UNITED STATES CENSUSES OF POPULATION AND HOUSING 1960

PRINCIPAL DATA-COLLECTION FORMS AND PROCEDURES

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
PREFACE

The principal enumeration forms used in the 1960 Censuses of Population and Housing are presented here together with a brief description of the census field procedures. Only data-collection forms and procedures used in the 50 States and the District of Columbia are included in this report. The variations of the basic census procedures and forms which were used in Puerto Rico, American Samoa, the Canal Zone, Guam, and the Virgin Islands are omitted. Also omitted are the forms and procedures used in the Survey of Components of Change and Residential Finance (a part of the Census of Housing which was conducted separately) and those used in experimental census pretests and in post-enumeration sample surveys.

The broad outlines of the enumeration given here represent a summary of the plan of the census. In general, the censuses were taken according to the procedures described. However, in a mass operation such as a large-scale census, there are inevitably some changes in procedure introduced by individuals and offices in the course of carrying out the instructions. A more complete report on these and other aspects of the censuses is expected to be issued at a later date. It will include a description of the data-processing and publication activities. The present report is limited to those activities pertaining to data collection in the field.

This report was prepared in the Statistical Reports Division by Phyllis G. Carter, Census Historian, with the collaboration of David L. Kaplan, Population Division, Nathan Krevor, Housing Division, Guy Warner, Field Division, and Geraldine Censky, Statistical Reports Division, and with the assistance of many other members of the staff of the Bureau of the Census.
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**Data Collection Forms**

"FOSDIC Schedules"

For "100-percent" data—

- 60PH-1. — '100-percent FOSDIC schedule' used outside large cities ........................................ 14
- 60PH-2. — '100-percent FOSDIC schedule' used in large cities ............................................. 16
- 60PH-1AL, 60PH-1HA, and 60PH-1NY. — '100-percent FOSDIC schedules' used in Alaska, Hawaii, and New York State ............................................. 18

For sample data—

- 60PH-3 and 60PH-4. — 'Sample FOSDIC schedules': General arrangement and format ........................ 19
- 60PH-3(20). — 'Sample FOSDIC schedule' used for 20-percent sample outside large cities (housing panel) ............................................. 20
- 60PH-3(5). — 'Sample FOSDIC schedule' used for 5-percent sample outside large cities (housing panel) ............................................. 21
- 60PH-4(20). — 'Sample FOSDIC schedule' used for 20-percent sample in large cities (housing panel) ............................................. 22
- 60PH-4(5). — 'Sample FOSDIC schedule' used for 5-percent sample in large cities (housing panel) ............................................. 23

- 60PH-3(20), 60PH-3(5), 60PH-4(20), and 60PH-4(5). — 'Sample FOSDIC schedules' (population panel) ............................................. 24

Questionnaires Filled In by the Public

For "100-percent" data—

- 60PH-5. — 'Advance Census Report' used outside large cities ............................................. 25
- 60PH-6. — 'Advance Census Report' used in large cities ....................................................... 29
- 60PH-5NY and 60PH-6NY. — 'Advance Census Report' used in New York State .......................... 30

For sample data—

- 60PH-7. — 'Household Questionnaire' used for sample outside large cities .............................. 31
- 60PH-8. — 'Household Questionnaire' used for sample in large cities ..................................... 37
- 60PH-9. — 'Individual Questionnaire' (Extra Person Form) used for sample .......................... 40

For special situations—

- 60PH-10. — 'Individual Census Report' .................................................................................... 42
- Envelope for 60PH-11, "Report for Guests of Hotels, Motels, etc." ........................................... 43
- 60PH-11. — 'Report for Guests of Hotels, Motels, etc.' ......................................................... 44
- 60PH-12. — 'Notice of Enumeration' ....................................................................................... 46
- 60PH-13. — 'Report for Military and Maritime Personnel' ....................................................... 48
- 60PH-14. — 'Household Change Report' ................................................................................... 50
- 60PH-15. — 'Overseas Census Report' ..................................................................................... 51
- 60PH-16. — 'Were You Counted?' form .................................................................................. 54
- 60PH-17. — 'Notice of Required Information' ........................................................................ 55

Listing Books

- F201. — Listing Book used for two-stage enumeration areas .................................................. 61
- F201A. — Listing Book used for single-stage enumeration areas ............................................. 62