

# Measuring America: The Decennial Censuses From 1790 to 2000

Issued September 2002

POL/02-MA(RV)



U S C E N S U S B U R E A U

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U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. CENSUS BUREAU



## ACKNOWLEDGMENTS

This publication was prepared by **Jason G. Gauthier**. The following individuals provided valuable information and and/or reviewed the manuscript: **Michael H. Hovland, Marilyn Huss Moore, David M. Pemberton**, and **JoAnn Sheperd** of the U.S. Census Bureau History Staff; **Constance Potter** of the National Archives and Records Administration; and **Ronald E. Green** and **Steven D. Leftwood** of the U.S. Census Bureau's library.

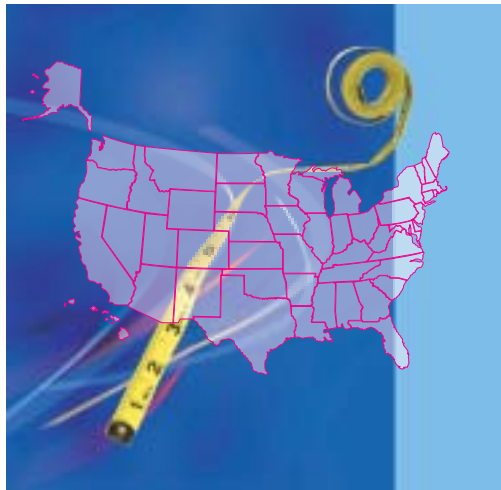
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**Kim D. Ottenstein, Bernadette J. Gayle, Theodora S. Forgione**, and **Barbara H. Blount** of the Administrative and Customer Services Division, **Walter C. Odom**, Chief, provided publications and printing management, graphics design and composition, and editorial review for print and electronic media. General direction and production management were provided by **Gary J. Lauffer**, Chief, Publications Services Branch.

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# Measuring America: The Decennial Censuses From 1790 to 2000

## CENSUS QUESTIONNAIRES AND INSTRUCTIONS: 1790 TO 2000

### 1790 QUESTIONNAIRE

The early census acts prescribed the inquiries in each decennial census, but the U.S. Government did not furnish uniform printed schedules until 1830. In 1790, the marshals submitted their returns in whatever form they found convenient (and sometimes with added information).

In 1790, marshals took the census in the original 13 states; plus the districts of Kentucky, Maine, and Vermont; and the Southwest Territory (Tennessee). Each household provided the name of the head of the family and the number of persons in each household of the following descriptions: Free White males of 16 years and upward (to assess the countries industrial and military potential), free White males under 16 years, free White females, all other free persons (by sex and color), and slaves.

*Wilmington*

**An Enumeration of the Inhabitants of the town of *Wilmington***

Names of Heads of Families.	An Enumeration of the Inhabitants of the town of <i>Wilmington</i>					<i>Wilmington</i> continued.					
	Free white Males of 16 years old, and upwards.	Free white Males, under 16 years.	Free white Females.	All other free Persons.	Slaves.	Names of Heads of Families.	Free white Males, of 16 years and upwards.	Free white Males under 16 years.	Free white Females.	All other free Persons.	Slaves.
<i>Reed Applebee</i>	3	2	5			<i>Samuel Hoffman</i>	4		5		
<i>Jonathan Smith</i>	3	3	3			<i>Nathaniel Taylor</i>	2		3		
<i>Joseph Smith</i>	3	3	6			<i>Isa Taylor</i>	2	3	3		
<i>Thomas Saw</i>	2		2			<i>Tabitha Brand</i>			1		
<i>Jedediah Cooper</i>	1	1	3			<i>David Wyman</i>	1	2	4		
<i>Thomas Saw Jr.</i>	1	1	1			<i>Abigail Whitney</i>	1	1	1		
<i>Isaac Brooks</i>	1	2	3			<i>Phineas Whitney</i>	1		3		
<i>James Saw</i>	2	1	3			<i>Abner Whitney</i>	3	3	3		
<i>Joshua Hillens</i>	2	3	5			<i>Abel Hoffman</i>	1		2		
<i>John Goodale</i>	2	2	3			<i>Jonathan Temple</i>	1	3	4		
<i>John Martin</i>	3	1	6			<i>Stephen Holden</i>	2		2		
<i>Samuel Morison</i>	1		3			<i>Benjamin Heywood</i>	1	1	4		
<i>Mary Wheeler</i>			1			<i>Abner Holden</i>	1	1	2		
<i>Jonathan Sawyer</i>	3	2	6			<i>Joseph Holden</i>	2	1	1		
<i>Isaac Blodget</i>	2	3	2			<i>Joseph Sawwell</i>	1	2	1		
<i>David Maynard</i>	2	2	5			<i>Joseph Wheeler</i>	1	1	8		
	3					<i>Johnson Jr. W</i>	2	1	4		
						<i>John Mead</i>	3	4	4		
						<i>Elipha Whitney</i>		1	4		
						<i>Nathaniel</i>			3		

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## 1800 QUESTIONNAIRE

From 1800 to 1820, the states provided schedules of varying size and typeface. The 1800 schedule of inquiries called for the name of the county, parish, township, town, or city where the family resides; the name of the head of the family; a statement for each family of the number of free White males and females under 10 years of age, of 10 and under 16, of 16 and under 26, of 26 and under 45, and 45 years and upward; the number of all other free persons (except Indians not taxed); and the number of slaves.

## 1810 QUESTIONNAIRE

The 1810 schedule of inquiries was identical to that of 1800, collecting the name of the county, parish, township, town, or city where the family resides; the name of the head of the family; a statement for each family of the number of free White males and females under 10 years of age, of 10 and under 16, of 16 and under 26, of 26 and under 45, and 45 years and upward; the number of all other free persons (except Indians not taxed); and the number of slaves.

## 1820 QUESTIONNAIRE

The schedule of inquiries for 1820 called for the same age distribution of the free White population, as in 1800 and 1810, with the addition in 1820 of the number of free White males between 16 and 18 years. It also provided for a separation of the number of free colored persons and of slaves, respectively, by sex, according to the number under 14 years of age, of 14 and under 26, of 26 and under 45, and of 45 years and upward, with a statement of the number of "all other persons, except Indians not taxed." Additionally, inquiries were made to ascertain the number of foreigners not naturalized, and the number of persons (including slaves) engaged in agriculture, commerce, and manufactures.

## Instructions to Marshals

The interrogatories to be put at each dwelling house, or to the head of every family are definitely marked in relation to the various classes of inhabitants discriminated in the several columns of the schedule, by the titles at the head of each column. That of the name of the head of each family, must indeed be varied according to its circumstances, as it may be that of a master, mistress, steward, overseer, or other principal person therein. The subsequent inquiries, How many free white males under 10 years there are in the family? How many of 10 and under 16? etc., will follow in the order of the columns. But, to facilitate the labor of your assistants, a printed list of all the interrogatories for enumeration, believed to be necessary, is enclosed; (No. 5) in which all the questions refer to the day when the enumeration is to commence; the first Monday in August next. Your assistants will thereby understand that

they are to insert in their returns all the persons belonging to the family on the first Monday in August, even those who may be deceased at the time when they take the account; and, on the other hand, that they will not include in it, infants born after that day. This, though not prescribed in express terms by the act, is the undoubted intention of the legislature, as manifested by the clause, providing that every person shall be recorded as of the family in which he or she shall reside on the first Monday in August.

It will be necessary to remember, that the numbers in the columns of free white males between 16 and 18—foreigners not naturalized—persons engaged in agriculture persons engaged in commerce persons engaged in manufactures must not be added to the general aggregates, of which the sum total is to be opposed. All the persons included within these columns must necessarily be included also in one of the other columns. Those, for instance, between 16 and 18, will all be repeated in the column of those between 16 and 26. The foreigners not naturalized, and those engaged in the three principal walks of life, will also be included in the columns embracing their respective ages. In the printed form of a schedule herewith enclosed, the description at the top of these columns is printed, in *italics*, and the division lines between the columns themselves are double ruled, with a view to distinguish them from the other columns, the sums of which are to go to the general aggregate. In preparing their schedules from this form, your assistants will find it useful, for convenience and accuracy, to distinguish those columns, by ruling them with red ink, or in some other manner, which may keep them separate from the others, by a sensible impression constantly operating upon the mind.

The discrimination between persons engaged in agriculture, commerce, and manufactures, will not be without its difficulties. No inconsiderable portion of the population will probably be found, the individuals of which being asked, to which of those classes they belong, will answer, to all three. Yet, it is obviously not the intention of the legislature that any one individual should be included in more than one of them—of those whose occupations are exclusively agricultural or commercial, there can seldom arise a question, and in the column of manufactures will be included not only all the persons employed in what the act more specifically dominates manufacturing establishments, but all those artificers, handcraftsmen, and mechanics whose labor is preeminently of the hand, and not upon the field.

By persons engaged in agriculture, commerce, or manufactures, your assistants will understand that they are to insert in those columns, not whole families, including infants and superannuated persons, but only those thus engaged by actual occupation. This construction is given



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to the act, because it is believed to be best adapted to fulfill the intentions of the legislature, and because, being susceptible of the other, it might be differently construed by different persons employed in the enumeration and thus destroy the uniformity of returns, essential to a satisfactory result.

Besides this enumeration of manufactures, the marshals and their assistants are required, by the tenth section of the act to take an account of the several *manufacturing establishments and their manufactures*, within their several districts, territories, and divisions; and the meaning of the legislature, by this provision, is illustrated by the clause in the oaths of the marshals and assistants, that they will take an account of the manufactures, *except household manufactures*, from which it seems fairly deducible, that, in the intention of the legislature, persons employed only upon household manufactures are not to be included in the column of persons bearing that denomination, the occupation of manufacturing being, in such cases, only incidental, and not the profession properly marking the class of society to which such individual belongs.

This then, offers a criterion by which your assistants may select the column of occupation to which each individual may be set down; namely, to that which is the principal and not the occasional, or incidental, occupation of his life.

The more particular the account of manufactures can be made, the more satisfactory will the returns prove. Among the papers enclosed is an alphabetical list of manufactures (No. 6), which may facilitate the labor of your assistants, but which they will not consider as complete. It is intended merely to give a direction to their inquiries, and each of them will add to it every manufacture not included in it and of which he takes an account within his division. A printed form (No. 7) is likewise enclosed, of inquiries to be made in relation to manufacturing establishments, on a sheet of paper, upon which the information requested may be written and returned. In every case when it can be conveniently done, your assistant will do well to give this form to some person principally concerned in the manufacturing establishment, requesting him to give the information desired himself.

The execution of the fifth section of the act requires the further interrogatories, whether any person, whose usual abode was in the family on the first Monday of August, 1820, be absent therefrom at the time of the inquiry made: and, if so, the sex, age, color, and condition, of such person are to be asked, and marked in the proper column, in the return of the family. It follows, of course, that any person who, at the time of taking the number of any family, has his usual abode in it, is, nevertheless, not to be included in the return of that family, if his usual place of abode was, on the first Monday of August, in

another family. The name of every person having no settled place of residence, is to be inserted in the columns of the schedule allotted for the heads of families in the division where such person shall be on the first Monday of August.

### **1830 QUESTIONNAIRE**

The 1830 Census was the first enumeration in which a uniform schedule was used to enumerate the inhabitants of the United States (previously, individual marshals or the states supplied the schedules). The questionnaire used measured 18 1/2" X 16", and was printed on both sides of the form. The enumeration consisted of inquiries dividing the free White population of each sex according to the number under 5 years of age, 5 to 10, 10 to 15, 15 to 20, 20 to 30, 30 to 40, 40 to 50, 50 to 60, 60 to 70, 70 to 80, 80 to 90, 90 to 100, and 100 years and upward; a classification of slaves and free colored persons, respectively, according to the number of each sex under 10 years of age, 10 to 24, 24 to 36, 36 to 55, 55 to 100, and 100 years and upward; the number of White persons and of "slaves and colored persons," aged under 14 years, 14 and under 25, and 25 years and upward, who were deaf and dumb, but without distinction of sex in either case, and also the number of each of these two classes named who were blind, but without distinction of sex or age; and a statement, of White persons only, who were aliens, i.e., foreigners not naturalized.

### **Instructions to Marshals**

The execution of the fifth section of the act requires the further interrogatories, whether any person, whose usual abode was in the family on the 1st day of June, 1830, be absent therefrom at the time of making the inquiry, and if so, the sex, age, color, and condition, are to be asked and marked in the proper column, in the return of the family. It follows, of course, that any person, who, at the time of taking the enumeration of any family, has his abode in it, is, nevertheless, not to be included in the return of that family, *if his usual place of abode, was, on the 1st day of June, in another Family*. The name of every person, having no settled place of residence, is to be inserted in the column of the schedule, allotted for the heads of families, in the division where such person shall be on the 1st day of June, and of course, also in one of the other columns, according to the age and condition of such person.

To facilitate the labor of your assistants, a printed list of all the interrogatories for enumeration is enclosed (No. 3), in which all the questions refer to the day when the enumeration is to commence—the 1st day of next June. Your assistants will also bear in mind to include all persons of a family (except Indians not taxed) who were members thereof on the 1st day of June, 1830, whether present or not, and not to include any person whose usual abode was not in the family they are enumerating on the said 1st

day of June. They will, of course, include such persons as may have deceased after that day, and will not include in it infants born after that day. This, though not prescribed in express terms by the act, is the undoubted intention of the legislature, as manifested by the clause, providing that every person shall be recorded as of the family in which he or she shall reside on the 1st day of June, 1830.

### 1840 QUESTIONNAIRE

The instructions to enumerators were consistent with those used during the 1830 census.

NAMES OF HEADS OF FAMILIES.	FREE WHITE PERSONS, INCLUDING HEADS OF FAMILIES.																				FREE COLORED PERSONS.																	
	MALES										FEMALES										MALES					FEMALES												
	Under 5	5 under 10	10 under 15	15 under 20	20 under 30	30 under 40	40 under 50	50 under 60	60 under 70	70 under 80	80 under 90	90 under 100	100 and upwards.	Under 5	5 under 10	10 under 15	15 under 20	20 under 30	30 under 40	40 under 50	50 under 60	60 under 70	70 under 80	80 under 90	90 under 100	100 and upwards.	Under 10	10 under 24	24 under 35	35 under 46	46 under 100	Under 10	10 under 24	24 under 35	35 under 46	46 under 100		
<i>Fleming Stephen</i>	2				1												1	1																				
<i>John B Leathers</i>	1				1													1																				
<i>Samuel Leathers</i>								1									2	1																				

1850 QUESTIONNAIRE - FREE INHABITANTS

SCHEDULE I. Free Inhabitants in District No. 2 in the County of Fayette of Kentucky enumerated by me, on the 7<sup>th</sup> day of Aug<sup>t</sup> 1850. Jno. M. Monroe

1	2	3	DESCRIPTION.			7	8	9	10 11 12			13
			Age.	Sex.	Color.				Profession, Occupation, or Trade of such Male Person over 15 years of age.	Value of Real Estate owned.	Place of Birth. Naming the State, Territory, or Country.	
		Nancy Wheatley	59	F				Maryland				
		Walter S. Wheatley	17	M		Printer		Kentucky				
408	427	John McCracken	71	M		Farmer	8,000	Ireland				
		Emily McCracken	57	F				Ireland				
		Fredric Myers	35	M		Gardener		Germany				
409	430	C. McFarland	44	M		None		Massachusetts				
		J. J. Moore	29	M		None		Maryland				
411	431	Augustus Mosebach	24	M		Baker		Germany				
		Charles Kaniz	25	M		Baker		Germany				
		James Hanna	40	M		None		Ireland				
411	432	Henry Clay	73	M		Statesman	50,000	Virginia				

**Instructions to Marshals and Assistants (Explanation of Schedule NO. 1.—Free Inhabitants)**

This schedule is to be filled up in the following manner:  
 Insert in the heading the name or number of the district, town, or city of the county or parish, and of the state, and the day of the month upon which the enumeration was taken. This is to be attested on each page of each set, by the signature of the assistant.

The several columns are to be filled as follows:  
 1. Under heading 1, entitled "Dwelling houses numbered in the order of visitation," insert the number of dwelling houses occupied by free inhabitants, as they are visited. The first house visited to be numbered 1; the second one visited, 2; the third one visited, 3; and so on to the last house visited in the subdivision. By a dwelling house is meant a separate inhabited tenement, containing one or more families under one roof. Where several tenements are in one block, with walls either of brick or wood to divide them, having separate entrances, they are each to be numbered as separate houses; but where not so divided, they are to be numbered as one house.

If a house is used partly for a store, shop, or for other purposes, and partly for a dwelling house, it is to be numbered as a dwelling house. Hotels, poorhouses,

garrisons, hospitals, asylums, jails, penitentiaries, and other similar institutions, are each to be numbered as a dwelling house; where the house is of a public nature, as above, write perpendicularly under the number, in said column, the name or description, as "hotel," "poorhouse," etc.

2. Under heading 2, entitled "Family numbered in the order of visitation," insert the number of the families of free persons, as they are visited. The first family visited by the assistant marshal is to be numbered 1; the second one visited, 2; and so on to the last one visited in his district.

