EXCERPTS FROM ENUMERATOR'S REFERENCE MANUAL

Field enumeration procedures................................................. CX
Detailed instructions for 100-percent POSDIO schedule......................... CXII
Detailed instructions for sample POSDIO schedule................................ CXIV
Appendix A.................................................................................. CXXIII

CIX
Excerpts From Enumerator’s Reference Manual

The following paragraphs were extracted from the Enumerator’s Reference Manual F-210, which was used in the single-stage enumeration areas. Concepts and definitions for the single-stage procedure are identical with those for two-stage areas, but instructions on the method of enumeration necessarily differ. Complete instructions, including items not covered in the paragraphs below, are given in Manuals F-200 and F-200A for the two-stage procedure, and in Manual F-210 for the single-stage procedure.

FIELD ENUMERATION PROCEDURES

DEFINITIONS FOR LIVING QUARTERS

6. Two Kinds of Living Quarters

Although the 1960 Census of Population and Housing divides all living quarters—places where people live—into housing units and group quarters, the housing portion of the census calls only for detailed information about housing units. People who live in group quarters are counted in the census, but their living arrangements are not described in the housing census statistics. The difference between these two categories is outlined below:

a. Housing units are found in private homes, apartment buildings, trailers, and other places where separate living arrangements exist.

b. Group quarters are found in institutions, dormitories, barracks, and other places where people do not have separate living arrangements. Group quarters are defined and described in paragraphs 159-160.

7. Housing Unit Defined

Except as noted in paragraph 15, a housing unit is usually a group of rooms or a single room occupied as separate living quarters by a family. However, a housing unit may also be occupied by a group of unrelated persons living together or by several persons living alone. Vacant living quarters which are intended for occupancy as separate quarters are also housing units.

8. Separate Living Quarters Defined

A housing unit is separate when its occupants do not live and eat with any other household and when there is either—

g. Direct access from the outside or through a common hall, or

b. A kitchen or cooking equipment for the exclusive use of the occupants.

9. Types of Access

a. Direct from outside or common hall—There are two kinds of direct access included in this category:

   (1) Direct access from the outside—An entrance to the housing unit directly from the outside of the structure.

   (2) Direct access through a common hall—An entrance to the housing unit from a hall, lobby, or vestibule used by the occupants of more than one unit. The hall, lobby, or vestibule is not part of any unit but is clearly separate from all units in the structure.

b. Access through another unit—The only entrance to the unit is through a room or a hall of another unit.

10. Kitchen or Cooking Equipment Defined

a. A kitchen is a room primarily used for cooking and the preparation of meals.

b. A unit has cooking equipment when it has either—

   (1) A range or stove whether or not it is used regularly, or

   (2) Other equipment such as hotplate or electrical appliances if the equipment is used for the regular preparation of meals.

   (See par. 39 for additional definitions of kitchen or cooking equipment for vacant units.)

11. “Exclusive Use” of Kitchen or Cooking Equipment Defined

Kitchen or cooking equipment is for exclusive use when it is used only by occupants of one housing unit. The occupants of a housing unit need not all be related if they live and eat together, sharing common space and facilities, their quarters constitute one housing unit. When there is only one housing unit in the structure, a kitchen located in it is always for exclusive use.

12. Exceptions to Housing Unit Definition

a. If a room or group of rooms is occupied by five or more persons unrelated to the head of the household or to the person in charge, it is not considered a housing unit. It is a group quarter.

b. Do not enumerate trailers, tents, boats, or railroad cars if they are—

   (1) Vacant;

   (2) Used only for business;

   (3) Used only occasionally for extra sleeping space or vacations.

13. Examples of Housing Units

Usually a housing unit is a house, apartment, or flat. Sometimes it is a trailer or an equal room. However, a structure intended primarily for business or other nonresidential use may also contain housing units. For example, the rooms in a warehouse where a watchman lives or the quarters of a merchant in his shop. A railroad car, houseboat, or other usual place is also to be classified as a housing unit if it is occupied. Here are examples of living arrangements of the occupants of housing units:

a. A single family or a person living alone—A house, apartment, or flat occupied entirely by a single family or a person living alone is one housing unit.

b. Two or more families—A house, apartment, or flat occupied by two or more families who live and eat together constitutes one housing unit.

c. Groups of unrelated people—A house, apartment, or flat containing four or fewer persons, unrelated to the head of the household but who live together in family style, is one housing unit.

d. Families plus friends or lodgers—A house, apartment, or flat with four or fewer unrelated persons, living with a family and sharing its living arrangements, is one housing unit.

HOW TO DETERMINE “USUAL RESIDENCE”

16. Official Census Date

The census must count all persons living in the United States at 12:01 a.m. on April 1, 1960, and must report them where they usually live. All persons who were living at 12:01 a.m. on that date should be included. Babies born after 12:01 a.m. on April 1 and persons dying before 12:01 a.m. should be excluded.

17. Residence Changes After April 1

Persons who move into your ED after April 1, 1960, for permanent residence should be enumerated there unless they have already been enumerated in the ED from which they came.

18. Usual Place of Residence

Usual place of residence is, ordinarily, the place a person regards as his home. As a rule, it will be the place where he usually sleeps.

19. General Rules for Enumerating Persons in Each Housing Unit

Include the following persons in each housing unit:

a. Members of the household living at home.

b. Members of the household temporarily absent on vacation, visiting, or on business.

c. Members of the household who are in a hospital but who are expected to return shortly.

d. Newborn babies, born before April 1, who have not yet left the hospital.

e. Boarders or lodgers who regularly sleep in the housing unit.

20. Rules for Determining Place of Residence in Special Cases

In order to count each person once and only once, the Census Bureau has rules for counting certain persons whose place of residence may be in doubt. These rules are listed in the paragraphs that follow. (See also first page in FDSEC book or inside back cover of this manual for summary of residence rules.)
21. Members of the Armed Forces of the United States

Persons who are in the Army, Navy, Air Force, Marine Corps, or Coast Guard are counted as residents of the place where they are stationed. A member of the Armed Forces who lives off post in your ED is a resident of your ED and should be enumerated there. Those living on post in housing units or in barracks and similar quarters are residents of those quarters.

22. College Students

A student attending college is considered a resident of the ED in which he lives while attending college. Enumerate him as a resident at the place where he lives while attending college. If he lives at his parents' home, enumerate him there. If he is at his parents' home for a few days at the time of the census (for example, during spring vacation), he should be considered a visitor there.

23. Students Below College Level

A student away from home attending a school below college level is considered a resident of the ED in which his parental home is located and not a resident of the ED where he lives while attending school. However, if he is living in an institution, such as a school for the deaf, dumb, and blind (see par. 26), he should be counted as a resident of the institution.

24. Domestic Employees

Enumerate as usual residents, maids, hired hands, or other employees who live with their employer's household and sleep in the same housing unit. However, enumerate domestic employees who share sleeping quarters, apartments, or cabins as residents of separate housing units, even though the house is on land owned by their employer.

25. Persons Temporarily Absent From Home Who Are Considered Usual Residents

Enumerate as usual residents at their homes the following:

a. Persons temporarily absent from home, visiting friends or relatives, on vacation, or abroad.

b. Persons temporarily absent "on the road" in connection with their jobs—persons on business trips, traveling salesmen, railroad men.

c. Persons temporarily absent from home in general hospitals or other hospitals where patients usually stay only for a short period.

26. Persons in Institutions

Enumerate as residents of the institution (regardless of length of sentence or stay) persons in workhouses, reformatories, jails, convict camps, detention homes, schools for delinquents, homes for retired soldiers, orphans, or aged; homes or schools for the blind, deaf, or feebleminded; nursing homes or convalescent homes; asylums or hospitals for the insane, incurable, tubercular, or other such institutions where the inmates usually remain for considerable periods of time.

27. Members of Religious Orders

Enumerate the members of religious orders as residents of the convent, monastery, or other quarters where they are living.

28. Student and Trained Nurses

Enumerate student and trained nurses as residents of the hospital or nurses' home where they live.

29. Officers or Crews of Vessels

Officers or crew members on a vessel engaged in coastwise, intercoastal, or foreign trade (including Great Lakes) are considered to reside on the vessel if it normally engages in trips of more than 24 hours' duration.

30. Persons With More Than One Residence

a. Persons who work away from home most of the week but come home for weekends should be enumerated as residents of the unit where they live most of the week.

b. A few persons may have several homes—for example, a woman's apartment, a summer residence, a vacation home, in New York City, and a summer home in Maine. Each of which could be usual residence. In such a case, the usual residence is the place in which the person spends the largest part of the calendar year; he should be enumerated there. Note, however, that persons who spend the year moving from one residence to another do not have no usual place of residence and are therefore enumerated where found.

31. American Civilians Working or Studying Abroad and Their Families Living With Them

These persons will be enumerated abroad if their regular place of duty or study is there.

32. Citizens of Foreign Countries Temporarily in the United States

In regard to citizens of foreign countries temporarily in the United States:

a. Do not list citizens of foreign countries temporarily visiting or traveling in the United States or living on the premises of an Embassy, Ministry, Legation, Chancellery, or Consulate.

b. Do enumerate as residents of your ED citizens of foreign countries living here who are students or who are employed here (but not living at the Embassy, etc.) even if they do not expect to remain here. Also enumerate the members of their families if they are living with them in this country.

33. Persons With No Usual Residence

Enumerate as residents of your ED all persons who have no other residence or fixed address. For example, stayings in your ED on the night of March 31 should be reported on Individual Census Reports if there is no one at home to report for them.

35. Doubtful Cases

It may sometimes be difficult to tell whether a person is in your ED only temporarily or whether his residence is in your ED. In general, the decision is to be made on the basis of the nature and purpose of the stay. If there is still doubt, try to determine whether a person in your ED is there simply on a visit or a business trip, or whether he has a job in the community, has entered his children in school there, etc. For example, a woman staying in your ED to establish legal residence for divorce purposes who has also taken a job there or entered her children in a local school should be enumerated as a resident in your ED. In doubtful cases, count the person as a resident only if his stay is expected to total six months or more (including time already spent there).

HOW TO USE THE INDIVIDUAL CENSUS REPORT AND THE INDIVIDUAL QUESTIONNAIRE

132. The Individual Census Report (Form PH-10)

The Individual Census Report (Form PH-10) contains the population questions for the Stage I FOSDIC schedule.

133. The Individual Questionnaire (Form PH-9)

The Individual Questionnaire (Form PH-9) contains the sample population questions for the Stage II (sample) FOSDIC schedule.

134. Visitors—No One To Report for Visitor at His Usual Residence

If a visitor is reported on an Advance Census Report or during the course of an interview as having stayed overnight on March 31, find out whether he has anyone at his usual residence to report him in the census. If there is no one, you must fill an Individual Census Report (ICR) for the visitor. This form contains the same population items as those in your Stage I FOSDIC schedule. Turn in your visitor's ICR forms to your Crew Leader or field reviewers. These forms will be sent to the visitors' home ED's where they will be checked to make sure the visitors are included in the census. Your Crew Leader will tally the visitor PH-10 forms for your payroll worksheet when you turn them in.

135. Nonrelated Persons Not at Home

a. Nonsample unit—If you are interviewing in a nonsample unit (key letters B, C, or D) and the respondent is unable to give you the complete information for any person who is absent at the time of your visit, leave an ICR, Form PH-10, for each absent person to complete.

b. Sample unit—If you are interviewing in a sample unit (key letter A) and the respondent is absent, leave an ICR in addition to the ICR an Individual Questionnaire (Form PH-9) for each absent person to complete. Leave the forms in an envelope (SNV-4). The Individual Questionnaire contains the population information for one population section on the sample schedule. Arrange to call back to pick up the completed forms on a specified date. After entering the information from Form PH-9 or PH-10 to the FOSDIC schedule, draw an "X" across the face of the Individual Census Report or the Individual Questionnaire.

c. Linking Book entries—Treat an incomplete interview where you must leave a Fill-in PH-10, or PH-10 and PH-9, as you would any callback to an absent household and make the proper entries in
ENUNERATION OF GROUP QUARTERS

159. Where Group Quarters Are Found

In addition to the private living quarters called "housing units," there are other types of places where people live, such as institutions, barracks, hotels, tourist courts, military installations, etc. Some of the occupants of these places will live in separate "housing units," but most of them will live in quarters that cannot be divided into individual "housing units." For the census, such places are called "group quarters."

160. Group Quarters Defined

Group quarters are living arrangements for institutional inmates and for groups of five or more persons unrelated to the head of the household or the person in charge. They are found most frequently in institutions, hospitals, nursing homes, and large lodging or boarding houses (see list in appendix A). A common type of group quarters is a house in which five or more lodgers or boarders share a family and use together such rooms as the living room and the dining room. Still another example is an apartment shared by six unrelated individuals, one of whom must be designated as head of the household.

162. Classifying Group Quarters and Housing Units in Group Quarters

Sometimes staff or supervisory personnel of institutions, hospitals, military installations, residential schools, etc., occupy separate living quarters that meet the rules for separate "housing units." These quarters are to be enumerated as separate housing units. Inmates, patients, or other persons who are neither staff nor supervisory personnel by definition occupy group quarters and never housing units.

186. Item P2, Name

List in item P2 the names of all persons who usually live in this housing unit or group quarters, and all other persons staying here at the time of the interview who have no usual residence elsewhere. For vacant units, enter "VAC" and for units occupied only by persons with a usual residence elsewhere, enter "VAC-URB." (See para. 16 through 35 for specific rules on whom to list.)

187. Order of Listing

List the names of all persons who usually live here (as defined in par. 19) or who have no usual residence anywhere else, in the following order:
The head of the unit;
His wife;
Unmarried sons and daughters, in order of age, oldest first;
Married sons and daughters and their families;
Other relatives;
Other persons, such as lodgers, roomers, maids, or hired hands who live in and their relatives who live in.
Persons not related to the head who are living in the unit should be listed with their relatives, if any. For example, list a lodger, his wife, and their children in that order.

188. How To Write Names

Write the person's legal name, that is, the name he uses to sign checks or other papers. Enter the last name, then the given name in full, and the initials for the given name, if any. If a person uses his first initial and his middle name, for example "P. Robert Brown," enter "Brown, P. Robert." When the last name of a person being enumerated in the same unit is the same as that of a person listed on the preceding line, indicate the last name by a long dash (---) and write in the first name and middle initial. For a newborn infant who does not yet have a given name, write ( ), "Infant."

