

APPENDIX

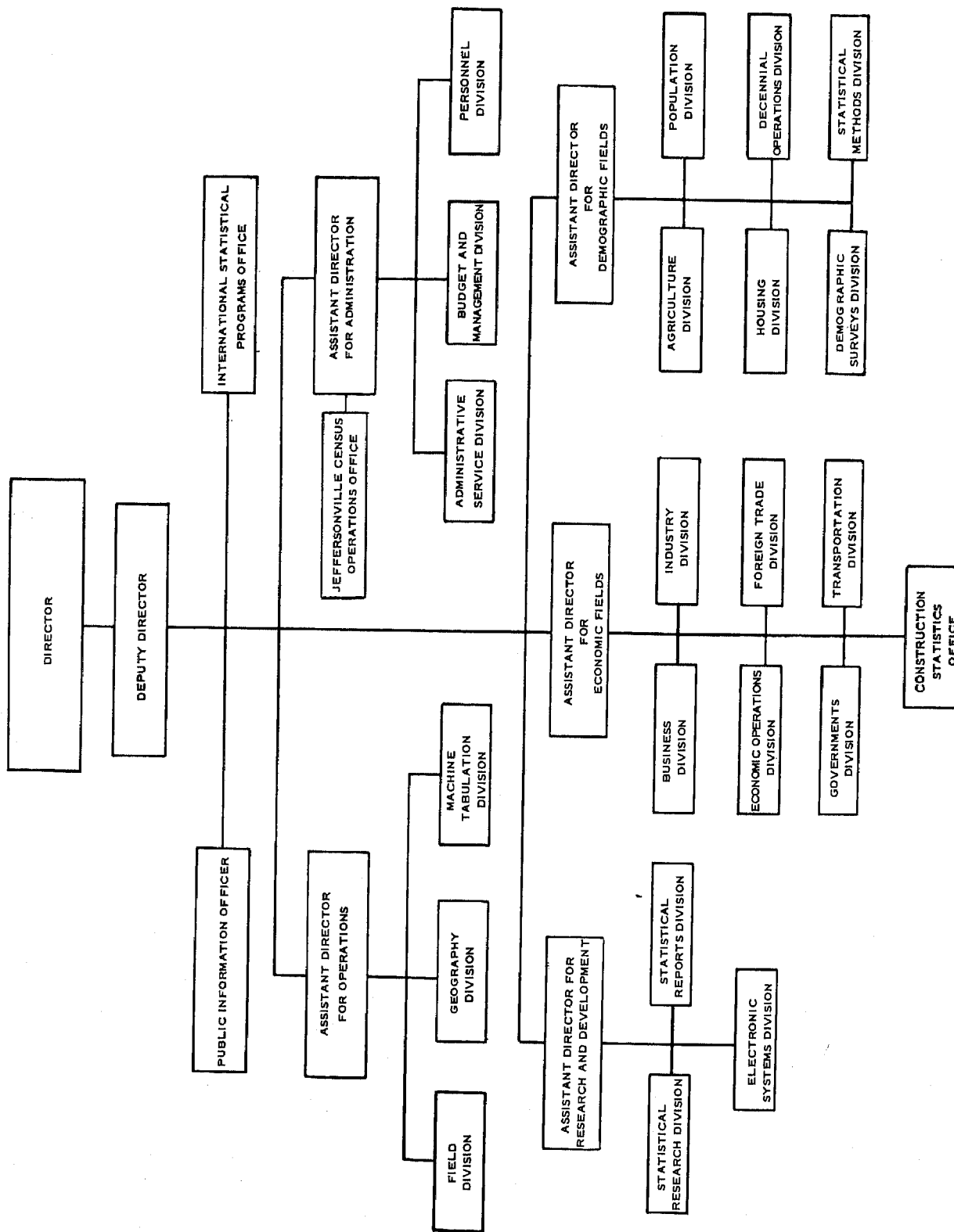
APPENDIX B

Cost of Data Processing, by Major Activity and Fiscal Year

(In thousands of dollars. Figures are based upon actual costs through 1961 and estimated costs thereafter. Some indirect costs such as maintenance costs for the Jeffersonville office and certain division overhead charges are excluded. Costs involved directly in preparing publication copy are also excluded)

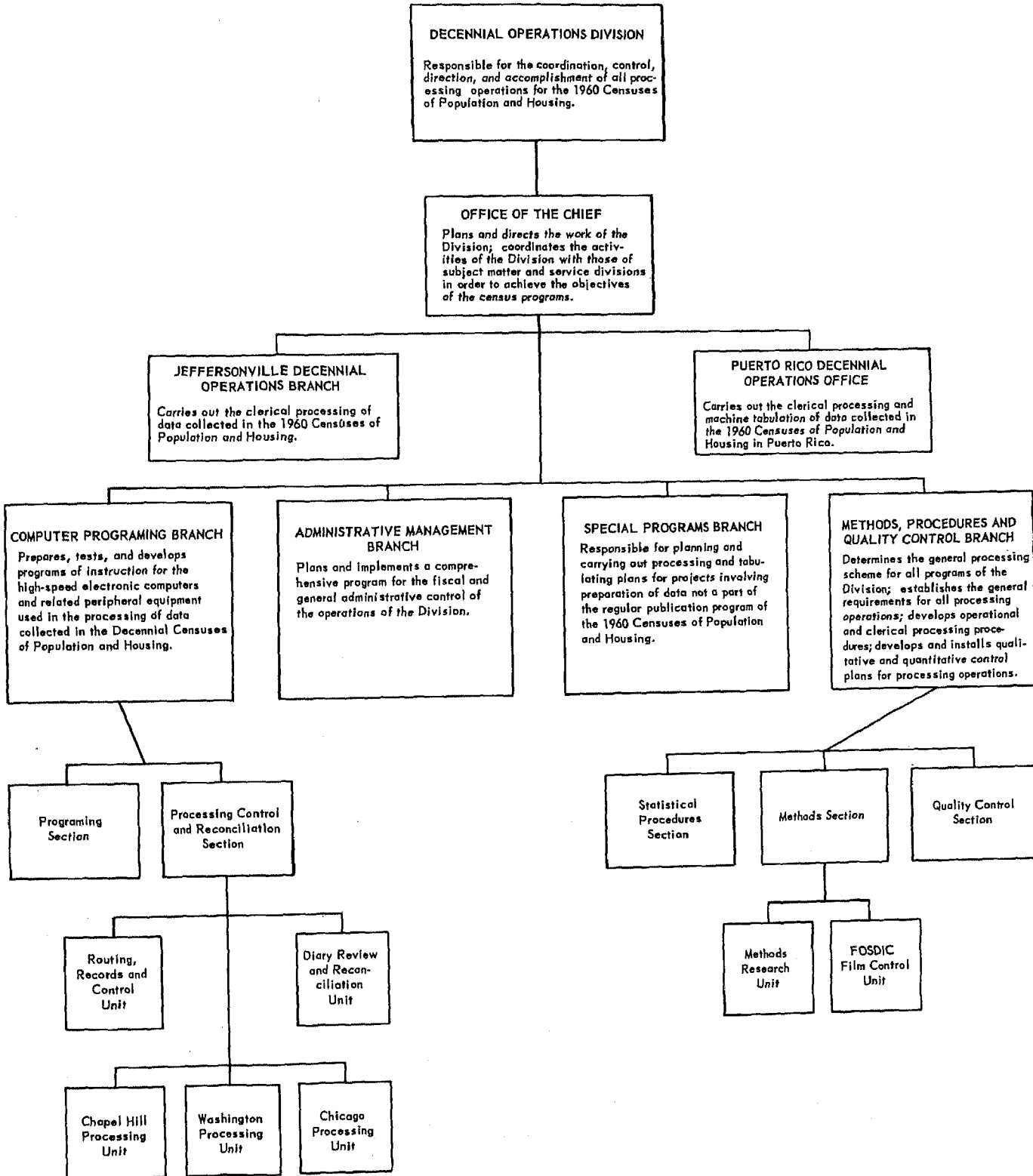
Activity	Total	Fiscal year				
		1959	1960	1961	1962	1963
Total.....	12,268.7	347.1	2,035.1	6,850.0	2,455.5	581.0
Washington program direction..	1,086.6	139.4	265.7	386.5	204.0	91.0
Jeffersonville program direc- tion.....	457.6	...	102.0	252.6	65.0	38.0
Receipt and distribution.....	348.8	...	92.8	202.0	36.0	18.0
Microfilming.....	560.2	...	151.6	390.6	18.0	...
Coding.....	2,468.6	...	136.2	2,332.4
Diary review.....	596.0	...	11.8	471.2	113.0	...
FOSDIC.....	515.6	49.4	153.0	298.2	15.0	...
Computer programing and con- trol.....	1,581.7	87.9	258.2	637.6	440.0	158.0
Computer and high-speed printer time.....	2,360.9	29.2	129.7	878.0	1,127.0	197.0
Table compilation.....	173.3	...	9.0	53.3	76.0	35.0
Procurement.....	716.6	10.3	249.5	312.8	100.0	44.0
Other basic census activities.	306.5	28.3	157.1	121.1
SCARF program.....	698.3	2.6	249.0	260.2	186.5	...
Puerto Rico.....	398.0	...	69.5	253.5	75.0	...