By the term family is meant, either one person living separately in a house, or a part of a house, and providing for him or herself, or several persons living together in a house, or in part of a house, upon one common means of support, and separately from others in similar circumstances. A widow living alone and separately providing for herself, or 200 individuals living together and provided for by a common head, should each be numbered as one family.

The resident inmates of a hotel, jail, garrison, hospital, an asylum, or other similar institution, should be reckoned as one family.

3. Under heading 3, entitled "The name of every person whose usual place of abode on the 1st day of June,

1850, was in this family," insert the name of every free person in each family, of every age, including the names of those temporarily absent, as well as those that were at home on that day. The name of any member of a family who may have died *since the 1st day of June* is to be entered and described as if living, but the name of any person born since the 1st day of June is to be omitted. The names are to be written, beginning with the father and mother; or if either, or both, be dead, begin with some other ostensible head of the family; to be followed, as far as practicable, with the name of the oldest child residing at home, then the next oldest, and so on to the youngest, then the other inmates, lodgers and borders, laborers, domestics, and servants.

All landlords, jailors, superintendents of poorhouses, garrisons, hospitals, asylums, and other similar institutions, are to be considered as heads of their respective families, and the inmates under their care to be registered as members thereof, and the details concerning each designated in their proper columns.

Indians not taxed are not to be enumerated in this or any other schedule.

By place of abode is meant the house or usual lodging place of a person. Anyone who is temporarily absent on a journey, or for other purposes, without taking up his place of residence elsewhere, and with the intention of returning again, is to be considered a member of the family which the assistant marshal is enumerating.

Students in colleges, academies, or schools, when absent from the families to which they belong, are to be enumerated only as members of the family in which they usually boarded and lodged on the 1st day of June.

Assistant marshals are directed to make inquiry at all stores, shops, eating houses, and other similar places, and take the name and description of every person who usually slept there, provided such person is not otherwise enumerated.

Inquiries are to be made at every dwelling house, or of the head of every family. Those only who belong to such family, and consider it their home or usual place of abode, whether present or temporarily absent on a visit, journey, or a voyage, are to be enumerated. Persons on board of vessels accidentally or temporarily in port, those whose only habitation was the vessel to which they belong, those who are temporarily boarding for a few days as a sailors' boarding or lodging house, if they belong to other places are not to be enumerated as the population of a place.

The sailors and hands of a revenue cutter which belongs to a particular port should be enumerated as of such port. A similar rule will apply to those

employed in the navigation of the lakes, rivers, and canals. All are to be taken at their homes or usual places of abode, whether present or absent; and if any live on board of vessels or boats who are not so enumerated, they are to be taken as of the place where the vessel or boat is owned, licensed, or registered. And the assistant marshals are to make inquiry at every vessel and boat employed in the internal navigation of the United States, and enumerate those who are not taken as belonging to a family on shore; and all persons of such description in any one vessel are to be considered as belonging to one family and the vessel their place of abode. The assistants in all seaports will apply at the proper office for lists of all persons on a voyage at sea and register all citizens of the United States who have not been registered as belonging to some family.

Errors necessarily occurred in the last census in enumerating those employed in navigation, because no uniform rule was adopted for the whole United States. Assistant marshals are required to be particular in following the above directions, that similar errors may now be avoided.

4. Under heading 4, entitled "*Age*," insert in figures what was the specific age of each person at his or her last birthday previous to the 1st of June, opposite the name of such person. If the exact age in years can not be ascertained, insert a number which shall be the nearest approximation to it.

The age, either exact or estimated, of everyone, is to be inserted.

If the person be a child under 1 year old, the entry is to be made by the fractional parts of a year, thus: One month, one-twelfth; two months, two-twelfths; three months, threetwelfths, and so on to eleven months, eleven-twelfths.

5. Under heading 5, entitled "*Sex*," insert the letter M for male, and F for female, opposite the name, in all cases, as the fact may be.
6. Under heading 6, entitled "*Color*," in all cases where the person is white, leave the space blank; in all cases where the person is black, insert the letter B; if mulatto, insert M. It is very desirable that these particulars be carefully regarded.
7. Under head 7, entitled "*Profession, occupation, or trade of each person over 15 years of age*," insert opposite the name of each male the specific profession, occupation, or trade which the said person is known and reputed to follow in the place where he resides—as clergyman, physician, lawyer, shoemaker, student, farmer, carpenter, laborer, tailor, boatman, sailor, or otherwise, as the fact may be. When more convenient, the name of the article he produces may be substituted.

When the individual is a clergyman, insert the initials of the denomination to which he belongs before his profession—as Meth. for Methodist, R.C. for Roman Catholic, O.S.P. for Old School Presbyterian, or other appropriate initials, as the fact may be. When a person follows several professions or occupations the name of the principal one only is to be given. If a person follows no particular occupation, the space is to be filled with the word “none.”

8. Under the heading 8 insert the value of real estate owned by each individual enumerated. You are to obtain the value of real estate by inquiry of each individual who is supposed to own real estate, be the same located where it may, and insert the amount in dollars. No abatement of the value is to be made on account of any lien or encumbrance thereon in the nature of debt.
9. Under the heading 9, “*Place of birth.*” The marshal should ask the place of birth of each person in the family. If born in the State or Territory where they reside, insert the name or initials of the State or Territory, or the name of the government or country if without the United States. The names of the several States may be abbreviated.

Where the place of birth is unknown, state “unknown.”

10. Under heading No. 10 make a mark, or dash, opposite the name of each person married during the year previous to the 1st of June, whether male or female.
11. Under heading 11, entitled “*At school within the last year.*” The marshal should ask what member of this family has been at school within the last year; he is to insert a mark, thus, (1), opposite the names of all those, whether male or female, who have been at educational institutions within that period. Sunday schools are not to be included.
12. Under the heading 12, entitled “*Persons over 20 years of age who can not read and write.*” The marshal should be careful to note all persons in each family, over 20 years of age, who can not read and write, and opposite the name of each make a mark, thus, (1). The spaces opposite the names of those who can read and write are to be left blank. If the person can read and write a foreign language, he is to be considered as able to read and write.
13. Heading 13, entitled “*Deaf and dumb, blind, insane, idiotic, pauper, or convict.*” The assistant marshal should ascertain if there be any person in the family deaf, dumb, idiotic, blind, insane, or pauper. If so, who? And insert the term “deaf and dumb,” “blind,” “insane,” and idiotic,“ opposite the name of such persons, as the fact may be. When persons who had been convicted of crime within the year reside in families on the 1st of June, the fact should be stated, as in the

other cases of criminals; but as the interrogatory might give offence, the assistants had better refer to the county record for information on this head, and not make the inquiry of any family. With the county record and his own knowledge he can seldom err. Should a poorhouse, asylum for the blind, insane or idiotic, or other charitable institution, or a penitentiary, a jail, house of refuge, or other place of punishment, be visited by the assistant marshal, he must number such building in its regular order, and he must write after the number, and perpendicularly in the same column (No. 1) the nature of such institution—that it is a penitentiary, jail, house of refuge, as the case may be; and in column 13, opposite the name of each person, he must state the character of the infirmity or misfortune, in the one case, and in the other he must state the crime for which each inmate is confined, and of which such person was convicted; and in column No. 3, with the name, give the year of conviction, and fill all the columns concerning age, sex, color, etc., with as much care as in the case of other individuals.

### 1850 QUESTIONNAIRE—SLAVE INHABITANTS

(12 1/2" X 17 1/2," printed on two sides with space for 40 entries on each side)

The 1850 questionnaire relating to slave inhabitants collected the names of slave owners; number of slaves; the slaves color, sex, age, and whether deaf and dumb, blind, insane, or idiotic; the numbers of fugitives from the state; and the number manumitted.

### Explanation of Schedule 2—Slave Inhabitants

This schedule is to be filled up in the following manner:

Insert in the heading the number or name of the district, town, city, and the county or parish, and of the state in which the slave inhabitants enumerated reside, and the day of the month upon which the enumeration was taken. This is to be attested on each page of each set, by the signature of the assistant marshal. The several columns are to be filled up as follows:

1. Under heading 1, entitled “*Name of slave holders,*” insert, in proper order, the names of the owners of slaves. Where there are several owners to a slave, the name of one only need be entered, or when owned by a corporation or trust estate, the name of the trustee or corporation.
2. Under heading 2, entitled “*Number of slaves,*” insert, in regular numerical order, the number of all slaves of both sexes and of each age, belonging to such owners. In the case of slaves, numbers are to be substituted for names. The number of every slave who usually resides in the district enumerated is to be entered, although he may happen to be temporarily absent.

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The slaves of each owner are to be numbered separately, beginning at No. 1, and a separate description of each is to be given. The person in whose family, or on whose plantation, the slave is found to be employed, is to be considered the owner—the principal object being to get the number of slaves, and not that of masters or owners.

3. Under heading 3, entitled "*Age*," insert, in figures, the specific age of each slave opposite the number of such slave. If the exact age can not be ascertained, insert a number which shall be the nearest approximation to it. The age of every slave, either exact or estimated, is to be inserted. If the slave be a child which, on the 1st of June, was under 1 year old, the entry is to be made by fractional parts of a year; thus, one month old, one-twelfth; two months, two-twelfths; three months, three-twelfths; eleven months, eleven-twelfths; keeping ever in view, in all cases, that the age must be estimated at no later period than the 1st of June.
4. Under heading 4, entitled "*Sex*," insert the letter M for male, and F for female opposite the number in all cases, as the fact may be.
5. Under heading 5, entitled "*Color*," insert in all cases, when the slave is black, the letter B; when he or she is mulatto, insert M. The color of all slaves should be noted.
6. Under heading 6 insert, in figures, opposite the name of the slave owner, the number of slaves who, having absconded within the year, have not been recovered.
7. In column 7, insert opposite the name of the former owner thereof, the number of slaves manumitted within the year. The name of the person is to be given, although at the time of the enumeration such person may not have held slaves on the 1st of June. In such case, no entry is to be made in column No. 2.
8. Under heading 8, entitled "*Deaf and dumb, blind, insane, or idiotic*," the assistant should ascertain if any of these slaves be deaf and dumb, blind, insane, or idiotic; and if so, insert opposite the name or number of such slave, the term deaf and dumb, blind, insane, or idiotic, as the fact may be. If slaves be found imprisoned convicts, mention the crime in column 8, and the date of conviction before the number in vacant space below the name of the owner. The convict slaves should be numbered with the other slaves of their proper owner.

## 1860 QUESTIONNAIRE

(12 1/2" X 17 1/2", printed on both sides with space for 40 entries on each side)

Dwelling Houses— numbered in the order of visitation.	Families numbered in the order of visitation.	The name of every person whose usual place of abode on the first day of June, 1860, was in this family.	DESCRIPTION.			Profession, Occupation, or Trade of each person, male and female, over 15 years of age.	VALUE OF ESTATE OWNED.		Place of Birth, Naming the State, Territory, or Country.	Married within the year.	Attended School within the year.	Persons over 20 years of age who can not read and write.	Whether deaf and dumb, blind, insa- ne, idiotic, pauper, or conv- ict.
			Age.	Sex.	Color. (White, Black, or Mulatto.)		Value of Real Estate.	Value of Personal Estate.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													

Additional questionnaires were used to collect data on slave inhabitants, mortality, agriculture, products of industry, and social statistics. These questionnaires collected the same information as those in 1850, with a few exceptions.

### Instructions to Marshals and Assistants

The instructions to marshals and assistant marshals were virtually identical to those for the 1850 census, with the exception of guidelines for collecting information on a few additional/modified inquiries. There were slight changes in the instructions' wording; however, these served only to clarify the 1850 instructions.

## 1870 QUESTIONNAIRE

(12 1/2" X 17 1/2", printed on two sides, space for 40 entries on each side)

Dwelling-house, numbered in the order of visitation.	Families, numbered in the order of visitation.	The name of every person whose place of abode on the first day of June, 1870, was in this family.	DESCRIPTION.			Profession, Occupation, or Trade of each person, male or female.	VALUE OF REAL ESTATE OWNED.		Place of Birth, naming State or Territory of U. S.; or the Country, if of foreign birth.	PARENTAGE.			EDUCATION.		Whether deaf and dumb, blind, insane, or idiotic.	CONSTITUTIONAL RELATIONS.			
			Age at last birth-day, if born in this country, in months, days, & years.	Sex.—Male (M.), Female (F.)	Color.—White (W.), Black (B.), Mulatto (M.), Chi- nese (C), Indian (I).		Value of Real Estate.	Value of Personal Estate.		Father of foreign birth.	Mother of foreign birth.	If born within the year, state month (Jan., Feb., &c.)	If married within the year, state month (Jan., Feb., &c.)	Attended school within the year.		Cannot read.	Cannot write.	Male Citizens of U. S. of 18 years of age and up- wards.	Male Citizens of U. S. of 21 years of age and upwards, whose right to vote is under suspension on ac- count of conviction for bailiff or other crime.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1																			
2																			
3																			

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## Instructions to Marshals and Assistants (Schedule 1—Inhabitants)

**Numbering.**—Dwelling houses and families will be numbered consecutively, in order as visited, until the township, borough, or parish (or ward or a city) is completed, when a new numbering will begin, as is the case with the numbering of pages.

**Dwelling houses.**—By “dwelling house” is meant a house standing alone, or separated by walls from other houses in a block. Only such buildings are to be reckoned as dwelling houses as have been used as the entire habitation of a family. But houses only temporarily uninhabited are to be returned and numbered in order. In that case a dash, thus (—), will be drawn through column No. 2, and the remaining spaces on the line be left blank. Hotels, poorhouses, garrisons, asylums, jails, and similar establishments, where the inmates live habitually under a single roof, are to be regarded as single dwelling houses for the purpose of the census. The character of such establishments should be written longitudinally in the columns.

**Eating houses, stores, shops, etc.**—Very many persons, especially in cities, have no other place of abode than stores, shops, etc.; places which are not primarily intended for habitation. Careful inquiry will be made to include this class and such buildings will be reckoned as dwelling houses within the intention of the census law; but a watchman, or clerk belonging to a family resident in the same town or city, and sleeping in such store or shop merely for purposes of security, will be enumerated as of his family.

**Families.**— By “family” (column 2) is meant one or more persons living together and provided for in common. A single person, living alone in a distinct part of a house, may constitute a family; while, on the other hand, all the inmates of a boarding house or a hotel will constitute but a single family, though there may be among them many husbands with wives and children. Under whatever circumstances, and in whatever numbers, people live together under one roof, and are provided for at a common table, there is a family in the meaning of the law.

**Names of individuals.**—In column 3 will be entered the name of every person in each family, of whatever age, including the names of such as were temporarily absent on the 1st day of June, 1870. The name of any member of the family who may have died between the 1st day of June, 1870, and the day of the assistant marshal’s visit is to be entered, and the person fully described, as if living; but the name of any person born during that period is to be omitted. The name of the father, mother, or other ostensible head of the family (in the case of hotels, jails, etc., the landlord, jailor, etc.) is to be entered first of the family. The family name is to be written first in the column, and the full *first or characteristic* Christian or “given” name of each member of the family in order thereafter. So long as

the family name remains the same for the several members it need not be repeated, provided a clear horizontal line be drawn in the place it would occupy, thus:

Smith, John  
\_\_\_\_\_ Elizabeth.

**Place of abode.**—By “place of abode” is meant the house or usual lodging place. All persons temporarily absent on journey or visit are to be counted as of the family; but children and youth absent for purposes of education on the 1st of June, and having their home in a family where the school or college is situated, will be enumerated at the latter place.

Seafaring men are to be reported at their land homes, no matter how long they may have been absent, if they are supposed to be still alive. Hence, sailors temporarily at a sailors’ boarding or lodging house, *if they acknowledge any other home within the United States*, are not to be included in the family of the lodging or boarding house. Persons engaged in internal transportation, canal men, expressmen, railroad men, etc., if they habitually return to their home in the intervals of their occupation, will be reported as of their families, and not where they may be temporarily staying on the 1st of June.

### Personal Description

Columns 4, 5, and 6 must, in every case, be filled with the age, sex, or color of the person enumerated. No return will be accepted when these spaces are left blank.

**Ages.**—The exact age, in figures, will be inserted in column 4, wherever the same can be obtained; otherwise, the nearest approximation thereto. Where the age is a matter of considerable doubt, the assistant marshal may make a note to that effect. Children, who, on the 1st of June, 1870, were less than a year old, will have their age stated by the fractional part of the year, as (1 month) 1-12, (3 months) 3-12, (9 months) 9-12, etc. In all other cases, months will be omitted. The age taken is the age at last birthday.

**Color.**—It must not be assumed that, where nothing is written in this column, “White” is to be understood. The column is always to be filled. Be particularly careful in reporting the class *Mulatto*. The word is here generic, and includes quadroons, octoroons, and all persons having any perceptible trace of African blood. Important scientific results depend upon the correct determination of this class in schedules 1 and 2.

(For reporting occupation, see remarks at the close of the instructions in regard to this schedule.)