189. Item P3. What is his relationship to the head of the household?

a. Head of household—The person who is considered to be the head by the household members should be marked "Head." The husband of a married couple is to be marked "Head," if he is living in the household. The relationship of everyone else in the household to the head should be recorded.

b. Wife of head—Mark "Wife" for the wife of the head of the household. There may be other married couples in the household but the relationship "Wife" should not be used for women married to someone other than the head.

c. Son or daughter of head—Mark "Son or daughter" for the son or daughter of the head regardless of age. Adopted children and stepchildren are classified as children of the head; foster children and wards of the head are classified as "Nonrelatives" (defined below).

d. Other relatives—Mark "Other relative" for anyone else related to the head by blood or marriage, or adoption (sister, nephew, grandchild, mother-in-law, son-in-law, daughter-in-law, etc.).

e. Nonrelative—Mark "Nonrelative" for a person who lives in the household and is not related to the head (such as lodger, roomer, or maid).

f. Inmate—Mark "Inmate" for a person in an institution for whom care is provided or over whom custody is maintained by the staff. See appendixes A and B for special instructions on enumeration in institutions.

190. Item P4. Sex

This item can usually be determined from the name or relationship entry. When the name is common to both sexes, Leila, Jean, Francie (Frances), ask the person's sex, if he or she is not present and the Advance Census Report has not been filled out.

191. Item P5. Color or race

a. Mark the appropriate circle for White, Negro, American Indian, Japanese, Chinese, or Filipino.

If the person is of some other race, mark the circle for "Other" and write in the specific entry, such as Korean, Hindu, or Eskimo. Do not mark "Other" for persons reported as Mexicans, Portuguese, etc. (see par. 190).

b. Even though you write in the race, you must not forget to mark the circle for "Other." FOSDTC reads only the circles that are filled in and pays no attention to writing, unless, of course, it gets in the way of the circle.

c. When information is not available on the Advance Census Report, you may assume the race of the related persons living in the unit is the same as that of the respondent, unless you learn otherwise.

It may be necessary to ask the race of unrelated persons (employees, hired hands, lodgers, etc.).

d. For schedules filled in Alaska (PH-1AL and PH-2AL), mark the appropriate circle for White, Negro, American Indian, Japanese, Chinese, Filipino, Alut, or Eskimo. If the person is of some other race, mark the circle for "Other" and write in the specific entry, such as Korean, Hindu, or Hawaiian.

e. For schedules filled in Hawaii (PH-1HA and PH-2HA) mark the appropriate circle for White, Negro, American Indian, Japanese, Chinese, Filipino, Hawaiian, or Part Hawaiian. If the person is of some other race, mark the circle for "Other" and write in the specific entry such as Korean, Hindu, or Tahitian.

f. Mark the circle for Hawaiian only for a person who is fullblooded Hawaiian.

g. Mark the circle for Part Hawaiian for a person of any mixture of Hawaiian with any other race, including white.

192. Definitions for Color or Race

a. Puerto Rican, Mexicans, and other persons of Latin-American descent—These are not racial descriptions. Mark "White" for such persons unless they are definitely of Negro, Indian, or other nonwhite race.

b. Italians, Portuguese, Poles, Syrians, Lebanese, and other European and Near Eastern racial group—These are not racial descriptions; mark "White" for such persons.

c. Negros—Mark "Negro" for Negroes and for persons of mixed white and Negro parentage. A person of mixed Indian and Negro blood should be marked "Negro," unless you know that the Indian blood very definitely predominates and that he is regarded in the community as an Indian.

d. American Indians—Mark "American Indian" for fullblooded Indians and for persons of mixed white and Indian blood if you know the proportion of Indian blood is one-fourth or more, or that they are regarded as Indian in the community where they live.

e. Indians—For persons originating in India (except those of European stock), mark "Other" and specify as "Hindu." If there is an entry of "Indians" on the Advance Census Report be sure you know whether the person is an American Indian or an Asian Indian.

193. Mixed Parenthood

For persons of mixed white and nonwhite races, report race of nonwhite parent. Other mixtures of nonwhite races should be reported according to the race of the father. However, note exceptions in previous paragraphs.

194. Item P6. Month and year of birth

Mark three circles, one for month of birth, one for decade, and one for specific year within the decade.

195. Month

Mark month of birth according to the quarter of the year in which it fell, for example:
January, February, or March—Mark "Jan-Feb-Mar" circle
April, May, or June—Mark "Apr-May-Jun" circle
July, August, or September—Mark "Jul-Aug-Sep" circle
October, November, or December—Mark "Oct-Nov-Dec" circle

196. Decade and Year

Mark the decade of birth in the second group of circles. For example, mark the decade circle "90" for a person born from 1910 to 1919, inclusive. In the group of circles for year, mark the specific year within the decade; for example, mark "9" if the year of birth was 1919.

197. Year Ending in "0"

Even when the person was born in a year ending in zero, mark the circle for "0" in the third group. For example, to record 1950, mark both the decade circle under "50" and the year circle under "0."

For 1870, mark both the decade circle under "70" and the year circle under "0."

198. Born Before 1850

Mark "1850" and "0" for a person born before 1850.

199. Date of Birth Unknown

If the date of birth is not known, determine from the respondent the present age or an estimate of the age. Also, if possible, find out what month or season his birthday is in. If the age and month of birth can be determined, mark the circle for the 3-month period in which the month of birth falls and determine the year of birth from the Age Conversion Table in the front of the FOSDTC schedule book.

a. If the month is January, February, or March, the year of birth is found in column B of the Age Conversion Table.

b. If the month of birth falls between April and December, the year of birth is found in column C of the Age Conversion Table. Having determined the year of birth, make the appropriate markings on the schedule. If the month is unknown, leave the month of birth blank and use column C of the table to obtain the proper markings for the year.

200. Item P7. Marital Status

a. Never married—Mark "Never married" for those born after March 1946 unless you are told that the child has been married. Information for this question will then have been given in connection with name and relationship. Do not ask a woman who has told you she is the wife of the head whether she is married.

This question relates to persons 14 years of age and over; but mark "Never married" for those born after March 1946 unless you are told that the child has been married. Information for this question will then have been given in connection with name and relationship. Do not ask a woman who has told you she is the wife of the head whether she is married.

201. Definitions for Marital Status

a. Married—Mark "Married" for a married person whether or not his spouse is living in the household (unless they are separated; see definition below). For example, mark "Married" for persons who are temporarily living apart because the spouse is employed elsewhere or is in the Armed Forces, or who are temporarily living apart for any similar reason. (See par. 201d..."
United States Summary

deserted or who have parted because they no longer want to live together, but have not obtained a divorce. Mark "Separated" for persons with a limited divorce.

e. Never married—Mark "Never married" for each person who has never married or whose only marriage has been annulled. Mark "Never married" for persons reported as "Single" on the Advance Census Report. Also, mark "Never married" for children born after March 1945.

202. Visitors

After enumerating persons who usually live here and those staying here who have no other home, ask whether there was anyone else staying in the unit on the census date—overnight on March 31. You will not list visitors on the FOSDIC schedule if they have a usual residence elsewhere but will fill an Individual Census Report for them if there is no one at home to report them (see par. 124).

216. Always Lived Here

Mark "Always lived here" for persons who have never had a home in any other house or apartment.

217. When To Fill Item P13.

Skip to item P14 for persons who have always lived here or who moved in before April 1955. Fill item P13 for all others.

219. How To Mark

a. In all areas

(1) Born April 1955 or later—Mark this circle for children who were born in April 1955 or later.

Note: No more questions on this form are required for a child born in April 1955 or later.

(2) This house—Mark this circle for persons who were living here on April 1, 1955. This will include persons who moved in on April 1, 1955, as well as persons who had lived here on that date but had left and moved back again. An example is a man who lived here on April 1, 1955, left for service in the Armed Forces in 1956, and returned to this house in 1958. Also check "This house" for a person living in a group quarters who was a resident of the same group quarters on April 1, 1955. If "This house" is marked, skip to item P14.

b. In States other than specified New England States

(1) Not in a city—Mark this circle for a person who did not live in a city or town. The next item to be filled is item P13c, the name of the county and State where he lived.

(2) This city—Mark this circle for a person who lived in the same city or town on April 1, 1955, that he is living in now at the time of the census. The next item to be filled is item P13b.

(3) Different city—Write here the name of the city or town where the person was living on April 1, 1955, if it is not where the person is now living. Then fill item P13b.

c. In specified New England States—The situation in the New England States of New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut is different; here, the entire area of the
State is divided into cities or towns. Therefore, if a person does not live in a city, he lives in a town. This means you would never mark "Not in a city" for item P13b, but would mark either "This city" (or town) or specify a different city or town.

220. Report Usual Residence

Report the usual place of residence of each person in the unit as of April 1, 1955, and not the temporary residence of anyone away from home then. If a person had usual place of residence on April 1, 1955, report the place where he was staying on that date. For persons then living on a college campus or in a military post, report the college or military post as his residence.

Item P13b

221. Item P13b. (If city or town)—Did he live inside the city limits?

a. States other than specified New England States—If the name of a city or town is reported for item P13b, find out whether the person lived inside the city limits of that city or town and mark the appropriate circle. If the area of residence on April 1, 1955, was annexed to the city after that time, mark “No” for question on city limits.

b. In specified New England States—For a person who lived in New Hampshire, Vermont, Massachusetts, Rhode Island, or Connecticut, always mark “Yes” for this item.

Item P13c

222. Item P13c. In what county (and State) did he live?

Mark the circle “This county” for a person who, on April 1, 1955, was living in another house but in the same county as that in which he is now living. Write the name of both the county and the State if he lived in another county.

223. Special Cases

a. Louisiana parishes—If the residence in 1955 was in Louisiana, enter the name of the parish in the county space in item P13c.

b. New York City boroughs—If the residence in 1955 was in New York City, enter the name of the borough, or the county, in the county space in item P13c. (Each borough is also a county.)

c. Alaska election districts—If the residence in 1955 was in Alaska, enter the name (or number) of the election district within which the residence was located in the space for county.

d. "Independent" cities—Some States (Virginia, Maryland, and Missouri) have independent cities that are not in any county. If the residence in 1955 was in one of these independent cities, enter the name of the city in both the city and county spaces in item P13c (since these cities are equivalent of counties).

e. Residence abroad—For a person resident abroad on April 1, 1955, enter the name of the country in which he was living.

Item P14

224. Item P14. What is the highest grade (or year) of regular school he has ever attended?

Mark only one circle for this item. Mark “Never attended school” for persons who have never attended a regular school. Mark “Kindergarten” for those who have gone to kindergarten but not to elementary school. Mark the circle designating the highest grade of school each person has ever attended in a regular school. For persons now attending a regular school, this will be the grade or year they are attending.

225. Definition of "Regular" School

The highest grade attended in a regular school refers to formal education obtained in graded pub-

lic, private, or parochial schools, colleges, universities, or professional schools, whether day or night school, and whether attendance was full time or part time. That is, "regular" schooling is that which advances a person toward an elementary or high school diploma, or a college, university, or professional school degree. Schooling in other than regular schools is also regular schooling if the credits obtained are regarded as transferable to a school in the regular school system.

226. Exclusion

Do not count education or training received in the following schools because they are usually not "regular" schools:

a. Nursery schools—For children who have attended nursery schools only, mark "Never attended school."

b. Vocational, trade, or business schools outside the "regular" system—Exclude such schools unless they were granted and considered a part of a regular school system. Examples of such schools outside the regular system are television repairmen’s schools, barber’s colleges, or typist’s training schools.

c. Adult education classes—Exclude adult education classes unless such schooling is being counted for credit in a regular school system.

d. On-the-job training—Exclude training obtained in connection with working on a job.

e. Correspondence schools—In general, exclude correspondence education unless the credits are being counted for credit in a regular school system.

227. Report Exact Grade

If the answer is in terms of only the level of school and not the grade, determine the specific grade. For example, an answer of high school is not enough; it is necessary to know the highest year of high school attended.

228. How To Determine Highest Grade in Special Situations

When questions arise, apply the following rules to determine the highest grade of school attended:

a. 7-year elementary system—In some areas, the school system has, or used to have, 7 years of elementary school and 4 or 5 years of high school. Mark “7” after "Elementary school" for persons who attended only 7 years in such a system and did not attend high school. For persons who attended some high school following the 7th grade, mark "High school 1," "High school 2," etc., whichever is applicable. For example, for a person who attended the first year of high school following 7 grades of elementary school, mark "High school 1." For persons who attended 5 years of high school under this system, mark "High school 4."

b. Junior high school—If the highest grade of school completed was in a junior high school, determine the equivalent in elementary grades (1-8) or high school grades (1-4). Do not assume that junior high grades always consist of "Elementary school 7," "Elementary school 8," and "High school 1." In a few school systems, junior high school starts with "Elementary school 6," and in some it ends with "High school 2.

c. "Post-graduate" high school—For persons who have attended "post-graduate" high school courses after completing high school, but have not attended college, mark "High school 4."

d. Graduate or professional school—For persons who have attended more than 4 years of college, or who have attended professional school (law, medical, dental, etc.) after completion of some years of college, mark the number representing the total number of full school years the person attended college and graduate or professional school. If it was 6 years or more, mark "6 or more."

e. Miscellaneous situations—Translate to equivalent grades or years in the regular American school system any schooling received in foreign schools, ungraded schools, normal schools, or from private tutors. For the person whose level of education was measured by "readers" consider the first reader as equivalent to the first grade, second reader to the second grade, etc.

f. Skipped or repeated grades—For persons who skipped or repeated grades enter the highest grade attended regardless of the number of years it took to arrive there.

Item P15

229. Item P15. Did he finish this grade (or year)?

Mark this item "Yes" if the person has successfully completed the entire grade (or year) entered in item P14. Mark "No" if the person has not finished the entire grade entered in item P14. For example, he may have completed just a half year, or he may have failed to pass the highest grade he be attended. For a person currently enrolled in a regular school, mark "No" since the grade has not yet been completed.

Item P16

230. Item P16. (If born after March 1925) —Has he attended regular school (or college) at any time since February 1, 1960?

Mark "Yes," regular school for the following:

a. Persons who have attended or have been enrolled in any "regular" school or college since February 1, 1960 (see para. 225 for complete definitions of "regular" or "nonregular" schools).

b. Persons who have been enrolled in school or college since February 1, 1960, but who have not actually attended, for example, because of illness (see para. 225 for exception).

c. Children attending kindergarten.

d. Persons receiving "regular" instructions from a tutor.

231. Not Attending Regular School at Any Time Since February 1, 1960

Mark "No" for the following:

a. Persons not attending or not enrolled in any type of school since February 1, 1960.

b. Persons who have been enrolled in schools which are not "regular" (see para. 226).

c. Children attending only nursery school.

d. Persons who are registered in school but who have not attended since February 1, 1960, because the school has not been open.

Item P17

232. Item P17. (If "Yes" in P16) —Is it a public school or a private school?

Definitions of public and private or parochial schools:

a. Public school is any school or college which is controlled and supported primarily by a local, State, or Federal Government or agency.

b. Private or parochial school is any school or college which is controlled and supported primarily by private persons or organizations.
233. Item P18. (If ever married)—Has he been married more than once?
Ask all married, widowed, divorced, or separated persons, both men and women (refer to transcribed item P7), whether they have been married more than once. A person whose only marriage has been annulled is considered as never married, according to census rules.

