



U. S. DEPARTMENT OF COMMERCE

HARRY L. HOPKINS, *Secretary*

BUREAU OF THE CENSUS

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Form P-103

ABRIDGED

INSTRUCTIONS TO ENUMERATORS

POPULATION

16-396

SIXTEENTH
DECENNIAL CENSUS
OF THE
UNITED STATES



U. S. DEPARTMENT OF COMMERCE

BUREAU OF THE CENSUS

Washington, January 19, 1940

The following instructions to enumerators for taking the Sixteenth Decennial Census of Population are hereby approved and employees of the Bureau of the Census are directed to follow them.



M. Austin
Director of the Census

ABRIDGED INSTRUCTIONS FOR POPULATION

SIXTEENTH CENSUS OF THE UNITED STATES: 1940

1. This condensed version of "*Instructions to Enumerators*" is intended to serve as an introduction to the problems involved in the taking of the Sixteenth Decennial Census of the Population. Although these instructions contain a digest of the essential points required for properly filling out the schedule, they do not in themselves constitute an adequate basis for the enumeration of the population. Since it is assumed that these Instructions will be read in conjunction with the Population Schedule, the instructions which appear in the column headings or notes on the Population Schedule are not always here repeated.

2. **Procedure for canvass of district.**—Check carefully the map and description of the district furnished you to make sure that they are complete and accurate.

3. Visit every house, building, tent, cabin, hut, or other place in which any person might live or stay, to insure that no person is omitted from the enumeration.

4. In districts where block numbers are shown on the map, the blocks are to be separated by writing on the line between the last person enumerated in one block and the first person enumerated in the succeeding block "Here ends block —— and begins block ——."

5. Where districts contain unincorporated places of 100 or more persons, identify such places by the notation "Here ends enumeration of ——" on the line immediately following the entries for the last person enumerated in the place.

6. **The Census Day.**—There should be a return on the Population Schedule for each person alive at the beginning of the census day, i. e., 12:01 A. M. on April 1, 1940.

7. **Who is to be enumerated.**—Enumerate all men, women, and children (including infants) whose usual place of residence (the place where they "*live*" or have their "*home*") is in your district, including persons temporarily absent; all persons who are in your district at the time of the enumeration who have no usual place of residence elsewhere from which they will be reported; and all persons who move into your district after the enumeration begins and who have not previously been enumerated. Enumerate as residents of the institution all inmates of a jail, however short their term of sentence, and all inmates of a prison, home for orphans, or similar institution located *in your district* in which persons remain for long periods of time.

8. Make inquiry of every household regarding the following persons, and enumerate such persons as members of the households in your district.

- a. Members of the household temporarily absent at the time of enumeration, either in foreign countries or elsewhere in the United States, on business or visiting.
- b. Members of the household attending schools or colleges (other than the Military Academy at West Point or the Naval Academy at Annapolis).
- c. Members of the household who are in a hospital or sanitarium.
- d. Servants or other employees who live with the household, or sleep in the same dwelling.
- e. Boarders or lodgers who sleep in the house.
- f. Members of the household enrolled in the CCC.

9. Do not enumerate the following persons with the households in your district, even though they happen to be there at the time of your visit:

- a. Persons visiting with the household who have a usual place of residence elsewhere from which they will be reported.
- b. Households temporarily in your district which have a usual place of residence elsewhere from which they will be reported.
- c. Transient boarders or lodgers who have some other usual place of residence from which they will be reported. (Regarding persons in hotels, tourist camps, etc., see paragraph 10).
- d. Students who are living with the household, but whose home or usual place of residence is not in your district.
- e. Persons who take their meals with the household, but who usually lodge or sleep elsewhere.
- f. Servants or other persons employed by the household, but not sleeping in the same dwelling.
- g. Transient patients of hospitals or sanitariums. Such patients are to be enumerated as residents in the households of which they are members, and not as residents of the institution, unless they have no other place of residence at which they will be reported.

10. Procedure for enumeration of persons in hotels, tourist homes or camps, trailer camps, one-night lodging houses, etc.—Persons in hotels, tourist or trailer camps, missions, and cheap one-night lodging houses (flophouses) will all be enumerated as of the evening of April 8th. You are to complete the enumeration of all tourist or trailer camps, missions, and cheap one-night lodging houses in your district on the evening of April 8th, and of all hotels in your district on April 9th, except that it may be necessary to make call-backs after April 9th, for hotels. If it is not possible for you to complete the enumeration of these places on the specified days without assistance, be sure to notify your Supervisor so that he may provide you with the necessary assistance.

11. Begin a new sheet of the Population Schedule for the enumeration of all persons living in hotels, tourist or trailer camps, missions, cheap one-night lodging houses, etc., who are enumerated as of the evening of April 8th. Place this sheet (or sheets) after the last of the other schedules used in enumerating your district, and number the sheet (or sheets) 81 (82, 83, etc.).

12. Enter the letter "T" in col. 3, instead of the household visitation number, for the first person enumerated in each hotel, tourist home, mission, lodging house, etc., and leave col. 3 vacant for other

persons in these places. Enter the letter "7" in col. 3 instead of the household visitation number for the head of each household in a tourist or trailer camp in which households reside in separate dwelling units (cabins, trailers, etc.) and leave col. 3 blank for other members of the household.