**Property.**—Column 8 will contain the value of all real estate owned by the person enumerated, without any deduction on account of mortgage or other encumbrance, whether within or without the census subdivision or the



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county. The value meant is the full market value, known or estimated.

“Personal estate,” column 9, is to be inclusive of all bonds, stocks, mortgages, notes, live stock, plate, jewels, or furniture, but exclusive of wearing apparel. No report will be made when the personal property is under \$100.

Column 10 will contain the “Place of birth” of every person named upon the schedule. If born within the United States, the State or Territory will be named, whether it be the State or Territory in which the person is at present residing or not. If of foreign birth, the country will be named as specifically as possible. Instead of writing “Great Britain” as the place of birth, give the particular country, as England, Scotland, Wales. Instead of “Germany,” specify the State, as Prussia, Baden, Bavaria, Wurttemberg, Hesse, Darmstadt, etc.

The inquiries in columns numbered 11, 12, 15, 16, 17, 19, and 20 are of such a nature that these columns only require to be filled when the answer to the inquiry is “Yes.” If the person being enumerated had a father or mother of foreign birth; if he or she attended school during the year; if he or she can not read or can not write; if he is a citizen of the United States above the age of 21 years, and if, being such citizen, his right to vote is denied or abridged on other grounds than participation in rebellion or other crime, then an affirmative mark, thus (/), will be drawn in each of the above columns opposite the name.

*Education.*—It will not do to assume that, because a person can read, he can, therefore, write. The inquiries contained in columns 16 and 17 must be made separately. Very many persons who will claim to be able to read, though they really do so in the most defective manner, will frankly admit that they can not write. These inquiries will be asked of children under 10 years of age. In regard to all persons above that age, children or adults, male and female, the information will be obtained.

*At school.*—It is not intended to include those whose education has been limited to Sunday or evening schools.

*Deaf and dumb, Blind, Insane, or Idiotic.*—Great care will be taken in performing this work of enumeration, so as at once to secure completeness and avoid giving offense. Total blindness and undoubted insanity only are intended in this inquiry. Deafness merely, without the loss of speech, is not to be reported. The fact of idiocy will be better determined by the common consent of the neighborhood, than by attempting to apply any scientific measure to the weakness of the mind or will.

### **Constitutional Relations**

Upon the answers to the questions under this head will depend the distribution of representative power in the General Government. It is therefore imperative that this

part of the enumeration should be performed with absolute accuracy. Every male person born within the United States, who has attained the age of 21 years, is a citizen of the United States by the force of the Fourteenth Amendment to the Constitution; also, all persons born out of the limits and jurisdiction of the United States, whose fathers at the time of their birth were citizens of the United States (act of February 10, 1855); also, all persons born out of the limits and jurisdiction of the United States, who have been declared by judgment of court to have been duly naturalized, having taken out *both* “papers.”

The part of the enumerator’s duty which relates to column 19 is therefore easy, but it is none the less of importance. It is a matter of more delicacy to obtain the information required by column 20. Many persons never try to vote, and therefore do not know whether their right to vote is or is not abridged. It is not only those whose votes have actually been challenged, and refused at the polls for some disability or want of qualification, who must be reported in this column; but all who come within the scope of any State law denying or abridging suffrage to any class or individual on any other ground than the participation in rebellion, or legal conviction of crime. Assistant marshals, therefore, will be required carefully to study the laws of their own States in these respects, and to satisfy themselves, in the case of each male citizen of the United States above the age of 21 years, whether he does not, come within one of these classes.

As the fifteenth amendment to the Constitution, prohibiting the exclusion from the suffrage of any person on account of race, color, or previous condition of servitude, has become the law of the land, all State laws working such exclusion have ceased to be of virtue. If any person is, in any State, still practically denied the right to vote by reason of any such State laws not repealed, that denial is merely an act of violence, of which the courts may have cognizance, but which does not come within the view of marshals and their assistants in respect to the census.

*Indians.*—“Indians not taxed” are not to be enumerated on schedule 1. Indians out of their tribal relations, and exercising the rights of citizens under state or Territorial laws, will be included. In all cases write “Ind.” in the column for “Color.” Although no provision is made for the enumeration of “Indians not taxed,” it is highly desirable, for statistical purposes, that the number of such persons not living upon reservations should be known. Assistant marshals are therefore requested, where such persons are found within their subdivisions, to make a separate memorandum of names, with sex and age, and embody the same in a special report to the census office.

*Occupation.*—The inquiry, “Profession, occupation, or trade,” is one of the most important questions of this schedule. Make a study of it. Take special pains to avoid unmeaning terms, or such as are too general to convey a

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definite idea of the occupation. Call no man a “factory hand” or a “mill operative.” State the kind of a mill or factory. The better form of expression would be, “works in cotton mill,” “works in paper mill,” etc. Do not call a man a “shoemaker,” “bootmaker,” unless he makes the entire boot or shoe in a small shop. If he works in (or for) a boot and shoe factory, say so.

Do not apply the word “jeweler” to those who make watches, watch chains, or jewelry in large manufacturing establishments.

Call no man a “commissioner,” a “collector,” an “agent,” an overseer,” a “professor,” a “treasurer,” a “contractor,” or a “speculator,” without further explanation.

When boys are entered as apprentices, state the trade they are apprenticed to, as “apprenticed to carpenter,” “apothecary’s apprentice.”

When a lawyer, a merchant, a manufacturer, has retired from practice or business, say “retired lawyer,” “retired merchant,” etc. Distinguish between fire and life insurance agents.

When clerks are returned, describe them as “clerk in store,” “clerk in woolen mill,” “R.R. clerk,” “bank clerk,” etc.

Describe no man as a “mechanic” if it is possible to describe him more accurately.

Distinguish between stone masons and brick masons.

Do not call a bonnet maker a bonnet manufacturer, a lace maker a lace manufacturer, a chocolate maker a chocolate manufacturer. Reserve the term manufacturer for proprietors of establishments; always give the *branch* of manufacture.

Whenever merchants or traders can be reported under a single word expressive of their special line, as “grocer,” it should be done. Otherwise, say dry goods merchant, coal dealer, etc.

Add, in all cases, the class of business, as wholesale (wh.), retail (ret.), importer (imp.), jobber, etc.

Use the word huckster in all cases where it applies.

Be very particular to distinguish between farmers and farm laborers. In agricultural regions this should be one of the points to which the assistant marshal should especially direct his attention.

Confine the use of words “glover,” “hatter,” and “furrier” to those who *actually make*, or make up, in their own establishments, all, or a part, of the gloves and hats or furs which they sell. Those who only sell these articles should be characterized as “glove dealer,” “hat and cap dealer,” “fur dealer.”

Judges (state whether federal or state, whether probate, police, or otherwise) may be assumed to be lawyers, and that addition, therefore, need not be given; but all other *officials* should have their profession designated, if they have any, as “retired merchant, governor of Massachusetts,” “paper manufacturer, representative in legislature.” If anything is to be omitted, leave out the office, and put in the occupation.

As far as possible distinguish machinists as “locomotive builders,” “engine builders,” etc.

Instead of saying “packers,” indicate whether you mean “pork packers” or “crockery packers,” or “mule packers.”

The organization of domestic service has not proceeded so far in this country as to render it worth while to make distinction in the character of work. Report all as “domestic servants.”

Cooks, waiters, etc., in hotels and restaurants will be reported separately from domestic servants.

The term “housekeeper” will be reserved for such persons as receive distinct wages or salary for the service. Women keeping house for their own families or for themselves, without any other gainful occupation, will be entered as “keeping house.” Grown daughters assisting them will be reported without occupation.

You are under no obligation to give any man’s occupation just as he expresses it. If he can not tell intelligibly what it *is*, find out what he *does*, and characterize his profession accordingly.

The inquiry as to occupation will not be asked in respect to infants or children too young to take any part in production. Neither will the doing of domestic errands or family chores out of school be considered an occupation. “At home” or “attending school” will be the best entry in the majority of cases. But if a boy or girl, whatever the age, is earning money regularly by labor, contributing to the family support, or appreciably assisting in mechanical or agricultural industry, the occupation should be stated.

**1880 QUESTIONNAIRE-SCHEDULE 1,  
"INHABITANTS"**

(15" X 20 1/2", printed on two sides with space for 50 entries on each side)

In Cities.		Dwelling houses numbered in order of visitation.	Families numbered in order of visitation.	The Name of each Person whose place of abode, on 1st day of June, 1880, was in this family.	Personal Description.			Relationship of each person to the head of this family—whether wife, son, daughter, servant, boarder, or other.	Civil Condition.				Occupation.		
Name of Street.	House Number.				Color—White, W.; Black, B.; Mulatto, Mu.; Chinese, C.; Indian, I.	Sex.—Male, M.; Female, F.	Age at last birthday prior to June 1, 1880. If under 1 year, give months in fractions, thus: $\frac{3}{4}$ .		If born within the Census year, give the month.	Single, /.	Married, /.	Widowed, /.		Divorced, D.	Married during Census year, /.
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
1															
2															
3															

Health.						Education.			Nativity.		
Is the person (on the day of the Enumerator's visit) sick or temporarily disabled, so as to be unable to attend to ordinary business or duties? If so, what is the sickness or disability?						Attended school within the Census year, /.			Place of Birth of this person, naming State or Territory of United States, or the Country, if of foreign birth.		
Blind, /.						Cannot read, /.			Place of Birth of the FATHER of this person, naming the State or Territory of United States, or the Country, if of foreign birth.		
Deaf and Dumb, /.						Cannot write, /.			Place of Birth of the MOTHER of this person, naming the State or Territory of United States, or the Country, if of foreign birth.		
Idiotic, /.											
Insane, /.											
Maimed, Crippled, Bedridden, or otherwise disabled, /.											
15						21			24		
16						22			25		
17						23			26		
18											
19											
20											

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## **Instructions to Enumerators (Duties of Enumerators)**

It is by law made the duty of each enumerator, after being duly qualified as above to visit personally each dwelling in his subdivision, and each family therein, and each individual living out of a family in any place of abode, and by inquiry made of the head of such family, or of the member thereof deemed most credible and worthy of trust, or of such individual living out of a family, to obtain each and every item of information and all the particulars required by the act of March 3, 1879, as amended by act of April 20, 1880.

By individuals living out of families is meant all persons occupying lofts in public buildings, above stores, warehouses, factories, and stables, having no other usual place of abode; persons living solitary in cabins, huts, or tents; persons sleeping on river boats, canal boats, barges, etc., having no other usual place of abode, and persons in police stations having no homes. Of the classes just mentioned, the most important, numerically, is the first, viz: those persons, chiefly in cities, who occupy rooms in public buildings, or above stores, warehouses, factories, and stables. In order to reach such persons, the enumerator will need not only to keep his eyes open to all indications of such casual residence in his enumeration district, but to make inquiry both of the parties occupying the business portion of such buildings and also of the police. A letter will be addressed from this office to the mayor of every large city of the United States, requesting the cooperation of the police, so far as it may be necessary to prevent the omission of the classes of persons herein indicated.

It is further provided by law that in case no person shall be found at the usual place of abode of such family, or individual living out of a family, competent to answer the inquiries made in compliance with the requirements of the act, then it shall be lawful for the enumerator to obtain the required information, as nearly as may be practicable, from the family or families, or person or persons, living nearest to such place of abode.

It is the prime object of the enumeration to obtain the name, and the requisite particulars as to personal descriptions, of every person in the United States, of whatever age, sex, color, race, or condition, with this single exception, viz: that "Indians not taxed" shall be omitted from the enumeration.

### **INDIANS**

By the phrase "Indians not taxed" is meant Indians living on reservations under the care of Government agents, or roaming individually, or in bands, over unsettled tracts of country.

Indians not in tribal relations, whether full-bloods or half-breeds, who are found mingled with the white population,

residing in white families, engaged as servants or laborers, or living in huts or wigwams on the outskirts of towns or settlements are to be regarded as a part of the ordinary population of the country for the constitutional purpose of the apportionment of Representatives among the states, and are to be embraced in the enumeration.

### **SOLDIERS**

All soldiers of the United States Army, and civilian employees, and other residents at posts or on military reservations will be enumerated in the district in which they reside, equally, with other elements of the population.

### **COURTESY ON THE PART OF ENUMERATORS**

It is the duty of an enumerator, in the exercise of his authority to visit houses and interrogate members of families resident therein as provided by law, to use great courtesy and consideration. A rude peremptory, or overbearing demeanor would not only be a wrong to the families visited, but would work an injury to the census by rendering the members of those families less disposed to give information with fullness and exactness. It would doubtless be found in the long run to be an injury to the enumerator himself and to retard his work.

By the above remark it is not intended to imply that the enumerator need enter into prolix explanations, or give time to anything beyond the strictly necessary work of interrogation. It is entirely possible for the enumerator to be prompt, rapid, and decisive in announcing his object and his authority, and in going through the whole list of questions to be proposed, and at the same time not to arouse any antagonism or give any offense.

### **THE OBLIGATION TO GIVE INFORMATION**

It is not within the choice of any inhabitant of the United States whether he shall or shall not communicate the information required by the census law. By the fourteenth section of the act approved March 3, 1879, it is provided:

"That each and every person more than 20 years of age, belonging to any family residing in any enumeration district, and in case of the absence of the heads and other members of any such family, then any agent of such family, shall be, and each of them hereby is, required, if thereto requested by the superintendent, supervisor, or enumerator, to render a true account, to the best of his or her knowledge, of every person belonging to such family in the various particulars required by law, and whoever shall willfully fail or refuse shall be guilty of a misdemeanor, and upon conviction thereof shall forfeit and pay a sum not exceeding one hundred dollars."

Enumerators will, however, do well not unnecessarily to obtrude the compulsory feature of the enumeration. It will be found in the vast majority of cases that the persons

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called upon to give information will do so without objection or delay. No people in the world are so favorably disposed toward the work of the census as the people of the United States. With the high degree of popular intelligence here existing, the importance of statistical information is very generally appreciated; and if the enumerator enters upon his work in a right spirit, he will generally meet with a favorable and even cordial response.

It is only where information required by law is refused that the penalties for noncompliance need be adverted to. The enumerator will then quietly, but firmly, point out the consequences of persistency in refusal. It will be instructive to note that at the census of 1870 the agents of the census in only two or three instances throughout the whole United States found it necessary to resort to the courts for the enforcement of the obligation to give information as required by the census act.

It is further to be noted that the enumerator is not required to accept answers which he knows, or has reason to believe, are false. He has a right to a true statement on every matter respecting which he is bound to inquire; and he is not concluded by a false statement. Should any person persist in making statements which are obviously erroneous, the enumerator should enter upon the schedule the facts as nearly as he can ascertain them by his own observation or by inquiry of credible persons.

The foregoing remark is of special importance with reference to the statements of the heads of families respecting afflicted members of their households. The law requires a return in the case of each blind, deaf and dumb, insane or idiotic, or crippled person. It not infrequently happens that fathers and mothers, especially the latter, are disposed to conceal, or even to deny, the existence of such infirmities on the part of children. In such cases, if the fact is personally known to the enumerator, or shall be ascertained by inquiry from neighbors, it should be entered on the schedules equally as if obtained from the head of the family.

A second class of cases under this head concerns the reporting of the values produced in agricultural or other occupations. The enumerator is not bound by any statement which he knows or has reason to believe to be false. His duty is to report the actual facts as nearly as he can ascertain them.

The enumerator is prohibited by law from delegating to any other person his authority to enter dwellings and to interrogate their inhabitants. The work of enumeration must be done by the enumerator in person, and can not be performed by proxy.

### **SCHEDULE NO. 1 [7-296]—POPULATION**

This is the population or family schedule. Upon it is to be entered, as previously noted, the name of every man, woman, and child, who, on the 1st day of June, 1880,

shall have his or her "usual place of abode" within the enumerator's districts. No child born between the 1st day of June, 1880, and the day of the enumerator's visit (say June 5 or 15 or 25) is to be entered upon the schedule. On the other hand, every person who was a resident of the district upon the 1st day of June, 1880, but between that date and the day of the enumerator's visit shall have died, should be entered on the schedule precisely as if still living. The object of the schedule is to obtain a list of the inhabitants on the *1st day of June*, 1880, and all changes after that date, whether in the nature of gain or of loss, are to be disregarded in the enumeration.

### **DWELLING HOUSES**

In column No. 1 of this schedule is to be entered the number of the dwelling house in the order of visitation. A dwelling house, for the purpose of the census, means any building or place of abode, of whatever character, material, or structure, in which a person is at the time living, whether in a room above a warehouse or factory, a loft above a stable or a wigwam on the outskirts of a settlement, equally with a dwelling house in the usual, ordinary sense of that term. Wholly uninhabited dwellings are not to be taken notice of.

### **FAMILIES**

In the column numbered 2 is to be entered the number, in the order of visitation, of each family residing in the district. The word family, for the purposes of the census, includes persons living alone, as previously described, equally with families in the ordinary sense of that term, and also all larger aggregations of people having only the tie of a common roof and table. A hotel, with all its inmates, constitutes but one family within the meaning of this term. A hospital, prison, an asylum is equally a family for the purposes of the census. On the other hand, the solitary inmate of a cabin, a loft, or a room finished off above a store constitutes a family in the meaning of the census act. In the case, however, of tenement houses and of the so-called "flats" of the great cities, as many families are to be recorded as there are separate tables.

