

1950 CENSUS OF POPULATION AND HOUSING GENERAL CODING INSTRUCTIONS

GENERAL INSTRUCTIONS

A. Use of the Manual

The accuracy and speed of your work as a Census Coder will depend on how quickly you learn and how faithfully you follow the instructions in this manual. You will find that if you reread these instructions during the first week on the job, you will recall the more difficult passages, and find others simpler and more logical than they had at first appeared. As a result, the quality of your work will improve greatly. Keep these instructions with you while you work so that you can readily refer to them.

B. Working material

1. General Coding Instructions Manual

General Instructions.

Instructions for Coding Population Items.

Instructions for Checking Serial Number of Dwelling Unit.

Appendix A—List of Foreign Countries.

Appendix B—List of Counties by States.

2. Special Lists.—In addition to this Manual you will be furnished a number of Special Lists to aid you in coding particular items, such as migration status and place of birth. Other lists may be added later. The instances in which you will use each list are indicated in this Instructions Manual.

3. Code Card.—You have been furnished a Code Card upon which the most commonly used codes appear. Attempt to determine the proper code to use from the Code Card. If this is not possible, and the instructions do not give the complete code, use the code lists in the Appendices of the Manual.

4. E.D. Portfolios.—The United States has been divided into very small geographic units for the purposes of the census. These units are called enumeration districts, or "E.D.'s." An E.D. was assigned to each enumerator in the census. The portfolios or "folios" as they are called, which you are assigned to code will contain, in most cases, the information for all the persons and houses in the geographic area included in the E.D.

5. Pencils.—Use only those pencils which are furnished you by your supervisor. The color of the pencil will be used to identify the operation on which you are working.

6. Problem Referral Slips.—We have attempted to cover in these instructions most of the irregularities which might arise in coding the schedules. For problem entries which are not dealt with in your instructions, you will make out a Problem Referral Slip. Upon each slip enter a brief description of the difficulty. When you have completed the folio, place the Problem Referral Slip under the elastic band on the front of the folio.

C. Mechanics of Coding

1. Assignments.—You will initially be assigned to one of the two basic operations which will be performed on the Population and Housing schedules. These operations are: General Coding and Editing, and Occupation-Industry Coding.

2. Correcting enumerator's entries.—Always consider the enumerator's entry to be correct unless there is unquestionable evidence that an error has been made. Never, under any circumstance, erase or eradicate an enumerator's entry. If it is necessary to change an entry, cross out the original entry with a single horizontal line, and write in your correction neatly above it, thus:

3. Legibility.—Make all your entries neat and legible. Keep your figures within the box assigned to them on the schedule. If your figures are difficult to read, it is likely that they will be incorrectly read by the people punching cards from the schedules. Therefore, the verifiers have been instructed to count as errors any code of doubtful legibility.

4. Check-box item errors.—If the enumerator has checked two or more boxes in a single check-box item, try to determine the correct entry by inspecting related items on the schedule. To void an incorrect check-box entry, circle the box, thus:

1. Correct box
2. Incorrect box

5. Notes.—Watch for footnotes or headnotes on the schedule which may affect the coding. Entries to which the notes apply will usually be indicated by a number, above and to the right of the item concerned, thus:

Race
Ot. ²

In the note space of the schedule the explanation of the footnote will be preceded by the same symbol, thus:

² Child of Chinese father and Korean mother.

These notes may often prove very helpful to you in coding correctly.

***6. Problems.**—Do not stop work to ascertain the answer to an isolated problem. All problems you encounter are to be listed on a Problem Referral Slip which is to be turned in together with your portfolio. You need not wait to discuss problems with your Technical Assistant at the time you turn in your portfolio. He will review your Problem Referral Slip and will talk with you as soon as he can about the problems you encountered. Only if you find a problem that affects the coding of several schedules should you stop work to refer the portfolio to the Technical Assistant.

7. Code vertically.—In order to process the schedules with maximum speed and efficiency, code the entries for a given

item vertically, disregarding entries in any other item on the schedule, unless you have received specific instructions to the contrary. Code each sheet completely before proceeding to the next sheet.