13. **Households and individuals not at home at first visit.**—When you find a household no member of which is at home on your first visit, and none is expected to return during the period of the canvass, and for which you cannot obtain the required information from a neighbor or some other source, fill out the Report Card for Absent Households (Form P-9), make the required record in your Record Book, and mail the card to your Supervisor.

14. For a household a member of which is expected to return during the period of the canvass, leave a copy of the Preliminary Schedule, and make the necessary entry in your Record Book to indicate that you are to revisit this household. Assign a household visitation number to the household and enter this number in your Record Book.

15. If you can find out how many persons there are in the household, enter the household visitation number in the appropriate place on the schedule and reserve the necessary number of lines required for the enumeration of the persons when you revisit the household. If you cannot find out how many persons there are in the household, assign a household visitation number in your Record Book and proceed with the enumeration of the next household without leaving any space on the schedule. Note that there will be a break in household visitation numbers on your Population Schedule because the next household will have a visitation number following that assigned to the household which you are to revisit. Your Record Book will contain the address of the household which is to be revisited and also the household visitation number.

16. The Preliminary Schedule is designed so that the household may have the required information ready for you on your revisit. It contains space for entering answers to the supplementary questions for each person. When you revisit the household, if the Preliminary Schedule has been prepared, check the entries and verify any that seem doubtful, then transcribe the information to the space reserved on the Population Schedule, or if none has been reserved, to the schedule for households enumerated out of order. Transcribe the answers to the supplementary questions only for persons whose names fall on lines marked "*Suppl. Quest.*" If no Preliminary Schedule has been prepared you will, of course, enumerate the family in the usual manner, either on the schedule where you have reserved space, or if none has been reserved, on the schedule for households enumerated out of order.

17. For an individual about whom you cannot obtain information on your first visit, enter the name on the Population Schedule and leave an Individual Census Form for the person to fill out. Note this in your Record Book and revisit the household to obtain the Individual Census Form, and then copy the entries on the schedule.

18. Households and persons enumerated out of their regular order and for whom space has not been reserved on the Population Sched-

ule are to be enumerated on a separate sheet (or sheets) of the Population Schedule to be used for all entries made out of order. If your district contains numbered blocks or incorporated places of 100 or more, be sure to indicate on the line above such entries the block number or name of incorporated place. The sheet (or sheets) of the Population Schedule used for households and persons enumerated out of order is to be numbered 61 (62, 63, etc.), and is to be placed following the schedules for persons enumerated in regular order and immediately in front of the schedules for persons enumerated as of April 8th. (See paragraph 11.) This sheet (or sheets) should be numbered 61 (62, 63, etc.). For an individual enumerated out of order but who is a member of a household enumerated in regular order, enter in col. 3 on the line for the individual, the household visitation number of his household, followed by "*cont'd.*"

19. Nonresident schedule.—Members of a household who object to being included in the population of your district, claiming that their usual place of residence is elsewhere, are to be enumerated on the Nonresident Schedule. This schedule differs from the Population Schedule in that it includes an inquiry on the location of the usual place of residence as well as the place of residence at the time of enumeration. It includes the supplementary questions, which are to be asked of all members of households enumerated on the Nonresident Schedule.

20. Do not assign a household visitation number to households enumerated on the Nonresident Schedule. Make a record in your Record Book of each household enumerated on the Nonresident Schedule and mail the completed Nonresident Schedules to the District Supervisor at the end of each day's canvass.

21. Enumerator's Record Book.—The Enumerator's Record Book is provided to assist you in making a complete and accurate enumeration of your district. Use the Record Book:

a. To record all households that must be revisited. This record will include the household visitation number assigned at the time of the first visit.

b. To record that the Report Card for an Absent Household has been filled out and mailed to the Supervisor for a household the members of which are not expected to return during the period of the canvass.

c. To record households enumerated on a Nonresident Schedule.

d. To record refusals of information.

e. To record vacant blocks in cities, that is, blocks with no residential structures of any kind.

22. The Record Book must be turned in to the Supervisor upon the completion of the enumeration for his information and guidance in determining the thoroughness and care with which you have canvassed your district.

23. Procedure for vacancies.—For every vacant dwelling unit (house or apartment) or vacant room in a lodging house a Card for New Occupant, addressed to your Supervisor, is to be filled out and left. Upon notification by the Supervisor that a new occupant has come into your district, return and enumerate such a person.

INSTRUCTIONS FOR FILLING OUT THE POPULATION SCHEDULE

General Instructions

24. Use *black* ink. Write legibly and keep your schedules neat and clean. Make all entries carefully.

25. Study very carefully the headings of all questions on the schedule and the symbols and explanatory notes at the bottom of the schedule.

26. Use a separate numbered line of the schedule for each person and NEVER crowd an additional name between the lines or at the bottom of the sheet. No intermediate line is to be left vacant (see paragraph 31). In every case, make the entries for each person complete, so that they stand alone without reference to the line above or below. Never use ditto marks or other marks of repetition except the dash authorized in paragraph 40 to indicate the repetition of a surname.

27. Sign every schedule or form wherever a space is left for your signature, to certify that the work upon it has been done wholly by you.