### **NAMES**

In column numbered 3 is to be entered the name of every person whose "usual place of abode" on the 1st day of June, 1880, was in that family.

The census law furnishes no definition of the phrase, "usual place of abode," and it is difficult, under the American system of a protracted enumeration, to afford administrative directions which will wholly obviate the danger that some persons will be reported in two places and others not reported at all. Much must be left to the judgment of the enumerator, who can, if he will take the pains, in the great majority of instances satisfy himself as to the

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propriety of including or not including doubtful cases in his enumeration of any given family. In the cases of boarders at hotels or students at schools or colleges, the enumerator can, by one or two well directed inquiries, ascertain whether the person concerning whom the question may arise has, at the time, any other place of abode within another district at which he is likely to be reported. Seafaring men are to be reported at their land homes, no matter how long they may have been absent, if they are supposed to be still alive. Hence, sailors temporarily at a sailors' boarding or lodging house, if they *acknowledge any other home within the United States*, are not to be included in the family of the lodging or boarding house. Persons engaged in internal transportation, canal men, express men, railroad men, etc., if they habitually return to their homes in the intervals of their occupations, will be reported *as of their families*, and not where they may be temporarily staying on the 1st of June, 1880.

In entering names in column 3, the name of the father, mother, or other ostensible head of the family (in the case of hotels, jails, etc., the landlord, jailer, etc.) is to be entered first of the family. The family name is to be written first in the column, and the full *first or characteristic* Christian or "given" name of each member of the family in order thereafter. It is desirable that the children of the family proper should follow in the order of their ages, as will naturally be the case. So long as the family name remains the same for the several members, it need not be repeated, provided a distinct horizontal line or dash be drawn in the place it would occupy, thus:

Smith, John.  
\_\_\_\_\_, Elizabeth.  
\_\_\_\_\_, J. Henry.

### **Personal Description**

The columns 4, 5, and 6, which relate to age, sex, and color, must in every case be filled. No returns will be accepted where these spaces are left blank.

*Ages.*—The exact age in figures will be inserted in column 6 whenever the same can be obtained; otherwise, the nearest approximation thereto. Children who, on the 1st of June, 1880, were less than a year old, will have their age stated by the fractional part of the year, as (1 month), 1/12; (3 months), 3/12; (9 months), 9/12, etc. In all other cases months will be omitted.

*Color.*—It must not be assumed that, where nothing is written in this column, "white" is to be understood. The column is always to be filled. Be particularly careful in reporting the class *mulatto*. The word is here generic, and includes quadroons, octoroons, and all persons having any perceptible trace of African blood. Important scientific results depend upon the correct determination of this class in schedules 1 and 5.

### **OCCUPATION**

In the column number 13 is to be reported the occupation of each person 10 years of age and upward. (See instructions for 1870, col. 7.)

### **PLACE OF BIRTH (SEE INSTRUCTIONS FOR 1870, COL. 10.)**

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## 1880 QUESTIONNAIRE-SCHEDULE 1, "INDIAN DIVISION"

(27" X 11", folded to provide cover and three pages, 9" X 11"). The annual *Report of the Superintendent of the Census...1889* (p.26), states, "An attempt was made...to enumerate [Indians living on reservations] upon a very elaborate plan, and of many of the tribes, particularly those on the west coast, a full enumeration was obtained; but the investigation was stopped by the failure of the appropriation, and was not resumed."

The manuscript consists of four volumes in Record Group 29 in the National Archives (*Preliminary Inventory 161*, page 101, item 298): I and II, schedules for Indians near Fort Simcoe and at Tulalip, Washington Territory; III, Indians near Fort Yates, Dakota Territory; and IV, Indians in California. All schedules are arranged within the volumes by name of tribe.

The 1880 Indian schedule made the following inquiries: Name (Indian name, English translation of Indian name, other name habitually used); relationship to head of household; civil condition (single, married, widowed/divorced, whether a chief or war chief); whether Indian of full or mixed blood; whether adopted into the tribe; time in years and fractions person has lived on a reservation; time in years and fractions person has worn "citizen's dress"; language spoken; sex; age; occupation; whether sick or disabled (if so, what is the sickness or disability); whether vaccinated; whether maimed, crippled, bedridden, or otherwise disabled; whether blind, deaf and dumb, idiotic, or insane; whether attending school; literacy; number of livestock owned (horses, cattle, sheep, swine, dogs); whether the household possess a firearm; acreage owned and type of ownership; time cultivating land; whether self-supporting or supported by other entity (self, family, or government) or occupation (hunting, fishing, or "natural products of the soil," i.e. roots, berries, etc.).

**1890 QUESTIONNAIRE**

(11 1/2" X 18", printed on both sides)

**FAMILY SCHEDULE—I TO 10 PERSONS.**

Supervisor's District No. \_\_\_\_\_ } [7-556 b.] Eleventh Census of the United States.  
 Enumeration District No. \_\_\_\_\_ }  
 SCHEDULE No. 1.  
 POPULATION AND SOCIAL STATISTICS.

Name of city, town, township, }  
 precinct, district, beat, or } County : \_\_\_\_\_ ; State : \_\_\_\_\_ ;  
 other minor civil division. }  
 Street and No. : \_\_\_\_\_ ; Ward : \_\_\_\_\_ ; Name of Institution : \_\_\_\_\_  
 Enumerated by me on the \_\_\_\_\_ day of June, 1890. \_\_\_\_\_  
 Enumerator.

A.—Number of Dwelling-house in the order of visitation.		B.—Number of families in this dwelling-house.	C.—Number of persons in this dwelling-house.	D.—Number of Family in the order of visitation.	E.—No. of Persons in this family.	
INQUIRIES.		1	2	3	4	5
1	Christian name in full, and initial of middle name.					
	Surname.					
2	Whether a soldier, sailor, or marine during the civil war (U. S. or Conf.), or widow of such person.					
3	Relationship to head of family.					
4	Whether white, black, mulatto, quadroon, octroon, Chinese, Japanese, or Indian.					
5	Sex.					
6	Age at nearest birthday. If under one year, give age in months.					
7	Whether single, married, widowed, or divorced.					
8	Whether married during the census year (June 1, 1888, to May 31, 1890).					
9	Mother of how many children, and number of these children living.					
10	Place of birth.					
11	Place of birth of <b>Father</b> .					
12	Place of birth of <b>Mother</b> .					
13	Number of years in the United States.					
14	Whether naturalized.					
15	Whether naturalization papers have been taken out.					
16	Profession, trade, or occupation.					
17	Months unemployed during the census year (June 1, 1888, to May 31, 1890).					
18	Attendance at school (in months) during the census year (June 1, 1888, to May 31, 1890).					
19	Able to <b>Read</b> .					
20	Able to <b>Write</b> .					
21	Able to speak English. If not, the language or dialect spoken.					
22	Whether suffering from acute or chronic disease, with name of disease and length of time afflicted.					
23	Whether defective in mind, sight, hearing, or speech, or whether crippled, maimed, or deformed, with name of defect.					
24	Whether a prisoner, convict, homeless child, or pauper.					
25	Supplemental schedule and page.					

**TO ENUMERATORS.**—See inquiries numbered 26 to 30, inclusive, on the second page of this schedule. These inquiries must be made concerning each family and each farm visited.



SCHEDULE No. 1.—POPULATION AND SOCIAL STATISTICS.

INQUIRIES.		6	7	8	9	10
1	Christian name in full, and initial of middle name.					
	Surname.					
2	Whether a soldier, sailor, or marine during the civil war (U. S. or Conf.), or widow of such person.					
3	Relationship to head of family.					
4	Whether white, black, mulatto, quadroon, octroon, Chinese, Japanese, or Indian.					
5	Sex.					
6	Age at nearest birthday. If under one year, give age in months.					
7	Whether single, married, widowed, or divorced.					
8	Whether married during the census year (June 1, 1889, to May 31, 1890).					
9	Mother of how many children, and number of these children living.					
10	Place of birth.					
11	Place of birth of <b>Father</b> .					
12	Place of birth of <b>Mother</b> .					
13	Number of years in the United States.					
14	Whether naturalized.					
15	Whether naturalization papers have been taken out.					
16	Profession, trade, or occupation.					
17	Months unemployed during the census year (June 1, 1889, to May 31, 1890).					
18	Attendance at school (in months) during the census year (June 1, 1889, to May 31, 1890).					
19	Able to <b>Read</b> .					
20	Able to <b>Write</b> .					
21	Able to speak English. If not, the language or dialect spoken.					
22	Whether suffering from <b>acute or chronic</b> disease, with name of disease and length of time afflicted.					
23	Whether defective in mind, sight, hearing, or speech, or whether crippled, maimed, or deformed, with name of defect.					
24	Whether a prisoner, convict, homeless child, or pauper.					
25	Supplemental schedule and page.					
26	Is the home you live in hired, or is it owned by the head or by a member of the family ?					
27	If owned by head or member of family, is the home free from mortgage incumbrance ?					
28	If the head of family is a farmer, is the farm which he cultivates hired, or is it owned by him or by a member of his family ?					
29	If owned by head or member of family, is the farm free from mortgage incumbrance ?					
30	If the home or farm is owned by head or member of family, and mortgaged, give the post-office address of owner.					

TO ENUMERATORS.—The inquiries numbered 26 to 30, inclusive, must be made concerning each family and each farm visited.

(1890—1,780,000.) 2 b

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## **THE PLAN OF ENUMERATION IN INSTITUTIONS.**

### **Instructions to Enumerators**

The statistics of population and other special data concerning persons residing in institutions will be taken by institution enumerators; that is, some official or other trustworthy person connected with the institution, who will be appointed specially for the purpose.

This plan of enumeration will not be extended to all institutions, but the appointment of special institution enumerators will be determined partly by the size of the institution and partly by its nature.

For those institutions where this plan of enumeration is to be carried out the enumerators for the districts in which such institutions are located will have no responsibility.

Each enumerator will receive in advance of the enumeration due notification from the supervisor for his district as to the institutions which are not to be taken by him. It should be the duty of the enumerator, however, if there is any institution in his district, whatever may be its size or character, to satisfy himself by personal inquiry of the officer in charge whether a special institution enumerator has been appointed, and if not, to proceed to enumerate the population as in the case of all other houses visited by him. On the other hand, if a special institution enumerator has been appointed for it, then it has been withdrawn from his district, and he will leave it to be enumerated by the special institution enumerator.

### **SOLDIERS AND SAILORS**

All soldiers of the United States Army, civilian employees, and other residents at posts or on military reservations, will be enumerated in the same manner as has been provided for institutions, by the appointment of a special resident enumerator; and in all such cases where the district enumerator has been so notified such posts or military reservations should not be included as a part of his district. For posts not garrisoned, and any other posts not so withdrawn, the district enumerator will make the necessary inquiries, and if no special enumerator has been appointed he will include the residents of such posts as a part of his district equally with other elements of the population.

In a similar way all sailors and marines stationed on vessels, and at the United States navy yards, as well as resident officers, with their families, will be specially enumerated, and need not be taken by the district enumerator if, upon inquiry or by notification, he knows that such special provision has been made.

### **SPECIAL ENUMERATION OF INDIANS**

The law provides that the Superintendent of Census may employ special agents or other means to make an enumeration of all Indians living within the jurisdiction of the

United States, with such information as to their condition as may be obtainable, classifying them as to Indians taxed and Indians not taxed.

By the phrase "Indians not taxed" is meant Indians living on reservations under the care of Government agents or roaming individually or in bands over unsettled tracts of country.

Indians not in tribal relations, whether full-bloods or half-breeds, who are found mingled with the white population, residing in white families, engaged as servants or laborers, or living in huts or wigwams on the outskirts of towns or settlements, are to be regarded as a part of the ordinary population of the country, and are to be embraced by the enumeration.

The enumeration of Indians living on reservations will be made by special agents appointed directly from this office, and supervisors and enumerators will have no responsibility in this connection.

Many Indians, however, have voluntarily abandoned their tribal relations or have quit their reservations and now sustain themselves. When enumerators find Indians off of or living away from reservations, and in no [ways] dependent upon the agency or Government, such Indians, in addition to their enumeration on the population and supplemental schedules, in the same manner as for the population generally, should be noted on a special schedule [7-917] by name, tribe, sex, age, occupation, and whether taxed or not taxed.

The object of this is to obtain an accurate census of all Indians living within the jurisdiction of the United States and to prevent double enumeration of certain Indians.

Where Indians are temporarily absent from their reservations the census enumerators need not note them, as the special enumeration for Indian reservation will get their names.

### **SCHEDULE NO. 1—POPULATION**

The schedule adopted for the enumeration of the population is what is known as the family schedule; that is, a separate schedule for each family, without regard to the number of persons in the family. Three forms of this schedule are provided for the use of enumerators, according as the families to be enumerated are made up of a large or small number of persons.

The single-sheet schedules [7-566a] are provided for use in enumerating families containing from 1 to 10 persons, the double-sheet schedules [7-566b] for use in enumerating families containing more than 10 but not over 20 persons, and the additional sheets [7-566C] for use in enumerating families containing more than 20 persons. In the case of large families, boarding houses, lodging houses, hotels, institutions, schools, etc., containing more than 20

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persons use the double sheet for 1 to 20 persons, and such number of the additional sheets as may be necessary. Wherever the additional sheets are used, be careful to write on each sheet, in the spaces provided therefor, the number of the supervisor's district, enumeration district, dwelling house, and family, and also the name of the institution, school, etc., as the case may be. Also, at the heads of the columns in which the information concerning the several persons enumerated is entered, fill in the "tens" figures on the dotted lines preceding the printed unit figures, and continue to number the columns consecutively, as 21, 22, etc., until all persons in the family have been enumerated.

Upon one or the other of these forms of the population schedule, according to the size of the family to be enumerated, is to be entered the name of every man, woman, and child who *on the 1st day of June, 1890*, shall have his or her usual place of abode within the enumerator's district. No child born between the 1st day of June, 1890, and the day of the enumerator's visit (say June 5, June 15, etc., as the case may be) is to be entered upon the schedule. On the other hand, every person who was a resident of the district upon the 1st day of June, 1890, but between that date and the day of the enumerator's visit shall have died, should be entered on the schedule precisely as if still living. The object of the schedule is to obtain a list of the inhabitants *on the 1st of June, 1890*, and all changes after that date, whether in the nature of gain or loss, are to be disregarded in the enumeration.

In answering the several inquiries on the population and other schedules the space provided for each answer should be filled by a definite statement or a symbol used to denote either that the inquiry is not applicable to the person for whom the answers are being made or that the information can not be obtained. In all cases where the inquiry is not applicable use the following symbol: (X). If for any reason it is not possible to obtain answers to inquiries which are applicable to the person enumerated, use the following symbol to denote this fact: (=). The enumerator must bear in mind, however, that where he has every reason to suppose that he can supply the answer himself it is better than the symbol; and in any case the symbol should not be used until he has made every effort to ascertain the proper answer from the persons in the family or in the neighborhood, as required by law.

Illustrative examples of the manner of filling the population and the use of these symbols are contained in printed sheets which are supplied to enumerators.

### **SUPERVISORS' AND ENUMERATION DISTRICTS**

The first thing to be entered at the head of each schedule is the number of the supervisor's district and of the enumeration district in which the work is performed. These numbers must be repeated for each family enumerated,

and where additional sheets are used these numbers are to be carried to those sheets, as already stated.

### **CIVIL DIVISIONS**

Be careful to enter accurately the name of the city, town, township, precinct, etc., and distinguish carefully between the population of villages within townships and the remainder of such townships. The correct enumeration of the population of these minor civil divisions is especially important, and is of interest in the presentation in the printed reports of details concerning these small bodies of population. So far as possible, also, the population of small unincorporated villages and hamlets should be separately reported. Also enter at the head of each schedule, in the spaces provided therefor, the name of the county and State or Territory in which the minor subdivision is located. In cities the street, street number, and ward should be entered in the proper spaces, and in those cities where special sanitary districts have been established for the purposes of the census enumeration the letters used to designate them should be added in some convenient space at the head of each schedule and encircled thus: (A), (B), (C), etc., according to the special letters used to distinguish these sanitary districts.

### **Institutions**

Whenever an institution is to be enumerated, as, a hospital, asylum, almshouse, jail, or penitentiary, the full name and title of the institution should be entered, and all persons having their usual place of abode in such institution, whether officers, attendants, inmates, or persons in confinement, should then be entered consecutively on the schedules as one family. If, as sometimes may be the case, a sheriff, warden, or other prison official may live in one end of the prison building, but separated by a partition wall from the prison proper, his family (including himself as its head) should be returned on a separate schedule, and should not be returned on the schedule upon which the prisoners are entered. Where the officers or attendants, or any of them, do not reside in the institution buildings, but live with their families in detached dwellings, no matter whether the houses are owned by the institutions or located in the same grounds, they should be reported on separate schedules, but should be included as a part of the work of the special institution enumerator, where one is appointed, and should not be left to be taken by the district enumerator. It may happen also that some of the officers or attendants may reside wholly outside of the institution precincts, either in rented houses or houses owned by the institution, or by themselves, and in such cases they should be enumerated by the district enumerator and not by the special institution enumerator. The tour of duty of the special institution enumerator should not extend beyond the boundaries of the institution grounds, but should include all those persons and inmates whose usual places of abode are clearly within the territory controlled by the institutions.