APPENDIX C. ORGANIZATION CHARTS
 (1) Bureau of the Census

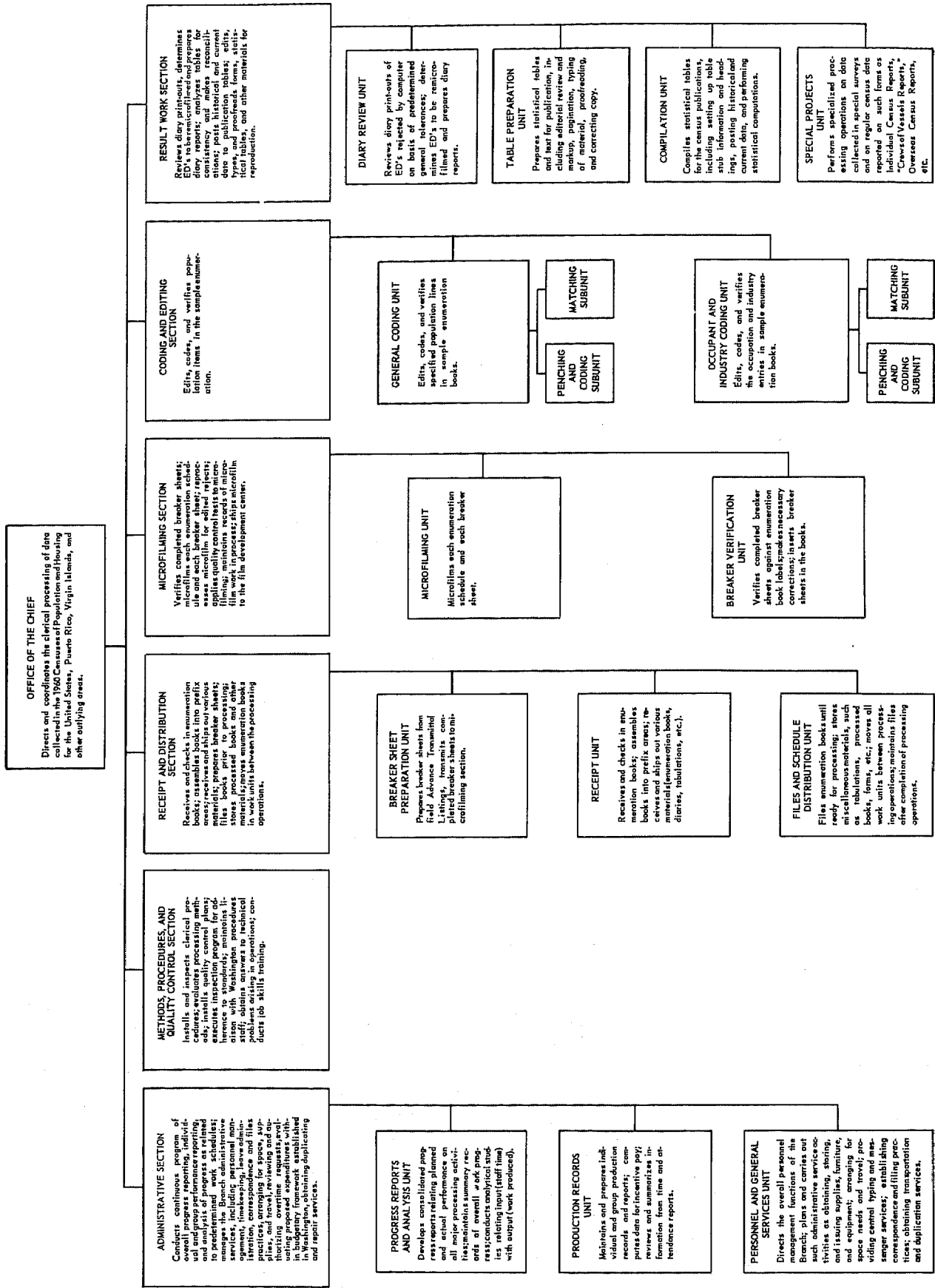


APPENDIX C. ORGANIZATION CHARTS

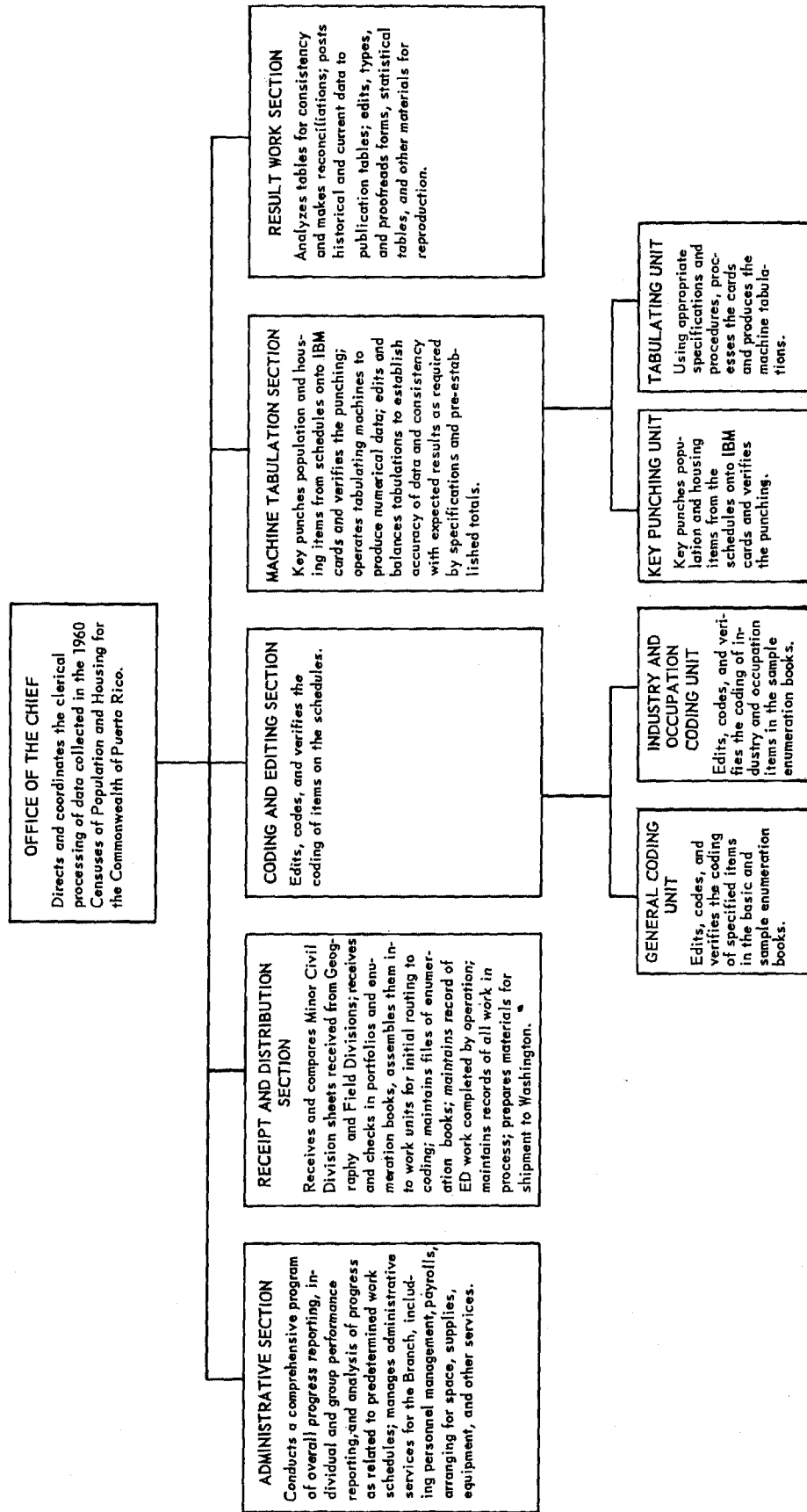
(2) Decennial Operations Division



APPENDIX C. ORGANIZATION CHARTS
 (3) Decennial Operations Branch, Jeffersonville, Ind.



APPENDIX C. ORGANIZATION CHARTS
 (4) Puerto Rico Decennial Operations Office



APPENDIX D

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III	Survey of Residential Financing	VII	Industry and Occupation Coding Verification
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II	Time, Leave and Attendance Reporting	X	Sample Special Projects
III	Pay and Overtime	XI	Final Results Work
IV	Personnel Administration	XII	Receipt and Control of Microfilm in Washington
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VIII	Final Results Work	IX	Verification of Card Punching
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III	General Coding Instructions	IV	Personnel Administration
IV	Group Quarters Coding Instructions	V	Administrative Services

APPENDIX E

List of Supplies and Equipment Used in the Jeffersonville Operations Branch

Item	Quantity	Unit cost	Item	Quantity	Unit cost
OFFICE FURNITURE			Microfilm equipment:		
Blackboards.....	5	\$16.00	Cameras, 35 mm, model C-3, with copy board, control unit, camera shaft, and transformer.....	2	3,937.00
Bookcases:			Cameras, 35 mm, model C-3, with copy board, control unit, camera shaft, and transformer.....	19	1259.00
Wood, 2-door, 3-shelf.....	1	35.00	Light meters, 360 ohms.....	29	40.00
Wood or metal, sectional, 1-shelf sections..	38	24.00	Light meter, Weston, model 756, with carrying case.....	1	384.00
Base and top for sectional bookcase, wood or metal.....	25	8.00	Readers, model MPC-1.....	3	1,063.00
Cabinets:			Other equipment:		
Filing, 4-drawer, cap size, wood or metal.....	131	50.00	Bins, portable, 3-shelf, for enumeration books.....	2,000	46.50
Filing, 4-drawer, letter size, wood or metal.....	162	63.00	Dollies for portable bins.....	2,000	18.00
Posting, with casters.....	4	39.00	Envelope opening machines, electric..	2	24.80
Supply storage, upright, 2-door.....	6	27.00	Envelope sealers, electric.....	2	166.00
Filing, visible, for 8" cards.....	18	210.00	Labeling machine, hand-operated.....	1	34.00
Filing, for 3"x5" cards, sectional, wood or metal.....sections..	79	16.00	Labeling machines, Wing, 3/4" roller, hand-operated.....	2	85.00
Filing, for 5"x8" cards, sectional, wood or metal.....sections..	31	23.00	Label gumming machine, electric.....	1	85.00
Filing, for tab cards, sectional, 10-12 drawer, wood or metal sections..	34	17.00	Projectors, film strip, 35 mm.....	2	39.00
Map and plans, sectional, 5-drawer..	1	50.00	Projector, View-graph, for transparencies.....	1	258.00
Chairs:			Racks, coding, with swivel arm and block.....	1,000	4.00
Rotary, wood or metal.....	1,349	20.00	Record players, 4-speed, electric.....	2	33.00
Straight, wood or metal.....	807	18.00	Register, billing, hand-operated.....	1	37.00
Chair pads.....	6	1.07	Scales, pendulum, for weighing postal packages.....	1	96.00
Clocks, wall, 12" dial.....	13	4.38	Shelves, steel.....lin. ft...	55,000	.55
Costumer, clothing, wood or metal.....	198	8.00	Stamp, time recording, IBM, electric...	1	195.00
Desks:			Staplers, automatic, electric.....	3	109.00
44"x49".....	92	47.00	Staplers, for boxes, hand-operated....	4	49.00
60"x34", wood or metal.....	450	68.00	Truck, handlift, 2,000 lb. capacity....	1	439.00
60"x34", typist, wood or metal.....	62	81.00	Vacuum cleaners:		
Desk lamps.....	37	8.00	Tank model, with accessories.....	1	202.00
Stands:			Hand model.....	1	19.00
Telephone or dictionary.....	9	16.00	Wire-tying machines.....	2	51.00
Typewriter, wood or metal.....	49	23.00			
Stools, metal, adjustable.....	3	19.00	SUPPLIES		
Tables:			Aprons, laboratory, plastic.....	4	7.20
Coding, approx. 40"x46", metal.....	934	32.00	Ash trays, glass, 4 1/2".....	688	.06
Drafting, 60"x64", wood.....	1	70.00	Batteries, dry.....	40	.05
General purpose, approx. 46"x48", wood or metal.....	257	35.00	Belts:		
Office, approx. 60"x34", wood or metal.....	188	45.00	Thermofax.....	3	42.18
OFFICE MACHINES			For brush, 11" Copyflo.....	1	3.00
Adding and subtracting machines, electric.....	224	296.50	Binders, 3-ring, 11"x8 1/2", 1" or 2" cap.....	702	.55-.75
Calculators, electric.....	68	737.00	Binder clips, 1/4", 1/2", or 1" cap. boxes..	53	.31-.92
Copyholders, Presto-line.....	16	25.00	Blades.....pkgs...	26	.25
Copying machine, Autostat, wet process.....	1	156.00	Books:		
Copying machines, Thermofax, model 20, dry process.....	2	293.00	Blank, 3 1/2"x6".....	6	.17
Duplicating machine, spirit-process, hand-operated.....	1	231.00	Congressional Directory, 86th Cong., 2nd Session, Jan. 1960.....	6	2.25
Typewriters, 11" to 14" carriages:			Dictionaries.....	34	3.50
Electric.....	4	450.00	Book ends.....pairs..	12	.24
Manual.....	79	216.00	Boxes:		
EQUIPMENT			Fiberboard, 13"x12"x6".....bdls...	6	2.10
Machine tabulation equipment:			Fiberboard, 15"x12"x10".....	1,200	.10
Card counting machine, Tickometer, electric.....	1	150.00	Shipping, 16 1/2"x11"x9-3/4".....bdls...	32	2.60
Key punch machines, IBM, model O24, electric.....	11	144.00	Brush, typewriter.....	17	.20
Verifying machines, hand-operated....	18	75.00	Calendar pads, side arch, or executive style, or 5"x8".....	322	.12-.38
			Calendar stands, 3 sizes.....	96	.38-.88
			Card set guides.....	6	.09