28. Copying schedules.—Make the entries on the schedule with such care that copying will not be required. If schedules are incorrectly or illegibly filled out so that copying is necessary, take great pains to see that the copy is exactly like the original.

29. Persons from whom information should be obtained.—In order to obtain accurate and complete information, interview a responsible, adult member of the household which you are enumerating.

Heading of Schedule

30. The heading of the Population Schedule must be completely filled out before any persons are enumerated on the schedule. If both sides of the Population Schedule are used, the heading on both sides must be completely filled out. Each incorporated place constitutes at least one separate enumeration district. Each enumeration district must begin on a new sheet of the schedule. Each unincorporated place of 100 persons or more in an enumeration district and each numbered block must be identified in accordance with the instructions in paragraphs 4 and 5. Enter in the space for "*Block Nos.*" in the heading of each side of the schedule, the number of the first and last blocks for which any entries appear on that side.

31. Number the sheets of the Population Schedules used for persons enumerated in regular order serially beginning with 1. Number the sheets of the Population Schedules used for persons enumerated out of regular order serially beginning with 61, and those used for persons as of the night of April 8th, beginning with 81. Each sheet must be numbered on the A side and the B side, thus, 1A and 1B, 2A and 2B, etc. Except at the end of one of these three groups, each line of the schedule should contain either the entries for a person or a notation identifying a numbered block or an unincorporated place. Vacant lines should appear *only* at the end of a Population Schedule that concludes one of these three groups of schedules.

Location

32. **Column 1. Street, avenue, or road, etc.**—Enter lengthwise in col. 1 on the Population Schedule the name of the street, avenue, road, court, place or alley on which the dwelling house faces. The place on the schedule at which you end work on any street is to be marked by a heavy line across cols. 1 and 2.

33. **Column 2. House number (in cities and towns).**—Write in col. 2 the house number (if there is one), on the line on which the head of the household is enumerated. Where the house number is the same as that of the preceding household, do not repeat the number.

Household Data

34. **General.**—Entries in cols. 3 to 6 are to be made only on the line for the head of each household. (*The head is to be enumerated first in each household.*)

35. **Column 3. Number of household in order of visitation.**—In col. 3 number the households in your district in the order in which they are first visited. The first household should be numbered "1," the second "2," etc. A *household* for census purposes is a family or any other group of persons, whether or not related by blood or marriage, living together with common housekeeping arrangements in the same living quarters. Servants or hired hands who sleep in the house, and boarders or lodgers who sleep in the house and have no other usual place of residence, should be counted as members of the household. In an apartment house, apartment hotel, or tenement, there are as many households as there are separately occupied apartments or dwelling units; but a hotel, boarding house, lodging house or institution, constitutes only one household.

36. **Column 4. Home owned or rented (tenure).**—If the home or dwelling unit in which the household lives is owned by the head of the household or some related member of his family, enter "O" (for owned) regardless of whether the home is still being paid for or is subject to a mortgage. If the home or dwelling unit is rented—or if it is not owned—enter "R" (for rented).

37. **Column 5. Value of home, if owned, or monthly rental, if rented.**—Enter in col. 5 for a home owned the estimated current market value of the dwelling, or if the household does not occupy the whole structure, the estimated value of the portion occupied by the owner's household. If the home is rented, give the actual monthly rent paid. Whenever actual figures for rental cannot be obtained, estimate the monthly rental.

38. **Column 6. Does this household live on a farm?**—Answer "Yes" if the household lives on a farm, even though no member of the household actually works on the farm.

Name and Relation

39. **Column 7. Name of each person enumerated.**—Enter the name of each person whose usual place of residence is with the household. Be sure to include persons temporarily absent, children, and infants. For an infant who does not have a given name write

"Infant." Write "Ab" after each person temporarily absent from the household. Enter the members of the household in the following order:

1. The head of the household (generally the husband).

2. His wife.

3. Their children in the order of their ages, beginning with the oldest, except that if any of these children are married and still living with their parents, they (husband first and then wife) and their families should be grouped after the names of the other children.

4. Other relatives, followed by lodgers, servants, etc.

40. **How names are to be written.**—Enter the last name first, then the given name and initial, making sure that the spelling is correct. Where the surname is the same as that of a member of the same household enumerated on a line above, do not repeat the name but enter a long dash. (See Illustrative Example, Form P-2.) Where there are not enough lines left on a schedule to enumerate all members of the household, fill out that side of the schedule completely, leaving no line vacant, make a check in the box labeled "Household continued on next page" in the lower left-hand margin of the schedule, and write "*Contd.*" (for "Continued") in cols. 1 and 2, (and leave cols. 3 to 6 blank) at the top of the "B" side of the schedule, or at the top of the new schedule, if the household is continued from the "B" side.

41. **Informant.**—Write an X with a circle around it, (X), after the name of the person in each household who furnishes the information. If the information is obtained from a person who is not a member of the household, write the name of this person in the left-hand margin, opposite the entries for the household, thus: "Information from John Brown, neighbor."

42. **Column 8. Relationship of this person to the head of the household.**—Designate the head of the household by the word "*Head.*" For other members of the household, except as noted below, write the word which describes the relationship to the head. (See instruction in heading of col. 8 on schedule.)