235. How To Mark
Mark in item P19 three circles for the date—one for the month, one for the decade, and one for the year. Follow the same marking rules for month, decade, and year of birth date used in the Stage I enumeration. If both the man and his wife have been married only once, find out the date of marriage for the husband and enter this date also for the wife. If either has been married more than once, it is necessary to find out the date of first marriage of each.

236. Married Before 1890
If a person was married before 1890, mark 1890 and mark the quarter in which the marriage occurred. Mark zero for specified year in this case.

237. Date Unknown
When the year of the marriage is known but the month is unknown, try to find out whether it was in the spring, summer, autumn, or winter, and mark the appropriate quarter. Mark the year, in any case, if the respondent does not know the year when a person was married, or gives an offhand estimate such as "around 1900," try to determine as accurately as possible how many years ago the person was first married and subtract from 1900. The Age Conversion Table is on the back of the schedule book and may also be used to compute year of marriage.

243. Count All Children Born Alive
Report all live births the woman has had, even if the children have died or are not now living with her. Exclude stillbirths (those in which the infant never breathed). Include children borne by the woman who have been adopted by someone else. Do not count children the woman has adopted or other children she did not bear herself. "None" must be marked for childless women.

245. Two or More Jobs
If a person had two or more jobs at which he worked last week, add together the time spent at each and mark the circle that includes the total number.

246. Exact Hours Unknown
If this item is blank or if the respondent cannot report immediately how many hours were worked last week, try to find out the number worked each day and add them. Except for the answer of "40 hours," the answers required are wanted only in fairly broad classes. If the respondent is uncertain about the exact number of hours, suggest some of the broad intervals on the schedule.

247. Item P24. Was he looking for work, or on layoff from a job?
This question should be answered for all persons with "No" in item P22. Do not assume that persons such as housewives, students, or elderly persons were not looking for work. However, if it has been clearly determined that a person is permanently disabled and is unable to do any work, mark "No" in items P24 and P25 and proceed to item P26 for such persons.


a. Looking for work—This refers to any effort to get a job or to establish a business or profession. A person is looking for work not only if he actually tried to find work last week but also if he made such efforts regularly (i.e., within the past 50 days) and was waiting to hear the results of these efforts last week. Examples of looking for work are:

   (1) Registration at a public or private employment office.
   (2) Meeting with or telephoning prospective employers.
   (3) Being on call at a personnel office, at a union hiring hall, or from a nurses' registry or other similar professional registry.
   (4) Placing or answering advertisements.
   (5) Writing letters of application.

b. On layoff from a job—This refers to persons waiting to be called back to a job from which they had been laid off or furloughed. The layoff may be due to such reasons as slack work, temporary shortages of materials, plant remodeling or renovation, or seasonal or other factors. If a person was not working last week because of a labor dispute at his place of employment, he is to be considered "on layoff." As indicated in paragraph 249, he would be classified as being temporarily absent from a job he held.

249. Item P25. Even though he did not work last week, does he now have a job he usually works at?

When to mark:

a. This question should be answered for all persons who answered "No" in item P24, except for persons who are permanently disabled. In some cases, the fact that the person was temporarily absent from work last week will be reported to you while interviewing in response to item P22 or P24. If so, mark "Yes" in item P25.

b. Mark "Yes" if this person was temporarily absent all of last week from his job or business because of illness (his own or his family's), vacation, bad weather, labor dispute at his place of work, or personal reasons. The word "job" is meant to include both paid jobs and any businesses, professional practices, or farm operations.
a. Job—A person has a job when he has a definite arrangement with one or more employers to work for pay, full time or part time, every day or every month. A person "on call" to work only when his services are needed is not considered to have a job during weeks when he does not work. Seasonal employment is considered a job only during the season and not during the off season.

b. Business—A person has his own business (including a professional practice or farm operation) if he does one of the following: (1) Maintains an office, store, or other place of business. (2) Uses machinery or equipment in which he has invested money. (3) Advertises his business or profession in paper, pamphlet, classified section of the telephone book, or other publications, or by displaying a sign, distributing cards, etc.

c. No business—Casual workers, such as handyman or handymen, who do not plan to have a business during weeks when they do no work.

Item P26

251. Item P26. When did he last work at all, even for a few days?

This question must be answered for all persons who were not working last week—that is, everyone marked "NS" in Item P22. "Work" is defined in the same way as for Item P22.

252. Date Last Worked

The date last worked is the most recent year in which the person worked at all, even for a few days, and not the year he last worked on a full-time job. Dates prior to 1959 are to be grouped into three periods, 1953 to 1958, 1959 to 1954, and 1949 or earlier; not for more exact information than is needed to determine the correct circle to mark.

253. Never Worked

If a person has never worked at any kind of job or business, either full time or part time, has never done unpaid work in a family business or on a family farm, or has never been in military service, mark "Never worked."

Item P27

254. Item P27. Description of job or business.

a. Fill items P27a to P27e for all persons who worked in 1960 occupations; classified section of the telephone book, or other publications, or by displaying a sign, distributing cards, etc.

b. Describe in items P27a to P27e the job held last week or the business operated, if any, and the name of employer. If a person held more than one job last week or operated a farm and worked also for someone else, describe the activity at which he worked the most hours. If a person did not have any job (or business) last week, give the information for the last time he worked. There are four parts to the description of a person's job or business, items P27a to P27e, all of which must be filled.

Item P27a

255. Item P27a. For whom did he work?

a. Enter the name of the company, business, government agency, or other employer. Give the name of the company, not the name of the supervisor, treasurer, or owner of business. Do not abbreviate company names.

b. For employers without company names, such as a dentist's or lawyer's office, some small retail stores, or a construction contractor, write the name of the owner.

c. For employees of a government agency report the specific organization for which the person worked. Be sure to state whether the organization is Federal (U.S. Government), State (including City and county), or Local (including City and county). For example, City Tax Office, County Highway Commission, State Employment Office, U.S. Naval Shipyard. It is not sufficient to report merely that the person worked for the United States Government or for the State Government, city government, etc.

d. For a person now on active duty in the Armed Forces mark "Armed Forces" and leave items P27a through P27e blank. Include Army, Air Force, Navy, Marine Corps, and Coast Guard. Members of the Merchant Marine or civilian employees of the Department of Defense, Navy, or Air Force are not members of the Armed Forces. Service in a National Guard unit or short periods of active reserve duty do not count as active duty of the Armed Forces now. For a person not now employed but whose last work experience was active duty in the Armed Forces report in items P27a to P27e the military occupation which was his last assignment.

Items P27b and P27c

256. Items P27b and P27c. What kind of business or industry is this?

The entry here should tell clearly and specifically what the company or business does at the location where the person works. Do not repeat the name of the employer in any other report.

a. In order to give the clear and exact description of the industry the entry must state or indicate both a general and a specific function for the employer; for example, cattle ranch, copper mine, furniture manufacturer, wholesale grocery, retail book store, road construction, shoe repair service. The words, ranch, mine, manufacturer, wholesale, retail, construction, and repair service show the general function. The words, cattle, mine, furniture manufacturer, wholesale, shoe, and road, show the specific function.

b. Do not use the word "company" in this entry. It does not give useful information. If the respondent reports that he works for a furniture company, you should ask "Do they manufacture or do they sell it?" If the person says "sell it," you should ask "Do they sell to other stores (which would be wholesale) or to individuals (which would be retail)?" Accordingly, in such a case the possible replies would be "furniture manufacturer," "furniture wholesaler," or "furniture retailer."

257. Multiple Activity Businesses

a. Some firms carry on more than one kind of business or industrial activity. If the activities are carried on at the same location, describe only the major activity of the establishment. For example, a printing firm, engaged in printing, a factory, located at the factory of a company primarily engaged in the manufacture of men's clothing, should be reported as working in "Men's clothing manufacturing."

b. If the different activities are carried on at separate locations, describe the activity where the person works.

258. Distinguishing Among Manufacturing, Wholesaling, Retailing, and Service Establishments

It is essential to distinguish among manufacturing, wholesaling, retail, and service companies. Even though a manufacturing plant sells its products in large lots to concern manufacturers, wholesalers, or retailers, it should be reported as a manufacturing company. A wholesale establishment which sells only a few large quantities for resale to retailers, industrial users, or to other wholesalers. A retailer sells primarily to individual consumers or to other businesses which makes establishments which render services to individuals and to organizations, such as hotels, laundries, cleaning and dyeing shops, advertising agencies, and automobile repair shops, are engaged in providing services. They should be reported as service establishments, not as retailers.

259. Manufacturers' Sales Offices

A separate sales office set up by a manufacturing firm to sell to other business organizations and located away from the factory or headquarters of the firm is reported as "manufacturer's sales office." For example, a St. Louis shoe factory has a sales office in Chicago; "shoe manufacturer's sales office" is the correct entry for workers in the Chicago office.

260. Government Organizations

a. The names of government organizations are often not descriptive of their business or activity. A correct entry in item P27b for a County Highway Commission might be one of the following: "Road building," "road repair," "contracting for road building (repair)." For a State Liquor Control Board, the correct entry might be "licensing of liquor sales," "liquor retailer."

b. If the business or main activity of a government employer is not clear, you should ask in what part of the organization the person works and then report that activity. For example, for a City Department of Public Works, a correct entry might be one of the following: "Street repair," "garbage collection," "sewage disposal," or "water supply."

261. Business in Own Home

Some people carry on businesses in their own homes. Report these businesses as if they were carried on in regular stores or shops. For example, dressmaking shop, lending library, retail antique furniture store, insurance agency, etc. (Note exception for laundry in listing of par. 263.)

262. Domestic and Other Private Household Workers

When the name of a single individual is given as the employer, find out whether the person works at a place of business or in a private home. The proper industry entry for a domestic worker employed in the home of another person is "private home."

263. Specific Examples of Inadequate and Adequate Entries of Kind of Business or Industry

The following list shows some of the inadequate and adequate entries for kind of business or industry as required for item P27b.

<table>
<thead>
<tr>
<th>Inadequate</th>
<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency.</td>
</tr>
<tr>
<td>Bakery</td>
<td>Wholesale bakery (sells to grocers, restaurants, hotels, etc.), retail bakery (sells to private individuals).</td>
</tr>
<tr>
<td>Box factory</td>
<td>Paper box factory, wooden box factory, hardware factory.</td>
</tr>
<tr>
<td>Club, private club</td>
<td>Golf club, fraternal club, night club, residence club, ballroom.</td>
</tr>
</tbody>
</table>
### United States Summary

<table>
<thead>
<tr>
<th>Inadequate</th>
<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic factory</td>
<td>Plastic materials factory</td>
</tr>
<tr>
<td>(where plastic materials are</td>
<td>(where plastic materials are</td>
</tr>
<tr>
<td>made), plastic products plant</td>
<td>made), plastic products plant</td>
</tr>
<tr>
<td>(where articles are actually</td>
<td>(where articles are actually</td>
</tr>
<tr>
<td>manufactured from plastic</td>
<td>manufactured from plastic)</td>
</tr>
<tr>
<td>materials)</td>
<td></td>
</tr>
<tr>
<td>Public utility</td>
<td>Electric light and power util-</td>
</tr>
<tr>
<td>ity, gas utility, telephon-</td>
<td>ility, gas utility, telephon-</td>
</tr>
<tr>
<td>ety, water supply</td>
<td>ety, water supply</td>
</tr>
<tr>
<td>Railroad car shop</td>
<td>Railroad car factory, railroad</td>
</tr>
<tr>
<td>repair shop, street railroad</td>
<td>repair shop, street railroad</td>
</tr>
<tr>
<td>repair shop</td>
<td>repair shop</td>
</tr>
<tr>
<td>Rayon factory</td>
<td>Rayon chemical factory</td>
</tr>
<tr>
<td>(where chemicals are made</td>
<td>(where fibers are made into</td>
</tr>
<tr>
<td>into fibers), rayon textile</td>
<td>yarn or worn in cloth), rayon</td>
</tr>
<tr>
<td>mills (where fibers are made</td>
<td>dresses manufacturing (where</td>
</tr>
<tr>
<td>into yarn or worn in cloth),</td>
<td>cloth is made into garments)</td>
</tr>
<tr>
<td>rayon dresses manufacturing</td>
<td></td>
</tr>
<tr>
<td>Repair shop</td>
<td>Shoe repair shop, radio repair</td>
</tr>
<tr>
<td>shop, blacksmith shop, welding</td>
<td>shop, auto repair shop, machine</td>
</tr>
<tr>
<td>shop, repair shop</td>
<td>repair shop</td>
</tr>
<tr>
<td>School</td>
<td>City elementary school, pri-</td>
</tr>
<tr>
<td>- elementary school, private</td>
<td>vate kindergarten, private</td>
</tr>
<tr>
<td>college, state university, etc.</td>
<td>college, state university, etc.</td>
</tr>
<tr>
<td>Tailor shop</td>
<td>Tailoring and cleaning shop</td>
</tr>
<tr>
<td>(provides a valet service),</td>
<td>(provides a valet service),</td>
</tr>
<tr>
<td>custom tailor shop (makes</td>
<td>custom tailor shop (makes</td>
</tr>
<tr>
<td>clothes to customer’s order),</td>
<td>clothes to customer’s order),</td>
</tr>
<tr>
<td>men’s retail clothing store,</td>
<td>men’s retail clothing store,</td>
</tr>
<tr>
<td>Textile mill</td>
<td>Cotton cloth mill, woolen</td>
</tr>
<tr>
<td>- mill, cotton yarn mill, ray-</td>
<td>cloth mill, woolen cloth mill,</td>
</tr>
<tr>
<td>on thread mill</td>
<td>cotton yarn mill, rayon thread</td>
</tr>
<tr>
<td>Transportation company</td>
<td>Motor trucking, moving and</td>
</tr>
<tr>
<td>- company</td>
<td>storage, water transportation,</td>
</tr>
<tr>
<td>- company</td>
<td>air line, streets railway,</td>
</tr>
<tr>
<td>- company</td>
<td>trolley service, subway, ele-</td>
</tr>
<tr>
<td>- company</td>
<td>vated railway, railroad, pet-</td>
</tr>
<tr>
<td>- company</td>
<td>roleum pipeline, car loading</td>
</tr>
<tr>
<td>Water company</td>
<td>Water supply, irrigation sys-</td>
</tr>
<tr>
<td>- company</td>
<td>tem, water filtration plate</td>
</tr>
<tr>
<td>Welling</td>
<td>Oil drilling, oil well, salt</td>
</tr>
<tr>
<td>- well, water well</td>
<td>well, water well</td>
</tr>
</tbody>
</table>

#### 264. Item P27d. What kind of work was he doing?

The entry in Item P27d should describe the kind of work the person himself did, that is, his occupation. The job title is adequate if it tells clearly and specifically what he does, for example, janitor, rural mail, IRS, TV service man, auto mechanic. If his job title is not an adequate description, find out what he does, for example, nail heels on shoes, operates dough-cutting machine.