¹Monthly rental per unit.

APPENDIX E

List of Supplies and Equipment Used in the Jeffersonville Operations Branch—Continued

Item	Quantity	Unit cost	Item	Quantity	Unit cost
Cards:			Folders, file:		
3"x5", 4"x6", or 5"x8", white (plain or ruled) and colored.....hundreds..	4,190	.08-.20	9½"x11-3/4", 9½"x14-3/4", square cut or ½ cut.....hundreds..	2,290	1.11-1.33
By States, 3"x5", buff.....sets..	12	.40	Pressboard.....hundreds..	200	9.20
Pressboard, some 1/3 cut, 3 sizes hundreds..	533	.65-1.00	Gloves, surgical, derma-flex, latex....	36	.68
Guide cards, 3"x5", 5"x8", or legal size, 1/3 or 1/5 cut, plain or alphabetical, white or colored hundreds..	226	.18-1.65	Holders and cutters, 36".....	6	3.21
Tabulating cards, 80-column, natural and salmon.....thousands..	960	1.05-1.10	Ink:		
Card holders, Kardex.....hundreds..	9	.60	Higgins, black.....bottles..	2	.15
Chalk, marking, dustless.....boxes..	3	.48	India, black.....bottles..	6	.32
Chalk line and reel.....	1	.70	For felt-tip markers, black, blue, or red.....pints..	3	2.50
Chamois cloths, 11"x13½".....	24	1.98	For numbering machine, black bottles..	36	.09
Cheesecloth, bleached, 36" wide..pkgs..	134	.85	For stamp pads, black or red bottles..	72	.09-.15
Clay, modeling, for pench boards pkgs..	100	1.20	Knives, shipping and packing.....	35	.84
Cleaner:			Labels, gummed, address.....hundreds..	40	.50
For Thermofax machine belt....cans..	4	.91	Label holders, slip-on label, 1" or 2" cap.....boxes..	73	.24-.30
Solox.....cans..	60	.35	Lamp bulbs:		
For type.....cans..	28	.75	Fluorescent, 15 watts.....	18	.65
For type, liquid.....bottles..	26	.16	Exposure, 500 watts, Photoflood, No. RFL.....	120	.85
Concentrate, 1-step, for Apeco machine bottles..	1	1.69	Microfilm reader, 150 watts, 20 volts.....	4	1.90
Cords, extension, 8' and 12'.....	107	.23-.28	List finders, finger-tip control.....	177	.70
Cups, glass, for clips, pins, or sponge.....	108	.11	Refills.....sets..	32	.26
Desk blotters, 24"x38".....	18	4.31	Lithographic plates, 8½"x15" or 10"x15½".....hundreds..	726	2.90-5.38
Desk pads, 19"x24".....	12	.36	Magnifying glasses.....	28	3.14
Desk trays, walnut.....	96	1.45	Markers:		
Desk tray supports, interlocking sets..	25	.14	Felt-tip pen, black, red, or green...	296	.97
Document protectors, plastic....boxes..	14	2.55	Felt-tip pen refills.....	72	.50
Duplicating liquid, Ditto fluid....cans..	2	2.16	Pencil type.....dozens..	16	.54
Enamel, flat, black, Utilac.....cans..	4	1.28	Microfilm rolls, and developing.....	58,000	4.39-4.72
Envelopes, mailing, all sizes hundreds..	1,760	4.80	Moisteners:		
Envelopes, messenger.....hundreds..	15	2.00	Roller type.....	36	.91
Envelopes, wallet, 10"x15".....	8	.85	Sponge end.....	12	.11
Erasers:			Sortkwik.....	560	.23
Art gum.....dozens..	2	.42	Mucilage, gum, with brush.....jars..	15	.12
Blackboard.....	13	.20	Nameplate holders.....	12	.73
General purpose, oblong....dozens..	2	.63	Notebooks, stenographic, 4"x8" or 6"x9".....	178	.09-.096
Ink and pencil, combination..dozens..	12	.35	Notebook rings, 1".....	5,000	.009
Multilith.....	112	.06	Openers:		
Rubber, pliable.....dozens..	4	.15	Steel, 9" long.....	174	.20
Scripto.....boxes..	16	.07	For cartons.....	15	1.20
Steel.....	70	.23	Paper:		
Tips, chisel point.....dozens..	621	.07	Blotting paper, 19"x24" or 24"x38" sheets..	172	.03-.06
Woodcased, with brush.....	197	.043	Bond, 8"x10½", 8½"x11", 16"x21", 17"x20", 17"x22".....reams..	16,301	.65-3.11
Eyelets, gummed reinforcements, 1¼" hundreds..	536	.03	Carbon, 8"x11", 8"x13", 8½"x14" boxes..	232	.52-.75
Fasteners:			Columnar, pads, 8½"x11", or 14"x17"; 10, 12, or 14 column.....pads..	203	.21-.43
Brass.....hundreds..	296	.41	Digit, 9"x11½", 4 or 6 column sheets..	2,500	.01
2 3/4" centers, 2" cap.....	3,240	.01	Drawing, 8½"x11".....reams..	4	3.20
Paper, flexible, 1".....boxes..	22	.29	Graph, 11"x16½".....sheets..	1,000	.006
Files:			Hectograph, 8½"x11".....reams..	5	.96
Clip board, 9"x12½" and 9"x17".....	70	.23-.28	Index, 25½"x30½".....hundreds..	200	7.40
Work organizer.....	10	1.07	Letterex, 8"x10½", white or yellow boxes..	194	1.30
Filing cases for 3"x5" and 5"x8" cards..	116	.79-.86	Ledger, loose-leaf.....hundreds..	2,700	.49
Finger pads, rubber.....	1,601	.017	Manifold, 8"x10½".....reams..	6	.40
Flashlights, 2-cell.....	3	2.15			
Floor matting.....yards..	2	1.53			
Fly swatters.....	35	.07			