43. Lodgers, hired hands, chauffeurs, and servants should be designated as such; and any of their relatives living in the household should be designated according to their relationship to the lodger, hired hand, etc., as "*lodger's son,*" "*servant's daughter,*" etc. Occupants of an institution should be designated as officer, inmate, patient, pupil, etc.; except that prisoners in penal institutions should have their prison numbers, if any, entered in col. 8.

Personal Description

44. **Column 9. Sex.**—Write "*M*" for male and "*F*" for female.

45. **Column 10. Color or race.**—For symbols to be entered in this column, see the note at the bottom of the schedule. Any mixtures of white and nonwhite blood should be recorded according to the race of the nonwhite parent. A person of mixed Negro and Indian blood should be reported as Negro unless the Indian blood greatly predominates and he is universally accepted in the community as an *Indian*. Other mixtures of nonwhite parentage should be reported according to the race of the father. Mexicans are to be returned as *white*, unless definitely of Indian or other nonwhite race.

46. **Column 11. Age at last birthday.**—Enter the exact age of the person at his last birthday preceding April 1, 1940. For persons 1 year old or over enter the age in completed years; for infants, enter the age in completed months expressed as twelfths of a year. (See note at bottom of schedule.)

47. **Infant Card.**—Fill out an Infant Card, *in addition to the line of entries on the Population Schedule*, for every infant born during the 4 months from 12:01 a. m., December 1, 1939, to 12:01 a. m., April 1, 1940. Enter “*Not a member of the household*” in answer to inquiries 14 or 20 on the Infant Card if the father or mother is not a member of the household in which the infant is found.

48. **Column 12. Marital status.**—For symbols to be entered see question 12 on the schedule. Enter “*M*” (for “*married*”) for a person “separated” but not divorced.

Education

49. **Column 13. Attended school or college any time since March 1, 1940.**—Write “*Yes*” for any person who has attended or been enrolled in any school, college, university, or educational institution at any time since March 1, 1940, and “*No*” for all others. Include attendance at night school or vocational school if part of the regular school system, but do not include correspondence school work of any kind.

50. **Column 14. Highest grade of school completed.**—Enter the last full grade of school or college completed by the person. Include only education obtained in public, private, or parochial schools, colleges, or universities, excluding attendance at vocational schools unless such schools were a part of the regular school system. For a person who completed his formal education in an ungraded school or in a foreign country, enter the approximate equivalent grade in the American school system, or if this cannot readily be determined, the number of years the person attended school. For symbols to be entered, see note at bottom of schedule.

Place of Birth and Citizenship

51. **Column 15. Place of birth.**—See the instructions in the heading of this column. *Do not abbreviate* the name of the country, State, Territory, or possession. All persons born in Canada for whom French is not the mother tongue should be designated *Canada-English*, even though they speak some language other than English in their homes.

52. **Column 16. Citizenship of the foreign born.**—An entry is to be made in this column for all foreign-born persons and all persons born at sea, of whatever age as follows:

“*Na*” (for naturalized) if the person has become an American citizen, either by taking out second or final naturalization papers or through the naturalization of either parent.

“*Pa*” (for papers) if the person has declared intention to become an American citizen and has taken out “*first papers*.”

“*Al*” (for alien) if the person has neither become naturalized nor taken out first papers.

“*Am Cit*” (for American citizen born abroad) if the person born abroad or at sea was an American citizen at birth.

53. Prior to September 22, 1922, an alien woman became an American citizen when her husband was naturalized, or if she married an American citizen. Since that date she must take out papers in her own name; otherwise she remains an alien. Note that a person must be at least 18 years old to take out "*first papers*."

Residence April 1, 1935

54. **Column 17-20. Residence April 1, 1935.**—Enter in these columns for every person 5 years old or over his place of residence on April 1, 1935, in accordance with the instructions in the headings of cols. 17-20. For persons who were living in a Territory or possession of the United States or in a foreign country on April 1, 1935, enter dashes in cols. 17 and 18, and the name of the Territory, possession, or foreign country in col. 19. For a person under 5 years of age, enter a dash (—) in col. 17 and leave cols. 18, 19, and 20 blank.

Employment Status

55. **For persons 14 years old and over—Employment Status.**—*Note that questions 21 to 33 are to be answered only for persons 14 years old and over.*—Questions 21 to 25 are designed to classify all persons 14 years old and over according to their work status during the week of March 24-30. Persons 14 years old and over will be divided, on the basis of the questions asked, into two groups: *First, workers in the labor force*—that is, persons who had a job, business, or profession in which they worked for pay or profit, or who were seeking work; and *second, persons not in the labor force*. The *labor force* will then be divided into four groups as follows:

1. Persons at work during the week of March 24-30, 1940, in private work or nonemergency Federal, State, or local Government work—Government work other than WPA, NYA, CCC, local work relief, etc., ("Yes" in col. 21).
2. Persons at work on, or assigned to, public emergency project work—WPA, NYA, CCC, local work relief, etc. ("Yes" in col. 22).
3. Persons who are seeking work, and are not in either of the classes above ("Yes" in col. 23).
4. Persons who have jobs, businesses, or professional enterprises from which they were temporarily absent during the week of March 24-30, 1940 ("Yes" in col. 24).