8. Individual inconsistencies.—Although you may discover that many of the entries made for individuals or entire households are not consistent with each other, do not spend time in trying to find or correct such inconsistencies unless you are specifically directed to do so. We have provided methods in subsequent operations for locating inconsistencies, so that the time spent by you in such comparisons will be largely wasted, and will serve merely to slow up your coding.

9. Speed and accuracy.—Speed and accuracy are of equal importance. An account of the errors discovered in your work will be kept. However, do not unduly slow down your work in order to eliminate **all** errors. Do not attempt to check your work by going over it a second time. Initially, it is expected that you will make some errors. Independent verification of your work will be performed, and the errors which are found will be corrected. If you maintain a low error rate, only a sample of the lines you have coded will be verified. However, if your error rate is consistently high, it may be necessary to remove you from the coding operation. It is more important for you to get used to working rapidly, even if at first your error rate is comparatively high. Your accuracy will increase as you become more familiar with your job.

D. Special Instructions

1. Examination of sheets.—When you receive the portfolio which you are to code, open it, examine the schedules inside, and verify the correctness of the information in the upper left corner of the first sheet. Make sure the State, county, and E.D. number correspond to those shown on the Portfolio Control Label. Leaf quickly through the schedules, examining the sheet numbers to make sure that they are in

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consecutive numerical sequence and that none of them has been misplaced.

a. Out-of-order sheets.—Households and persons that were not enumerated in the regular order will be listed on a series of sheets starting with number 71. There will usually be a break in the numbers between the regular series and the out-of-order series. For example, the portfolio assigned to you may have sheets numbered from 1 to 48 and from 71 to 75.

b. T-Night sheets.—You may find sheets in your E.D. portfolio, which have been transcribed from Individual Census Reports obtained on T-Night (that night which the Census Bureau set aside for the enumeration of transient in large hotels, etc.). Such sheets will be numbered beginning with 51 and will in most cases be filled out on the population side only. All sheets numbered in the 51 series are not necessarily T-Night sheets; T-Night sheets can be distinguished by an entry such as the name of a hotel "or Y" in Item e of the schedule heading.

c. Additional sheets transcribed from Individual Census Reports (ICR's), etc.—You may find in your portfolio sheets transcribed, in red pencil, from Crews of Vessels Reports or ICR's. You will not code these sheets, since they have already been coded.

*2. CANCELLED LINES.—If a schedule line does not have a person enumerated on it (such lines may be completely blank, or contain entries of "Vacant," "No One at Home," or "Occupied by Nonresident"), the line should have been cancelled in the Census Field Office. A line was cancelled by drawing a line through the line number in the left margin, or by drawing a line completely across the schedule. In general we are accepting Field Office count of populations. Accordingly, you will not fill a Problem Referral Slip for each line cancelled in the Field even where the name of a person has been entered on that line. However, where a line has been cancelled by the Field Office and persons have been listed in blue pencil (indicating that these people were edited in by the Field Office) write a large letter "P" in red pencil to the left of the line number on the Population side, and if necessary, to the left of the serial number for the corresponding dwelling unit on the Housing side. If all lines on a schedule have been cancelled, write "Void" across the entire sheet, unless one or more lines have entries in blue pencil.

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*3. SAMPLE DECK LINES.—Occasionally you will encounter schedules in which the enumerator has made errors in tying the sample deck lines to their corresponding 100 percent lines. In many instances the enumerator will indicate he has recognized this error either by drawing explanatory arrows showing the correct order of sample lines or by renumbering the sample lines in the margin. While these marks are helpful in coding, the mechanical nature of the punching operation prohibits making this change when the punch operator is punching a card for the line in question. Accordingly, it will be necessary to transcribe the lines in error in their correct order. You will be supplied with gummed strips of sample deck lines which you will use in making these transcriptions. You will notice that sample line circles have been left blank on these strips. You are to be sure to enter the correct sample line numbers to bring these lines into agreement with their corresponding 100 percent lines. If there is any question in performing this operation, or in handling transportation errors, fill a Problem Referral Slip.

*4. HOUSEHOLDS ON OUT-OF-ORDER SHEETS.—Occasionally, some of the members of a household may be enumerated on the regular order sheets and the remainder on the out-of-order or "71-series" sheets. You may have to refer back to the regular order sheets in order to ascertain entries for other members of these households. For example, you may find William Allister, a lodger, enumerated on Sheet 73. He is the only person appearing here for Dwelling Unit Serial Number 108. However, you can easily locate the remaining members of Serial Number 108 by looking on the regular order sheets, where serial numbers are in numerical order.