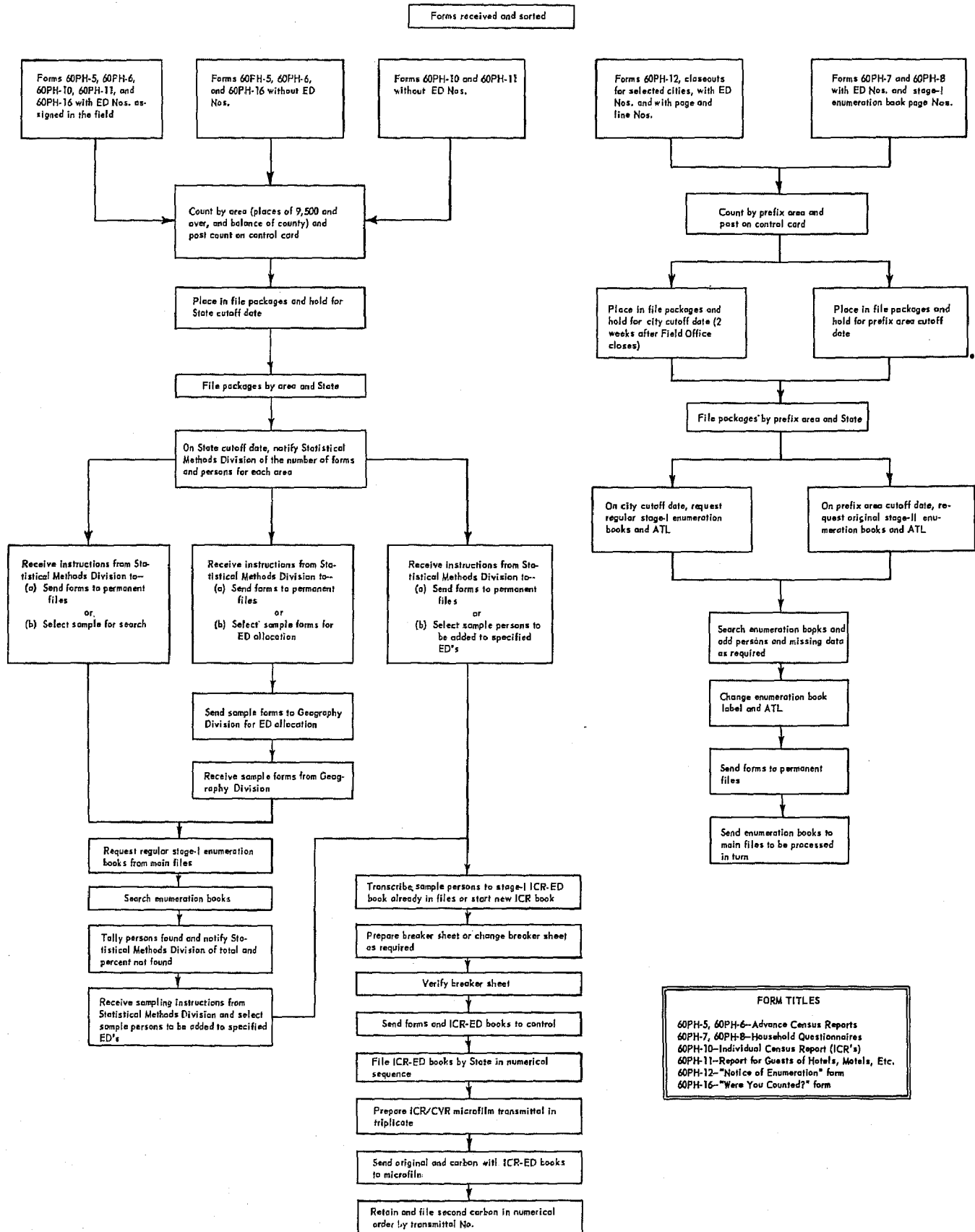
APPENDIX E

List of Supplies and Equipment Used in the Jeffersonville Operations Branch—Continued

Item	Quantity	Unit cost	Item	Quantity	Unit cost
Paper--Continued			Rags, cotton, wiping.....bales..	4	14.01
Memorandum, pads, 3"x5", 5"x8", or 8"x10 $\frac{1}{2}$ ", plain or ruled.....pads..	15,048	.021-.117	Ribbons:		
Mimeograph, 8 $\frac{1}{2}$ "x11".....reams..	20	1.02	Computing machine.....	265	.69
Notebook fillers, ruled, 8 $\frac{1}{2}$ "x11" pkgs..	28	.20	Typewriter.....	412	.65
Plain writing pads, various sizes pads..	612	.114-.17	Rubber bands, assorted sizes....boxes..	385	.19
Photostat, 18"x350".....rolls..	50	18.45	Rubber bands, 11/16"x8 $\frac{1}{2}$ ", for enu-meration books.....lbs..	2,490	.71
Sulfite, 8"x10 $\frac{1}{2}$ ".....reams..	34	.56	Rubber cement.....cans..	12	.28
Thermofax, 8"x10 $\frac{1}{2}$ " to 14"x17" hundreds..	1,299	4.17-10.08	Rulers, wood, brass edge, 12" to 24"....	280	.07-.21
Wrapping, 36".....rolls..	7	5.00	Scissors.....pairs..	153	.80
Xerox.....rolls..	774	6.10	Sponges.....	46	.04
Paperboard, 30"x40".....sheets..	16	.45	Stamps:		
Paper clips, No. 1 or No. 2....boxes..	1,897	.04-.15	Dating.....	120	.24
Paper fastener bases.....	1,200	.01	Rubber, lettered.....	167	.96
Paper fastening machines.....	112	3.85	Staplers:		
Paper weights, glass.....	350	.22	Staples, standard.....boxes..	160	.17
Pens:			Staples, wire spool.....spools..	72	.63
Ball point, black, blue, green, and red.....dozens..	326	.58-.78	Staple removers.....	290	.12
Ball point pen refills.....	48	.148	Stencils, duplicating.....pkgs..	24	1.12
Desk sets.....sets..	60	.60	Stencil duplicating print kits...sets..	14	8.90
Pencils:			Straps, webbing, binder.....gross..	80	1.26
China marking, various colors dozens..	101	.48-.54	Tabs, cloth or plastic $\frac{1}{2}$ " strip, transparent or colored.....boxes..	604	.08-.17
Colored, various colors.....dozens..	678	.18-.79	Tape:		
Lead, No. 1, 2, 2.5, 3, or 4.dozens..	5,306	.10-.48	Adding machine rolls, paper, 2-9/32" or 3".....rolls..	5,300	.11-.14
Mechanical, black.....dozens..	28	1.53	Filament, 3/4".....rolls..	6	.97
Duplimat, reproducing.....dozens..	4	1.44	Gummed, 3".....rolls..	36	.57
Duplimat, nonreproducing.....dozens..	3	.39	Masking, 2".....rolls..	1,600	.64
Correcting, white.....dozens..	2	.72	Measuring, steel, 8-foot.....	1	2.10
FOSDIC.....dozens..	950	.15	Pressure sensitive, 3/4" or 1", clear and various colors....rolls..	7,925	.12-.85
Pencil leads, 4", black or red...pkgs..	68	.03	Tape dispensers:		
Pencil sharpeners.....	125	.87	For pressure sensitive tape, 1" core.....	575	.16
Pencil sharpener clamps.....	62	.21	For gummed tape.....	2	5.90
Pencil sharpener cutters.....sets..	18	.62	For pressure sensitive tape, 36 yd. roll, 3" core.....	96	1.75
Perforators:			Telephone holders.....	16	.65
3-hole, adjustable.....	28	7.12	Thumbtacks, steel.....boxes..	78	.03
2-hole.....	26	1.72	Tools, hand, assorted, with box..sets..	1	13.36
Photographic developer.....cans..	106	.96	Triangle, drafting.....	1	.66
Photographic fixer.....boxes..	96	.55	Typewriter oil.....bottles..	6	.07
Planotype letters.....sheets..	225	4.20	Typewriter shields, erasing...dozens..	2	.68
Plugs, connector.....	77	.35	Wastepaper baskets.....	278	.92
Portfolios, underarm, black.....	6	.50	Wire clips.....	27	.11
Printing sets, rubber.....	24	1.32	Xerox, Copyflo developer, 25 lb. drum..	1	236.25
Pressboard, red, 28"x36".....sheets..	662	.31	Xerox, Copyflo rotary drum.....	2	780.00
Racks, distributor, desk.....	29	4.73	Xerox, Copyflo toner.....cartons..	10	147.00

APPENDIX F

Flow Chart for Processing Supplemental Data-Collection Forms Received Late



FORM TITLES
 60PH-5, 60PH-6--Advance Census Reports
 60PH-7, 60PH-8--Household Questionnaires
 60PH-10--Individual Census Report (ICR's)
 60PH-11--Report for Guests of Hotels, Motels, Etc.
 60PH-12--"Notice of Enumeration" form
 60PH-16--"Were You Counted?" form

(1)—Decennial Operations Division Peak Personnel Strength
(April 1960 to June 1961)

Office and organizational unit	Peak strength	Office and organizational unit	Peak strength
<u>Washington, D.C.</u>		<u>Jeffersonville, Ind.--Con.</u>	
Office of the Chief.....	8 (Apr. 1961)	Diary Review Unit.....	95 (Aug. 1960)
Administrative Management Branch.....	16 (June 1960)	General Coding Unit.....	450 (Aug. 1960)
Special Programs Branch (including SCARF).....	18 (Apr. 1961)	Occupation and Industry Coding Unit.....	496 (Sept. 1960)
Computer Programing Branch.....	146 (Apr. 1961)	<u>Puerto Rico</u>	
Methods, Procedures, and Quality Control Branch.....	31 (Sept. 1961)	Office of the Chief.....	2 (May 1960)
<u>Jeffersonville, Ind.</u>		Receipt and Distribution Section.....	5 (May 1960)
Office of the Chief.....	5 (June 1960)	Administrative Section.....	8 (June 1960)
SCARF Unit.....	192 (Apr. 1960)	Coding Section.....	42 (Aug. 1960)
Receipt Unit.....	122 (May 1960)	Machine Tabulation Section.....	37 (Sept. 1960)
Files and Schedule Distribution Unit.....	71 (May 1960)	Result Work Section.....	13 (Oct. 1960)
Special Projects Unit.....	101 (May 1960)	<u>Chicago, Ill.</u>	
Administrative Section.....	58 (June 1960)	Computer Processing Unit.....	6 (Feb. 1961)
Methods, Procedures, and Quality Control Branch.....	12 (June 1960)	<u>Chapel Hill, N.C.</u>	
Breaker Sheet Verification Unit.....	56 (June 1960)	Computer Processing Unit.....	3 (Feb. 1961)
Microfilming Unit.....	96 (June 1960)	<u>Rome, N.Y.</u>	
Compilation Unit.....	25 (June 1960)	Computer Processing Unit.....	2 (May 1961)
Breaker Sheet Preparation Unit.....	45 (July 1960)		

(2)—Decennial Operations Division Monthly Employment
(Figures for end of month)

Month and year	Total	Washington, D.C.	Jeffersonville, Ind.	Puerto Rico	Chicago, Ill.	Chapel Hill, N.C.	Rome, N.Y.
1958							
July.....	17	17
August.....	28	28
September.....	32	32
October.....	37	37
November.....	38	38
December.....	40	40
1959							
January.....	44	44
February.....	45	45
March.....	44	44
April.....	47	47
May.....	48	48
June.....	53	53
July.....	60	60
August.....	115	66	49
September.....	108	69	39
October.....	109	70	39
November.....	116	75	41
December.....	166	74	92
1960							
January.....	197	74	123
February.....	197	78	119
March.....	203	90	113
April.....	294	98	192	4
May.....	841	106	702	32	...	1	...
June.....	1,298	131	1,090	73	3	1	...
July.....	1,487	151	1,249	82	3	2	...
August.....	1,602	157	1,353	87	3	2	...
September.....	1,310	154	1,075	76	3	2	...
October.....	1,290	156	1,073	56	3	2	...
November.....	1,237	152	1,029	51	3	2	...
December.....	1,191	166	972	46	5	2	...
1961							
January.....	1,232	170	1,012	43	5	2	...
February.....	1,115	180	893	33	6	3	...
March.....	705	195	469	32	6	3	...
April.....	436	196	201	31	6	2	...
May.....	352	187	125	30	6	2	2
June.....	381	191	150	30	6	2	2