#### 265. Sufficient Detail

Occupational descriptions of one word are seldom adequate. We need to know what type of a nurse or engineer, clerk, teacher, etc., a person is. For example, practical nurses, registered nurses, and midwives fall into different groups in census statistics, so a full description is necessary. Refer to listing in paragraph 268 for the kind of detail needed to describe specific occupations.

#### 266. Caution on Occupations of Young Persons

Professional, technical, and skilled occupations usually require lengthy periods of training or education which a young person normally cannot have. Be sure to find out whether a young person is really only a trainee or an apprentice or a helper, and if so, enter apprentice, electrician, electrician’s helper, etc.

#### 267. Other Cautions

a. **Apprentice versus trainee**—An "apprentice" is under a contract during his training period but a "trainee" is not. Include both the occupation and the word "apprentice" or "trainee" in the description—e.g., apprentice plumber, plumber trainee.

b. **Contractor versus skilled worker**—A "contractor" is engaged principally in obtaining building or other contracts and supervising the work. A skilled worker who works with his own tools should be described as a carpenter, plasterer, plumber, electrician, etc.

c. **Housekeeper (paid) versus housemaid**—A paid housekeeper employed in a private home for wages has the full responsibility for the management of the household; a household (general housework), housekeeping, or kitchen maid does not.

d. **Interior decorator versus painter or paperhanger**—An "interior decorator" designs the decoration plans for the interiors of homes, hotels, offices, etc., and supervises the placement of the furniture and other decorations. A house painter or paperhanger only does painting or hangs paper.

e. **Machinist versus mechanic or machine operator**—A "mechanic" is a skilled craftsman who constructs all kinds of mechanical parts, tools, and machines through the use of blueprints, machine and hand tools, and precision measuring instruments. A mechanic inspects, services, repairs, or overhaul machines. A machine operator operates a factory machine (drill press operator, water, etc.).

f. **Secretary versus official secretary**—The title "secretary" should be used for secretarial work in an office. A secretary who is an elected or appointed officer of a business, lodge, or other organization should be reported as an "official secretary.”

g. **Names of departments or places of work**—Occupation entries which give only the name of the department or a place of work are satisfactory. Examples of such unsatisfactory entries are "works in warehouse," "works in crating department," "works in coast control." The occupation entry must tell what the worker himself does, not what his department does.

h. **Specialist**—If the word "specialist" is reported as part of a job title, be sure to include a brief description of the actual duties. For example, for a "transportation specialist" the actual duties might be any one of the following: "Gives cost estimates of trips," "plane trips or tours," "conduces tours," "schedules trains," or "does economic analysis of transportation industry."

#### 268. Specific Examples of Inadequate and Adequate Entries for Kind of Work (Occupation)

The following list gives some examples of inadequately and adequately entries of work or occupations as required for item P27d.

<table>
<thead>
<tr>
<th>Inadequate</th>
<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourner</td>
<td>Claim adjuster, brake adjuster,</td>
</tr>
</tbody>
</table>
### Enumeration Schedules and Instructions

<table>
<thead>
<tr>
<th>Inadequate</th>
<th>Adequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caretaker or custodian.</td>
<td>Servant, janitor, guard, building superintendent, gardener, groundskeeper, sexton, property clerk, locker attendant, valet, concierge.</td>
</tr>
<tr>
<td>Clerk</td>
<td>Stock clerk, shipping clerk, sales clerk, statistician clerk, file clerk.</td>
</tr>
<tr>
<td>Custodian</td>
<td>See &quot;Caretaker&quot; above.</td>
</tr>
<tr>
<td>Doctor</td>
<td>Physician, dentist, veterinarian, osteopath, chiropractor.</td>
</tr>
<tr>
<td>Engineer</td>
<td>Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, aeroplane engineer.</td>
</tr>
<tr>
<td>Entertainer</td>
<td>Singer, dancer, acrobat, musician.</td>
</tr>
<tr>
<td>Factory worker</td>
<td>Electric motor assembler, forge heater, trolley-lace operator, weaver, loom fixer, knitter, stitcher, punch-press operator, spray painter, riveter.</td>
</tr>
<tr>
<td>Farmworker</td>
<td>Farmer—for the owner, operator, tenant or sharecropper who is self-employed.</td>
</tr>
<tr>
<td></td>
<td>Farm manager—for the person hired to manage a farm for someone else.</td>
</tr>
<tr>
<td></td>
<td>Farm foreman—for the person who supervises a group of farmhands or farm helpers.</td>
</tr>
<tr>
<td></td>
<td>Farmhand or farm helper—for those who do general farmwork.</td>
</tr>
<tr>
<td></td>
<td>Fruit picker or cotton picker—are examples of persons who do a particular kind of farmwork, rather than general farmwork. When the place of work is a ranch, indicate specifically rancher, ranch manager, ranch foreman and ranch hand or helper, as shown above for similar types of farmworkers.</td>
</tr>
<tr>
<td>Fireman</td>
<td>Locomotive fireman, city fireman (city fire department), fire fighter, auxiliary fireman, fire boss.</td>
</tr>
<tr>
<td>Foreman</td>
<td>Specify the craft or activity involved, as foreman-carpenter, foreman-truck driver, draftsman, bookkeeper.</td>
</tr>
<tr>
<td>Laborer</td>
<td>Sweeper, charwoman, porter, janitor, stevedore, window washer, car cleaner, sectional hand, gardener, hand trucker.</td>
</tr>
<tr>
<td>Layoutman</td>
<td>Patternmaker, sheet-metal worker, compositor, commercial artist, structural steel worker, boilermaker, draftsman, coppersmith.</td>
</tr>
<tr>
<td>Mechanic</td>
<td>Auto mechanic, dental mechanic, radio mechanic, airplane mechanic, office mechanic, machinist.</td>
</tr>
<tr>
<td>Nun</td>
<td>Specify the type of work done, if possible, as housekeeper, art teacher, organist, cook, laundress, registered nurse.</td>
</tr>
<tr>
<td>Nurse</td>
<td>Registered nurse, nurserymaid, practical nurse, nurse’s aide, student professional nurse.</td>
</tr>
<tr>
<td>Office worker</td>
<td>Typist, secretary, receptionist, comptometer operator, file clerk, bookkeeper, physician’s attendant.</td>
</tr>
</tbody>
</table>

**Salesman** | Advertising salesman, insurance salesman, bond salesman, canvasser, driver-salesman (route man), fruit peddler, newboy. |

**Supervisor** | Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing foreman, sales instructor, route foreman. |

**Teacher** | Mathematics professor, 11th grade physics teacher, 4th grade teacher. For teachers, the entry should tell the grade taught (1-12) and the subject specialty, if any. For elementary school teachers who teach many subjects, an entry such as "4th grade teacher" is satisfactory. For those who specialize, both the subject and grade level should be reported such as "11th grade physics teacher." College teachers should be recorded by subject and title, such as "English instructor" or "History professor." |

**Technician** | Medical laboratory technician, dental laboratory technician, X-ray technician. |

**Tester** | Cement tester, instrument tester, engine tester, battery tester. |

**Truckdriver** | Truck driver, trucking contractor, electric trucker, hand trucker. |

**Item 27a**

**269. Item P27a.** Class of worker

a. This item answers the three following questions:

1. Was the worker self-employed, or did he work for someone else?
2. If he was an employee of someone else, was he paid, or did he work without pay in a family business or farm?
3. If he was paid, was the work for a private business or organization, or did he work for the Federal, State, or local government?

**270. Cautions**

The words, "Federal," "State," "County," "City," appear frequently in the names of private companies. Also, the names of some government agencies may appear to be private organizations. You must determine whether the employer is private or government in these cases. Also, school teachers and other professional people working for pay sometimes represent themselves as self-employed. Be sure you have the correct "class-of-worker" entry for each person.

**271. Employee of a Private Company; Business, or Individual, for Wages, Salary, or Commissions**

This includes also compensation by tips, piece rates or pay in kind, if received from a nongovernmental source. Whether the source is a large corporation or a single individual. Work for wages or salary for settlement houses, churches, unions, and other nonprofit organizations is also included. War veterans who work for a private employer may also receive VA subsistence payments; they should be reported as employees of a private company, not as government workers.

### 272. Government Employee (Federal, State, County, or Local)

Include employees of public schools and government-owned bus lines, government-owned electric power utilities, etc. Include persons elected to paid offices and civilian employees of Armed Forces. Include also employees of international organizations, such as the United Nations, and employees of foreign governments, such as persons employed by the French Embassy or by the British Joint Services Mission (if they have been listed on the schedule as residents of your ED). Persons employed by such private organizations as the American Red Cross and similar U.S. Chambers of Commerce are not government employees but should be reported as employees of a "private company." Work for private organizations doing contract work for the Federal, State, or local governments should not be classified as government work.

### 273. Self-Employed in Own Business, Professional Practice, or Farm

This category refers to work for profit or fees in own business, farm, shop, office, etc. It does not include superintendents, foremen, managers, or other executives hired to manage a business or farm, salesmen working for commission, or officers of corporations.

### 274. Working Without Pay in Family Business or Farm

This category refers to work on a farm or in a business operated by a relative. Room and board and a cash allowance are not counted as pay for these family workers. Do not check this category, however, if the worker receives money definitely considered to be wages for work performed. Instead, check "Employee of a private company, business, or individual, for wages, salary, or commissions."

### 275. Special Instructions

a. Corporation employees—Employees of a corporation should be reported as employees of a private company (except for a few cases of employees of government corporations such as the Commodity Credit Corporation, who must be properly reported as government employees). Corporation employees are not to be reported as owning their business even though they do own part or all of the stock of the incorporated business.

b. Domestic work in other person’s home—A maid, laundry, cook, or cleaning woman working in another person’s home should be reported as an employee of a private individual.

c. Farmworkers—Special care should be taken in reporting class of worker for persons working on farms (see page 268). A person who operates a farm for himself is reported as self-employed in own business whether he owns or whether he rents the land. Persons who have their own equipment and provide services to farmers such as a combine operator or a cotton-picking machine operator, should be reported as self-employed. A farm manager, foreman, land, or helper who works for wages or salary would generally be an employee of a private company or individual. However, some of those workers are employed on government-operated farms, such as a State Agricultural Experiment Station or a county old folks home. Furthermore, farm hands and helpers work for family. Be sure to verify the class-of-worker questions if there is any uncertainty about whether these workers were reported correctly.
d. Partnerships—Two or more persons who operate a business in partnership should each be reported as self-employed in their own business. The word "own" is not limited to one person.

e. Public utility employees—Public utilities are subject to governmental regulation. Transportation, communication, electrical light and power, gas, water, garbage collection, and sewage disposal facilities are owned by either government or private organizations. Be sure to distinguish between government owned and private organizations in recording class of worker for public utility employees.

f. Work for pay "in kind"—Pay "in kind" includes board, supplies, and fees such as eggs or poultry on a farm. This is considered pay except for a member of the family (see working without pay in family business or farm, par. 274). Persons who work for pay "in kind" should be reported as employees of a private company or individual.

g. Work on an odd-job or casual basis—This should be reported as work of an employee for a private company, business, or individual. For example, the babysitter employed in other household tasks for pay is reported as self-employed.

h. Clergymen—Presbyters, ministers, priests, rabbis, and other clergymen are to be reported as employees of private organizations except for the following:

(1) A clergymen, such as a prison chaplain, working in a civil government job is reported as a government employee.

(2) A clergymen, not attached to a particular congregation or church organization, who conducts religious services in various places on a fee basis is reported as self-employed in his own professional practice.  

Item P26

276. Item P26a. (If the working last week—"Yes" in P22)—What city (or town) did he work in last week? This question should be answered for all persons who worked last week (including those on active duty in the Armed Forces)—"Yes" in P22.

277. How To Fill

a. In States other than specified New England States

(1) Not in a city—Mark this circle if the person did not work in a city, town, or village, but only in the county outside, and skip to item 26 P25.

(2) This city—Mark this circle if the person worked in the city or town in which he is living.

(3) Different city—Enter the name of the city or town when it is different from the one in which he is living.

b. In specified New England States—The situation in the New England States of New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut is different. Here, the entire area of the State is divided into cities or towns. Therefore, if a person did not work in a city, he worked in a town. This means you would never mark "Not in a city" for Item P24a, but would mark either "This city" or (town) or specify a different city (or town).

278. Which Job

Report the location of the job described in Item P27. For a person with more than one job, report the job at which he worked the greatest number of hours in the reported week.

279. More Than One Location

a. Central headquarters—For a person who reported to a specific address each day and then traveled about in connection with his work, the location of the place at which he reports to work, his headquarters, should be entered as the location of his job e.g., an employee who reports to a central garage railroad employee who reports to a railroad terminal.

b. No central headquarters—If a person works in several cities or towns of his main job, enter the name of the place where he worked most last week. If, however, he worked mostly outside of cities or towns in a county or in several cities or towns, mark "Not in a city" and enter in Item P26c the name of the county where he worked most last week. In the specified New England States listed in par. 27b, above, do not mark "Not in a city" in this situation.

Item P26c

280. Item P26b. (If city or town)—Did he work inside city limits?

a. In states other than specified New England States—Mark this item for each person who worked either in a city, town or other city or town as recorded in Item P26b.

b. In specified New England States—For a person who worked in New Hampshire, Vermont, Massachusetts, Rhode Island, or Connecticut always mark "Yes" for this item.

Item P26c

281. Item P26c. What county and State did he work in?

a. This county—Mark "This county," if he worked in the county (election district in Alaska) or in the independent city in which he is living. No further information is needed.

b. Different county—Enter the name of the county or independent city and the State for persons working outside their county of residence (see par. 282).

c. Foreign country—Enter the name of the country for persons who worked abroad in Canada, Mexico, or in some other foreign country during the reported week.

282. Special Cases Relating to "Different County" Entry

a. Louisiana parishes—If the place of work in a "Different County" was in Louisiana, enter the parish name in the county space.

b. New York City boroughs—If the place of work in a "Different County" was in New York City, enter the borough or the county in the county space. (Each borough is also a county.)

c. Alaska election districts—If the place of work was in a different election district in Alaska, enter the name (or number) of the election district in the space for county.

d. "Independent" cities—Some States (Maryland, Missouri, and Virginia) have independent cities that are not in any county. If the place of work in a "Different County" was in one of these independent cities, enter the name of the city in both the city and county spaces.

e. Foreign countries—Enter the name of the foreign country for persons working in Canada, Mexico, or in some other foreign country during the reported week.