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## Persons, Families, and Dwellings

### A. *Number of dwelling house in the order of visitation.*

In the space against the inquiry marked A is to be entered the number of the dwelling house in the order of visitation. The object of this inquiry is to ascertain the total number of dwelling houses. A dwelling house for the purposes of the census means any building or place of abode, of whatever character, material, or structure, in which any person is living at the time of taking the census. It may be a room above a warehouse or factory, a loft above a stable, a wigwam on the outskirts of a settlement, or a dwelling house in the ordinary sense of that term. A tenement house, whether it contains two, three, or forty families, should be considered for the purposes of the census as one house. A building under one roof suited for two or more families, but with a dividing partition wall and separate front door for each part of the building, should be counted as two or more houses. A block of houses under one roof, but with separate front doors, should be considered as so many houses, without regard to the number of families in each separate house in the block. Wholly uninhabited dwellings are not to be counted.

### B. *Number of families in this dwelling house.*

The inquiry marked B calls for the number of families, whether one or more, in each dwelling house. *Where there is more than one family in a dwelling house, this inquiry should be answered only on the schedule for the first family enumerated and omitted on the schedules for the second and subsequent families enumerated in the same house, to avoid duplication of results; the space on the schedules for the second and subsequent families should be filled, however, by an X, as not being applicable.* An example of this character is given on the printed sheets illustrative of the manner of filling schedules.

### C. *Number of persons in this dwelling house.*

The inquiry marked C calls for the number of persons in each dwelling house, and where there is more than one family in the house the answer should represent the total number of persons included in the several families occupying the same house. Where there is but a single family to a house, the answer to this inquiry should be the same as for Inquiry E. *Where there is more than one family in a dwelling house, this inquiry, as in the case of Inquiry B, should be answered only on the schedule for the first family enumerated.*

### D. *Number of family in the order of visitation.*

In answer to the inquiry marked D enter the number, in the order of visitation, of each family residing in the district. The fact that more than one family is often

found in a house makes the family number exceed, necessarily, the house number, as called for by Inquiry A.

The word family, for the purposes of the census, includes persons living alone, as well as families in the ordinary sense of that term, and also all larger aggregations of people having only the tie of a common roof and table. A hotel, with all its inmates, constitutes but one family within the meaning of this term. A hospital, a prison, an asylum is equally a family for the purposes of the census. On the other hand, the solitary inmate of a cabin, a loft, or a room finished off above a store, and indeed, all individuals living out of families, constitute a family in the meaning of the census act.

By "individuals living out of families" is meant all persons occupying lofts in public buildings, above stores, warehouses, factories, and stables, having no other usual place of abode; persons living solitary in cabins, huts, or tents; persons sleeping on river boats, canal boats, barges, etc., having no other usual place of abode, and persons in police stations having no homes. Of the classes just mentioned the most important numerically, is the first viz: Those persons, chiefly in cities, who occupy rooms in public buildings, or above stores, warehouses, factories, and stables. In order to reach such persons, the enumerator will need not only to keep his eyes open to all indications of such casual residence in his enumeration district, but to make inquiry both of the parties occupying the business portion of such buildings and also of the police. In the case, however, of tenement houses and of the so-called "flats" of the great cities as many families are to be recorded as there are separate tables.

A person's home is where he sleeps. There are many people who lodge in one place and board in another. All such persons should be returned as members of that family with which they lodge.

### E. *Number of persons in this family.*

The answer to this inquiry should correspond to the number of columns filled on each schedule, and care should be taken to have all the members of the family included in this statement and a column filled for each person in the family, including servants, boarders, lodgers, etc. Be sure that the person answering the inquiries thoroughly understands the question, and does not omit any person who should be counted as a member of the family.

## Names, Relationship to Head of Family, and Whether Survivors of the War of the Rebellion

1. *Christian name in full, initial of middle name, and surname.*

Opposite to the inquiry numbered 1 on the schedule are to be entered the names of all persons whose usual place of abode on the 1st day of June, 1890, was in the family enumerated.

The census law furnishes no definitions of the phrase "usual place of abode;" and it is difficult, under the American system of protracted enumeration, to afford administrative directions which will wholly obviate the danger that some persons will be reported in two places and others not reported at all. Much must be left to the judgment of the enumerator, who can, if he will take the pains, in the great majority of instances satisfy himself as to the propriety of including or not including doubtful cases in his enumeration of any given family. In the cases of boarders at hotels or students at schools or colleges the enumerator can by one or two well directed inquiries ascertain whether the person concerning whom the question may arise has at the time any other place of abode within another district at which he is likely to be reported. Seafaring men are to be reported at their land homes, no matter how long they may have been absent, if they are supposed to be still alive. Hence, sailors temporarily at a sailors' boarding or lodging house, *if they acknowledge any other home within the United States*, are not to be included in the family of the lodging or boarding house. Persons engaged in internal transportation, canal men, expressmen, railroad men, etc., if they habitually return to their homes in the intervals of their occupations, will be reported *as of their families*, and not where they may be temporarily staying on the 1st of June, 1890.

In entering the members of a family the name of the father, mother, or other ostensible head of the family (in the case of hotels, jails, etc., the landlord, jailor, etc.) is to be entered in the first column. It is desirable that the wife should be enumerated in the second column, and the children of the family proper should follow in the order of their ages, as will naturally be the case. The names of all other persons in the family, whether relatives, boarders, lodgers, or servants, should be entered successively in subsequent columns.

The Christian name in full and initial of middle name of each person should be first entered and the surname immediately thereunder, as shown in the illustrative example.

1. *Whether a soldier, sailor, or marine during the civil war (United States or Confederate), or widow of such person.*

Write "Sol" for soldier, "Sail" for sailor, and "Ma" for marine. If the person served in the United States forces add "U.S." in parentheses, and if in the Confederate forces add "Conf." in parentheses, thus: Sol (U.S.); Sail (U.S.); Sol (Conf.), etc. In the case of a widow of a deceased soldier, sailor, or marine, use the

letter "W" in addition to the above designations, as W. Sol (U.S.), W. Sol (Conf.), and so on.

The enumeration of the survivors of the late war, including their names, organizations, length of service, and the widows of such as have died, is to be taken on a special schedule prepared for the purpose, as provided for by the act of March 1, 1889, and *relates only to those persons, or widows of persons, who served in the Army, Navy, or Marine Corps of the United States in the late war*. The inquiry concerning the survivors of both the United States and Confederate forces is made on the population schedule so as to ascertain the *number* now living and the *number* who have died and have left widows.

2. *Relationship to head of family.*

Designate the head of a family, whether a husband or father, widow or unmarried person of either sex, by the word "*Head*;" other members of a family by *wife, mother, father, son, daughter, grandson, daughter-in-law, aunt, uncle, nephew, niece, servant*, or other properly distinctive term, according to the particular relationship which the person bears to the head of the family. Distinguish between *boarders*, who sleep and board in one place, and *lodgers*, who room in one place and board in another. If an inmate of an institution or school, write *inmate, pupil, patient, prisoner*, or some equivalent term which will clearly distinguish inmates from the officers and employees and their families. But all officers and employees of an institution who reside in the institution building are to be accounted, for census purposes, as one family, the head of which is the superintendent, matron, or other officer in charge. If more than one family resides in the institution building, group the members together and distinguish them in some intelligible way. In addition to defining their natural relationship to the head of the institution or of their own immediate family, their official position in the institution, if any, should be also noted, thus: *Superintendent, clerk, teacher, watchman, nurse*, etc.

#### **COLOR, SEX, AND AGE**

4. *Whether white, black, mulatto, quadroon, octoroon, Chinese, Japanese, or Indian.*

Write *white, black, mulatto, quadroon, octoroon, Chinese, Japanese, or Indian*, according to the color or race of the person enumerated. Be particularly careful to distinguish between blacks, mulattoes, quadroons, and octoroons. The word "black" should be used to describe those persons who have three-fourths or more black blood; "mulatto," those persons who have from three-eighths to five-eighths black blood; "quadroon," those persons who have one-fourth black blood; and "octoroon," those persons who have one-eighth or any trace of black blood.

5. **Sex.**

Write *male* or *female*, as the case may be.

6. *Age at nearest birthday. If under one year, give age in months.*

Write the age in figures at nearest birthday in whole years, omitting months and days, for each person of one year of age or over. For children who on the 1st of June, 1890, were less than one year of age, give the age in months, or twelfths of a year, thus: 3/12, 7/12, 10/12. For a child less than one month old, state the age as follows: 0/12. The exact years of age for all persons one year old or over should be given whenever it can be obtained. In any event, do not accept the answer "Don't know," but ascertain as nearly as possible the approximate age of each person. The general tendency of persons in giving their ages is to use the round numbers, as 20, 25, 30, 35, 40, etc. If the age is given as "about 25," determine, if possible, whether the age should be entered as 24, 25, or 26. Particular attention should be paid to this, otherwise it will be found when the results are aggregated in this office that a much more than normal number of persons have been reported as 20, 25, 30, 35, 40, etc., years of age, and a much less than normal at 19, 21, 24, 26, 29, 31, etc.

**CONJUGAL CONDITION AND CHILDREN AND CHILDREN LIVING**

7. *Whether single married, widowed, or divorced.*

Write *single*, *married*, *widowed*, or *divorced*, according to the conjugal condition of the person enumerated. No matter how young the person may be, the conjugal condition, if "single," should be always stated.

8. *Whether married during the census year (June 1, 1889, to May 31, 1890).*

Write *yes* or *no*, as the case may be.

9. *Mother of how many children, and number of these children living.*

This inquiry is to be made concerning all women who are or have been married, including those widowed or divorced. The answers should be given in figures, as follows: 6 5; that is, mother of six (6) children, of which five (5) are living. If a woman who is or has been married has had no children, or if none are living, state the fact thus: 0 0 or 3 0, as the case may be.

**Place of Birth and Parent Nativity**

10. *Place of birth.*

Give the place of birth of the *person* whose name appears at the head of the column opposite inquiry 1, and for whom the entries are being made.

11. *Place of birth of father.*

Give the place of birth of the *father* of the person for whom the entries are being made.

12. *Place of birth of mother.*

Give the place of birth of the *mother* of the person for whom the entries are being made. If the person (inquiry 10), or father (inquiry 11), or mother (inquiry 12) were born in the United States, name the state or territory, or if of foreign birth name the country. The names of countries, and not of cities, are wanted. In naming the country of foreign birth, however, do not write, for instance, "Great Britain," but give the particular country, as *England*, *Scotland*, or *Wales*.

If the person, or father, or mother were born in a foreign country of American parents, write the name of the country and also the words "*American citizen*." If born at sea write the words "At sea;" if in the case of the father or mother the words "At sea" be used, add the nationality of the father's father or mother's father.

If born in Canada or Newfoundland, write the word "English" or "French" after the particular place of birth, so as to distinguish between persons born in any part of British America of French and English extraction respectively. *This is a most important requirement, and must be closely observed in each case and the distinction carefully made.*

**NATURALIZATION**

Inquiries 13, 14, and 15 should be made concerning only those adult males of foreign birth who are 21 years of age or over.

13. *Number of years in the United States.*

Give the answer in figures as 1, 2, 3, 6, 10, etc., according to the number of years such person (as stated above) may have resided in the United States.

14. *Whether naturalized.*

Write "Yes" or "No," as the case may be.

15. *Whether naturalization papers have been taken out.*

If naturalized (Inquiry 14), use the symbol X; if not naturalized (Inquiry 14), write "Yes" or "No," as the case may be, in answers to this inquiry (15).

**Profession, Trade, or Occupation, and Months Employed**

16. *Profession, trade, or occupation.*

This is a most important inquiry. Study these instructions closely, and in reporting occupations avoid the

use of unmeaning terms. A person's occupation is the profession, trade, or branch of work upon which he chiefly depends for support, and in which he would ordinarily be engaged during the larger part of the year. General or indefinite terms which do not indicate the kind of work done by each person must not be used. You are under no obligation to give a person's occupation just as he expresses it. If he can not tell intelligibly what he is, find out what he does, and describe his occupation accordingly. The name of the place worked in or article made or worked upon should not be used as the sole basis of the statement of a person's occupation. Endeavor to ascertain always *the character of the service rendered or kind of work done*, and so state it.

The illustrations given under each of the general classes of occupations show the nature of the answers which should be made to this inquiry. They are not intended to cover all occupations, but are indicative of the character of the answers desired in order to secure, for each person enumerated, properly descriptive designations of service rendered or work done by way of occupation and as the means of gaining a livelihood.

**AGRICULTURAL PURSUITS.**—Be careful to distinguish between the *farm laborer*, the *farmer*, and *farm overseer*; also between the *plantation laborer*, the *planter*, and *plantation overseer*. These three classes must be kept distinct, and each occupation separately returned.

Do not confuse the *agricultural laborer*, who works on the farm or plantation, with the general or day laborer, who works on the road or at odd jobs in the village or town. Distinguish also between *woodchoppers* at work regularly in the woods or forests and the laborer, who takes a job occasionally at chopping wood.

Make a separate return for *farmers* and *planters* who own, hire, or carry on a farm or plantation, and for *gardeners*, *fruit growers*, *nurserymen*, *florists*, *vine growers*, etc., who are engaged in raising vegetables for market or in cultivation of fruit, flowers, seeds, nursery products, etc. In the latter case, if a man combines two or more of these occupations, be careful to so state it, as *florist*, *nurseryman*, and *seed grower*.

Avoid the confusion of the *garden laborer*, *nursery laborer*, etc., who hires out his services, with the proprietor gardener, florist, nurseryman, etc., who carries on the business himself or employs others to assist him.

Return as *dairymen* or *dairywoman* those persons whose occupation in connection with the farm has to do chiefly with the dairy. Do not confuse them with employees of butter and cheese or condensed milk factories, who should be separately returned by some distinctive term.

Return *stock herders* and *stock drovers* separately from stock raisers.

Do not include *lumbermen*, *raftsmen*, *log drivers*, etc., engaged in hauling or transporting lumber (generally by water) from the forest to the mill, with the employees of lumber yards or lumber mills.

**FISHING.**—For *fishermen* and *oystermen* describe the occupation as accurately as possible. Be careful to avoid the return of fishermen on vessels as sailors. If they gain their living by fishing, they should be returned as "fishermen," and not as sailors.

**MINING AND QUARRYING.**—Make a careful distinction between the *coal miners* and *miners of ores*; also between miners generally and *quarrymen*. State the *kind* of ore mined or stone quarried.

Do not return proprietors or officials of mining or quarrying companies as miners or quarrymen, but state their business or official position accurately.

**PROFESSIONAL PURSUITS.**—This class includes *actors*, *artists* and *teachers of art*, *clergymen*, *dentists*, *designers*, *draftsmen*, *engravers*, *civil engineers*, and *surveyors*, *mechanical and mining engineers*, *government clerks* and *officials*, *journalists*, *lawyers*, *musicians* and *teachers of music*, *physicians*, *surgeons*, *professors* (in colleges and universities), *teachers* (in schools), and other pursuits of a professional nature. Specify each profession in detail, according to the fact. These are cited simply as illustrations of these classes of pursuits.

Distinguish between *actors*, *theatrical managers*, and *showmen*.

Make a separate return for *government clerks* occupying positions under the National, State, county, city, or town governments from clerks in offices, stores, manufacturing establishments, etc.; also distinguish *government officials*.

Return *veterinary surgeons* separately from other surgeons.

Distinguish *journalists*, *editors*, and *reporters* from *authors and other literary persons* who do not follow journalism as a distinct profession.

Return separately *chemists*, *assayers*, *metallurgists*, and other scientific persons.

**DOMESTIC AND PERSONAL SERVICE.**—Among this class of occupations are comprised *hotel keepers*, *boarding-house keepers*, *restaurant keepers*, *saloon keepers*, and *bartenders*; *housekeepers*, *cooks*, and *servants* (in hotels, boarding houses, hospitals, institutions, private families, etc.); *barbers* and *hairdressers*; *city*, *town*, and *general day laborers*; *janitors*, *sextons*, and *undertakers*; *nurses* and *midwives*; *watchmen*, *policemen*, and *detectives*. Specify each occupation or kind of service rendered in detail, according to the fact. The above are given only as

examples of the occupations which would naturally be included under this general class of work.

Distinguish carefully between *housekeepers*, or women who receive a stated wage or salary for their services, and *housewives*, or women who keep house for their own families or for themselves, without any gainful occupation. The occupation of grown daughters who assist in the household duties without fixed remuneration should be returned as "Housework—without pay."

As stated under agricultural pursuits, do not confuse *day laborers*, at work for the city, town, or at odd jobs, with agricultural laborer, at work on the farm or plantation or in the employ of gardeners, nurserymen, etc. State specifically the *kind* of work done in every instance.