APPENDIX H

Key Personnel Who Worked on the Data Processing

OFFICE OF THE DIRECTOR

Richard M. Scammon, Director from May 1961
 Robert W. Burgess, Director to March 1961
 A. Ross Eckler, Deputy Director
 Conrad Taeuber, Assistant Director for Demographic Fields
 Herman P. Miller, Special Assistant
 Morris H. Hansen, Assistant Director for Research and Development
 Joseph F. Daly, Chief Mathematical Statistician
 James L. McPherson, Machine Development Officer
 Charles B. Lawrence, Jr., Assistant Director for Operations from December 1960
 Lowell T. Galt, Assistant Director for Operations to August 1960

DECENNIAL OPERATIONS DIVISION

Morton A. Meyer, Chief from August 1961; Assistant Chief from February 1960; Staff Assistant to the Division Chief, June 1959 to February 1960
 Glen S. Taylor, Chief to June 1961
 Patience Lauriat, Staff Assistant for Special Investigations and Research from May 1960
 John C. Beresford, Staff Assistant for Population (assigned from Population Division) from March 1961
 William E. Grubbs, Staff Assistant for Housing (assigned from Housing Division) from April 1961

Administrative Management Branch

Robert P. Linton, Chief from April 1961; Assistant Chief for Production Scheduling and Progress Reporting to March 1961
 John P. Eberle, Chief to April 1961
 Leo T. Clark, Administrative Officer, Personnel and General Services to February 1961
 Russell R. Clements, Fiscal Officer

Computer Programming Branch

Richard A. Hornseth, Chief from June 1959; Assistant Chief to June 1959
 Morton A. Meyer, Chief to June 1959
 Richard J. Rice, Assistant Chief from June 1959
 Patience Lauriat, Subject-Matter Specialist to May 1960

Programming Section

Denver K. Ingram, Chief Programmer, Housing Census
 Bernadette H. Marlow, Assistant Chief Programmer, Housing Census
 Betty Mitchell, Chief Programmer, Publication Tables (assigned from Electronic Systems Division)
 Willard P. Hess, Assistant Chief Programmer, Publication Tables
 Catherine M. Neafsey, Chief Programmer, Population Census Sample Programs
 Leo Solomon, Assistant Chief Programmer, Population Census Sample Programs
 George E. Turner, Chief Programmer, Survey of Components of Change and Residential Finance
 Morton Sower, Assistant Chief Programmer, Survey of Components of Change and Residential Finance
 Alfonso F. Episcopo, Senior Programmer
 Irene Jones, Senior Programmer
 Anthony B. Woodell, Senior Programmer
 Quentin Ludgin, Senior Programmer
 Margaret P. Brooks, Senior Programmer

Processing Control and Reconciliation Section

Sheldon A. Rubin, Chief from June 1960
 Wayne Youtz, Chief to June 1960

Processing Control and Reconciliation Section--Con.

William R. Buettner, Assistant Chief
 Winston T. Mann, Special Assistant for Production
 Richard H. Farmer, Chief, Routing, Records and Control
 Harold Ringel, Assistant Chief, Routing, Records and Control
 Edward J. James, Chief, Diary Review
 William J. Wade, Assistant Chief, Diary Review
 William Taylor, Acting Chief, Washington Computer Processing
 John J. Wodek, Chief, Chicago Computer Processing
 James R. Pepal, Chief, Chapel Hill Computer Processing

Methods, Procedures, and Quality Control Branch

Morton Boisen, Chief to March 1960

Statistical Procedures Section

Morris Gorinson, Chief
 Florence F. Wright, Assistant Chief, Census Coding and Editing Procedures
 Mary P. Ivins, Census Coding and Editing Procedures to April 1960
 Paul L. Roney, Assistant Chief, Supplemental Census Processing Procedures to July 1960
 Edward J. James, Supplemental Census Processing Procedures to June 1959
 Noah Sherman, Machine Tabulation Procedures, Survey of Components of Change and Residential Finance
 Rafael A. Nieves, Puerto Rico Processing Procedures and Organization to April 1960

Methods Section

Masey Volk, Chief
 Ernest Greenwald, Assistant Chief, Methods Research Analysis
 Henry N. Betzer, Methods Research Analysis
 John G. Whittaker, FOSDIC Programming
 John E. Hean, Microfilm Control
 Orville M. Slye, Coordinator for Survey of Components of Change and Residential Finance from June 1960
 Sheldon A. Rubin, Coordinator for Survey of Components of Change and Residential Finance to June 1960

Quality Control Section

Herman Fasteau, Acting Chief (assigned from Statistical Methods Division)
 George Minton, Acting Assistant Chief (assigned from Statistical Methods Division)
 John Powell, Mathematical Statistician
 Maxwell Jeans, Mathematical Statistician

Special Programs Branch

Jervis Braunstein, Chief from August 1960

Puerto Rico Decennial Operations Office
(opened April 1960)

Rafael A. Nieves, Chief
 Noah Sherman, Machine Tabulation Project Planner
 Philip Cook, Chief, Tabulation Section
 Diogenes Serrano, Chief, Coding Operations and Editing
 Yolanda Smith, Chief, Final Results and Reconciliation, from August 1960; Technical Assistant, Editing and Coding Operations, to August 1960
 Jorge Dario Ortiz, Chief, Industry and Occupation Editing and Coding Operations
 Sarah Hayman, Administrative Officer from December 1960
 Ismael Velez, Administrative Officer to December 1960

APPENDIX H

Key Personnel Who Worked on the Data Processing—Continued

Jeffersonville Decennial Operations Branch

E. Richard Bourdon, Chief
Bernard M. Kinney, Assistant Chief

Administrative Section

Jordan E. Horne, Administrative Officer

Personnel and General Services Unit

Lee G. Cary, Chief
Harold B. Garwood, Assistant Chief

Progress Reports and Analysis Unit

Maurice E. Schweinhart, Chief
James R. Lott, Assistant Chief

Production Records Unit

William H. Miller, Chief

Methods, Procedures, and Quality Control Section

Philip Garelick, Chief
Ruth H. Mills, Assistant Chief (assigned from Statistical Methods Division)

Receipt and Distribution Section

C. W. Kemp, Chief

Receipt Unit

Francis D. Carr, Jr., Acting Chief

Files and Schedules Distribution Unit

George D. Baker, Chief
Doris F. Perkins, Assistant Chief to June 1960
Patricia Kane, Assistant Chief from June 1960

Breaker Sheet Preparation Unit

Vernon J. Hill, Chief to September 1960
Melva Smith, Chief from September 1960
Mary Lee Richert, Assistant Chief

Microfilming Section

Herschel B. Windell, Chief

Microfilming Unit

Florence Sciple, Chief, Day Shift
Richard A. Smith, Chief, Night Shift
Clara Sargent, Assistant Chief, Day Shift, to October 1960
Robert L. Byerley, Assistant Chief, Day Shift, from October 1960
Esther Blake, Assistant Chief, Night Shift

Breaker Sheet Verification Unit

Theresa M. Horne, Chief
Melva Smith, Assistant Chief to September 1960

Coding and Editing SectionGeneral Coding Unit

Ruby Huffman, Chief
Frances Schaffstein, Supervisory Operations Assistant to October 1960
Elizabeth Larmon, Principal Professional Assistant (assigned from Population Division)

Industry and Occupation Coding Unit

Gladys M. L. Dodd, Chief (assigned from Population Division)
Helen M. Baker, Statistical Assistant
Hettie Owens, Principal Professional Assistant (assigned from Population Division)

Result Work Section

Mary Ivins, Chief

Special Projects Unit

Lillian M. Davidson, Chief

Diary Review Unit

Marie D. Kimmel, Chief

Compilation Unit

Gertrude Stark, Acting Chief

SCARF Unit

Frances Schaffstein, Chief to May 1960
Lillian Davidson, Acting Chief from May 1960

Block Statistics Unit

Virginia Powell, Chief

ELECTRONIC SYSTEMS DIVISION¹

Robert F. Drury, Chief

Engineering Branch

Edgar D. Morgan, Chief
McRae Anderson, Electronic Engineer
Ralph E. Mullendore, Electronic Engineer
William M. Gaines, Chief Technician

Operations Branch

Rudolph M. Micol, Chief
James W. Shores, Operations Supervisor

Programming Branch

Dorothy P. Armstrong, Chief
C. Hing Lee, Supervisory Programmer
Betty S. Mitchell, Supervisory Programmer
Wayne E. Youtz, Supervisory Programmer

Training Branch

W. Jack Stormer, Chief

FIELD DIVISION

Jefferson D. McPike, Chief from July 1960; Assistant Chief (Administration) to July 1960
Robert B. Volght, Chief to July 1960
Ivan G. Munro, Assistant Chief (Programs)
Walter A. Freeman, Survey Statistician (General)
Genevieve D. Welsh, Training Instructor
Paul R. Squires, Assistant Chief (Administration) from July 1960
Hugh S. Duffey, Special Assistant to July 1960
Robert L. Rountree, General Supply Officer

¹In September 1961 the Electronic Systems Division and the Machine Tabulation Division were combined to form the Data Processing Systems Division.

