Mercury	Political, D.	Weekly	1,500	1	R. Catholic	2,000	12,000	13
14		1	College	7,000	Observer	Religious, N. S. Pres.	do	2,000	1	Presbyterian, O. S.	900	4,000	14
15		1	Common school	1,100	Record	Prot. Episcopal	do	2,100	1	Methodist Epis.	1,500	2,000	15
16		1	Athenæum	5,500	Tribune	Republican	Daily	10,000	1	Protestant Epis.	1,200	10,000	16
17		1	Theological school	8,000	Do.	do	Tri-weekly	4,000	1	Friends	500	2,000	17
18		1	Historical Society	4,000	Do.	do	Weekly	20,000					18
19		1	Seamen's	2,000	Silliman's Journal	Scientific	Quarterly	5,000					19
20		1	Private	4,000	Cultivator	Agricultural	Weekly	9,000					20
21		1	Do.	2,500	Bee	Democratic	Daily	5,000					21
22					Do.	do	Weekly	8,000					22

	Name of Division.	Pauperism. Whole No. of paupers supported within the year. Native.	Foreign.	Whole No. on 1st June. Native.	Foreign.	Cost of support.	Crime. Whole No. of criminals convicted within the year. Native.	Foreign.	In prison on 1st June. Native.	Foreign.	Wages. Average monthly wages to a farm hand with board.	Average to a day laborer with board.	Average to a day laborer without board.	Average day wages to a carpenter without board.	Weekly wages to a female domestic with board.	Price of board to laboring men per week.	
	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	
23		2	1	1	1	100	15	5	5	2	$18 00	$0 87	$1 25	$2 25	$1 50	$2 00	23