56. **Persons not in the labor force** March 24-30 will include all other persons 14 years old or over; that is, those not working, not assigned to public emergency work, not seeking work, and without a job, business, or professional enterprise. This group will be subdivided into (a) persons who devote most of their time to the care of the home and doing housework for their families ("*H*" in col. 25); (b) persons in school ("*S*" in col. 25); (c) persons physically unable to work because of permanent disability, old age, or chronic illness ("*U*" in col. 25); (d) other persons, including retired persons, persons who choose not to work, etc. ("*Ot*" in col. 25).

57. The questions relating to work status are arranged on the schedule in the order in which they must be asked. Do not ask them in any other order. Instructions for each of these questions are given in the following paragraphs.

58. **Column 21. Was this person AT WORK for pay or profit in private or nonemergency Government work during week of**

March 24-30? (Yes or No).—Enter “*Yes*” for each person who was actually *at work* for pay or profit at any time during the week, except persons at work on, or assigned to, a public emergency project (WPA, NYA, CCC, local work relief, etc.). Enter “*Yes*” for a person with a business enterprise who attempted to sell his wares or obtain orders, even though he may not have made any sales or performed any services during the week; for a professional person whose professional services were available at any time during the week, even though he may not have actually performed any such services or received any fees; for a person who operates a farm, even though because of weather conditions or short illness, etc., he did not actually work on the farm during the week; for a related member of the family who without pay performed work which contributed to the family income (as, for example, in the operation of the family farm or business) at any time during the week; for persons working in their own homes on articles for sale, or for factories; for persons who were keeping five or more boarders or lodgers; and for the administrative employees of public emergency programs (WPA, NYA, CCC, etc.), in Federal, State or local administrative offices.

59. For persons reporting both (a) private or nonemergency Government work, and (b) public emergency project work during the week, enter “*Yes*” in col. 21 if the person worked more hours in the nonemergency work than in emergency project work; or if he left the nonemergency project work during the week to take private or non-emergency Government work. For all others persons with both types of work, enter “*No*” in col. 21 and “*Yes*” in col. 22. Never enter “*Yes*” in both cols. 21 and 22.

60. Enter “*No*” for totally unemployed persons, for housewives or other persons engaged in home housework only, for persons at work on, or assigned to, public emergency project work (WPA, NYA, CCC, etc.); and, except as indicated above, for persons with jobs or professional enterprises, who for any reason did not actually work during the week of March 24-30.

61. Enter “*Inst.*” for inmates of the following public or private institutions: Prisons, reformatories, jails, penal farms or camps, institutions for the mentally diseased, mentally defective, or epileptic, and homes for the aged, infirm, or needy. For such inmates leave cols. 22 to 34 blank.

62. **Column 22. If not, was he at work on, or assigned to, public EMERGENCY WORK (WPA, NYA, CCC, etc.) during week of March 24-30? (Yes or No).**—Enter a dash for persons for whom “*Yes*” is entered in col. 21. Enter “*Yes*” in col. 22 for persons at work on, or assigned to, a public emergency project (WPA, NYA, CCC, local work relief, etc.). For a person with both public emergency work and private or nonemergency Government work, follow the instructions in paragraph 59. Enter “*No*” for a person neither at work on, nor assigned to, public emergency work.

63. **Column 23. If neither at work nor assigned to public emergency work: Was this person SEEKING WORK? (Yes or No).**—Enter a dash for persons for whom “*Yes*” is entered in cols. 21 or 22. Enter “*Yes*” for each person not at work, as defined above, and not assigned to public emergency work at any time in the week, who was seeking work. This will include all persons who were *actively seek-*

ing work and also any person who would have been actively looking for work, except that there was no work to be had, or no work to be had at his occupation, or that he was temporarily ill.

64. **Column 24. If not seeking work, did he HAVE A JOB, business, etc.? (Yes or No).**—Enter a dash for persons for whom “Yes” is entered in cols. 21, 22, or 23. Enter “Yes” for a person having a job, business, or professional enterprise who did not work during the week of March 24–30, 1940, because he was: On a vacation, with or without pay; on a lay-off not exceeding 4 weeks, with instructions to return to work on a specific date; on a lay-off because of temporarily bad weather; temporarily ill; or on a strike or lock-out, expecting to return to work upon settlement of the industrial dispute. Enter “No” for a person not at work, not assigned to public emergency work, not seeking work, and without a job. This will include persons who work during limited seasons of the year only, such as the professional football player and the housewife who works as a saleswoman during the Christmas season.

65. **Column 25. For persons answering “No” to questions 21, 22, 23, and 24: Indicate whether engaged in home housework (H), attending school (S), unable to work (U), or “other” (Ot).**—Enter “H” for persons occupied with their own home housework responsibilities; enter “S” for persons in school; enter “U” for persons unable to work because of permanent disability, old age, or chronic illness; and enter “Ot” for persons who, for any other reason, were not at work, not seeking work, and without a job. Enter a dash (—) in col. 25 for persons at work, assigned to public emergency work, seeking work, or with a job.