Item P28

283. Item P28. (If he worked last week—"Yes" in P22)—How did he get to work?

Mark one circle for the principal means used last week to get to work for each person who worked ("Yes" in P22). The word "principal" donates the method which covered the greatest distance. If several methods were used during the week, report the one most frequently used.

Item P30

284. Worked at Home

By "At home" is meant not only an office or shop in the person's own house but also the farm on which the person lives. Mark "Worked at home" for persons such as farmers or professional men with offices in their homes.

285. Other Definitions for Item P29

a. Railroad—commuter and other regular train operated by railroads.

b. Subway, elevated—rapid transit operating on own right-of-way.

c. Bus, streetcar—operating within cities or between cities on regular public streets or highways.

d. Walk only—mark "Walk only" for persons whose only means of getting to work is walking.

e. Other means—includes truck, motorcycle, bicycle, etc.

Item P30

286. Item P30. Last year, 1959, did he work at all, even for a few days? This question should be answered for all persons who have worked or have been in the Armed Forces since 1950. If the question about the year 1959 reminds the respondent that the person being reported has, in fact, worked more recently than the year marked in Item P26, make the necessary change in the earlier item.

287. Work Last Year

"Work" has the same definition as for Item P29. Report any work at all, for pay or in own business or family business, or on farm, from January through December 1959. Count part time as well as full time jobs and active duty in the Armed Forces.

288. When To Fill Items P31 to P33

If the person worked at all in 1959, items P31, P32, and P33 must be filled in to find out how many weeks he worked and how much money he earned. If he did not work in 1959, the next question to ask is Item P34, which has to be filled for all persons born before April 1946.

Item P31

289. Item P31. How many weeks did he work in 1959, either full time or part time? (Include paid vacation, paid sick leave, and military service.)

Count as a week, any week in which any work was done, even for an hour or so, or a week for which any wages or salary was paid. Include weeks on active duty in the Armed Forces, or on paid vacation or leave, as weeks worked. For example, for a school teacher who worked 40 weeks and was paid for a full year, mark "50-52 weeks." If the year's work is reported in weeks, multiply the number of full months of work by 4-1/3 to get the number of weeks. Note that there are only six categories for marking number of weeks worked and you are not required to give more exact answers than these call for.

Item P32

290. Item P32. How much did he earn in 1959 in wages or salary from all jobs? (Before taxes, bond deductions, etc. Include commissions and tips.)

Enter an amount or mark "Home," for all persons who worked in 1959. Do not leave blank. Enter an amount to the nearest whole dollar, not dollars and cents. Enter 25,000 if the amount was more than $25,000. If the exact amounts are not known, the respondent's best estimate is satisfactory.
s weekly or monthly amount is given, multiply it by the number of weeks or months worked at that rate of pay and enter the total for the year. See paragraphs 300 and 301 for instructions on use of Federal Income Tax Form.

291. General Definition of Wages or Salary

This is the total amount of money earned by a person for all work done as an employee and may have been earned on more than one job during the year. Wage and salary income includes "take-home" pay plus all deductions and contributions, such as deductions for withholding tax and Social Security. It also includes: tips, commissions, piece-rate pay, payments, noncash cash bonuses, a share of the profits if received by an employee in addition to wages or salary, Armed Forces' pay, National Guard pay, and cash pay received by a farm laborer when working for a person who knows only the amount of "take-home" pay, ask him to estimate his deductions in order to get a total wage and salary income.

292. Some Types of Wages and Salaries

a. Piece-rate payments—Money received for work done at a specified amount per piece.

b. Commissions—Money received by a person for transacting business for another person.

c. Tips—Payments received as supplements to wages for service rendered to the customer.

d. Bonuses other than military bonuses—Payments made by employers to employees as supplements to wages and salaries, for example, bonuses for services on the basis of a percentage of the profits and "Christmas gifts" of employees to employers. Military bonuses are not wages and salary and should be entered in item P34.

e. Gifts—Gifts from employers are to be counted as wages or salary. Occasional gifts from friends or relatives are not to be included in any of the income items. Periodic gifts or contributions for support from a person outside the household should be entered in item P34.

293. Receipts Not Counted as Wages or Salary

a. So-called "salaries" which some owners of unincorporated businesses pay themselves—Such "salaries" are to be included as "Income from own business" in item P33.

b. Reimbursement for travel and other expenses—Such receipts are merely repayment for expenses incurred in connection with the job; they are not income.

c. Pay "in kind"—Pay "in kind" (food, lodging, etc., given to an employee) is not counted as income, even though received as payment for work performed. Items P32 to P34 refer only to money income.

294. Item P33. How much did he earn in 1989 from any business, professional practice, partnership, or farm? (Net income after business expenses.)

Enter an amount or mark "none" for all persons who worked in 1989, including those who have worked in any business, professional practice, partnership, or farm. (Net income after business expenses.)

295. General Definition of Income, Own Business, etc.

Income from one's own business includes earnings from such activities as owning and operating a taxi, truck, repair shop, and the like, as well as owning and supervising a factory, store, or shop, or the help of hired employees. Other professional practice includes work of a doctor, dentist, architect, or any other professional person on his own account. Income from an unincorporated business in which two or more persons contract to do business together is considered as "Income from own business" in item P33.

296. Income From Own Business or Professional Practice Defined

For a person who operated his own business or professional practice at any time during the year, the amount of net income from the operation should be reported. If you obtain this information by interview, subtract business expenses from total (or gross) money receipts to get net income.

a. Total money receipts—Value of all goods and services rendered, including the value of any net inventory for each person if you if you are interviewing, read the complete question at least once in each household, pausing slightly after each type of income mentioned, and ask whether the income was included in the total amount received during the year from all sources. If a weekly or monthly amount is given, multiply it by the number of weeks or months it was received and enter the total for the year.

b. General definition—For item P34 report all kinds of money income except that received in direct return for work done as an employee (P33) or in your own business, professional practice, partnership, or farm (P33). Some types of "other" income:

(1) Alimony—Money received periodically after a divorce or legal separation.

(2) Annuity—Money received as return on an investment wherein a person purchases the right to receive a monthly, annual, or other periodic payment.

(3) Contributions—Money received periodically from persons who are not members of the household, such as allotments received from members of the Armed Forces and money received by parents from children not living with them.

(4) Dividends—Money received by the stockholders of a corporation or association. Include the so-called "refunds" received by stockholders on their GI insurance premiums.
United States Summary

Service pensions for retired government workers; veterans' pensions paid to disabled veterans; military pensions paid to retired members of the Armed Forces; and other retirement benefits paid by a former employer or by auni, either directly or through an insurance company.

(13) Rent income—Cash rents received from property, less the costs incurred by the landlord in connection with the property. Costs include depreciation, taxes, repairs, insurance, interest on mortgages, real estate agents commissions, etc. Do not include as expenses the cost of permanent improvements on the property or payments made to reduce a mortgage. If the person is the owner and operator of a real estate business, the net income should be reported as "income from own business" in item P33.

(14) Roomer or boarder income—Cross receipts from roomers or boarders, less all expenses such as the cost of food served to boarders, laundry, share of the wages paid to a servant for cleaning, share of the rent paid for the house or the estimated share of the taxes, depreciation, interest, etc. The net receipts should be entered in item P34 when the roomers or boarders are enumerated as members of a housing unit. If the respondent was the owner and operator of a lodginghouse, enumerated as a group quarters, the net income should be entered as "income from own business" in item P33.

(15) Royalties—See paragraph 298c.

(16) Social Security—This term covers many types of government payments made under the Social Security Act, including some which are also listed separately in question P34. It includes periodic payments such as old-age and survivor's and permanent disability insurance. Additionally, it includes old-age assistance, aid to dependent children, aid to the blind or the totally disabled, and unemployment insurance.

(17) Unemployment insurance—Money received from government unemployment agencies during the period of unemployment.

(18) Veterans' payments—Money received by veterans in the form of education and on-the-job training subsistence allowances. Veterans engaged in on-the-job training are paid by their employers and also receive training subsistence from the government. The amount received from the employer should be entered as "Wages or salary" in item P32; the amount received from the government should be entered as "Other income" in item P34.

(19) Welfare payments, public assistance, etc.—Money received from local welfare programs, or from Federal agencies, such as aid to dependent children (widows' pensions), aid to the blind, old-age assistance, or other public assistance. Food, clothing, or other nonmonetary receipt from relief agencies are not income.

(20) Worker's compensation—Money received periodically during 1959 because of injuries incurred at work.

300. Use of Federal Income Tax Form

When you are interviewing, do not ask the respondent to refer to the income tax form, but if he does so, make use of the information. The tax form may contain the combined income of both husband and wife. If so, find out what share was received by each. Not all of the "Other sources of income" will be found on the income tax form. Items which can be found are shown in the table below.

301. Items That Can Be Found on the Income Tax Form

<table>
<thead>
<tr>
<th>Source of income</th>
<th>Item on census schedule</th>
<th>Form 1040A, line</th>
<th>Form 1040W, line</th>
<th>Page</th>
<th>Schedule</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages and salaries</td>
<td>P32</td>
<td>5</td>
<td>2</td>
<td>1</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Income from own business</td>
<td>P33</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Income from own farm</td>
<td>P33</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Income from partnership business</td>
<td>P33</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Pensions and annuities</td>
<td>P34</td>
<td>-</td>
<td>3</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>P34</td>
<td>5(b)</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividends</td>
<td>P34</td>
<td>-</td>
<td>(a) total dividends</td>
<td>3</td>
<td>A</td>
<td>2 and 5</td>
</tr>
<tr>
<td>Earnings and trust</td>
<td>P34</td>
<td>-</td>
<td>3</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rents and royalties</td>
<td>P34</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>G</td>
<td></td>
</tr>
<tr>
<td>Total &quot;income from other sources&quot;</td>
<td>P34</td>
<td>-</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

302. Receipts Which Are Not Income of Any Type

Some money receipts are not considered income and are not to be included in any part of items P32 to P34.

a. Allowance—Money given to cover living expenses by one member of a family to another in the same household.

b. Borrowing—Money borrowed from a bank, finance company, relatives, or other sources.

c. Cash received for sale of personal property—Money received from sale of personal property by persons who are not in the business of selling such commodities.

d. Lump-sum payments—Money received in one lump sum from insurance policies, estates, trusts, inheritances, gifts, etc. Only regular or periodic receipts from these sources are income.

e. Pay—"in kind"—Pay "in kind" (free meals, rent, or supplies received in addition to or in the place of cash wages) is not included as income, even though received as payment for work performed which is considered work for purposes of items P22 and P30.

f. Refunds—Refunds of money for merchandise purchased but returned, refunds of money deposited as an option for the right to purchase, refunds of overcharges on a bill, etc. Some items of this type may be considered income.

g. Withdrawals of savings—Money obtained from the withdrawals of bank deposits, the sale of U.S.

303. How To Handle Respondent's Questions

Follow these procedures if you find a respondent who has some doubt about answering the income questions:

a. If the respondent fears that the income data will be disclosed to other persons or to other government agencies—Explain that you are not able to do this.
Not even agents of the Federal Bureau of Investigation (FBI) or the Internal Revenue Service can look at the Census records. Only statistical summaries are published.

b. If the respondent does not understand why the data cannot be obtained from income tax returns—explain that the income data given in tax returns cannot be used to meet the statistical needs because not all people file returns and not all kinds of income are taxable and hence, are not reported on tax returns. Also, the tax returns do not show age, family relationships, occupation, education, and other items needed to study the income of American families.

**HOUSING ITEMS**

**Item H17**

361. Item H17. Is this house on a city lot (or apt. block)? On a place of less than 10 acres? On a place of 10 acres or more?

This question, which appears on PH-3 schedule only, applies to all occupied and vacant housing units and group quarters except those in "ZED's". (ED's which are marked "Z" on the cover of your portfolio).  

362. Definitions

Use the following definitions to help you mark correctly:

a. **On a city lot (or apt. block).**—A house is on a city lot if it is located within the boundaries of a city or a town or village. A house is not on a city lot if it is located on a street in a residential area of a city or a town or village.

b. **Description of a "place"**—If there is any question about the meaning of "place," use the following explanation: The "place" consists of the city and the surrounding area. The "place" may be a city, town, or rural area.

c. **More than one house on the place.**—The answer for each unit located on the same "place" must be the same. For example, if the owner lives in one house on his place of 15 acres, the rented hand lives in a separate house on the same place. Mark "On a place of 10 or more acres" for both the owner's unit and the hand's unit.

363. How To Obtain Replies

a. **In built-up areas.**—In cities and closely built-up areas, the category "On a city lot (or apt. block)" can usually be marked on the basis of observation. However, if you cannot determine the answer by observation, ask the questions on acreage.

**APPENDIX A**

1. Need for Special Instructions

Special instructions are given for enumeration of persons living in institutions because the enumeration in these places differs somewhat from the enumeration of households.

a. **Information from records.**—In many institutions, you cannot interview the inmates (the persons for whose care or custody is provided) and you will have to get the information from records or from other persons.

b. **Different types of inmates.**—Some institutions have two or more types of inmates, and you may have to enumerate each type separately.

**HOUSING ITEMS**

**Item H17**

361. Item H17. Is this house on a city lot (or apt. block)? On a place of less than 10 acres? On a place of 10 acres or more?

This question, which appears on PH-3 schedule only, applies to all occupied and vacant housing units and group quarters except those in "ZED's". (ED's which are marked "Z" on the cover of your portfolio).

362. Definitions

Use the following definitions to help you mark correctly:

a. **On a city lot (or apt. block).**—A house is on a city lot if it is located within the boundaries of a city or a town or village. A house is not on a city lot if it is located on a street in a residential area of a city or a town or village.

b. **Description of a "place"**—If there is any question about the meaning of "place," use the following explanation: The "place" consists of the city and the surrounding area. The "place" may be a city, town, or rural area.

c. **More than one house on the place.**—The answer for each unit located on the same "place" must be the same. For example, if the owner lives in one house on his place of 15 acres, the rented hand lives in a separate house on the same place. Mark "On a place of 10 or more acres" for both the owner's unit and the hand's unit.

363. How To Obtain Replies

a. **In built-up areas.**—In cities and closely built-up areas, the category "On a city lot (or apt. block)" can usually be marked on the basis of observation. However, if you cannot determine the answer by observation, ask the questions on acreage.

**APPENDIX A**

1. Need for Special Instructions

Special instructions are given for enumeration of persons living in institutions because the enumeration in these places differs somewhat from the enumeration of households.

**HOUSING ITEMS**

**Item H17**

361. Item H17. Is this house on a city lot (or apt. block)? On a place of less than 10 acres? On a place of 10 acres or more?