*Clerks* in hotels, restaurants, and saloons should be so described and carefully distinguished from *bartenders*. In many instances bartenders will state their occupation as "clerk" in wine store, etc., but the character of the service rendered by such persons will readily determine whether they should be classed as "bartenders" or not.

*Stationary engineers* and *firemen* should be carefully distinguished from *engineers* and *firemen* employed on locomotives, steamboats, etc.

*Soldiers*, *sailors*, and *marines* enlisted in the service of the United States should be so returned. Distinguish between officers and enlisted men, and for civilian employees return the kind of service performed by them.

PURSUIITS OF TRADE AND TRANSPORTATION.—Distinguish carefully between *real estate agents*, *insurance agents*, *claim agents*, *commission agents*, etc. If a person is a real estate agent and also an auctioneer, as is often the case, return his occupation as *real estate agent* and *auctioneer*.

Return accountants, bookkeepers, clerks, cashiers, etc., separately, and state the kind of service rendered, as *accountant—insurance*; *bookkeeper—wholesale dry goods*; *clerk—gas company*; *cashier—music store*.

Do not confound a clerk with a salesman, as is often done, especially in dry goods stores, grocery stores, and provision stores. Generally speaking, the persons so employed are to be considered as salesmen, unless the bulk of their service is in the office on the books and accounts; otherwise they should be returned as *salesman—dry goods*; *salesman—groceries*, etc.

*Stenographers* and *typewriters* should be reported separately, and should not be described simply as "clerks." Distinguish carefully between *bank clerks*, *cashiers in banks*, and *bank officials*, describing the particular position filled in each case. In no case should a *bank cashier* be confounded with cashiers in stores, etc.

Distinguish between foremen and overseers, packers and shippers, porters and helpers, and errand, office, and messenger boys in stores, etc., and state in each case the character of the duties performed by them, as *foreman wholesale wool house*; *packer—crockery*; *porter—rubber goods*; *errand boy—dry goods*; *messenger boy—telegraph*.

State the kind of merchants and dealers, as *dry goods merchant*, *wood and coal dealer*, etc. Whenever a single word will express the business carried on, as *grocer*, it should be so stated.

In the case of hucksters and peddlers also state the kind of goods sold, as *peddler—tinware*. Distinguish *traveling salesmen* from salesmen in stores, and state the kind of goods sold by them.

Return *boarding* and *livery stable keepers* separately from the *hostlers* and other stable employees.

Distinguish also between *expressmen*, *teamsters*, *draymen*, and *carriage and hack drivers*.

Steam railroad employees should be reported separately, according to the nature of their work, as *baggagemen*, *brakemen*, *conductors*, *laborers on railroad*, *locomotive engineers*, *locomotive firemen*, *switchmen*, *yardmen*, etc.

*Officials of railroad*, *telegraph express*, and *other companies* should be separately returned and carefully distinguished from the employees of such companies.

*Boatmen*, *canal men*, *pilots*, *longshoremen*, *stevedores*, and *sailors* (on steam or sailing vessels) should be separately returned.

*Telegraph operators*, *telephone operators*, *telegraph linemen*, *telephone linemen*, *electric-light men*, etc., should be kept distinct, and a separate return made for each class.

MANUFACTURING AND MECHANICAL PURSUIITS.—In reporting occupations pertaining to manufactures there are many difficulties in the way of showing the kind of work done rather than the article made or the place worked in. The nature of certain occupations is such that it is well nigh impossible to find properly descriptive terms without the use of some expression relating to the article made or place in which the work is carried on.

Do not accept "maker" of an article or "works in" mill, shop, or factory, but strive always to find out the particular work done.

Distinguish between persons who tend machines and the unskilled workman or laborer in mills, factories, and workshops.

Describe the proprietor of the establishment as a "manufacturer," and specify the branch of manufacture, as *cotton*



*manufacturer*, etc. In no case should a manufacturer be returned as a “maker” of an article.

In the case of apprentices, state the trade to which apprenticed, as *apprentice-carpenter*, etc.

Distinguish between *butchers*, whose business is to slaughter cattle, swine, etc., and *provisions dealers*, who sell meats only.

Distinguish also between *glover*, *hatter*, or *furrier* who actually make or make up in their own establishments all or part of the gloves, hats, or furs which they sell, and the person who simply deals in but does not make these articles.

Do not use the words “factory operative,” but specify in every instance the kind of work done, as *cotton mill spinner*; *silk mill weaver*, etc.

Do not describe a person in a printing office as a “printer” where a more expressive term can be used, as *compositor*, *pressman*, *press feeder*, etc.

Make the proper distinction between a *clock* or *watch* “maker” and a *clock* or *watch* “repairer.” Do not apply the word “jeweler” to those who make watches, watch chains, or jewelry in large establishments.

Avoid in all cases the use of the word “mechanic,” and state whether a *carpenter*, *mason*, *house painter*, *machinist*, *plumber*, etc.

Do not say “finisher,” “molder,” “polisher,” etc., but state the article finished, molded, or polished, as *brass finisher*, *iron molder*, *steel polisher*, etc.

Distinguish between *cloakmakers*, *dressmakers*, *seamstresses*, *tailoresses*, etc. In the case of *sewing-machine operators*, specify the work done.

OTHER OCCUPATIONS.—When a lawyer, merchant, manufacturer, etc., has retired from practice or business, say *retired lawyer*, *retired merchant*, etc.

The distinction to be made between *housewives*, *housekeepers*, and those assisting in *housework* has already been stated under “Domestic and Personal Service.” For the large body of persons, particularly young women, who live at home and do nothing, make the return as “No occupation.” With respect to infants and children too young to take any part in production or to be engaged in any state occupation, distinguish between those at home and those attending school. For those too young to go to school, or who for some reason did not attend school during the census year, write the words “At home,” and for those who attended school during some part of the school year write the words, “At school—public,” or “At school—private,” according to the kind of school. If taught by a governess or tutor, it should be so stated. The *student* at college or engaged in special studies should be reported separately from *scholars in public or private schools*.

The doing of domestic errands or family chores out of school hours, where a child regularly attends school, should not be considered an occupation. But if a boy or girl, whatever the age, is earning money regularly by labor, contributing to the family support, or appreciably assisting in mechanical or agricultural industry, the kind of work performed should be stated.

17. *Months unemployed during the census year (June 1, 1889, to May 31, 1890).*

If a person having a gainful occupation was unemployed during any part of the census year it should be so stated in months and parts of months. If, as may often happen, a person was unemployed at his usual occupation for some time during the census year and yet found other temporary employment for some part or the whole of the time, this fact should be clearly stated. For instance, a person’s occupation may be that of “farm laborer,” at which he may have had no employment for three months during the census year. During two of these three months, however, he may have worked in a shoe shop, so that, so far as actual idleness is concerned, he was only out of work one month. In all such cases, where the nonemployment returned in answer to inquiry 17 does not represent actual idleness as regards the person’s usual actual occupation given in answer to inquiry 16, indicates the number of months unemployed at occupation by inserting the figures, in parenthesis, after the name of the occupation itself. In the case just cited, and as shown in the “illustrative example,” the answer to inquiry 16 would appear as “Farm laborer (3)” and the answer to inquiry 17 as “1.” For all persons not engaged in gainful occupation the symbol “X” should be used.

## SCHOOL ATTENDANCE, ILLITERACY, AND LANGUAGE SPOKEN

18. *Attendance at school (in months) during the census year (June 1, 1889, to May 31, 1900).*

For all persons between the ages of 5 and 17, inclusive, the attendance at school during the census year should be in all cases stated in months and parts of months. Where a person within the above ages did not attend school at all during the census year write “0,” and for all other persons to whom the inquiry is not applicable use the symbol “X.”

*Inquiries numbered 19 and 20 relate to illiteracy, and are to be made only of or concerning persons 10 years of age or over.*

19. Able to read.

Write “Yes” or “No,” as the case may be.

20. *Able to write.*

Write "Yes" or "No," as the case may be.

A person may not be able to read or write the English language, and yet may be able to read or write (or both) their native language, as French, Spanish, Italian, etc. If in such cases a person can read or write (or both) some language, the answer to Inquiry 19 and Inquiry 20 should be "Yes," according to the fact. If not able to so read or write the answer should be "No." For all persons *under* 10 years of age use the symbol "X."

21. *Able to speak English. If not, the language or dialect spoken.*

*This inquiry should also be made of or concerning every person 10 years of age or over.* If the person is able to speak English so as to be understood in ordinary conversation, write "English;" otherwise, write the name of the language or dialect in which he usually expresses himself, as "German," "Portuguese," "Canadian French," "Pennsylvania Dutch," etc. For all persons *under* 10 years of age use the symbol "X."

**MENTAL AND PHYSICAL DEFECTS, ETC.**

22. *Whether suffering from acute or chronic disease, with name of disease and length of time afflicted.*

If a person is suffering from acute or chronic disease so as to be unable to attend to ordinary business or duties, give the name of the disease and the length of time that it has lasted.

23. *Whether defective in mind, sight, hearing, or speech, or whether crippled, maimed, or deformed, with name of defect.*

If a person is mentally or physically defective, state the nature of the defect.

24. *Whether a prisoner, convict, homeless child, or pauper.*

If the person is a prisoner, convict, homeless child, or pauper, be careful to so state, as "prisoner," "pauper," etc.

25. *Supplemental schedule and page.*

If answers are required to inquiries 22, 23, or 24, indicate in this space the number of the supplemental schedule and page of schedule on which the special inquiries relating to such person have been answered. (See instructions concerning supplemental schedules.)

**OWNERSHIP OF HOMES AND FARMS**

26. *Is the home you live in hired, or is it owned by the head or by a member of the family?*

If hired, say "Hired;" if owned, say "Owned," and indicate whether owned by *head, wife, son, daughter, or other member of family*, as "Owned—head;"

"Owned—wife;" "Owned—son," etc. If there is more than one son or daughter in the family, and the home is owned by one of them, indicate which one by using the figure at the head of the column in which the name, etc., of the person is entered, as "Owned—son (4)."

27. *If owned by head or member of family, is the home free from mortgage encumbrance?*

If free from encumbrance, say "Free;" if mortgaged, say "Mortgaged."

28. *If the head of family is a farmer, is the farm which he cultivates hired, or is it owned by him or by a member of his family?*

To be answered in the same manner as for inquiry 26.

29. *If owned by head or member of family, is the farm free from mortgage encumbrance?*

To be answered in the same manner as for inquiry 27.

30. *If the home or farm is owned by head or member of family, and mortgaged, give the post-office address of owner.*

In answer to this inquiry the post-office address of the owner of a mortgaged home or farm must be correctly stated; that is, the post office at which the owner (whether head of family, wife, son, daughter, etc.) usually receives his or her mail.

*In all cases where it can not be definitely ascertained whether the home or farm is mortgaged or not return the post-office address of the owner, so that this office can communicate with such persons.*

In connection with the definition of mortgage encumbrance it should be stated that judgment notes or confessions of judgment, as in Pennsylvania and Virginia, the deeds of trust of many States, deeds with vendor's lien clause, bonds or contracts for title that are virtually mortgages, crop liens or mortgages upon crops, and all other legal instruments that partake of the nature of mortgages upon real estate, are to be regarded as such; but mechanics' liens are not to be regarded as mortgage encumbrances upon homes or farms.

The enumerator should be careful to use the local name for the mortgage encumbrance when making the inquiries, and should not confine himself to the word "mortgage" when it will be misunderstood.

Some of the difficulties which will arise in connection with the prosecution of the inquiries concerning homes and farms, and how they are to be treated, may be mentioned, as follows:

1. A house is not necessarily to be considered as identical with a home and to be counted only once as a

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home. If it is occupied as a home by one or more tenants, or by owner and one or more tenants, it is to be regarded as a home to each family.

2. If a person owns and cultivates what has been two or more farms and lives on one, they are not to be taken as more than one farm.
3. If a person owns and cultivates what has been two or more farms and all are not mortgaged, the several farms are to be counted as one farm and as mortgaged.
4. If a person hires both the farm he cultivates and the home he lives in, or owns both, the home is to be considered as part of the farm.
5. If a person owns the home he lives in and hires the farm he cultivates, or owns the farm he cultivates and hires the home he lives in, both farm and home are to be entered upon the schedule, and separately.
6. If the tenant of a farm and its owner live upon it, either in the same house or in different houses, the owner is to be regarded as owning the home he lives in and the tenant as hiring the farm he cultivates. If the owner simply boards with the tenant, no account is to be made of the owner.
7. If the same person owns and cultivates one farm and hires and cultivates another farm, he is to be entered upon the schedule as owning the farm he cultivates.
8. The head of a family may own and cultivate a farm and his wife may own another farm which is let to tenant, perhaps to her husband. In such case only the farm which is owned by the head of the family is to be considered, but the rented farm is to be taken account of when its tenant's family is visited.
9. A person who cultivates a farm is not to be regarded as hiring it if he works for a definite and fixed compensation in money or fixed quantity of produce, but he is to be regarded as hiring it if he pays a rental for it or is to receive a share of the produce, even though he may be subject to some direction and control by the owner.

**1900 QUESTIONNAIRE—POPULATION**

(19 1/2" X 18 5/8", printed on two sides, space for 50 entries on each side; reverse side was identical except for line numbers).

LOCATION				NAME of each person whose place of abode on June 1, 1900, was in this family  Enter surname first, then the given name and middle initial, if any  INCLUDE every person living on June 1, 1900 Omit children born since June 1, 1900	RELATION  Relationship of each person to the head of the family	PERSONAL DESCRIPTION								NATIVITY Place of birth of each person and parents of each person enumerated. If born in the United States, give the State or Territory; if of foreign birth, give the Country only			
IN CITIES		Number of dwelling houses, in the order of visitation	Number of family, in the order of visitation			Color or race	Sex	DATE OF BIRTH		Age at last birthday	Whether single, married, widowed, or divorced	Number of years married	Mother of how many children	Number of these children living	Place of birth of this PERSON	Place of birth of FATHER of this person	Place of birth of MOTHER of this person
Street	House Number							Month	Year								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			

CITIZENSHIP			OCCUPATION, TRADE, OR PROFESSION of each person TEN YEARS of age and over	EDUCATION				OWNERSHIP OF HOME				
Year of immigration to the United States	Number of years in the United States	Naturalization		OCCUPATION	Months not employed	Attended school (in months)	Can read	Can write	Can speak English	Owned or rented	Owned free or mortgaged	Farm or house
16	17	18	19	20	21	22	23	24	25	26	27	28

1  
2  
3

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## Instructions to Enumerators (Name and Relationship)

108. Column 3. Name of each person enumerated.—Enter the name of every person whose usual place of abode (see paragraph 111) is in the family or dwelling place for which the enumeration is being made. The census day, that is, the day as of which the enumeration is made, is June 1, 1900. Include, therefore, every person living on June 1, 1900, or during any part of that day, and omit children born after that date.
109. It is intended that the name of every man, woman, and child whose usual place of abode *on the first day of June, 1900*, was within your district shall be entered on the population schedule, but no entry is to be made of a child born between the first day of June, 1900, and the day of your visit, say June 5, June 15, etc., as the case may be.
110. On the other hand, every person who was a resident of your district upon the first day of June, 1900, but between that date and the day of your visit shall have died, should be entered on the schedule precisely as if still living. The object of the schedule is to obtain a list of the inhabitants *on the first day of June, 1900*, and all changes after that date, whether in the nature of gain or loss, are to be disregarded.
111. The census law furnishes no definitions of the phrase “usual place of abode;” and it is difficult to guard against the danger that some persons will be reported in two places and others not reported at all. Much must be left to the judgement of the enumerator, who, if he will take the pains, can satisfy himself, in the great majority of instances, as to the propriety of including or not including doubtful cases in his enumeration of any given family.
112. In the case of boarders at hotels, students at schools or colleges, and inmates of institutions, ascertain whether the person concerning whom the question may arise has at the time any other place of abode within another district at which he is likely to be reported. Seafaring men are to be reported at their land homes, no matter how long they may have been absent, if they are supposed to be still alive. Hence, sailors temporarily at a sailors’ boarding or lodging house, *if they acknowledge any other home within the United States*, are not to be included in the family of the lodging or boarding house.
113. Persons engaged in internal transportation, canal men, expressmen, railroad men, etc., if they habitually return to their homes in the intervals of their occupations, will be reported *as of their families*, and not where they may be temporarily staying on June 1, 1900.
114. The transient guests of a hotel are not to be enumerated as of the hotel, unless they are likely otherwise to be omitted from the enumeration; but the proprietor and his family, and those boarders, employees, and servants who regularly sleep there are to be so included.
115. The inmates of transient lodging-houses are to be so enumerated, if they claim no other home or have no other place of abode.
116. All inmates of hospitals or other institutions are to be enumerated; but if they have some other permanent place of residence, write it in the margin of the schedule on the left-hand side of the page.
117. If a soldier, sailor, or marine (officer or enlisted man), or civilian employee in the service of the United States at a station at home or abroad, is a member of a family living in your district, he should be enumerated as a member of that family, even though he may be absent on duty at the time of the enumeration.
118. Summer boarders at hotels or country houses and persons temporarily residing in foreign lands should be enumerated as part of their family at their home or usual place of abode.
119. The floating population in vessels, steamboats, and house boats at wharves and piers or river landings should be enumerated on the morning of June 1, as far as possible, by the enumerators of the districts contiguous to the water front, including in the enumeration all persons who claim to be residents of the United States, even though they have no other home than on board the craft where they are found; but the officers and crew of a foreign ship only temporarily in the harbor are not to be enumerated.
120. It is important to ascertain beyond a doubt whether the information given by the person supplying the same covers all the persons in the family, including not only the immediate members of the family, as the head, wife, and children, but also other relatives living with the family, servants (if they sleep in the house), and persons who live with the family, as boarders, lodgers, etc.
121. In the case of families reported “out” at the first visit, but enumerated at a later visit, no spaces should be left blank on the population schedule for the entries concerning the members of such a family, as you can have no knowledge, in most cases, of the number of members constituting the family, and hence of the number of lines to be left blank. The enumeration of the family is to be made on that sheet of the population schedule on which you are at work on the day when the information concerning such family is finally obtained by you.