66. In summary it should be noted that there are only six possible combinations of responses to questions 21 to 25 for any person 14 years old and over.

| | At work in private or nonemergency Govt. work | Public emergency work | Seeking work | With a job | Others |
|--|---|-----------------------|--------------|------------|-----------------|
| | Col. 21 | Col. 22 | Col. 23 | Col. 24 | Col. 25 |
| For persons <i>at work</i> in private work or non-emergency Government work..... | Yes | — | — | — | — |
| For inmates of specified institutions..... | Inst. | — | — | — | — |
| For <i>public emergency workers</i> | No | Yes | — | — | — |
| For persons <i>seeking work</i> | No | No | Yes | — | — |
| For persons who have jobs, businesses, or professional enterprises but who did not work during the week for specified reasons..... | No | No | No | Yes | — |
| For other persons 14 years old and over..... | No | No | No | No | H, S, U, or Ot. |

One of these combinations of entries must appear in cols. 21 to 25 for each person 14 years old and over, and no other combination can be correct.

67. **Column 26. If at private or nonemergency Government work: Number of hours this person worked during week of March 24–30, 1940.**—Make the entry, in terms of whole hours, for each person who answered “Yes” in col. 21. If the exact number of hours is not known, enter the best estimate that can be obtained. For a professional man, farmer, or other person conducting his own busi-

ness, enter the number of hours he devoted in any way to his profession or business. Leave col. 26 blank for each person with the entry "No" in col. 21.

68. **Column 27. If seeking work or assigned to public emergency work ("Yes" in col. 22 or 23): Duration of unemployment up to March 30, 1940—in weeks.**—For a person seeking work or assigned to public emergency work ("Yes" in col. 22 or 23), enter in col. 27 the number of weeks he has been unemployed up to and including the week ending March 30, 1940. For persons with previous work experience, this will be the number of weeks since the person's last private or nonemergency Government job of 1 month or more full time, except that it will be the number of weeks since the last job of *any* duration if the person's occupation is one in which jobs or assignments usually last for less than 1 month, such as private duty nursing.

69. For a person without previous work experience of 1 month or more, enter the number of weeks since the person last began seeking work. In most cases this will be the length of time since the person left school. For experienced persons who are seeking work after a period of absence from the labor force (as for example, a housewife who quit her job, stayed at home for a while, and then decided to seek work) enter the number of weeks since such a person last began to seek work and not the number of weeks since such a person's last job.

70. Note that weeks of public emergency work (work on WPA, NYA, CCC, etc.) are to be counted as weeks of unemployment for the purpose of this question.

Occupation, Industry, and Class of Worker

71. **Columns 28 to 30. Occupation, Industry, and Class of Worker.**—For each person for whom "Yes" was entered in questions 21, 22, 23, or 24, that is, each person who was classified as at work; as at work on, or assigned to, public emergency work; as seeking work; or as with a job; there must be entries in cols. 28 to 30 showing his occupation, industry, and class of worker. For those not in the labor force, that is, those persons classified as home houseworkers, attending school, unable to work, or other ("H," "S," "U," or "Ot" in col. 25), leave cols. 28 to 30 blank. For inmates of the institutions specified above, that is, for those persons for whom "Inst" has been entered in col. 21, leave cols. 28 to 30 blank.

72. These three questions are designed to show as much as possible about each worker's present job, or, if he is not working at present, as much as possible about the last job which he held. In accordance with the instructions which follow, use the Occupation column (col. 28) to record the exact nature of the duties which this person performs in his job; use the Industry column (col. 29) to show the kind of industry or establishment, that is, the kind of factory, store, or other place of business, in which he performs these duties. Indicate the Class of Worker for the person in col. 30. (See paragraphs 86 to 90.)

73. **For a person in private or nonemergency Government work, assigned to public emergency work, or with a job.**—For a person

for whom you entered "Yes" in col. 21, 22, or 24, the entries in cols. 28 to 30 should describe the job, business, or professional enterprise at which the person was employed during the week of March 24-30, 1940.

74. **For persons having two occupations.**—For a person employed during the week of March 24-30, 1940, in more than one occupation, return the one at which he spent the more time.

75. **For a person seeking work with previous work experience.**—For a person seeking work (that is, one for whom "Yes" has been entered in col. 23) who has ever had a job, describe in these three columns the job on which he last worked 1 month or more, full time, including public emergency employment (WPA, NYA, CCC, etc.), if that was his last employment. For a person who does not usually work at one job for an entire month, however, such as a private duty nurse, a laborer at odd jobs, or a stevedore, describe the last job, regardless of how long he worked at it.

76. **For a person seeking work without previous work experience.**—For a person seeking work ("Yes" in col. 23) who has never worked on a private or nonemergency Government job, or at public emergency work (WPA, NYA, CCC, etc.) for 1 month or more, enter "*New worker*" in col. 28 and leave cols. 29 and 30 blank.

77. **Column 28. Occupation.**—Indicate as accurately as possible in col. 28 the particular kind of work done, as *lawyer, music teacher, traveling salesman, etc.*

78. Distinguish carefully in col. 28 *farmers, farm managers, and farm laborers*. Distinguish carefully the different kinds of engineers, as *civil engineer, electrical engineer, etc.*; the different kinds of foremen and proprietors as *foreman-carpenter, proprietor-pharmacist*; and different kinds of doctors, as *medical doctor and osteopathic doctor*.

79. Avoid the use of the terms laborer, mechanic, and clerk where more definite terms, such as *carpenter, salesman, typist, etc.*, can be used.