This question, which appears on PH-3 schedule only, applies to all occupied and vacant housing units and group quarters except those in "ZED's". (ED's which are marked "Z" on the cover of your portfolio).

362. Definitions

Use the following definitions to help you mark correctly:

a. **On a city lot (or apt. block).**—A house is on a city lot if it is located within the boundaries of a city or a town or village. A house is not on a city lot if it is located on a street in a residential area of a city or a town or village.

b. **Description of a "place"**—If there is any question about the meaning of "place," use the following explanation: The "place" consists of the city and the surrounding area. The "place" may be a city, town, or rural area.

c. **More than one house on the place.**—The answer for each unit located on the same "place" must be the same. For example, if the owner lives in one house on his place of 15 acres, the rented hand lives in a separate house on the same place. Mark "On a place of 10 or more acres" for both the owner's unit and the hand's unit.

363. How To Obtain Replies

a. **In built-up areas.**—In cities and closely built-up areas, the category "On a city lot (or apt. block)" can usually be marked on the basis of observation. However, if you cannot determine the answer by observation, ask the questions on acreage.

**APPENDIX A**

1. Need for Special Instructions

Special instructions are given for enumeration of persons living in institutions because the enumeration in these places differs somewhat from the enumeration of households.

a. **Information from records.**—In many institutions, you cannot interview the inmates (the persons for whose care or custody is provided) and you will have to get the information from records or from other persons.

b. **Different types of inmates.**—Some institutions have two or more types of inmates, and you may have to enumerate each type separately.

**HOUSING ITEMS**

**Item H17**

361. Item H17. Is this house on a city lot (or apt. block)? On a place of less than 10 acres? On a place of 10 acres or more?

This question, which appears on PH-3 schedule only, applies to all occupied and vacant housing units and group quarters except those in "ZED's". (ED's which are marked "Z" on the cover of your portfolio).

362. Definitions

Use the following definitions to help you mark correctly:

a. **On a city lot (or apt. block).**—A house is on a city lot if it is located within the boundaries of a city or a town or village. A house is not on a city lot if it is located on a street in a residential area of a city or a town or village.

b. **Description of a "place"**—If there is any question about the meaning of "place," use the following explanation: The "place" consists of the city and the surrounding area. The "place" may be a city, town, or rural area.

c. **More than one house on the place.**—The answer for each unit located on the same "place" must be the same. For example, if the owner lives in one house on his place of 15 acres, the rented hand lives in a separate house on the same place. Mark "On a place of 10 or more acres" for both the owner's unit and the hand's unit.

363. How To Obtain Replies

a. **In built-up areas.**—In cities and closely built-up areas, the category "On a city lot (or apt. block)" can usually be marked on the basis of observation. However, if you cannot determine the answer by observation, ask the questions on acreage.
b. Home for the aged
   (1) County home, almshouse, or poor farm
   (2) Fraternal, religious, or private nonprofit home for the aged
   (3) Soldiers', Sailors', or Veterans Administration home for the aged
   (4) Commercial residential home for the aged

e. Correctional institutions
   (1) Prison, penitentiary
   (2) Reformatory
   (3) Prison camp, prison farm
   (4) Jail
   (5) Workhouse

3. Group Quarters That Are Never Classified as Institutions

The following group quarters are never classified as institutions:

a. Group quarters in boarding house
b. Hospital, Salvation Army shelter
c. College dormitory, and fraternity or sorority house
d. Rectory with five or more persons unrelated to the person in charge
e. Boarding school (other than one for the needy, infirm, delinquent, emotionally disturbed, or handicapped)
f. Nurses' home
g. General hospital (other than psychiatric branch, tuberculosis branch, or chronic disease branch), children's hospital, maternitv hospital (other than one for unmarried mothers)
h. Dormitory for workers, bunkhouse, labor camp, logging camp
i. Armed Forces installations, including Armed Forces hospitals and prisons
j. Crews of vessels

4. Group Quarters May or May Not Be Institutions

The following guides will help you in deciding whether or not group quarters should be classified as institutions:

a. Convent or monastery—The convent or monastery itself is not an institution but an institution may take the name of the convent or monastery which provides its staff. For instance, if the Convent of the Good Shepherd is the name of a school for delinquent girls, it is an institution.

b. Mission—A mission may or may not be an institution, depending on the function it performs. If it is merely a schoolhouse, it is not an institution. On the other hand, if it is a home for the aged or for incurables, it is an institution.

c. Places with deceptive names—Titles that do not suggest an institution may sometimes denote one. For instance, the Fred C. Nelles School for Boys is a public training school for male delinquents and not an ordinary private school. If the place functions as an institution, list it as one and specify its type. The following names are often found in titles of institutions:
   (1) Home
   (2) Camp
   (3) Ranch or guest ranch
   (4) Retreat
   (5) Institute
   (6) Villa
   (7) Hall
   (8) Lodge or guest lodge
   (9) Hospital
   (10) Cottage

5. Persons and Living Quarters To Be Enumerated in Institutions

a. Types of persons—The two types of persons to be enumerated in institutions are:
   (1) Inmates (the persons for whom care or custody is being provided);
   (2) Resident staff members and their families.

b. Types of living quarters—Inmates will always be enumerated as living in group quarters. A resident staff member and his family will be enumerated as living in a housing unit if his quarters have either direct access or exclusive cooking facilities; otherwise, the resident staff member will be considered to be living in group quarters. First, enumerate the staff members and their families who are living in housing units. Next, list one group quarters for all other persons, enumerating staff members living in the group quarters first and then the inmates.

6. Institutions With More Than One Type of Inmate

Some institutions provide facilities for inmates of two or more different types. When you run into such a situation enumerate the inmates in accordance with the following:

a. Group receiving special care—Whenever you find groups of inmates of one of the types listed below receiving special care in a separate ward, you must enumerate them as inmates in a separate group quarters:
   (1) Tuberculosis patients
   (2) Mental (psychiatric) patients
   (3) Mentally deficient persons
   (4) Chronic disease patients (other than tuberculosis patients)
   (5) Blind persons
   (6) Deaf persons

b. Special groups in general hospital—In a general hospital, if inmates of any of the types listed above receive special care in a separate ward, you must enumerate them as inmates in a separate group quarters apart from the general medical and surgical patients (who are not inmates).

c. Groups receiving the same type of care—Institutions where patients of several types all receive the same type of care, you should create a separate group quarters for each type of inmate. For example, in a home for the aged you may find some persons who are blind or deaf in addition to being aged. Since the blind and deaf persons do not receive special care in a separate location, they should not be enumerated in a separate group quarters.

17. Difference in Definition Between "General Hospital" and "Institutions"

General hospitals are establishments in which medical, surgical, or convalescent care is provided for patients who stay in the hospital while under treatment for relatively short periods of time.

a. Long-term medical care—The term "hospital" is sometimes used in connection with places providing long-term medical care. However, such places providing long-term medical care are to be considered institutions rather than general hospitals and are to be enumerated according to the procedures set forth in the section of this appendix entitled "Enumeration in Institutions" (a list of institutions providing specialized medical care is given in paragraph 26).

b. Separate wards or services—In some large general hospitals, there may be separate wards or services devoted to the care of patients who are ordinarily to be found in institutions, such as separate wards for mental, tuberculosis, or chronic-disease patients. If wards or services of such types are found and can be accurately identified, they should be treated as institutions and enumerated as such.

18. Difference in Enumeration Procedure in General Hospitals and Institutions

The major difference in procedure distinguishing general hospitals from institutions is that in general hospitals, only those patients who have no usual place of residence outside the hospital are to be enumerated on the POSDC schedule. However, to be sure that hospital patients who have a home elsewhere are reported there, a completed Form P-10 (individual Census Report) must be obtained for every hospital patient, not regardless of his usual residence. Individual Census Reports for patients having a usual residence elsewhere will be entered on the Stage I POSDC schedule as a resident of the hospital. Such patients should be marked "nonrelative" in item P3.

19. Types of Persons and Living Quarters

Like institutions, hospitals may contain both group quarters and housing units. Persons in group quarters in hospitals and on hospital grounds may be divided into patients and resident staff members. Resident staff members are those persons residing on the hospital grounds who are employed to take care of the patients, the buildings, and the grounds, etc. Enumerate the personnel in this order:

a. First, list the staff members and their families who are living in housing units.

b. Next, list all other persons. Enumerate the staff members in group quarters first and then the patients with no usual place of residence other than the hospital.
### FIGURES

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.—The United States of America</td>
<td>S1</td>
</tr>
<tr>
<td>2.—Regions and geographic divisions of the United States</td>
<td>S2</td>
</tr>
<tr>
<td>3.—Major acquisitions of territory by the United States</td>
<td>S3</td>
</tr>
<tr>
<td>4.—Date of admission of States</td>
<td>S4</td>
</tr>
<tr>
<td>5.—Urbanized areas: 1960</td>
<td>S5</td>
</tr>
<tr>
<td>6.—Standard metropolitan statistical areas of the United States and Puerto Rico: 1960</td>
<td>S6</td>
</tr>
<tr>
<td>6a.—Standard metropolitan statistical areas in Northeastern United States: 1960</td>
<td>S7</td>
</tr>
<tr>
<td>7.—Economic subregions and State economic areas: 1960</td>
<td>S8</td>
</tr>
<tr>
<td>8.—States with census county divisions</td>
<td>S10</td>
</tr>
<tr>
<td>9.—Territory of the United States and its outlying areas: 1790 to 1960</td>
<td>S10</td>
</tr>
<tr>
<td>10.—Center of population for conterminous United States: 1790 to 1960</td>
<td>S11</td>
</tr>
<tr>
<td>11.—Center of population for the United States and conterminous United States: 1950 and 1960</td>
<td>S11</td>
</tr>
<tr>
<td>12.—Congressional districts: April 1, 1960</td>
<td>S12</td>
</tr>
<tr>
<td>13.—Changes in congressional representation, by States: 1950 to 1960</td>
<td>S13</td>
</tr>
<tr>
<td>14.—Population density, by counties: 1960</td>
<td>S14</td>
</tr>
<tr>
<td>15.—Population density, by counties: 1960</td>
<td>S15</td>
</tr>
<tr>
<td>16.—Population of the United States and regions: 1790 to 1960</td>
<td>S16</td>
</tr>
<tr>
<td>17.—Percent distribution of the population of the United States, by regions: 1790 to 1960</td>
<td>S16</td>
</tr>
<tr>
<td>18.—Population distribution: 1960</td>
<td>S17</td>
</tr>
<tr>
<td>19.—Total population, decennial population increase, and percent of increase: 1790 to 1960</td>
<td>S18</td>
</tr>
<tr>
<td>20.—Number of counties by percent of change in population: 1950 to 1960</td>
<td>S18</td>
</tr>
<tr>
<td>21.—Amount of change in total population, by States: 1950 to 1960</td>
<td>S18</td>
</tr>
<tr>
<td>22.—Percent of change in total population, by States: 1950 to 1960</td>
<td>S19</td>
</tr>
<tr>
<td>23.—Percent of change in total population, by States: 1950 to 1960</td>
<td>S19</td>
</tr>
<tr>
<td>24.—Percent of change in total population, by counties: 1950 to 1960</td>
<td>S20</td>
</tr>
<tr>
<td>25.—Percent of change in total population, by counties: 1940 to 1950</td>
<td>S21</td>
</tr>
<tr>
<td>26.—Population trends, by counties: 1940 to 1960</td>
<td>S22</td>
</tr>
<tr>
<td>27.—Total population, urban and rural, by States: 1960</td>
<td>S23</td>
</tr>
<tr>
<td>28.—Urban and rural population: 1790 to 1960</td>
<td>S24</td>
</tr>
<tr>
<td>29.—Composition of the urban population: 1960</td>
<td>S24</td>
</tr>
<tr>
<td>30.—Percent of population urban, by States: 1960</td>
<td>S24</td>
</tr>
<tr>
<td>31.—Percent of change in urban population, by States: 1950 to 1960</td>
<td>S25</td>
</tr>
<tr>
<td>32.—Percent of change in rural population, by States: 1950 to 1960</td>
<td>S25</td>
</tr>
<tr>
<td>33.—Percent of population urban, by counties: 1960</td>
<td>S26</td>
</tr>
<tr>
<td>34.—Population of standard metropolitan statistical areas: 1960</td>
<td>S27</td>
</tr>
<tr>
<td>35.—Changes in population of standard metropolitan statistical areas: 1950 to 1960</td>
<td>S28</td>
</tr>
<tr>
<td>36.—Percent of population in standard metropolitan statistical areas, by States: 1960</td>
<td>S29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>37.—Percent of change in population in and outside central cities by size of standard metropolitan statistical areas: 1950 to 1960</td>
<td>S29</td>
</tr>
<tr>
<td>38.—Population by type of residence in metropolitan and nonmetropolitan areas: 1960</td>
<td>S29</td>
</tr>
<tr>
<td>39.—Percent of change in metropolitan population, by States: 1950 to 1960</td>
<td>S30</td>
</tr>
<tr>
<td>40.—Percent of change in nonmetropolitan population, by States: 1950 to 1960</td>
<td>S30</td>
</tr>
<tr>
<td>41.—States ranked by total population: 1960</td>
<td>S31</td>
</tr>
<tr>
<td>42.—States ranked by amount of population change: 1950 to 1960</td>
<td>S32</td>
</tr>
<tr>
<td>43.—States ranked by percent of change in population: 1950 to 1960</td>
<td>S33</td>
</tr>
<tr>
<td>44.—States ranked by population density: 1960</td>
<td>S34</td>
</tr>
<tr>
<td>45.—States ranked by percent of population urban: 1960</td>
<td>S35</td>
</tr>
<tr>
<td>46.—Cities of 250,000 or more ranked by size: 1960</td>
<td>S36</td>
</tr>
<tr>
<td>47.—Population of the United States, by single years of age and sex: 1960 and 1950</td>
<td>S37</td>
</tr>
<tr>
<td>48.—Population of the United States, by age and sex: 1960 and 1940</td>
<td>S38</td>
</tr>
<tr>
<td>49.—Population of the United States, by age and sex: 1950 and 1940</td>
<td>S38</td>
</tr>
<tr>
<td>50.—Population of the United States, by age and sex, urban and rural: 1960</td>
<td>S38</td>
</tr>
<tr>
<td>51.—Population of the United States, by age, color, and sex: 1960</td>
<td>S38</td>
</tr>
<tr>
<td>52.—Population of the Northeast and the United States, by age and sex: 1960</td>
<td>S38</td>
</tr>
<tr>
<td>53.—Population of the North Central Region and the United States, by age and sex: 1960</td>
<td>S39</td>
</tr>
<tr>
<td>54.—Population of the South and the United States, by age and sex: 1960</td>
<td>S39</td>
</tr>
<tr>
<td>55.—Population of the West and the United States, by age and sex: 1960</td>
<td>S39</td>
</tr>
<tr>
<td>56.—Sex ratio of the population of the United States: 1960 to 1950</td>
<td>S40</td>
</tr>
<tr>
<td>57.—Sex ratios of selected population groups, for the United States: 1960</td>
<td>S40</td>
</tr>
<tr>
<td>58.—Percent distribution by region of the population of the United States, by race: 1960 and 1960</td>
<td>S40</td>
</tr>
<tr>
<td>59.—Percent nonwhite of the population, for the United States, by size of place: 1960</td>
<td>S41</td>
</tr>
<tr>
<td>60.—Change in percent nonwhite of the population, by States: 1950 to 1960</td>
<td>S41</td>
</tr>
<tr>
<td>61.—Percent distribution by nativity and parentage of the white population, for conterminous United States: 1950, 1940, 1940, and 1960</td>
<td>S42</td>
</tr>
<tr>
<td>62.—Percent of native population born in State other than State of residence, for conterminous United States: 1950 to 1960</td>
<td>S42</td>
</tr>
<tr>
<td>63.—Percent of native population born in State other than State of residence, by States: 1960</td>
<td>S42</td>
</tr>
<tr>
<td>64.—Principal country of origin of the foreign stock, by States: 1960</td>
<td>S43</td>
</tr>
<tr>
<td>65.—Percent distribution by country of origin of the foreign stock, for the United States: 1960</td>
<td>S43</td>
</tr>
<tr>
<td>66.—Principal mother tongue of the foreign-born population, 1960, and of the foreign-born white population, 1910, for the United States</td>
<td>S43</td>
</tr>
</tbody>
</table>
Characteristics of the Population