In entering the Farm Residence, Relationship and Sample Family Codes on out-of-order sheets, you must always refer back to regular order series when there is evidence that the household was "split" in the enumeration, unless the entries on the 71-series sheet are sufficient beyond question to determine the correct code entry.

When referring back to regular numbered sheets in order to properly code individuals enumerated on out-of-order sheets make any necessary changes in the codes already assigned for relationship, sample family code, or family income, for households on the regular sheets, and in the entry in Item 8 on the Housing Schedule.

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sheets, and in the entry in Item 8 on the Housing Schedule.

If you change the codes for a regular household to those of a quasi household by adding lodgers be sure to follow the instructions for correcting Item 3 on the Housing Schedule.

*** 5. PERSONS TRANSCRIBED FROM ICR'S AND MISSED PERSONS FORMS IN THE CENSUS FIELD OFFICE.**

1. Households with Related Persons

In many instances, complete households were enumerated on ICR's or Missed Persons Forms. When these forms were received in the Census Field Office the information was transcribed to the Out-of-Order sheets of the Population Schedule. In some instances there are complete addresses and Serial Numbers assigned to these transcribed households, while in the majority of cases there is neither an address nor a Serial Number entered on the Schedule. No Housing information is entered on the Housing Schedule since the ICR or Missed Persons Forms do not contain this information. Handle these cases as follows:

- a. When there is a complete household without an address, Serial Number, or Housing information, you are to assign the first unused Serial Number in the 901 series, code the relationship entries in accordance with the instructions for regular households, and code the remainder of the entries for the household. You then make out a Problem Referral Slip for this case. When you have completed the portfolio turn it over to the Technical Assistant who will supply the Housing information for the household.
- b. This procedure applies to regular households where both the husband and wife are present and to households where the wife and one or more relatives, such as a son or daughter, parent, etc., is listed on the Schedule. When a wife is listed but no head is present, cancel the relationship entry, wife, and enter the code "1" in Code Box A. The other household members will be assigned the regular household relationship codes.

2. Individual Persons

Many individual persons were transcribed to the Out-of-Order sheets from ICR's and from Missed Persons Forms with the relationship entry of "head" or "wife", but with no related persons shown with this person. Other individuals will be listed with the relationship item blank. Handle these cases as follows:

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- a. If no address is given for an unrelated person, cancel the entry of "head" or "wife" for this person and assign the relationship code "7", other relative. Enter the code "7" also for those individuals where the relationship item is blank. If a serial number has been entered for such persons, cancel the serial number.
- b. If the house number and street address are given, examine the folio to see if you can find the specific address. If the house can be located, make the proper relationship entry for the transcribed individual treating him as a member of that household. Make any changes in relationship, Sample Family Code, or family income which become necessary as a result of adding this person to the household. Also, when necessary, change the entry in Item 8 on the Housing schedule.
- c. If the house number is given but cannot be located elsewhere in the folio, accept the relationship entry of "head", change "wife" or blank to "head" and fill a Problem Referral Slip for this individual. The Technical Assistant will supply Housing characteristics for this household.
- d. Where there are separate individuals such as a son or daughter or a few related persons listed, such as two sons, two daughters, a son and a daughter, etc., and it appears probable that the head has been enumerated elsewhere, simply code these persons with the regular relationship code (Code 3 in the above example). Sons-in-law, parents, employees, lodgers, etc., would receive their regular relationship codes.

6. ENTRIES CODED BY THE CARD PUNCH OPERATOR.--In these instructions for coding population items, the codes for certain entries are shown in parentheses. The codes so designated in the code schemes will usually be coded directly by the card punch operator. Therefore, you will not enter such codes unless specifically instructed to do so.

E. SUGGESTIONS

If the census is to be processed as efficiently as possible, it is essential that all of us be constantly alert to discover short-cuts and improved methods of doing the job. Your contributions toward a more efficient operation will have a real influence in your advancement. Inform your supervisor of any ideas you develop for better procedures, or, if you prefer, submit your suggestions in writing. A member of the staff will pass upon written suggestions, and you will receive a prompt reply.