80. **Column 29. Industry.**—There must be an entry in col. 29 indicating the industry or kind of business or establishment for each person for whom an occupation is entered in col. 28. It is very important that the entry in col. 29 be simple, precise, and fully descriptive. The word "*company*" should be avoided wherever possible, and indefinite terms such as "*factory, mill, shop, store, office*" are incomplete without specifying the kind of store or factory, as *cotton mill, retail grocery store, etc.* Always distinguish carefully manufacturing, wholesale trade, and retail trade.

81. For persons in Government work, whether emergency or not, the entries for occupation and industry should tell as much as possible about the job and type of industry in which the person works, as for example, *bricklayer—road construction*. For persons in offices found only in Government, enter the type of office for industry as indicated in the following examples: *File clerk—Tax assessor's office, or Bailiff—County court*.

82. A woman who did housework for wages should be entered in col. 28 as *housekeeper, servant, etc.*, and the entry in col. 29 should state the kind of place where she performed the duties, as *private family, hotel, boarding house, etc.*

83. For a person who was regularly employed at home by a commercial employer (person or factory), the entry in col. 28 should indicate the work actually done, such as *flower maker at home*, and the entry in col. 29 should indicate the kind of business by which employed, as *artificial flower manufacturer*.

84. For a person who worked at home for individual customers (as distinguished from a commercial employer) the proper entry in col. 29 is *at home*. Examples are *laundress* in col. 28 and *at home* in col. 29; and *dressmaker* in col. 28 and *at home* in col. 29.

85. In some cases you may use in col. 29, such expressions as: *Private practice, own route, and odd jobs*.

86. **Column 30. Class of worker.**—Enter “*PW*” for a wage or salary worker who worked for a private employer, that is, a person who worked for wages or salary, under the direction of an employer. This includes all employees of private corporations.

87. Enter “*GW*” for all Government workers (Federal, State, or local) including public emergency workers.

88. Enter “*E*” for an Employer, that is, a person who employed one or more helpers other than unpaid family workers (or domestic servants) in conducting his *own* business. Examples are farmers who hire farm laborers, persons operating stores with paid employees, etc.

89. Enter “*OA*” for a person working on his Own Account, that is, a person who conducted his *own* business or professional enterprise, and did not employ paid helpers or assistants. Examples are farmers who have no hired hands, doctors or lawyers working without paid assistants, etc.

90. Enter “*NP*” for an unpaid family worker, that is, for a related member of the family working without money wages or salary, on work (other than housework or incidental chores) which contributed to the family income, on the family farm, or in the family shop, store, etc.

Weeks Worked and Income in 1939

91. **Column 31. Weeks worked in 1939.**—There must be an entry in col. 31 for each person 14 years old or over, except inmates of specified institutions (See paragraph 61). The entry is to be in terms of full-time-work weeks. Include vacations with pay, or other absences with pay, but do not include summer vacations of school teachers. Count weeks on public emergency work, and unpaid family employment as time worked. For persons who worked only part of the year, estimate the number of full-time-work weeks. A full-time-work week is to be that period regarded locally as a normal full-time-work week for a given occupation or industry. If the person does not know how many hours should be regarded as a full-time-work week, estimate the number of equivalent full-time weeks by assuming that there are 40 hours in a full-time-work week. Enter “*O*” for each person who did no work for pay or profit during the year 1939.

92. **Column 32. Amount of money wages, or salary.**—Enter in col. 32 the total amount of money wages or salary, including commissions, tips, piece-rate payments, bonuses, etc., paid in cash or by check to each person for work done as an employee (including public emergency project work) between January 1, 1939, and December 31,

1939. Do not include earnings of businessmen, farmers, or professional persons who depend upon business profits, sales of crops, or fees for income and who do not work for wages or salaries. Do not include as money wages or salary, income received from any of the sources listed in paragraph 96.

93. Write "5,000+" for any person who received money wages or salary of more than \$5,000.

94. Enter "0" in col. 32 for each person who did not receive any money wages or salary in payment for work as an employee. Leave col. 32 blank for inmates of specified institutions. (See paragraph 61.)

95. **Column 33. Did this person receive income of \$50 or more from sources other than money wages or salary?**—Either "Yes" or "No" must be entered in col. 33 for each person 14 years old or over except for inmates of specified institutions. (See paragraph 61.)

96. "Yes" is to be entered for each person who had an income of \$50 or more from any one or any combination of the following sources: Roomers or boarders; business profits; fees; rents; interest; dividends; unemployment benefits; direct relief; regular (not occasional) contributions received from persons not members of the immediate family in which this person lives; income in kind (room, board, clothing, etc.) paid as wages, etc. Do not include lump sum inheritances; lump sum compensation benefits; occasional gifts, either of money or of goods; or receipts from sales of land, securities, etc. (unless the person regularly earns his living by buying and selling such properties); or sums received for travel expenses.

97. Enter "No" for persons not receiving income amounting to \$50 or more from any one or any combination of the sources other than money wages or salary listed in paragraph 96.

Farm Schedule Number

98. **Column 34. Number of Farm Schedule.**—If any member of the household operates a farm or other place requiring a farm schedule (for example, a city greenhouse), enter in col. 34 on the line for the person operating the farm, the number of the farm schedule which is filled out.