67.—Percent distribution by residence in 1955 for persons 5 years old and over, for the United States, urban and rural: 1960
68.—Percent distribution by residence in 1955 for persons 5 years old and over, by color, for the United States: 1960
69.—Percent distribution by residence in 1955 for persons 5 years old and over, for the United States: 1960
70.—Movers, 1955 to 1960, as percent of the population
71.—Percent distribution of the population by year moved into present house, for the United States, urban and rural: 1960
72.—Percent of the population who moved into present house in 1955 or 1960, by regions and divisions: 1960
73.—Percent of the population 5 to 24 years old enrolled in school, by age, for conterminous United States: 1910 to 1960
74.—Percent of the population 10 and 17 years old enrolled in school, by States: 1960
75.—Percent of elementary school children enrolled in private schools, by States: 1960
76.—School retardation—percent of twelve-year-old pupils enrolled below the sixth grade, by States: 1960
77.—Median years of school completed by persons 25 years old and over, by regions and divisions: 1960
78.—Median years of school completed by persons 25 years old and over, by color, for conterminous United States: 1940 to 1960
79.—Percent of the population 20 years old and over who completed 1 or more years of college, by age and sex, for the United States: 1960
80.—Percent of the population 25 years old and over who completed 4 or more years of college, by States: 1960
81.—Functional illiterates—percent of the population 25 years old and over who completed less than 5 years of elementary school, by States: 1960
82.—Selected characteristics of civilian veteran males and of other males 20 years old and over, by age, for the United States: 1960
83.—Percent of the civilian male population 14 years old and over who are veterans, by regions and divisions: 1960
84.—Percent of the civilian male population 14 years old and over who are veterans: 1960
85.—Percent distribution by marital status for the population 14 years and over, by color and sex, for the United States, urban and rural: 1960
86.—Percent change by marital status for the population 14 years old and over, by sex, for the United States: 1960 to 1960
87.—Percent of persons ever married living with first spouse, by age and sex, for the United States: 1960
88.—Percent distribution by household relationship, for conterminous United States: 1940 to 1960
89.—Percent distribution by type of quarters and sex for persons in group quarters, for the United States: 1960
90.—Percent of married couples without own household, 1960 and 1950, and by color, type of residence, and region, 1960 for the United States
91.—Percent of persons under 18 years old living with both parents, by color, for the United States, urban and rural: 1960
92.—Percent distribution of families by number of own children under 18, for conterminous United States: 1960 and 1950
93.—Fertility ratio, for the United States: 1950 to 1960
94.—Number of children ever born per 1,000 women 15 to 44 years old, by age, for conterminous United States: 1910 and 1940 to 1960
95.—Number of children ever born per 1,000 women 15 to 44 years old, by age and color, for the United States: 1960
96.—Number of children ever born per 1,000 women 15 to 44 years old, by States: 1960
97.—Persons 14 years old and over in the labor force, by sex, for the United States: 1940 to 1960
98.—Percent in the labor force for persons 14 years old and over, by age and sex, for the United States: 1940 to 1960
99.—Percent in the labor force for persons 14 years old and over, by age, marital status, and sex, for the United States: 1960
100.—Nonworker-worker ratio, by regions: 1960
101.—Nonworker-worker ratio, by States: 1960
102.—Percent distribution by weeks worked in 1959 for persons 14 years old and over who worked in 1959, for the United States, urban and rural: 1960
103.—Labor force status and year last worked for persons 14 years old and over, by sex, for the United States: 1960
104.—Percent distribution by class of worker for employed persons, by sex, for the United States: 1960
105.—Percent change by class of worker for employed persons in agriculture and nonagricultural industries, for the United States: 1940 to 1960
106.—Percent distribution and percent female, 1960 and 1940, and percent nonwhite and percent unemployed, 1960, by major occupation group, for the United States
107.—Percent distribution by broad occupation group for employed persons, by States: 1960
108.—Number of workers employed in each major industry in 1950 per 100 employed in 1940, for the United States
109.—Percent distribution by broad occupation group for employed persons, by major industry group, for the United States: 1960
110.—Percent of employed persons in manufacturing industries, by States: 1960
111.—Percent of workers working outside county of residence, for the United States, by size of place: 1960
112.—Percent of workers using public transportation, for the United States, by size of place: 1960
113.—Percent of workers who walked to work or worked at home during the Census week, by States: 1960
114.—Median income in 1959 of persons, by sex, for the United States, by size of place: 1960
115.—Percent increase, 1949 to 1959, in median income of persons with income, by color and sex, for the United States, urban and rural: 1960 and 1950
116.—Percent distribution by educational attainment for males 25 years old and over, by income in 1959, for the United States: 1960
117.—Income in 1959 of families, by color, for the United States: 1960
118.—Median income in 1959 of families by number of related children under 18 years old, for the United States: 1960
SOURCE TABLES FOR FIGURES

The tables listed below refer, unless otherwise indicated, to those in this report. The designation "State table" refers to those appearing in the State parts of this volume. The designation "1950 table" refers to those in U.S. Summary Part 1 of 1950 Population Census Volume II; or if so stated, the State parts of that volume. There are no table references for figures 1 to 8 and 12.

<table>
<thead>
<tr>
<th>Figure</th>
<th>Source</th>
<th>Figure</th>
<th>Source</th>
<th>Figure</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Text table C</td>
<td>48, 49</td>
<td>Table 47</td>
<td>83, 84</td>
<td>Table 116</td>
</tr>
<tr>
<td>10, 11</td>
<td>Text table B</td>
<td>50, 61</td>
<td>Table 46</td>
<td>85</td>
<td>Table 49</td>
</tr>
<tr>
<td>13</td>
<td>Table 13</td>
<td>52 to 55</td>
<td>Table 47 to 52</td>
<td>86</td>
<td>Table 49</td>
</tr>
<tr>
<td>14</td>
<td>State table 6</td>
<td>56</td>
<td>Table 44</td>
<td>87</td>
<td>Table 176</td>
</tr>
<tr>
<td>15</td>
<td>1950 State table 5</td>
<td>57</td>
<td>Tables 42, 44, 46, 49, and 57</td>
<td>88</td>
<td>Table 183</td>
</tr>
<tr>
<td>16</td>
<td>Table 9</td>
<td>58</td>
<td>Table 56 and 1950 table 59</td>
<td>89</td>
<td>Table 182</td>
</tr>
<tr>
<td>17</td>
<td>Table 11</td>
<td>59</td>
<td>Table 44</td>
<td>90</td>
<td>Tables 80 and 102</td>
</tr>
<tr>
<td>18</td>
<td>State table 7</td>
<td>60</td>
<td>Table 47 and State table 15</td>
<td>91</td>
<td>Table 79</td>
</tr>
<tr>
<td>19</td>
<td>Table 2</td>
<td>61</td>
<td>Table 66</td>
<td>92</td>
<td>Table 185</td>
</tr>
<tr>
<td>20</td>
<td>Table 25</td>
<td>62</td>
<td>Table 68</td>
<td>93</td>
<td>Table 47</td>
</tr>
<tr>
<td>21 to 23</td>
<td>Table 10</td>
<td>63</td>
<td>Table 109</td>
<td>94</td>
<td>Table 81</td>
</tr>
<tr>
<td>24</td>
<td>Table 24</td>
<td>64</td>
<td>Table 110</td>
<td>95</td>
<td>Table 81</td>
</tr>
<tr>
<td>25</td>
<td>1950 table 19</td>
<td>65</td>
<td>Table 69</td>
<td>96</td>
<td>Table 117</td>
</tr>
<tr>
<td>26</td>
<td>Table 24 and 1950 table 19</td>
<td>66</td>
<td>Table 70</td>
<td>97, 98</td>
<td>Table 84</td>
</tr>
<tr>
<td>27</td>
<td>Table 20</td>
<td>67, 68</td>
<td>Table 71</td>
<td>99</td>
<td>Table 195</td>
</tr>
<tr>
<td>28</td>
<td>Table 3</td>
<td>69</td>
<td>Table 164</td>
<td>100, 101</td>
<td>Table 106</td>
</tr>
<tr>
<td>29</td>
<td>Table 17</td>
<td>70</td>
<td>Table 112</td>
<td>102</td>
<td>Table 85</td>
</tr>
<tr>
<td>30 to 32</td>
<td>Table 20</td>
<td>71</td>
<td>Table 72</td>
<td>103</td>
<td>Tables 194 and 200</td>
</tr>
<tr>
<td>33</td>
<td>State table 6</td>
<td>72</td>
<td>Table 113</td>
<td>104, 105</td>
<td>Table 88</td>
</tr>
<tr>
<td>34, 35</td>
<td>Table 33</td>
<td>73</td>
<td>Table 74</td>
<td>106</td>
<td>Tables 88, 89, 90</td>
</tr>
<tr>
<td>36</td>
<td>Table 18</td>
<td>74</td>
<td>Table 114</td>
<td>107</td>
<td>Table 128</td>
</tr>
<tr>
<td>37</td>
<td>Text table Q</td>
<td>75</td>
<td>Table 105</td>
<td>108</td>
<td>Table 92</td>
</tr>
<tr>
<td>38</td>
<td>Table 18</td>
<td>76</td>
<td>Table 108 and State table 101</td>
<td>109</td>
<td>Table 209</td>
</tr>
<tr>
<td>39, 40</td>
<td>Text table R</td>
<td>77</td>
<td>Table 115</td>
<td>110</td>
<td>Table 106</td>
</tr>
<tr>
<td>41</td>
<td>Table 15</td>
<td>78</td>
<td>Table 76</td>
<td>111</td>
<td>Table 100</td>
</tr>
<tr>
<td>42, 49</td>
<td>Table 18</td>
<td>79</td>
<td>Table 173</td>
<td>112</td>
<td>Table 100</td>
</tr>
<tr>
<td>44</td>
<td>Table 12</td>
<td>80, 81</td>
<td>Table 115</td>
<td>113</td>
<td>Table 136</td>
</tr>
<tr>
<td>45</td>
<td>Text table G and table 20</td>
<td>82</td>
<td>Tables 156, 164, 173, 175, 176, 181, 194, 204, 219</td>
<td>114</td>
<td>Table 100</td>
</tr>
<tr>
<td>46</td>
<td>Table 28</td>
<td>119</td>
<td>Table 106</td>
<td>115</td>
<td>Table 97</td>
</tr>
<tr>
<td>47</td>
<td>Table 156, 1950 table 94, 1950 Alaska table 30, 1950 Hawaii table 31; single years for ages 85 to 99 estimated where necessary</td>
<td>118</td>
<td>Table 225</td>
<td>117</td>
<td>Table 95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>119</td>
<td>Table 225</td>
<td>118</td>
<td>Table 95</td>
</tr>
</tbody>
</table>
Figure 2.—Regions and Geographic Divisions of the United States
Figure 3.—MAJOR ACQUISITIONS OF TERRITORY BY THE UNITED STATES
Figure 5.—URBANIZED AREAS: 1960
Figure 10.—CENTER OF POPULATION FOR CONTERMINOUS UNITED STATES: 1790 TO 1960

Figure 11.—CENTER OF POPULATION FOR THE UNITED STATES AND CONTERMINOUS UNITED STATES: 1960 AND 1950
Figure 13.—CHANGES IN CONGRESSIONAL REPRESENTATION, BY STATES: 1950 TO 1960

LEGEND

GAIN
LOSS
STATES WITH NO CHANGE IN REPRESENTATION
1 GAIN OR LOSS RESULTING FROM THE 1960 CENSUS
8 CURRENT REPRESENTATION

DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS
Figure 19.—TOTAL POPULATION, DECENNIAL POPULATION INCREASE, AND PERCENT OF INCREASE: 1790 TO 1960

Figure 20.—NUMBER OF COUNTIES BY PERCENT OF CHANGE IN POPULATION: 1950 TO 1960

Figure 21.—AMOUNT OF CHANGE IN TOTAL POPULATION, BY STATES: 1950 TO 1960
Figure 35.—CHANGES IN POPULATION OF STANDARD METROPOLITAN STATISTICAL AREAS: 1950 TO 1960

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

POPULATION CHANGE

GAIN
LOSS

MILLIONS OF PERSONS

2,500,000
1,500,000
1,000,000
500,000
100,000

MILES

0
200
400

S 28
Figure 39.—PERCENT OF CHANGE IN METROPOLITAN POPULATION, BY STATES: 1950 TO 1960

Figure 40.—PERCENT OF CHANGE IN NONMETROPOLITAN POPULATION, BY STATES: 1950 TO 1960
Figure 41.—STATES RANKED BY TOTAL POPULATION: 1960