122. In the case, however, of boarders, lodgers, or other persons living in a family, for whom no information can be obtained at the first visit, but which is supplied later, either in person or through the lady of the house, you should duly enter the name of such person as a member of the family so enumerated, and arrange to secure by a second or third visit, if necessary, the information needed to complete the record for such person. It is important that the person should be recorded by name at least as a member of the family with whom he resides, as otherwise the enumeration of that family will be incomplete, and if omitted from its proper place on the population schedule, such person is likely to be counted, when finally enumerated, as a family of one, which is not the fact.
123. Enter the members of each family in the following order, namely: Head first, wife second, children (whether sons or daughters) in the order of their ages, and all other persons living with the family, whether relatives, boarders, lodgers, or servants.
124. Enter first the surname, then the given name in full, and the initial of the middle name, if any. Where the surname is the same as, that of the person on the preceding line indicate this by drawing a horizontal line (—) thereunder, as shown in illustrative example.
125. Column 4. Relationship to head of family. Designate the head of the family, whether a husband or father, widow or unmarried person of either sex, by the word "Head;" for other members of a family write *wife, mother, father, son, daughter, grandson, daughter-in-law, aunt, uncle, nephew, niece, boarder, lodger, servant*, etc., according to the particular relationship which the person bears to the head of the family. Occupants of an institution or school, living under a common roof, should be designated as *officer, inmate, pupil, patient, prisoner*, etc., and in case of the chief officer his title should be used, as *warden, principal, superintendent*, etc. Institutions whose inmates occupy different buildings should be enumerated as though they occupied one institution building. If more than one family resides in the institution building or buildings, group the members together and distinguish them in some intelligible way. If two or more persons share a common abode as partners, write "head" for one and "partner" for the other or others.
127. Column 6. Sex. Write "M" for male and "F" for female, as the case may be.
128. Column 7. Date of birth. The object of this question is to help in getting the exact age in years of each person enumerated. Many a person who can tell the month and year of his birth will be careless or forgetful in stating the years of his age, and so an error will creep into the census. This danger can not be entirely avoided, but asking the question in two forms will prevent it in many cases.
129. Enter in the first division of column 7 the name or abbreviation of the month in which the person was born, thus: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., or Dec.
130. Enter in the second division the year in which the person was born, thus: 1841, 1897, etc.
131. Column 8. Age at last birthday. The object of this question is to get the age of each person in completed years, or in the case of a child under one year of age in completed months.
132. For each person of one year of age or over, enter the age at *last* birthday in whole years, omitting months and days. For children who, on the first day of June, 1900, were less than one year of age, enter the age in months, or twelfths of a year, thus 3/12, 7/12, 8/12. For a child less than one month old, enter the age as follows: 0/12.
133. Endeavor to ascertain in each case the month and year of birth called for in column 7, but where this is impossible get as nearly as possible the exact years of age. An answer given in round numbers, such as "about 30," "about 45," is likely to be wrong. In such cases endeavor to get the exact age.
134. Column 9. Whether single, married, widowed, or divorced. Write "S" for single or unmarried persons, "M" for married, "Wd" for widowed (man or woman), and "D" for divorced.
135. Column 10. Number of years married. Enter in this column for all persons reported as married (column 9) the number of years married (to present husband or wife), as 5, 9, 29, etc.; for person married during the census year, that is, from June 1, 1899, to May 31, 1900, write "0;" for all other persons leave the column blank. Notice that this question can not be answered for single persons and need not be for widowed or divorced persons.
136. Columns 11 and 12. Mother of how many children and number of these children living. This question applies only to women, and its object is to get the number of children each woman has had, and whether the children are or are not living on the census day. Stillborn children are not to be counted.

## PERSONAL DESCRIPTION

126. Column 5. Color or race. Write "W" for white; "B" for black (negro or negro descent); "Ch" for Chinese; "Jp" for Japanese, and "In" for Indian, as the case may be.

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137. Enter in column 11 the figure showing the number of children born to this woman, as 1, 2, 3, 6, 10, etc. If she has had none, write "0." Enter in column 12 the figure showing the number of these children living on the census day. Whether the children are living in your district or elsewhere makes no difference. If the woman has had no children, or if they are all dead, write "0."

### **NATIVITY**

138. Column 13. Place of birth of person. The object of this question is to get the birthplace of every person living in your district. If the person was born in the United States, enter in column 13 the state or territory (not city or town) of the United States in which he was born. A person born in what is now West Virginia, North Dakota, South Dakota, or Oklahoma should be reported as so born, although at the time of his birth the particular region may have had a different name.
139. If the person was born outside the United States, enter in column 13 the country (not city or district) in which he was born. By country is meant usually a region whose people have direct relation with other countries. Thus, do not write Prussia or Saxony, but Germany. To this rule, however, note the following exceptions.
140. Write Ireland, England, Scotland, or Wales rather than Great Britain. Write Hungary or Bohemia rather than Austria for persons born in Hungary or Bohemia, respectively. Write Finland rather than Russia for persons born in Finland.
141. Note, also, that the language spoken is not always a safe guide to the birthplace. This is especially true of Germans, for over one-third of the Austrians and nearly three-fourths of the Swiss speak German. In case a person speaks German, therefore, inquire carefully whether the birthplace was Germany, Austria, or Switzerland.
142. In case the person speaks Polish, as Poland is not now a country, inquire whether the birthplace was what is now known as German Poland or Austrian Poland or Russian Poland, and enter the answer accordingly as Poland (Ger.), Poland (Aust.), or Poland (Russ.).
143. If the birthplace reported is Canada or Newfoundland, ask whether the person is of English or French descent. Write Canada English or Canada French, according to the answer.
144. If the person was born abroad of American parents, write in column 13 both the birthplace and "Am. Cit.;" that is, American citizen.

145. If the person was born at sea, write "at sea."
146. Spell out the names of states, territories, and countries, and do not abbreviate, except for American Citizen, as mentioned in paragraph 144.
147. Columns 14 and 15. Place of birth of father and mother. Apply the instructions for filling column 13 to these two columns; but where either the father or mother was born at sea, write in the proper column, besides the words "at sea," the birthplace of the father's father or mother's mother.

### **CITIZENSHIP**

148. Column 16. Year of immigration to the United States.—If the person is a native of the United States, leave the column blank. If he was born abroad, enter the year in which he arrived in the United States.
149. Column 17. Number of years in the United States.—If the person is a native of the United States, leave the column blank. If he was born abroad, enter the number of years since his arrival in the United States. Disregard all fractions of a year. If the time is less than one year, write "0." Endeavor to get the exact number of years in all cases.
150. The question of immigration (columns 16 and 17) applies to all foreign-born persons, male and female, of whatever age. It does not apply to persons born in the United States.
151. Column 18. Naturalization.—If the person is a native of the United States, leave the column blank. If he was born abroad, and has taken no steps toward becoming an American citizen, write "Al" (for alien). If he has declared his intention to become an American citizen and taken out his "first" papers, write "Pa" (for papers). If he has become a full citizen by taking out second or final papers of naturalization, write "Na" (for naturalized).
152. The question of naturalization (column 18) applies only to foreign-born males 21 years of age and over. It does not apply to foreign-born minors, to foreign-born females, or to any person, male or female, who was born in the United States, either of native or foreign parentage.

### **OCCUPATION, TRADE, OR PROFESSION**

153. NOTE.—The following instructions concerning the return of the occupation, trade, or profession in column 19 do not, in the main, form a part of the instructions contained in the portfolio or the

instructions printed at the bottom of the illustrative example. These instructions are very important, however, and must be not only read but studied carefully.

154. Column 19. Occupation.—This question applies to every person 10 years of age and over who is at work, that is, occupied in gainful labor, and calls for the profession, trade, or branch of work upon which each person depends chiefly for support, or in which he is engaged ordinarily during the larger part of the time. (See paragraph 223.)

155. This is a most important question. In reporting occupations avoid the use of general or indefinite terms which do not indicate the kind of work done. You need not give a person's occupation just as he expresses it. If he can not tell intelligibly what he is, find out what he does, and describe his occupation accordingly. Endeavor to ascertain always *the kind of work done*, and so state it.

156. Indicate in every case the kind of work done or character of service rendered. Do not state merely the article made or worked upon, or the place where the work is done. For example, the reply "carriage builder," or "works in carriage factory," is unsatisfactory, because men of different trades, such as blacksmiths, joiners, wheelwrights, painters, upholsterers, work together in building carriages. Such an answer, therefore, does not show what kind of work the person performs.

157. Return every person according to his own occupation, not that of his employer. For example, describe a blacksmith employed by a manufacturer of carriages as a carriage blacksmith and not as a carriage builder, or a cooper employed by a brewery as a cooper and not a brewer, etc.

158. If a person has two occupations, enter the more important one, that is, the one from which he gets the more money. If you can not learn that, enter the one in which he spends the more time. For example, describe a person who gets most of his income by managing a farm, but also preaches, as a "farmer," but if he gets more income from his preaching, describe him as a "preacher" and not as a farmer.

159. Sometimes you will find a person engaged in one occupation, but claiming a different one. This will be common in certain resorts for invalids. Such persons often take up for the time occupations different from those followed at home. For example, you may find a clergyman canvassing for books or a physician herding cattle. In such a case ask from which occupation the person gets the more money or to which he gives more time during the year.

160. If a married woman has a gainful occupation, return the occupation accordingly, whether she does the work at her home or goes regularly to a place of employment, and whether she is regularly or only occasionally so employed. For example, "milliner," "dressmaker," "nurse," etc.

161. In farming sections, where a farm is found that is under the management or supervision of a woman as owner or tenant, return the occupation of such woman as "farmer" in all cases.

162. Report a student who supports himself by some occupation according to the occupation, if more time is given to that, but as a student, if more time is given to study. Thus report a student who does stenographic work as a student unless more of his time is spent in stenography. Report a salesman in a grocery store, who attends a night school as "salesman, groceries," because most of his day is spent in the store. (See paragraph 219.)

163. Many a person who does not follow any occupation still has an income. In that case indicate the source of the income. Report a person whose income comes from the rent of lands or buildings as "landlord." Report a person who receives his income, or most of it, from money loaned at interest, or from stocks, bonds, or other securities, as a "capitalist."

164. Abbreviations.—The space in column 19 is somewhat narrow, and it may be necessary to use the following abbreviations (but no others):

<i>Agric.</i>	agriculture
<i>Mfr.</i>	manufacturer
<i>Agt.</i>	agent
<i>Prest.</i>	president
<i>Asst.</i>	assistant
<i>R.R.</i>	railroad or railway
<i>Co.</i>	company
<i>Sch.</i>	school
<i>Comsn.</i>	commission
<i>Secy.</i>	secretary
<i>Dept.</i>	department
<i>Supt.</i>	superintendent
<i>Fcty.</i>	factory
<i>Teleg.</i>	telegraph
<i>Insur.</i>	insurance
<i>Telph.</i>	telephone
<i>Merch.</i>	merchant
<i>Trav.</i>	traveling, or traveler
<i>Mfg.</i>	manufacturing
<i>Treas.</i>	treasurer

165. The illustrations given under this head show the nature of the answers which should be made to this inquiry. They are not intended to cover all occupations, but are merely examples of the answers



desired in order to secure a proper description of the character of the service rendered or kind of work done by each and every person engaged in gainful labor.

### Agricultural Pursuits

166. Do not confuse a *farmer* with a *farm laborer*. If a person works on a farm for a stated wage (in money or its equivalent), even though he may be a son or other relative of the person who conducts the farm, he should be entered as a *farm laborer*, and not as a farmer. On the other hand, if a person owns or rents a farm, or operates it with or for another person, for a fixed share of the products, he should be entered as a *farmer*, and not as a farm laborer. Enter the older children of a farmer (who work on the farm) as farm laborers, except when a father and son (or sons) jointly operate the farm for fixed shares of the product.
167. Do not confuse a *day laborer* at work for the city, town, or at odd jobs with a *farm laborer* at work on the farm or plantation or in the employ of gardeners, nurserymen, etc. Do not say simply “*laborer*,” but state in every case the *kind* of work done as *day laborer*, *farm laborer*, *garden laborer*, etc. If a person is a *laborer* in a mill, workshop, or factory, specify the fact, in addition to the word laborer, as *laborer (cement works)*, etc.
168. Distinguish between a *woodchopper* at work regularly in the woods or forests and an ordinary laborer who takes a job occasionally at chopping wood.
169. Distinguish between a *farmer* or a *planter* who owns, hires, or carries on a farm or plantation, and a *gardener*, *fruit grower*, *nurseryman*, *florist*, or *vine grower*, etc., who is engaged in raising vegetables for market or in the cultivation of fruit, flowers, seeds, nursery products, etc.
170. Avoid the confusion of the *garden laborer*, *nursery laborer*, etc., who hires out his services, with the proprietor gardener, florist, nurseryman, etc., who carries on the business himself or employs others to assist him.
171. Return as a *dairyman* or *dairywoman* any person whose occupation in connection with the farm has to do chiefly with the dairy. Do not confuse such a person with an employee of a butter and cheese or condensed milk factory, who should be separately returned by some distinctive term.
172. Return a *stock herder* or *stock drover* separately from a stock raiser.
173. Do not include a *lumberman*, *raftsman*, *log driver*, etc., engaged in hauling or transporting lumber (generally by water) from the forest to the mill with an employee of a lumber yard or a lumber mill.

### Fishing

174. For a *fisherman* or *oysterman* describe the occupation as accurately as possible. Be careful to avoid the return of a fisherman on a vessel as a sailor. If he gains his living by fishing, he should be returned as a “fisherman,” and not as a sailor.

### Mining and Quarrying

175. Make a careful distinction between a *coal miner* and a *miner of ores*; also between a miner and a *quarryman*. State the *kind* of ore mined or stone quarried.
176. Do not return a *proprietor* or *official* of a mining or quarrying company as a miner or quarryman, but state his business or official position accurately.

### Professional Pursuits

177. Specify each profession in detail, according to the fact, as follows: *actor*, *artist or teacher of art*, *clergyman*, *dentist*, *designer*, *draftsman*, *engraver*, *civil engineer or surveyor*, *mechanical or mining engineer*, *government clerk or official*, *journalist*, *lawyer*, *librarian*, *musician or teacher of music*, *physician*, *surgeon*, *professor* (in college or university), *teacher* (in school), or other pursuits of a professional nature.
178. Distinguish between an *actor*, a *theatrical manager*, and a *showman*.
179. Return a *government official*, in the service of the national, state, county, city, or town government, by the title of his office, if that is the occupation upon which he depends chiefly for a livelihood; otherwise by his usual trade or profession.
180. Distinguish between a *government clerk* occupying a position under the national, state, county, city, or town government and a clerk in an office, store, manufacturing establishment, etc.
181. Return a *veterinary surgeon* separately from another surgeon.
182. Distinguish a *journalist editor*, or *reporter* from an *author* or other literary person who does not follow journalism as a distinct profession.
183. Return a *chemist*, *assayer*, *metallurgist*, or other scientific person by his distinctive title.

### Domestic and Personal Service

184. Specify each occupation or kind of service rendered in detail, according to the fact, as *hotel keeper*, *boarding-house keeper*, *restaurant keeper*, *saloon keeper*, or *bartender*; *housekeeper*, *cook*, or *servant* (in hotel, boarding-house, hospital, institution, private family, etc.); *barber* or *hairdresser*; *janitor*,

*sexton, or undertaker; nurse or midwife; watchman, policeman, or detective. The above are given only as examples of the occupations which would naturally be included under this general class of work.*

185. Return as a *housekeeper* a woman who receives a stated wage or salary for her services, and do not confuse her with a woman who keeps house for her own family or for herself, without any gainful occupation, or with a grown daughter who assists in the household duties without pay. A wife or daughter who simply keeps house for her own family should not be returned as a housekeeper in any case. (See paragraph 218.)
186. A *clerk* in a hotel, restaurant, or saloon should be so described and carefully distinguished from a bartender. In many instances a bartender will state his occupation as “clerk” in wine store, etc., but the character of the service rendered by such a person will readily determine whether he should be classed as a “bartender,” or as a “clerk.”
187. A *stationary engineer* or *fireman* should be carefully distinguished from a *locomotive engineer* or *fireman*.
188. A *soldier, sailor, or marine* enlisted in the service of the United States should be so returned. Distinguish between an officer and an enlisted man, and for a civilian employee state the kind of service performed by him.