SUPPLEMENTARY QUESTIONS

99. At the bottom of each side of the Population Schedule two lines are provided for certain supplementary information that is to be obtained for the two persons whose names fall on two designated lines of the schedule. These lines are easily identified by the heavy rules which extend into both left- and right-hand margins of the schedule, by the notation "*Suppl. Quest.*" (for Supplementary Questions) in the margins of the schedule, and by the bold-face line numbers. These bold-face line numbers are repeated at the bottom of the schedule in the block reserved for the Supplementary Questions.

100. Ask the Supplementary Questions only for the member of the household whose name is entered on one of the lines described above, whether this be the head, his wife, a son or daughter, an infant, a lodger, or any other member of the household.

101. **Column 35. Name.**—Enter in col. 35 the last name, then the given name and initial, if any, of the person for whom supplementary information is required.

Place of Birth of Father and Mother, and Mother Tongue

102. **Columns 36-37. Place of birth of father and mother.**—Enter in col. 36 the place of birth of the person's father, and in col. 37, the place of birth of his mother, according to the instructions given for entering place of birth in col. 15.

103. **Column 38. Mother tongue.**—Enter in col. 38 the principal foreign language spoken in the home of the person in his earliest childhood. Enter English if no foreign language was spoken. For a foreign-born person this will be the language spoken before he came to the United States. For a native person of native parentage, the entry will usually be "*English*," but in some communities languages other than English, such as French, Spanish, or Polish, may have been spoken in the earliest childhood of the person or may still be spoken in the home. In such cases, enter the foreign language, even though the person and his parents may also speak English.

Veterans

104. **Column 39. Is this person a veteran of the military forces of the United States, or a wife, widow, or under-18-year-old child of a veteran?**—Enter "*Yes*" for a man who served in the military forces of the United States (Army, Navy, or Marine Corps) in time of war or peace. Enter "*Yes*" also for a wife, widow, or under-18-year-old child of a man (even though now dead) who served in the military forces of the United States. Do not include men now in the active forces of the United States or persons whose only service has been in the National Guard, Reserves, or other branch not a part of the regular military establishment.

105. **Column 40. If a child is veteran-father dead?**—Enter “*Yes*” for each under-18-year-old child of a veteran whose father is now dead. Enter “*No*” for each child of a veteran who is still living.

106. **Column 41. War or military service.**—In accordance with the key at the bottom of the schedule, enter in col. 41 the symbol indicating in which war or wars the veteran or veteran-husband or veteran-father was engaged.

Social Security

107. **Column 42. Does this person have a Federal Social Security Number? (Yes or No).**—Enter “*Yes*” in col. 42 for each person 14 years old and over who has been given a Federal Social Security number, even though he may not know the number or may have lost his Social Security card. Enter “*No*” for all other persons 14 years old and over.

108. **Column 43. Were deductions for Federal Old-Age Insurance or Railroad Retirement made from this person's wages or salary in 1939? (Yes or No).**—Enter “*Yes*” if any such deductions were made from the person's wages or salary during the year 1939; enter “*No*” if no such deductions were made. Deductions for Federal Old-Age Insurance are made from wages or salaries (up to \$3,000) received in all kinds of private (non-Government) employment except agriculture, railroads, charitable, and nonprofit organizations, employment as sailors, and in domestic service in the home of the employer. Deductions for the Railroad Retirement system are made from compensation earned in the railroad industry for the first \$300 earned each month.

109. **Column 44. If so, were deductions made from (1) all, (2) one-half or more, (3) part, but less than half of, wages or salary?**—If the answer to question 43 is “*Yes*,” enter the symbol in col. 44 which indicates the amount of the person's wages or salary from which deductions were made for Federal Old-Age Insurance or Railroad Retirement during the year 1939 as follows: Enter “*1*” if deductions were made from all of the person's wages or salary (up to the limits indicated in paragraph 108: \$3,000 for Federal Old-Age Insurance, \$300 per month for Railroad Retirement); enter “*2*” if deductions were made from one-half or more, but not all, of the person's money wages or salary (up to limits indicated in paragraph 108); enter “*3*” if deductions were made from some but less than half of the person's money wages or salary (up to the limits indicated in paragraph 108).

Usual Occupation, Industry, and Class of Worker

110. **Columns 45 to 47. Usual occupation, Industry, and Class of Worker.**—In accordance with the instructions in paragraphs 77 to 90, enter the usual occupation, the usual industry, and the usual class of worker, as defined in the headings of cols. 45 to 47. Note that the usual occupation may or may not be the same as that entered in col. 28, the usual industry may or may not be the same as that entered in col. 29, etc. If the person has never worked full time for a month or more, enter “*None*” in col. 45, and leave cols. 46 and 47 blank.

For All Women Who Are or Have Been Married

111. There should be an entry in cols. 48, 49, and 50 for each woman who is married, widowed, or divorced as indicated by entries of "M," "Wd," or "D" in col. 12.

112. **Column 48. Has this woman been married more than once? (Yes or No).**—Enter "No" for each woman who has been married only once, and "Yes" for each woman who has been married more than once.

113. **Column 49.**—Enter the age of the woman at first marriage.

114. **Column 50. Number of children ever born.**—Enter the total number of children ever born, omitting stillbirths, to this woman.