NEW YORK 9.4
CALIFORNIA 8.8
PENNSYLVANIA 6.3
ILLINOIS 5.6
OHIO 5.4
TEXAS 5.3
MICHIGAN 4.4
NEW JERSEY 3.4
MASSACHUSETTS 2.9
FLORIDA 2.8
INDIANA 2.6
NORTH CAROLINA 2.5
MISSOURI 2.4
VIRGINIA 2.2
WISCONSIN 2.2
GEORGIA 2.2
TENNESSEE 2.0
MINNESOTA 1.9
ALABAMA 1.8
LOUISIANA 1.8
MARYLAND 1.7
KENTUCKY 1.7
WASHINGTON 1.6
IOWA 1.5
CONNECTICUT 1.4
SOUTH CAROLINA 1.3
OKLAHOMA 1.3
KANSAS 1.2
MISSISSIPPI 1.2
WEST VIRGINIA 1.0
ARKANSAS 1.0
OREGON 1.0
COLORADO 1.0
NEBRASKA 0.8
ARIZONA 0.7
MAINE 0.5
NEW MEXICO 0.5
UTAH 0.5
RHODE ISLAND 0.5
DIST. OF COLUMBIA 0.4
SOUTH DAKOTA 0.4
MONTANA 0.4
IDAHO 0.4
HAWAII 0.4
NORTH DAKOTA 0.4
NEW HAMPSHIRE 0.3
DELWARE 0.2
VERMONT 0.2
WYOMING 0.2
NEVADA 0.2
ALASKA 0.1

DEPARTMENT OF COMMERCE

BUREAU OF THE CENSUS

S 31
Figure 44.—STATES RANKED BY POPULATION DENSITY: 1960

DIST. OF COLUMBIA
RHODE ISLAND
NEW JERSEY
MASSACHUSETTS
CONNECTICUT
NEW YORK
MARYLAND
PENNSYLVANIA
OHIO
DELAWARE
ILLINOIS
MICHIGAN
INDIANA
CALIFORNIA
VIRGINIA
HAWAII
NORTH CAROLINA
FLORIDA
TENNESSEE
SOUTH CAROLINA
WEST VIRGINIA
KENTUCKY
WISCONSIN
LOUISIANA
GEORGIA
NEW HAMPSHIRE
ALABAMA
MISSOURI
IOWA
MISSISSIPPI
WASHINGTON
MINNESOTA
VERMONT
TEXAS
ARKANSAS
OKLAHOMA
MAINE
KANSAS
NEBRASKA
OREGON
COLORADO
ARIZONA
UTAH
NORTH DAKOTA
SOUTH DAKOTA
IDAHO
NEW MEXICO
MONTANA
WYOMING
NEVADA
ALASKA

1960 UNITED STATES: 260.6 PERSONS PER SQUARE MILE
1960 UNITED STATES: 40.3 PERSONS PER SQUARE MILE

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

S 34
Figure 46.—CITIES OF 250,000 OR MORE RANKED BY SIZE: 1960

NEW YORK, N.Y.
CHICAGO, ILL.
LOS ANGELES, CALIF.
PHILADELPHIA, PA.
DETROIT, MICH.
BALTIMORE, MD.
HOUSTON, TEXAS
CLEVELAND, OHIO
WASHINGTON, D.C.
ST. LOUIS, MO.
MILWAUKEE, WIS.
SAN FRANCISCO, CALIF.
BOSTON, MASS.
DALLAS, TEXAS
NEW ORLEANS, LA.
PITTSBURGH, PA.
SAN ANTONIO, TEXAS
SAN DIEGO, CALIF.
SEATTLE, WASH.
BUFFALO, N.Y.
CINCINNATI, OHIO
MEMPHIS, TENN.
DENVER, COLO.
ATLANTA, GA.
MINNEAPOLIS, MINN.
INDIANAPOLIS, IND.
KANSAS CITY, MO.
COLUMBUS, OHIO
PHOENIX, ARIZ.
NEWARK, N.J.
LOUISVILLE, KY.
PORTLAND, OREG.
OAKLAND, CALIF.
FORT WORTH, TEXAS
LONG BEACH, CALIF.
BIRMINGHAM, ALA.
OKLAHOMA CITY, OKLA.
ROCHESTER, N.Y.
TOLEDO, OHIO
ST. PAUL, MINN.
NORFOLK, VA.
OMAHA, NEBR.
HONOLULU, HAWAII
MIAMI, FLA.
AKRON, OHIO
EL PASO, TEXAS
JERSEY CITY, N.J.
TAMPA, FLA.
DAYTON, OHIO
TULSA, OKLA.
WICHITA, KAN.

DEPARTMENT OF COMMERCE
Figure 56.—SEX RATIO OF THE POPULATION OF THE UNITED STATES: 1860 TO 1960

Figure 57.—SEX RATIOS OF SELECTED POPULATION GROUPS, FOR THE UNITED STATES: 1960

NOTE: DATA ON MARITAL STATUS REFER TO PERSONS 15 YEARS AND OVER.
Figure 61.—Percent distribution by nativity and parentage of the white population, for conterminous United States: 1900, 1920, 1940, and 1960

Figure 62.—Percent of native population born in state other than state of residence, for conterminous United States: 1900 to 1960

Figure 63.—Percent of native population born in state other than state of residence, by states: 1960
Figure 70.—MOVERS, 1955 TO 1960, AS PERCENT OF THE POPULATION 5 YEARS OLD AND OVER, BY STATES: 1960

Figure 71.—PERCENT DISTRIBUTION OF THE POPULATION BY YEAR MOVED INTO PRESENT HOUSE, FOR THE UNITED STATES, URBAN AND RURAL: 1960

Figure 72.—PERCENT OF THE POPULATION WHO MOVED INTO PRESENT HOUSE IN 1959 OR 1960, BY REGIONS AND DIVISIONS: 1960

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

S 45
Figure 73.—PERCENT OF THE POPULATION 5 TO 24 YEARS OLD ENROLLED IN SCHOOL, BY AGE, FOR CONTERMINOUS UNITED STATES: 1910 TO 1960

Figure 74.—PERCENT OF THE POPULATION 16 AND 17 YEARS OLD ENROLLED IN SCHOOL, BY STATES: 1960

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

*DATA NOT AVAILABLE*

UNITED STATES 80.9 PERCENT

DECIMAL DROPPED FROM STATE FIGURES

DEPARTMENT OF COMMERCE  BUREAU OF THE CENSUS

S 46
Figure 80.—PERCENT OF THE POPULATION 25 YEARS OLD AND OVER WHO COMPLETED 4 OR MORE YEARS OF COLLEGE, BY STATES: 1960

Figure 81.—FUNCTIONAL ILLITERATES—PERCENT OF THE POPULATION 25 YEARS OLD AND OVER WHO COMPLETED LESS THAN 5 YEARS OF ELEMENTARY SCHOOL, BY STATES: 1960
Figure 82.—SELECTED CHARACTERISTICS OF CIVILIAN VETERAN MALES AND OF OTHER MALES 20 YEARS OLD AND OVER, BY AGE, FOR THE UNITED STATES: 1960

<table>
<thead>
<tr>
<th>AGE GROUP</th>
<th>UNDER 30 YEARS OLD</th>
<th>30 TO 44 YEARS OLD</th>
<th>45 TO 59 YEARS OLD</th>
<th>60 YEARS OLD AND OVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERCENT BY VETERAN STATUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KOREAN WAR</td>
<td>40%</td>
<td>10%</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>KOREAN &amp; WW II</td>
<td>40%</td>
<td>10%</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>WORLD WAR II</td>
<td>40%</td>
<td>10%</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>WORLD WAR I</td>
<td>2%</td>
<td>2%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>OTHER SERVICE</td>
<td>2%</td>
<td>2%</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>PERCENT LIVING IN URBAN AREAS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>76%</td>
<td>75%</td>
<td>77%</td>
<td>73%</td>
</tr>
<tr>
<td></td>
<td>66%</td>
<td>65%</td>
<td>67%</td>
<td>66%</td>
</tr>
<tr>
<td>RATIO OF NUMBER MARRIED TO NUMBER WOODED OR DIVORCED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>39</td>
<td>31</td>
<td>13</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>41</td>
<td>31</td>
<td>17</td>
<td>4</td>
</tr>
<tr>
<td>PERCENT WHO LIVED IN A DIFFERENT HOUSE IN 1955 THAN IN 1960</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>76%</td>
<td>57%</td>
<td>40%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>76%</td>
<td>55%</td>
<td>30%</td>
<td>20%</td>
</tr>
<tr>
<td>MEDIAN YEARS OF SCHOOL COMPLETED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12.4</td>
<td>12.2</td>
<td>10.8</td>
<td>8.7</td>
</tr>
<tr>
<td></td>
<td>12.2</td>
<td>10.5</td>
<td>8.5</td>
<td>8.1</td>
</tr>
<tr>
<td>PERCENT WHO ARE HEADS OF A HUSBAND-WIFE PRIMARY FAMILY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>61%</td>
<td>85%</td>
<td>76%</td>
<td>73%</td>
</tr>
<tr>
<td></td>
<td>49%</td>
<td>78%</td>
<td>84%</td>
<td>88%</td>
</tr>
<tr>
<td>PERCENT WHO ARE INMATES OF INSTITUTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.4%</td>
<td>1.0%</td>
<td>1.3%</td>
<td>3.0%</td>
</tr>
<tr>
<td></td>
<td>1.8%</td>
<td>2.1%</td>
<td>1.3%</td>
<td>2.9%</td>
</tr>
<tr>
<td>PERCENT UNEMPLOYED OF THOSE IN CIVILIAN LABOR FORCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.2%</td>
<td>3.5%</td>
<td>4.6%</td>
<td>4.8%</td>
</tr>
<tr>
<td></td>
<td>6.2%</td>
<td>4.6%</td>
<td>4.8%</td>
<td>5.5%</td>
</tr>
<tr>
<td>PERCENT OF EMPLOYED CIVILIANS WHO ARE WHITE-COLLAR WORKERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>38%</td>
<td>41%</td>
<td>40%</td>
<td>45%</td>
</tr>
<tr>
<td></td>
<td>30%</td>
<td>29%</td>
<td>32%</td>
<td>31%</td>
</tr>
<tr>
<td>MEDIAN INCOME IN 1959</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14,103</td>
<td>15,104</td>
<td>15,371</td>
<td>13,134</td>
</tr>
<tr>
<td></td>
<td>12,710</td>
<td>14,684</td>
<td>14,824</td>
<td>13,922</td>
</tr>
</tbody>
</table>

NOTE: SCALES FOR PERCENTAGE BARS ARE IDENTICAL THROUGHOUT EXCEPT FOR THE INMATES AND UNEMPLOYMENT ITEMS WHERE IT IS TEN TIMES LARGER THAN OTHER SCALES. TO DEPICT THE HIGH MEDIAN FOR THESE AGE GROUPS FOR "OTHER MALES," CERTAIN ESTIMATES WERE NEEDED.
Figure 83.—PERCENT OF THE CIVILIAN MALE POPULATION 14 YEARS OLD AND OVER WHO ARE VETERANS, BY REGIONS AND DIVISIONS: 1960

Figure 84.—PERCENT OF THE CIVILIAN MALE POPULATION 14 YEARS OLD AND OVER WHO ARE VETERANS, BY STATES: 1960
Figure 85.—PERCENT DISTRIBUTION BY MARITAL STATUS FOR THE POPULATION 14 YEARS AND OVER, BY COLOR AND SEX, FOR THE UNITED STATES, URBAN AND RURAL: 1960

Figure 86.—PERCENT CHANGE BY MARITAL STATUS FOR THE POPULATION 14 YEARS OLD AND OVER, BY SEX, FOR THE UNITED STATES: 1950 TO 1960

Figure 87.—PERCENT OF PERSONS EVER MARRIED LIVING WITH FIRST SPOUSE, BY AGE AND SEX, FOR THE UNITED STATES: 1960

NOTE: PERSONS CLASSIFIED AS NOT LIVING WITH FIRST SPOUSE INCLUDE SOME TEMPORARILY AWAY IN ARMED FORCES, INSTITUTIONS, ETC.
Figure 96.—NUMBER OF CHILDREN EVER BORN PER 1,000 WOMEN 35 TO 44 YEARS OLD, BY STATES: 1960

The graph shows the number of children ever born per 1,000 women aged 35 to 44 years old by state in 1960. The states are listed along the vertical axis, and the number of children born per 1,000 women is indicated on the horizontal axis. Mississippi has the highest number of children born per 1,000 women, while the United States has the lowest.
Figure 97.—PERSONS 14 YEARS OLD AND OVER IN THE LABOR FORCE, BY SEX, FOR THE UNITED STATES: 1940 TO 1960

1940 (53 million)
MALES
13 MILLION
40 MILLION

1950 (60 million)
FEMALES
16 MILLION
43 MILLION

1960 (70 million)

Figure 98.—PERCENT IN THE LABOR FORCE FOR PERSONS 14 YEARS OLD AND OVER, BY AGE AND SEX, FOR THE UNITED STATES: 1940 TO 1960

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

S 56
Figure 107.—PERCENT DISTRIBUTION BY BROAD OCCUPATION GROUP FOR EMPLOYED PERSONS, BY STATES: 1960

DISTRICT OF COLUMBIA
ALASKA
CALIFORNIA
NEW YORK
MARYLAND
COLORADO
NEW JERSEY
UTAH
MASSACHUSETTS
CONNECTICUT
WASHINGTON
DELWARE
NEW MEXICO
ARIZONA
FLORIDA
ILLINOIS
OKLAHOMA
NEVADA
OREGON
KANSAS
UNITED STATES
TEXAS
HAWAII
MINNESOTA
MISSOURI
OHIO
VIRGINIA
MICHIGAN
PENNSYLVANIA
WYOMING
MONTANA
RHODE ISLAND
NEBRASKA
LOUISIANA
INDIANA
VERMONT
NEW HAMPSHIRE
WISCONSIN
IDAHO
IOWA
WEST VIRGINIA
MAINE
GEORGIA
TENNESSEE
KENTUCKY
NORTH DAKOTA
SOUTH DAKOTA
ALABAMA
ARKANSAS
NORTH CAROLINA
SOUTH CAROLINA
MISSISSIPPI

WHITE COLLAR WORKERS
(BLACK PROFESSIONAL, MANAGERIAL, CLERICAL, AND SALES MAJOR GROUPS)
BLUE COLLAR WORKERS
(INCLUDES MALE MANUFACTURING WORKERS, TRANSPORTATION, CONSTRUCTION, PUBLIC, AND PERSONAL SERVICES)
FARM WORKERS
(INCLUDES FARM HANDS, FARM LABORERS, AND MAJOR GROUPS)

BASE FOR PERCENT EXCLUDES PERSONS WITH OCCUPATION NOT REPORTED

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
Figure 111.—PERCENT OF WORKERS WORKING OUTSIDE COUNTY OF RESIDENCE, FOR THE UNITED STATES, BY SIZE OF PLACE: 1960

Figure 112.—PERCENT OF WORKERS USING PUBLIC TRANSPORTATION, FOR THE UNITED STATES, BY SIZE OF PLACE: 1960

Figure 113.—PERCENT OF WORKERS WHO WALKED TO WORK OR WORKED AT HOME DURING THE CENSUS WEEK, BY STATES: 1960