APPENDIX H

Key Personnel Who Worked on the Data Processing—Continued

Administrative Office

Robert W. Schaller, Administrative Officer

Field Inspection Branch

Milton D. Swenson, Chief

Methods Research BranchJack Silver, Chief
Dean Weber, StatisticianGEOGRAPHY DIVISIONWilliam T. Fay, Chief
Robert L. Hagan, Assistant Chief (Operations)—Jeffersonville
Robert C. Klove, Assistant Chief (Research and Development)
Thomas C. Kerlin, Geographer (unincorporated place definition)Administrative Office Branch—Jeffersonville

Walter Upton, Administrative Officer

Map Service Section

James Sabatino, Supervisor to June 1960

Cartographic Methods BranchAlford Archer, Chief
Paul Strickler, Geographer (urbanized area mapping) to April 1961
George W. Morris, Cartographer (mapping and graphic presentation techniques)Census Tract Branch

Toshi Toki, Chief

Operations Branch—Jeffersonville

Edward E. Latimer, Chief

Enumeration Map SectionRuby I. Brinkley, Chief
Mary McKeown, SupervisorOperations Branch

Bernard E. Schmuckie, Chief

Statistical Areas BranchVincent M. Throop, Chief
Marvin Gordon, Geographer (urbanized area definition) to May 1961HOUSING DIVISIONWayne F. Daugherty, Chief
Daniel B. Rathbun, Assistant Chief from February 1961
Frank Kristof, Assistant Chief to December 1960
Beulah Washabaugh, Special Assistant from November 1960Coordination and Research BranchMilton D. Lieberman, Chief
Nathan Krevor, Assistant Chief
Matthew J. Rose, Statistician
William E. Grubbs, Statistician
Charles H. Hedetniemi, Statistician
Norman W. McCuen, Statistician
Samuel W. Miller, Statistician
Leonard J. Worry, Statistician
Jay L. Zebocker, StatisticianFacilities and Equipment BranchAlexander C. Findlay, Chief
Mary E. Barstow, StatisticianFinancial Statistics BranchHerbert Shapiro, Acting Chief from July 1960; Assistant Chief to July 1960
John Suiter, Chief to January 1961
Betty E. Kent, Statistician
Abraham Goldblatt, StatisticianOccupancy and Utilization Statistics BranchAaron Josowitz, Acting Chief from November 1960; Assistant Chief to November 1960
Beulah Washabaugh, Chief to November 1960
Elmo E. Beach, Statistician
Martin W. Gilbert, StatisticianStructural Statistics BranchJ. Hugh Rose, Chief
Meyer Zitter, Assistant Chief
Aneda France, Statistician
Hazel H. Moore, StatisticianMACHINE TABULATION DIVISION¹Carlyle F. Van Aken, Chief
Anthony A. Berlinsky, Assistant Chief for Development
Henry A. Bloom, Assistant Chief for Operations
Joseph F. Pewterbaugh, Coordinator, Decennial OperationsTechniques and Procedures BranchDon L. Coffey, Chief
Howard T. Jenkins, Project Planner (Population and Housing Censuses) to March 1961
Charles McColloch, Project Planner (Survey of Residential Financing)
Edward F. Walker, Project Planner (Survey of Residential Financing)
Mary D. Brady, Project Planner (Survey of Residential Financing)
Vincent H. Greer, Chief, Survey of Residential Financing Operations
Emil Gorgovits, Project Planner (Outlying Areas)
Evelyn G. Jett, Project Planner (Puerto Rico)
John A. Beall, Jr., Project Planner (Puerto Rico)
Marian R. Eugene, Project Planner (Puerto Rico)Current Programs BranchDorothy L. Brown, Chief
Joseph M. Wiesinger, Production Supervisor of Decennial Operations
Charlotte J. Messinese, Production Supervisor (Puerto Rico)
Emma Gass, Production Manager, Decennial Censuses
Clara Sargent, Chief, Jeffersonville Processing OperationsMachine Development LaboratoriesGordon Pearson, Chief, Mechanical Laboratory
Harold Holderness, Assistant Chief, Mechanical Laboratory
Lynn Huffman, Chief, Electrical Laboratory
Martin Brennan, Assistant Chief, Electrical Laboratory
Robert Varson, Chief of Technical Development
Robert Key, Chief Electrical Engineer
Lester Wilkerson, Chief of Production¹In September 1961 the Electronic Systems Division and the Machine Tabulation Division were combined to form the Data Processing Systems Division

APPENDIX H

Key Personnel Who Worked on the Data Processing—Continued

POPULATION DIVISION

Howard G. Brunsman, Chief
 Henry S. Shryock, Jr., Assistant Chief
 David L. Kaplan, Decennial Census Planner
 Dorothy S. Hayden, Assistant Decennial Census Planner
 Sigmund Schor, Systems Coordinator
 James W. Henson, Acting Administrative Officer to April 1961
 Lee G. Cary, Administrative Officer from April 1961
 Mildred M. Russell, Publications Specialist
 Leah S. Anderson, Publications Specialist
 Louise L. Douglas, Publications Specialist

Outlying Areas Branch

Edward P. Swan, Chief
 Laura L. Heriot, Specialist for Island Territories
 Angel M. Landron, Specialist for Puerto Rico from July 1960
 Carmina Fernandez Young (consultation on data-processing plans) to April 1960

Social Statistics Branch

Paul C. Glick, Chief
 John C. Beresford, Household and Family Statistics
 Theodore G. Clemens, Statistician
 Wilson H. Grabill, Fertility Statistics
 David M. Heer, Marriage and Institutional Population Statistics
 Elizabeth Larmon, Decennial Operations Liaison from June 1960
 Charles B. Nam, Education Statistics
 Robert Parke, Jr., Fertility Statistics
 Edward G. Stockwell, Statistician from June 1960

Demographic Statistics Branch

Henry D. Sheldon, Chief
 Charles P. Brinkman, Population Distribution
 Tobia Bressler, Population Characteristics and Composition
 Denis F. Johnston, Population Characteristics and Composition
 Gordon F. Sutton, Place of Work Statistics
 Melvin Zelnick, Migration Statistics

Population Estimates and Projections Branch

Jacob S. Siegel, Chief
 Donald S. Akers, Statistician
 Donald E. Starsinic, Statistician

Consumer Income and Expenditure Branch

Selma F. Goldsmith, Chief
 William Seltzer, Survey Statistician
 Arno I. Winard, Survey Statistician

Economic Statistics Branch

Stuart H. Garfinkle, Chief

Labor Force Statistics Unit

Stanley Greene, Chief Labor Force Statistics Specialist
 Arthur Podolsky, Labor Force Statistics
 Thomas C. Walsh, Labor Force Statistics from August 1960

Occupation and Industry Statistics Unit

William J. Milligan, Chief
 Harold S. Liebling, Occupation Statistics
 S. Flory Diehl, Industry Statistics from August 1960
 Miles A. Abelson, Industry Statistics
 Gladys M. Dodd, Occupation and Industry Classification
 Stella Dondero, Occupation and Industry Classification
 Hettie E. Owens, Occupation Classification
 Minetta E. Miller, Occupation Classification
 Mildred G. Swarthout, Industry Classification
 Laura S. Biggs, Industry Classification

Response Error Studies Branch

Marie Wann, Chief
 Barbara Powell, Response Variance
 Charlie Jo Jackson, Response Variance
 Muriel Feshbach, Coverage Improvement
 Shirley Fairley, Coverage Improvement
 Kathryn Mullaney, Record Checks
 Eugene Tucker, Record Checks

Sample Design Branch

Robert Finch, Survey of Components of Change and Residential Finance
 Elaine Davidson, Survey of Components of Change and Residential Finance
 Arnold Sirota, Survey of Components of Change and Residential Finance
 Garrie Losee, Program of Data for Local Housing Authorities
 Irving Sivin, Field Quality Control, and Program of Data for Local Housing Authorities
 Warren Mitofsky, Ratio Estimation and Variances

Quality Control Branch

Herman Pasteau, Chief
 George Minton, Mathematical Statistician

Procedures and Operations Branch

M. Janet Jaraçz, Procedures
 Helen Eckenfelder, Sampling Systems
 William Enright, Response Check Procedures
 Ruth Cargould, Special Enumeration Areas

Jeffersonville Statistical Methods Branch

Barbara Boyes, Acting Chief
 Kathern Clay, Bias Study
 Ruth Mills, Evaluation Programs
 Ronald Kelsey, Special Forms Sampling

STATISTICAL RESEARCH DIVISION

William N. Hurwitz, Chief
 Max A. Bershad, Assistant Chief

Response Research Branch

Leon Pritzker, Chief
 Elizabeth G. Flach, Research Psychologist

Sampling Branch

Margaret Gurney, Mathematical Statistician
 Blanche Sirken, Mathematical Statistician

Operations Research Branch

Leon Gilford, Chief to July 1960
 Harry Rosenblatt, Chief from July 1960
 William H. Cook, Mathematical Statistician
 J. Jack Ingram, Mathematical Statistician

STATISTICAL METHODS DIVISION

Joseph Steinberg, Chief
 Robert Hanson, Assistant Chief
 Helen Hall, Administrative Officer
 Donald Ball, Senior Programmer

Survey Design Branch

Walter Perkins, Chief
 Peter Hurley, Coverage Evaluation
 Jack Kleinot, Coverage Evaluation
 Basil Korin, Coverage Evaluation
 Milton Coven, Coverage Evaluation
 Margaret Ross, Coverage Evaluation
 Edward Maslansky, Reverse Record Checks

APPENDIX J. FACSIMILES OF SELECTED DATA-PROCESSING FORMS

(1) ED Control Register

STATE CODE		STATE		FORM 80-11-212 (4-23-59)		U. S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS				PAGE NO.		DISTRICT OFFICE NO.	
35		WISCONSIN		<input type="checkbox"/> 100%		E. D. CONTROL REGISTER				001			
COUNTY CODE		COUNTY OR PARISH		<input type="checkbox"/> SAMPLE		18TH DECENNIAL CENSUS - 1960							
021		FOREST											
LINE NO	AREA NAME (COL. 1)	FOOT-NOTE (COL. 2)	TYPE (COL. 3)	E.D. NO			1950 POPULATION COUNT * (COL. 8)	1960 POPULATION COUNT (COL. 9)	PLACE POPULATION COUNT (COL. 10)	MCD POPULATION COUNT (COL. 11)	1960 HOUSING COUNT (COL. 12)	1960 POPULATION SAMPLE (COL. 13)	1960 HOUSING SAMPLE (COL. 14)
				PRE-FIX (COL. 4)	BASIC (COL. 5)	SUF-FIX (COL. 6)							
01	ALVIN TOWN (MCD-Not a place)		1	21	1	N	323	314			104	78	26
02	ARGONNE TOWN (MCD-Not a place)		1	21	1	R	613	760			251	190	62
03	ARMSTRONG CREEK TOWN (MCD-Not a place)		1	21	2	S	624	599			188	149	47
04	BLACKWELL TOWN (MCD-Not a place)		1	21	4	P	122	300			47	75	24
05	CASHWELL TOWN (MCD-Not a place)		1	21	2	R	133	157			49	39	12
06	CRANDON CITY (INCORPORATED place)		1	21	7		950	877			305	221	76
07			1	21	8		950	1145			367	286	91
08	CRANDON TOWN (MCD-Not a place)		1	21	6	S	470	379			117	94	29
09	FREEDOM TOWN (MCD-Not a place)		1	21	6	N	204	256			81	64	20
10	HILES TOWN (MCD-Not a place)		1	21	1	P	286	314			91	76	22
11	LAONA TOWN (MCD-Not a place)												
12	LAONA (UNINC) (UNINCORPORATED place)		1	21	3		1100	1097			359	274	89
13	REM OF TOWN (REMAINDER OF MCD)		1	21	4	N	700	815			261	204	65
14	LINCOLN TOWN (MCD-Not a place)		1	21	6	R	396	477			132	103	33
15	NASHVILLE TOWN (MCD-Not a place)		1	21	6	P	576	603			196	125	49
16	POPPLE RIVER TOWN (MCD-Not a place)		1	21	2	N	77	94			41	23	10
17	ROSS TOWN (MCD-Not a place)		1	21	2	P	287	323			100	80	25
18	WABENO TOWN (MCD-Not a place)												
19	WABENO (UNINC) (UNINCORPORATED place)		1	21	5		1000	1111			348	277	87
20	REM OF TOWN (REMAINDER OF MCD)		1	21	4	R	600	584			158	147	39
21	* NO NOTES FOR PREFIX NUMBER 021												
22													
23	* All area names followed by "CITY" or "VILLAGE" are												
24	incorporated places, but they will not be indexed.												
25													
26													
27													
28													

* POPULATION COUNTS ENDING IN 50 OR 00 ARE ESTIMATES.

