

APPENDIX.

FORM OF SCHEDULE FOR ENUMERATION OF POPULATION.

The schedule used for the enumeration of population at the census of 1920, an illustrative example of which is given in reduced form on pages 694 and 695, was printed on sheets of paper measuring 16 by 23 inches, each sheet being ruled with 100 horizontal lines, 50 on each side. On these lines, numbered from 1 to 100, the answers concerning each person enumerated were entered. Thus each sheet, if completely filled, contained the names and data for 100 persons.

The information obtained concerning the members of each family enumerated was entered on successive lines, in the natural order of the family: First, the head; second, the wife; then the children (either sons or daughters) in the order of their ages; and lastly all other persons living in the family, whether relatives, boarders, lodgers, or servants.

In column 1 was entered the name, if any, of the street, avenue, or road; in column 2 was entered the house number, if any, or "Fm" (farm) for a farm home; and in columns 3 and 4 the dwellings and families visited were numbered in the order of their visitation. At the completion of the enumeration of a district, or, if it contained the whole or parts of two or more civil divisions, at the completion of the enumeration of each such division or part of a division, the enumerator made the following notation immediately beneath the last entry: "Here ends the enumeration of" (naming the city, village, or other civil division for which the enumeration was completed).

The schedule in use at the Fourteenth Census corresponded very nearly in general form to those used at

each of the censuses from 1850 to 1880, inclusive, and at the censuses of 1900 and 1910; but it differed considerably from the one used at the census of 1890, when the form of the schedule was changed and a family schedule,¹ measuring 15 by 11 inches, was adopted for the enumeration of the population; that is, a separate schedule was used for each family enumerated, without regard to the number of persons in the family.

The statistics regarding the population were tabulated by a punched-card system. Under this system the facts as to sex, race, age, marital condition, place of birth, and the like, for each person enumerated, were indicated by the punching of holes in a card, the position of each hole indicating the particular fact to be recorded. These cards were then sorted according to classes by automatic sorting machines, and the holes representing the various characteristics were counted by automatic tabulating machines. Electric contacts through the punched holes determined the groups into which the cards were sorted by the sorting machines, and similar contacts operated the counters of the tabulating machines. Because of the complexity of the statistics to be compiled, the cards were sorted and run through the tabulating machines several times. The tabulation of the statistics of population presented in Volumes I to IV of the Fourteenth Census reports represented the equivalent of handling once on the sorting and tabulating machines more than 1,200,000,000 cards.

¹ For form of schedule, see report on population, Part I, census of 1890, pages cciv and ccv.

ILLUSTRATIVE EXAMPLE OF MANNER

DEPARTMENT OF COMMERCE—

FOURTEENTH CENSUS OF THE

STATE Ohio

COUNTY Lake

TOWNSHIP OR OTHER DIVISION OF COUNTY Hopewell township
 [Insert proper name and, also, name of class, as township, town, precinct, district, hundred, beat, etc. See instructions.]

NAME OF INSTITUTION X
 [Insert name of institution, if any, and indicate the lines on which entries are made. See instructions.]