APPENDIX J. FACSIMILES OF SELECTED DATA-PROCESSING FORMS

(2) Breaker Sheet

100% BREAKER SHEET--60PH 1-2
(U.S. and N.Y. only.)

U.S. Department of Commerce - Bureau of the Census
1960 Census of Population and Housing

<p>1</p> <p>STATE</p> <p>CODE</p>	<p>2</p> <p>E. D. NUMBER</p> <p>REGULAR ED O CREWS OF VESSELS REPORT ED O INDIVIDUAL CENSUS REPORT ED O</p>	<p>3</p> <p>NO OF BOOKS</p> <p>REMICROFILMED O</p>	<p>4</p> <p>NO OF PAGES</p>	<p>5</p> <p>POPULATION COUNT</p>	<p>6</p> <p>HOUSING COUNT</p>	<p>7</p> <p>HTU</p>	<p>8</p> <p>NO OF BOOKS</p>	<p>9</p> <p>WORK UNIT</p>	<p>HTU</p>
<p>Make no mark in this margin</p>									

APPENDIX J. FACSIMILES OF SELECTED DATA-PROCESSING FORMS

(3) Advance Transmittal Listing

State	County code	County or parish	District Office check (Col. 1)	Number of books (Col. 2)	Schedule Type (Col. 3)	E. D. Number		Jeffersonville check (Col. 5)	100% count			Sample count			Authorized piece rates			Jeffersonville use (Col. 14)	Remarks (Col. 15)
						Prefix (Col. 4)	Basic (Col. 4)		1950 population count (Col. 6)	1960 population count (Col. 7)	1960 housing count (Col. 8)	1960 population sample (Col. 9)	1960 housing sample (Col. 10)	Place rate only (Col. 11)	Place rate plus driving (Col. 12)	Hourly rate (Col. 13)			
01																			
02																			
03																			
04																			
05																			
06																			
07																			
08																			
09																			
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* Population counts ending in 50 or 00 are estimates.

APPENDIX J. FACSIMILES OF SELECTED DATA-PROCESSING FORMS

(4) ATL Routing Record

FORM 60-07-44
(4-2-60)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

ATL ROUTING RECORD
STAGE I -- 100%
1960 CENSUS OF POPULATION AND HOUSING

1. STATE	2. PREFIX AREA
3. NUMBER OF ED'S	4. NUMBER OF BOOKS
5. EMPLOYEE(S) NAME(S)	
6. COMPLETED (DATE)	
IV. MICROFILM - 100%	

1. STATE	2. PREFIX AREA
3. NUMBER OF ED'S	4. NUMBER OF BOOKS
5. EMPLOYEE(S) NAME(S)	
6. COMPLETED (DATE)	
III. BREAKER SHEET VERIFICATION - 100%	

1. STATE	2. PREFIX AREA
3. NUMBER OF ED'S	4. NUMBER OF BOOKS
5. EMPLOYEE(S) NAME(S)	
6. COMPLETED (DATE)	
II. BREAKER SHEET PREPARATION - 100%	

1. STATE	2. PREFIX AREA
3. NUMBER OF ED'S	4. NUMBER OF BOOKS
5. EMPLOYEE(S) NAME(S)	
6. COMPLETED (DATE)	
I. CHECK-IN - 100%	

USCOMM-DC 14764

APPENDIX J. FACSIMILES OF SELECTED DATA-PROCESSING FORMS
(5) Operation Work Schedule

FORM 60-07-53 (4-1-60)				U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS				A. OPERATION	
OPERATION WORK SCHEDULE 1960 CENSUS OF POPULATION AND HOUSING								B. UNIT OF MEASURE	
WEEK ENDING (1)	UNITS		WEEK ENDING (1)	UNITS		CUMULATIVE (3)	CUMULATIVE (3)	THIS WEEK (2)	THIS WEEK (2)
	THIS WEEK (2)	CUMULATIVE (3)		THIS WEEK (2)	CUMULATIVE (3)				
ESTIMATED TOTAL PROGRAM									
(4)									
EXPECTED AVERAGE PRODUCTION PER MAN-DAY									
TOTAL UNITS									
TOTAL MEASURED MAN-WEEKS									
TOTAL NON-MEASURED MAN-WEEKS									
TOTAL COST									
MAN-WEEK COST RATE									

(6) Weekly Report of Work Processed, by Operation; Table 1

FORM 10 60-07-23 (4-7-60)										U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS				WEEK ENDING					
WEEKLY REPORT OF WORK PROCESSED BY OPERATION TABLE 1										1960 CENSUS OF POPULATION AND HOUSING									
OPERATION (1)	UNIT OF MEASURE (2)	ESTIMATED TOTAL WORKLOAD IN UNITS (3)	UNITS PROCESSED				TO DATE												
			THIS WEEK		ACTUAL		ACTUAL		ACTUAL										
			SCHEDULED (4)	NUMBER (5)	PERCENT OF SCHEDULE (6)	SCHEDULED (7)	NUMBER (8)	PERCENT OF SCHEDULE (9)	NUMBER (8)	PERCENT OF TOTAL UNITS (10)									
(10)														(10)					

APPENDIX J. FACSIMILES OF SELECTED DATA-PROCESSING FORMS
(9) Operation Input and Production, by Week; Table 4

FORM 11 60-07-45
(4-8-60)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

A. OPERATION

B. UNIT OF MEASURE

OPERATION INPUT AND PRODUCTION BY WEEK
TABLE 4
1960 CENSUS OF POPULATION AND HOUSING

WEEK ENDING (1)	INPUT				CUMULATIVE				EXPECTED PRODUCTION PER MAN-DAY (11)	THIS WEEK			CUMULATIVE			% OF TOTAL PROGRAM (16)
	THIS WEEK		MAN-WEEKS		COST IN DOLLARS		% OF TOTAL PROGRAM			UNITS	UNITS PER MAN-DAY	UNITS	UNITS PER MAN-DAY	% OF TOTAL PROGRAM		
	MAN-WEEKS MEASURED	NON-MEASURED	MEASURED	NON-MEASURED	MEASURED	NON-MEASURED	MEASURED	NON-MEASURED								
(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(12)	(13)	(14)	(15)	(16)			

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

1/ Production per man-day - include measured man-days only.

(10) Cumulative Report of Production, Man-Weeks, and Cost, by Operation; Table 5

FORM 12 60-07-24
(4-8-60)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

CUMULATIVE REPORT OF PRODUCTION, MAN-WEEKS, AND COST, BY OPERATION
TABLE 5
1960 CENSUS OF POPULATION AND HOUSING

OPERATION (1)	UNIT OF MEASURE (2)	ESTIMATED TOTAL PROGRAM				ACTUAL TO DATE				PERCENT OF TOTAL PROGRAM			
		MAN-WEEKS		UNITS	COST IN DOLLARS	MAN-WEEKS		UNITS	COST IN DOLLARS	MAN-WEEKS		UNITS	COST
		MEASURED	NON-MEASURED			MEASURED	NON-MEASURED			MEASURED	NON-MEASURED		
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)		

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

1/ Includes leave and supervision.

APPENDIX J. FACSIMILES OF SELECTED DATA-PROCESSING FORMS
(13) Pench Card for Industry and Occupation Coding

BX A 29151 - G

FORM 80-07-81A 3/18/60 1960 CENSUS OF POPULATION AND HOUSING INDUSTRY AND OCCUPATION CODING - FIRST PENCHER	U. S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS	1. STATE _____ 2. E. D. _____	DATE _____																																				
3. TOTAL PERSONS _____	COMPANY NAME _____ _____ _____ INDUSTRY _____ _____ OCCUPATION _____ _____ CLASS OF WORKER P <input type="checkbox"/> G <input type="checkbox"/> O <input type="checkbox"/> WP <input type="checkbox"/>																																						
4. PAGE NUMBER _____																																							
5. NAME OF PERSON (LAST, INITIALS) _____																																							
6. RELATIONSHIP _____																																							
7. FIRST PENCHER'S EMPLOYEE NUMBER _____																																							
8. SECOND PENCHER'S EMPLOYEE NUMBER _____																																							
9. CODER'S EMPLOYEE NUMBER _____																																							
10. MATCHER'S EMPLOYEE NUMBER _____																																							
A. _____																																							
B. _____																																							
11. CHECK (✓) MANILA VS. YELLOW SAME <input type="checkbox"/> DIFFERENT <input type="checkbox"/>	DIFFERENCES P1 ENTRIES <table border="1" style="width: 100%; text-align: center;"> <tr><th>I</th><th>O</th><th>CW</th></tr> <tr><td> </td><td> </td><td> </td></tr> </table> P2 ENTRIES <table border="1" style="width: 100%; text-align: center;"> <tr><th>I</th><th>O</th><th>CW</th></tr> <tr><td> </td><td> </td><td> </td></tr> </table> C ENTRIES <table border="1" style="width: 100%; text-align: center;"> <tr><th>I</th><th>O</th><th>CW</th></tr> <tr><td> </td><td> </td><td> </td></tr> </table>			I	O	CW				I	O	CW				I	O	CW																					
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APPENDIX J. FACSIMILES OF SELECTED DATA-PROCESSING FORMS
(14) Microfilm Transmittal

FORM 60-07-93
(4-1-60)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

**MICROFILM TRANSMITTAL
STAGE II -- SAMPLE**

1960 CENSUS OF POPULATION AND HOUSING

STATE (1)	WORK UNIT NUMBER (2)	PREFIX NUMBER(S) (3)	STATE (1)	WORK UNIT NUMBER (2)	PREFIX NUMBER(S) (3)
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DATE