| Street, avenue, road, etc. | PLACE OF ABODE. | | | NAME of each person whose place of abode on January 1, 1920, was in this family. Enter surname first, then the given name and middle initial, if any. Include every person living on January 1, 1920. Omit children born since January 1, 1920. | RELATION. Relationship of this person to the head of the family. | TENURE. | | PERSONAL DESCRIPTION. | | | | CITIZENSHIP. | | EDUCATION. | | | |
|----------------------------|--|--|--|--|---|-----------------------|------------------------------|-----------------------|----------------|--------------------------------|--|---|-----------------------|---|---|-----------------------|------------------------|
| | House number or farm, etc. (See instructions.) | Number of dwelling house in order of visitation. | Number of family in order of visitation. | | | Home owned or rented. | If owned, free or mortgaged. | Sex. | Color or race. | Age at last birthday. | Single, married, widowed, or divorced. | Year of immigration to the United States. | Naturalized or alien. | If naturalized, year of naturalization. | Attended school any time since Sept. 1, 1919. | Whether able to read. | Whether able to write. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Maple avenue. | 509 | 1 | 1 | Griffin, Charles J. | Head | R | | M | W | 40 | M | 1900 | Na | 1907 | | Yes | Yes |
| | | | | Charlotte | Wife | | | F | W | 56 | M | 1902 | Na | 1909 | | Yes | Yes |
| | | | | Mary | Daughter | | | F | W | 7 | S | | | | Yes | | |
| | | | | Thomas | Son | | | M | W | 3 ⁰ / ₁₂ | S | | | | | | |
| | 611 | 2 | 2 | Martin, William | Head | O | F | M | W | 47 | M | | | | | Yes | Yes |
| | | | | Annie | Wife | | | F | W | 45 | M | 1875 | Na | 1881 | | Yes | Yes |
| | | | | Kupfer, Sophie | Sister-in-law | | | F | W | 42 | Wd | | | | | Yes | Yes |
| | | | | Jackson, Sarah | Servant | | | F | B | 22 | S | | | | | Yes | No |
| | 806 | 3 | 3 | O'Reilly, Patrick | Head | O | M | M | W | 44 | M | 1902 | Na | 1909 | | Yes | Yes |
| | | | | Maggie | Wife | | | F | W | 40 | M | 1902 | Na | 1909 | | Yes | Yes |
| | | | | Mary | Daughter | | | F | W | 4 ³ / ₁₂ | S | | | | | | |
| | | | | Sullivan, Bernard | Lodger | | | M | W | 40 | S | 1915 | Pa | | | Yes | Yes |
| Oak street. | | | 4 | Marsden, Adolph | Head | R | | M | W | 36 | M | 1905 | Na | 1911 | | Yes | Yes |
| | | | | Ester | Wife | | | F | W | 33 | M | 1905 | Na | 1911 | | Yes | Yes |
| | | | | Gustav | Son | | | M | W | 10 | S | | | | Yes | Yes | Yes |
| | | | | Balk, Lena | Servant | | | F | W | 22 | S | 1912 | Al | | | Yes | Yes |
| | 808 | 4 | 5 | Stokes, Margaret | Head | O | F | F | W | 60 | S | | | | | Yes | Yes |
| | | | | Fitzgerald, Rosa | Companion | | | F | W | 36 | S | 1910 | Al | | | Yes | Yes |
| | 180 | 5 | 6 | Warren, George | Head | O | F | M | W | 41 | M | | | | | Yes | Yes |
| | | | | Frances | Wife | | | F | W | 37 | M | | | | | Yes | Yes |
| Sycamore street. | | | | Alfred | Son | | | M | W | 15 | S | | | | Yes | Yes | Yes |
| | 182 | 6 | 7 | Barrie, Martha | Head | O | M | F | W | 58 | Wd | 1870 | Na | 1890 | | Yes | Yes |
| | | | | Williams, John S. | Son-in-law | | | M | W | 34 | M | | | | | Yes | Yes |
| | | | | Katherine | Daughter | | | F | W | 33 | M | | | | | Yes | Yes |
| | | | | Dorothy | Granddaughter | | | F | W | 4 ⁰ / ₁₂ | S | | | | | | |
| | | | | MacGruder, Lucy | Sister | | | F | W | 63 | S | 1870 | Al | | | Yes | Yes |
| | | | | Schaeffer, Robert M. | Boarder | | | M | W | 29 | S | | | | | Yes | Yes |
| | | | | Jones, Bert | Boarder | | | M | W | 40 | S | | | | | Yes | Yes |
| | | | | Mattison, George | Boarder | | | M | W | 59 | Wd | 1893 | Na | 1899 | | Yes | Yes |
| | | | | Heller, Edward | Boarder | | | M | W | 56 | S | 1889 | Na | 1895 | | Yes | Yes |
| | | | | Christiansen, Ole | Boarder | | | M | W | 47 | S | 1899 | Pa | | | Yes | Yes |
| | | | | | Ramage, Charles | Servant | | | M | Md | 27 | M | | | | | Yes |
| | | | | Belle | Servant | | | F | B | 20 | M | | | | | Yes | Yes |
| 184 | | 7 | 8 | Ibrahim | Head | R | | M | W | 34 | S | 1913 | Na | 1913 | | Yes | Yes |
| | | | | Selim | Partner | | | M | W | 23 | S | 1918 | Al | | | Yes | Yes |
| | 17m | 8 | 9 | Mess, Joseph | Head | O | F | M | W | 28 | M | | | | | Yes | Yes |
| | | | | Amelia | Wife | | | F | W | 24 | M | | | | | Yes | Yes |

Note.—For want of space only 37 entries are shown.

Here ends the enumeration