(15) Microfilm Work Unit Control Register

FORM 60-07-72
(8-17-60)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

**MICROFILM WORK UNIT CONTROL REGISTER
1960 CENSUS OF POPULATION AND HOUSING**

LINE NO.	WORK UNIT NO.(S)	PREFIX AREA NO.(S)	DATE	FIRST TRANS. MATERIAL RECEIVED (c)	RECEIVED CONTRAST INDEX (d)	DENSITY INDEX (e)	ATL RECEIVED (f)	TO FOSDIC (g)	FROM FOSDIC (h)	TO QUALITY CONTROL (i)	FROM QUALITY CONTROL (j)	DATE	TO REVIEW (k)	FROM DIARY REVIEW (l)	REMICRO-FILM REQUESTED (m)	RE FOSDIC REQUESTED (n)	REMARKS (o)	SHEET NO.	LAST SHEET	
																			YES <input type="checkbox"/>	NO <input type="checkbox"/>

(16) Film Issue Request/Transmittal

FORM 60-07-74
(3-11-60)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

**FILM ISSUE REQUEST/TRANSMITTAL
1960 CENSUS OF POPULATION AND HOUSING**

TO: FOSDIC DIARY REVIEW FILM CONTROL UNIT* FILM CONTROL UNIT DIARY REVIEW*

FROM: STAGE I STAGE II

DATE

TIME

A. ISSUED

B. RETURNED

C. * RE-REQUESTED

LINE NO.	STATE (1)	WORK UNIT NUMBER (2)	FOSDIC MACH. NUMBER (3)	DATE COMPLETE (4)	REMARKS (7)
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APPENDIX J. FACSIMILES OF SELECTED DATA-PROCESSING FORMS

(17) Reject Report—Microfilm, FOSDIC, and Computer

Methods Section
Decennial Operations Division

REJECT REPORT

Microfilm, FOSDIC, and Computer

Week ending _____

	This week		Total	
	Num-ber	Per-cent	Num-ber	Per-cent
Film received (W.U.)				
Density rejects (W.U.)				
Net film available to FOSDIC (W.U.)				
Film released to FOSDIC (W.U.)				
FOSDIC rejects (W.U.)				
Net available to computer (W.U.)				
No. reels magnetic tape released				
No. reels rejected by computer				

(18) Monthly Work Progress Report

FORM 7-1
(4-13-60)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

MONTHLY WORK PROGRESS REPORT

PROJECT DESCRIPTION (a)	ACTIVITY CATEGORY (b)	ORGANIZATION UNIT RESPONSIBLE (c)	WORK SCHEDULE		MAN-DAYS USED THIS MONTH (f)	PROJECT STATUS (g)	REMARKS (h)
			START	COMPLETE			
			(d)	(e)			
			ACTIVITY CATEGORY CODE P - PREVIOUSLY SCHEDULED N - NEW PROJECT THIS MONTH U - UNSCHEDULED - USUALLY COMPLETED DURING THE REPORT MONTH		PROJECT STATUS CODE A - ON SCHEDULE B - AHEAD OF SCHEDULE C - BEHIND SCHEDULE D - COMPLETE THIS MONTH		BRANCH
							DATE (Month, Day, Year)

APPENDIX K

Glossary of Technical Terms

- Advance Census Report Form.**--A questionnaire distributed to all households prior to the census on which the respondents were requested to record population and housing information asked of all persons and households (100-percent questions) to give to the enumerator for recording on a FOSDIC-readable schedule.
- Advance Transmittal List.**--A form prepared for each prefix area by the census field offices, listing for each ED the field counts of population and housing units and the pages used in the completed enumeration books which were being shipped to the Jeffersonville Processing Office.
- Blank.**--A missing entry resulting from failure of an enumerator to enter a required answer to a question on the schedule or a missing entry resulting from a FOSDIC-computer system failure.
- Block Cities.**--Cities for which housing statistics were collected, tabulated, and published by blocks; in 1960, all cities which had at least 50,000 inhabitants in 1950 or in a subsequent special census, plus certain smaller places which contracted for block statistics.
- Block Statistics.**--Housing statistics published for city blocks.
- Breaker Sheet.**--A form inserted as the first page in each enumeration book, to separate and identify each enumeration district, and providing geographic and tabulation control information. All entries were made by marking circles which could be read by FOSDIC.
- Census County Division.**--Special, relatively permanent, statistical areas developed for 17 States for the 1960 censuses; correspond to minor civil divisions in the other States.
- Census Tracts.**--Areas of relatively homogeneous population in large cities and, in some cases, their adjacent areas; usually include between 3,000 and 6,000 population.
- Central City.**--The largest city in a standard metropolitan statistical area or urbanized area, as well as other cities in these areas with a minimum population of 25,000 or more which were at least one-third as large as the principal central city.
- Coding.**--Converting written entries on the schedules to numerical codes; in 1960 census processing, converting written entries to a marking of numbered circles which could be read by FOSDIC.
- General Coding.**--Converting written entries for "general" population items on the schedules (i.e., all items to be coded except those on occupation, industry, and class of worker) to a marking of numbered circles which could be read by FOSDIC.
- Industry and Occupation Coding.**--Converting written entries for class of worker, occupation, and industry items on the schedule to a marking of numbered circles which could be read by FOSDIC.
- Migration Coding.**--For the 1960 censuses, entering a code for the place where a person lived five years previous to the census and for his place of work so that tabulations showing the movements of the population could be made.
- Transcoding.**--Looking at entries on one schedule and entering the codes on another schedule, and in the same operation transcribing some entries which had been coded on the first schedule.
- Dependent Verification.**--Reviewing the work done by a coder, and making corrections where necessary. (See Independent Verification.)
- Diary.**--A record produced by the computer showing significant edits, allocations, and relationships for selected data tabulated by the computer for any designated ED or group of ED's.
- Diary Review.**--The professional and clerical review of computer diaries to determine the acceptability of the tabulated data and the corrective action to be taken.
- Enumeration District (ED).**--One of the approximately 239,000 land areas into which the country was divided for enumeration purposes; each had clearly defined boundaries, was identified by an individual number, and was enumerated separately.
- ED Control Register.**--A form used by field offices to control and record the results of the enumeration; used also in the preparation of preliminary population announcements for county totals and for cities of 10,000 and over.
- Exposure.**--A camera shot, the picture taken by the microfilm camera by one click of the shutter (with double-page photography, two frames normally resulted from each exposure).
- Field Counts.**--Counts of population and housing units enumerated in each ED, made in the field offices and recorded on the enumeration book labels and on the Advance Transmittal Listings.
- FOSDIC.**--Film Optical Sensing Device for Input to Computers, a machine which read microfilmed schedules and converted the information on them to magnetic impressions on computer tape.
- Frame.**--A microfilm of one schedule page (with double-page photography, two frames normally resulted from each exposure).
- Group Quarters.**--Living arrangements, shared by five or more unrelated persons, that could not be separated into individual housing units; usually institutions, hospitals, barracks, missions, and boardinghouses.
- Head of a Household.**--A person designated in each household who was regarded as the head by members of the household, usually the male member of a married couple.
- High-Speed Printer.**--A machine which prints data from magnetic tapes at the rate of 600 lines of 120 characters each per minute, and which produced publication copy for the 1960 census reports at the rate of 400 lines per minute.
- Household.**--The person or group of persons who occupied a housing unit, including the related family members as well as unrelated persons such as lodgers, boarders, and resident employees.
- Household Questionnaire.**--A booklet, left by the stage-I enumerator at every fourth household, containing the sample questions on population and housing, to be filled for each household member.
- Housing Unit.**--Separate living quarters, such as a house, an apartment, or a room or group of rooms, having either direct access or exclusive cooking equipment, but usually having both.
- Independent Verification.**--Having coding done independently by two or more persons and comparing the results. (See Dependent Verification.)
- Index Marks.**--Black squares on the FOSDIC schedule which FOSDIC used as beginning positions for reading specific areas on the schedule.

APPENDIX K

Glossary of Technical Terms—Continued

Master Identification Tape.--A computer tape containing identifying information for all ED's in the United States; used to identify and separate the geographic areas for which it was planned to publish statistical data.

Minor Civil Divisions.--Primary political subdivisions into which counties are divided.

Outlying Areas.--Possessions and territories of the United States; for the 1960 Population and Housing Censuses, American Samoa, Canal Zone, Guam, Puerto Rico, Virgin Islands, and other small islands.

Page.--One side of a sheet or leaf in an enumeration book.

Place.--A concentration of population within defined boundaries, regardless of legal status; most places are incorporated as cities, towns, villages, or boroughs.

Prefix Area.--An area delineated within a State and usually consisting of either a complete county, a city of 50,000 or more, or the portion of a county outside cities of 50,000 or more.

Print-Out.--High-speed-printer translation of information on magnetic tape into readable symbols printed out on paper.

Problem Referral Slip.--A form on which employees recorded and described problems they could not resolve, for referral to specialists.

Report.--A presentation of statistical and textual information (other than an Information Office release). Reports were issued in any or all of the following categories:

Preliminary Report.--Report containing statistics subject to revision; to be superseded later by an advance or final report.

Advance Report.--Report containing statistics not subject to revision, expedited into distribution while additional statistics were being processed.

Report.--Continued

Final Report.--Report containing summary or detailed statistics not subject to revision.

SCARF.--Survey of Components of Change and Residential Financing, a segment of the 1960 housing census.

Schedule.--A data report form completed by an enumerator.

Sheet.--A leaf (two pages) in an enumeration book.

Stage I.--The first stage of the two-stage enumeration used in most ED's for the 1960 Censuses of Population and Housing; because the data collected on a 100-percent basis were obtained in stage I in these ED's, the term was used during the data processing as a synonym for 100-percent data.

Stage II.--The second stage of the two-stage enumeration used in most ED's for the 1960 Censuses of Population and Housing; because the sample data were collected in stage II in these ED's, the term was used during the data processing as a synonym for "sample data."

Standard metropolitan statistical area (SMSA).--A county or group of contiguous counties (towns in New England) which contained at least one city of 50,000 or more population and which met specified population density or other requirements.

Tracted Areas.--Large cities, and sometimes the immediately surrounding metropolitan areas, within which census tracts have been delineated.

Urbanized Area.--An area that included at least one city with 50,000 inhabitants or more and the surrounding closely settled areas that met certain population density criteria.

Work Unit.--A group of enumeration books, generally from the same area, which contained approximately the correct number of pages or "frames" to fit on a 100-foot reel of microfilm.