### **Pursuits of Trade and Transportation**

189. Distinguish carefully between a *real estate agent, insurance agent, claim agent, or commission agent, etc.*
190. If a person combines two or more of these occupations, as is often the case, return the occupation from which he derives the larger share of his income.
191. Return an accountant, bookkeeper, clerk, cashier, etc., according to his distinctive occupation, and state the kind of service rendered, as *accountant—insurance; bookkeeper—wholesale dry goods; clerk—gas company; cashier—music store.*
192. Do not confound a clerk with a salesman, as is often done, especially in dry goods stores, grocery stores, and provision stores. Generally speaking, a person so employed is to be considered as a salesman, unless most of his service is in the office on the books and accounts; otherwise he should be returned as *salesman—dry goods; salesman—groceries, etc.*

193. A *stenographer or typewriter* should be reported as such, and should not be described simply as a “clerk.”
194. Distinguish carefully between a *bank clerk in bank, cashier in bank, or bank official*, describing the particular position filled in each case. In no case should a *bank cashier* be confounded with a cashier in a store, etc.
195. Distinguish between a foreman and overseer, a packer and shipper, a porter and helper, and an errand, office, and messenger boy in a store, etc., and state in each case the character of the duties performed by him, as *foreman—wholesale wool; packer—crockery; porter—rubber goods; errand boy—dry goods; messenger boy—telegraph.*
196. State the kind of merchant or dealer, as *dry goods merchant, wood and coal dealer, etc.* Whenever a single word will express the business carried on, as *grocer*, it should be used.
197. In the case of a *huckster or peddler* also state the kind of goods sold, as *peddler—tinware.*
198. Distinguish a traveling salesman from a salesman in a store, return the former as a “*commercial traveler*,” and state the kind of goods sold by him.
199. Return a *boarding or livery stable keeper* separately from a *hostler* or other stable employee.
200. Distinguish also between an *expressman, teamster, drayman, and carriage and hack driver.*
201. A steam railroad employee should be reported according to the nature of his work, as *baggage-man, brakeman, conductor, railroad laborer, locomotive engineer, locomotive fireman, switchman, yardman, etc.*
202. An *official of a railroad, telegraph, express, or other company* should be returned by his title and carefully distinguished from an employee of such company.
203. Return a *boatman, canalman, pilot, longshoreman, stevedore, or sailor* (on a steam or sailing vessel) according to his distinctive occupation.
204. A *telegraph operator, telephone operator, telegraph lineman, telephone lineman, electric-light man, etc.*, should be reported according to the nature of the work performed.

### **Manufacturing and Mechanical Pursuits**

205. In reporting this class of occupations there are many difficulties in the way of showing the kind of work done rather than the article made or the place worked in. The nature of certain occupations is

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such that it is well-nigh impossible to find properly descriptive terms without the use of some expression relating to the article made or place in which the work is carried on.

206. Do not accept “maker” of an article or “works in” mill, shop, or factory, but strive always to find out the particular work done.
207. Do not use the words “factory operative,” but specify the kind of work done, as *cotton mill—spinner; silk mill—weaver*, etc.
208. Avoid in all cases the use of the word “mechanic,” and state whether a *carpenter, mason, house painter, machinist, plumber*, etc.
209. Do not say “finisher,” “molder,” “polisher,” etc., but describe the work done as *brass finisher, iron molder, steel polisher*, etc.
210. Distinguish between a person who tends machines and the unskilled workman or laborer in mills, factories, and workshops.
211. Describe the proprietor of the establishment as a “manufacturer,” and specify the branch of manufacture, as *cotton manufacturer*, etc. In no case should a manufacturer be returned as a “maker” of any article.
212. In the case of an apprentice, state the trade to which apprenticed, as *Apprentice—carpenter*, etc.
213. Distinguish between a *butcher*, whose business is to slaughter cattle, swine, etc., and a *provision dealer*, who sells meats.
214. Distinguish also between a *glover, hatter, or furrier* who actually makes in his own establishment all or part of the gloves, hats, or furs which he sells, and a person who simply deals in but does not make these articles.
215. Do not describe a person in a printing office as a “printer” where a more expressive term can be used, as *compositor, pressman, press feeder*, etc.
216. Make the proper distinction between a *clock or watch “maker”* and a *clock or watch “repairer.”* Do not apply the word “jeweler” to those who make watches, watch chains, or jewelry in large establishments.
217. Distinguish between a *cloakmaker, dressmaker, seamstress, tailoress*, etc. In the case of a sewing-machine operator, specify the kind of work done.

### **Nongainful Pursuits**

218. If a person is attending school write “at school.” No entry in column 19 should be made, however, for a lawyer, merchant, manufacturer, etc., who has

retired from practice or business; nor for a wife or daughter living at home and assisting only in the household duties without pay (see paragraph 185); nor for a person too old to work, or a child under 10 years of age not at school.

219. The doing of domestic errands or family chores out of school hours, where a child regularly attends school, is not an occupation. But if a boy or girl, above 10 years of age, is earning money regularly by labor, contributing to the family support, or appreciably assisting in mechanical or agricultural industry, the kind of work performed should be stated. (See paragraph 162.)
220. In the case of an inmate of an institution or home, such as a hospital, asylum, home for the aged, soldiers’ home, penitentiary, jail, etc., no entry is required in column 19 unless the inmate is actually engaged in remunerative work for which he receives a stated wage in addition to his board. The occupation of an officer or regular employee of such institution or home, however, is to be entered in this column, the same as for all other persons having a gainful occupation.
221. Column 20.—Months not employed. The object of this question is to get the number of months (or parts of months) in the census year (June 1, 1899, to May 31, 1900) during which each person having a gainful occupation was not employed. For those who have no gainful occupation, leave the column blank.
222. The law does not contemplate that this question shall apply solely to the principal occupation in which the person may have been engaged during the year, but it is the intent to find out the number of months (or parts of months) during which a person ordinarily engaged in gainful labor was not employed at all.
223. A return is required in columns 19 and 20 for each and every person 10 years of age and over who was engaged in gainful labor during any part of the census year (June 1, 1899, to May 31, 1900, inclusive), or who is ordinarily occupied in remunerative work but during the census year was unable to secure work of any kind. In the latter case enter his customary occupation, as *carpenter, bricklayer*, etc., in column 19 and the figure “12” in column 20 to show that, although he had an occupation or trade, he was not employed at all during the year at that or any other kind of work.

### **EDUCATION**

224. Column 21.—Attended school (in months). For all persons attending school during the year ending June 1, 1900, enter the number of months (or parts

of months) of school attendance, as 9, 8, etc. If a person of school age did not attend school at all during the year, write "0." For all other persons to whom the inquiry is not applicable, leave the column blank.

225. Column 22. Can read.—Write "Yes" for all persons 10 years of age and over who can read any language, and "No" for all other person of that age who can not read in any language. For persons under 10 years, leave the column blank.
226. Column 23. Can write.—Write "Yes" for all persons 10 years of age and over who can write any language, and "No" for all other person of that age who can not write in any language. For persons under 10 years, leave the column blank.
227. The inquiries in columns 22 and 23 are intended to show the literacy of all persons 10 years of age and over, and should be answered according as they are able to read or write the language ordinarily spoken by them.
228. Column 24. Can speak English.—Write "Yes" for all persons 10 years of age and over who can speak English, and "No" for all other persons of that age who can not speak English. For persons under 10 years, leave the column blank.

#### OWNERSHIP OF HOME

229. Fill columns 25, 26, and 27 for each head of family only; for every other person, leave the columns blank.
230. Column 25.—If the home is owned, write "O." If it is rented, write "R."
231. Column 26.—If the home is rented, leave the column blank. If it is owned and mortgaged, write "M." If it is owned free from mortgage encumbrance, write "F."
232. Column 27.—If the home is a farm, write "F." If it is only a house, write "H."
233. Column 28.—If the home is only a house, leave the column blank. If the home is a farm, write the number of its farm schedule; that is, the farm number as reported on Schedule No. 2, relating to agriculture. *Enter the number of each farm schedule on the line for the member of the family by whom the farm is operated.* (See paragraph 246.)
234. Definition of home. By the word "home" in the census is meant any place of abode inhabited by any person or persons, whether it is a house, a tent, a boat, or whatever it may be. If any such place of abode is inhabited by more than one family, it is the home of each of them, and it may accordingly be counted as two or more homes instead of one. The family is the basis for all inquiries in columns 25, 26, and 27.
235. A home occupied by a family engaged in farming, gardening, or any other form of agricultural production includes the land cultivated. If occupied by a family not so engaged, it includes only the dwelling and the ground occupied by it, with the appurtenances thereto.
236. In case a family resides in a tent or boat, write in column 27 the word "tent" or "boat."
237. If a family cultivates a farm, but resides in a house detached from the farm, in a village or elsewhere, the farm and the house must jointly be considered the family home and that home a farm, unless the chief occupation of the person operating the farm is something other than farming. In the latter case, the house alone is to be regarded as the home.
238. Owned or rented.—A home is to be classed as "owned" whenever the title, in whole or in part, is vested in any member of the family (not a boarder) by which the house is occupied. It is owned if any member of the family has a life interest or estate in it; or if it is occupied by a settler on the public domain who has not "proved up;" or if it is held under a contract or bond for a deed, or occupied for redemption purposes after having been sold for debt. It is not necessary that full payment for the property should have been made. All homes not owned as herein explained are to be classed as "rented."
239. In case of a farm part of which is owned and part rented; or in case different members of the same family operate different farms, of which one is owned and the other rented; or in case of the cultivation of a farm by a family which does not reside upon the farm, but elsewhere, the dwelling being owned and the farm rented, or, on the contrary, the farm being owned and the dwelling rented, the principle applies that "part ownership is ownership." In all these and similar cases write in column 25 the letter "O."
240. Following the same general rule, if a family occupies a house upon leased land for which "ground rent" is paid, and the building is owned by any member of the family (not boarder), write "O." Ownership of the building and not the ground, or of the ground and not the building, but the occupant, is part ownership.
241. If, of two families occupying the same house, one has an interest in it, and the other not, the home occupied by the former is to be returned as "owned" but that occupied by the other as "rented."

242. Free or mortgaged.—The question in column 26 applies only to homes which are owned (in whole or in part, as explained above). Its aim is to ascertain whether the home, or so much of the home as is owned by the occupant, has been fully paid for and is without encumbrance of any sort, either in the form of a mortgage or otherwise. This question has no relation to rented property.
243. All homes which are not fully paid for, or upon which there is any encumbrance in the form either of a mortgage or of a lien upon which judgment has been had in a court, are to be reported as mortgaged, but not others.
244. Liabilities or encumbrances of any sort which attach to land occupied in connection with a home, but not owned by the family, are not to be regarded as mortgages upon the home. For instance, if, as mentioned in paragraphs 239 and 240, in the case of a farm partly owned and partly rented, or in that of two farms, one of which is owned and the other rented, or in that of a house erected by the occupant upon ground owned by another person, there is a mortgage upon the leased land, but not upon the farm or portion of a farm or dwelling owned by the occupant, the house is to be returned as free from mortgage.
245. Farm or house.—The letter “F” in column 27 means that some member of the family operates a farm, which should be separately reported on the agricultural schedule, and its number in the order of visitation entered in column 28. In all other cases enter in column 27 the letter “H.” Usually a farmer resides upon his farm, and persons who reside on farms are farmers. If, however, a family resides upon a farm, but no member of the family operates it, write “H.” On the other hand, if a farm is operated by any person who does not reside upon it, but off the farm, in a village, or elsewhere, enter against the name of the head of the family of which such person is a member the letter “F.”
246. Farm number.—The serial number of each farm reported, in the order of visitation, is to be entered in column 28, precisely as the numbers of houses and families enumerated are entered in columns 1 and 2. This number should, in every instance, be the same as the number in the heading of the corresponding farm schedule. (See paragraphs 233.)

### 1900 QUESTIONNAIRE—INDIAN POPULATION

(19 1/2" X 18 3/4", printed on two sides, space for 20 entries on each side, reverse side contained continuation of instructions. The top of the questionnaire contained questions 1-28 which were identical with those on the general schedule)

The 1900 Indian schedule collected the following information in addition to that of the general population schedule: Other name, if any; name of Indian tribe; tribal affiliation of mother and father; whether of full or mixed blood; whether living in polygamy; whether taxed; year of acquiring citizenship and whether acquired by allotment; whether living in a fixed or moveable dwelling.

### Instructions for Enumerators

This modified form of Schedule No. 1 is to be used in making the enumeration of Indians, both those on reservations and those living in family groups outside of reservations.

Detached Indians living either in white or negro families outside of reservations should be enumerated on the general population schedule (Form 7-224) as members of the family in which they are found; but detached whites or negroes living in Indian families should be enumerated on this schedule as members of the Indian families in which they are found. In other words, every family composed mainly of Indians should be reported entirely on this schedule, and every family composed mainly of persons not Indian should be reported entirely on the general population schedule.

This schedule contains on each side twenty horizontal lines, each running twice across the page, and it is consequently possible to enumerate on it only forty persons (twenty persons on the A side and twenty persons on the B side). Each Indian should be carried through from the beginning to the end of the line on which he is entered, as line 1, line 2, etc., and each inquiry from column 1 to column 38 which applies to the individual case should be answered.

COLUMNS 1 to 28.—These columns are identical with those on the general population schedule. Fill each column, so far as the inquiry applies, in accordance with the instructions for filling the corresponding columns in the general population schedule, but note the following additional instructions in relation to filling columns 1, 2, and 19.

COLUMNS 1 and 2.—If you are canvassing a given territory with both the general population schedule (Form 7-224) and this schedule for Indian population, make two independent series of numbers for these columns, one series in each kind of schedule, so that the last numbers on the two schedules when added together will correctly give the whole number of dwellings and of families visited and enumerated in your entire district.

COLUMN 19.—If the Indian has no occupation and is wholly dependent on the Government for support, write “Ration Indian.” If he is partly self-supporting and partly dependent on the Government, write the occupation and then the letter “R” (for ration). If the Indian is under ten years of age and receives rations, write “Under age R.”

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**INSTRUCTION CONTINUED ON “B” SIDE OF SHEET  
(INSTRUCTIONS FOR FILLING THIS SCHEDULE)**

The following instructions apply to columns 29 to 38:

Column 29.—Write the Indian name, if the person has one, in addition to the English name given in column 3. If the Indian has only one name, Indian or English, repeat the name in this column.

Column 30, 31, and 32.—If the Indian was born in this country answers should be obtained, if possible, to inquiries 13, 14, and 15, relating to the state of birth of the person and of his or her parents. In any event secure the name of the tribe with which the person is connected and the name of the tribe of his or her parents, and enter the same in columns 30, 31, and 32.

Column 33.—If the Indian has no white blood, write 0. If he or she has white blood, write  $\frac{1}{2}$ ,  $\frac{1}{4}$ ,  $\frac{1}{8}$ , whichever fraction is nearest the truth.

Column 34.—If the Indian man is living with more than one wife, or if the Indian woman is a plural wife or has more than one husband, write “Yes.” If not, write “No.” If the Indian is single, leave the column blank.

Citizenship.—If the Indian was born in this country, no entry can be made in columns 16, 17, or 18; but for columns 35, 36, and 37 answers must be obtained. If the Indian was born in another country, answers will be made

both in columns 16, 17, and 18, and in columns 35, 36, and 37, in accordance with the facts.

Column 35.—An Indian is to be considered “taxed” if he or she is detached from his or her tribe and living among white people as an individual, and as such subject to taxation, whether he or she actually pays taxes or not; also if he or she is living with his or her tribe but has received an allotment of land, and thereby has acquired citizenship; in either of these two cases the answer to this inquiry is “Yes.”

An Indian on a reservation, without an allotment, or roaming over unsettled territory, is considered “not taxed,” and for such Indians the answer to this inquiry is “No.”

Column 36.—If the Indian was born in tribal relations, but has acquired American citizenship, write the year in which it was acquired. If he or she has not acquired citizenship, leave the column blank.

Column 37.—If the Indian acquired citizenship by receiving an allotment of land from the Government, write “Yes.” If he or she acquired citizenship by other means, write “No.” If he or she has not acquired American citizenship, leave the column blank.

Column 38.—If the Indian is living in a tent, tepee, or other temporary structure, write “movable.” If he or she is living in a permanent dwelling of any kind, write “fixed.”

**1910 QUESTIONNAIRE—GENERAL POPULATION**

(23" X 16", printed on two sides, space for 50 entries on each side, reverse side identical except for line numbers). After the schedules were printed, a question was added

concerning the "mother tongue" of the foreign born. The responses were to be entered, as appropriate, in columns 12, 13, and 14. See instructions under "Nativity and Mother Tongue."

Street, avenue, road, etc.	LOCATION.			NAME of each person whose place of abode on April 15, 1910, was in this family. Enter surname first, then the given name and middle initial, if any. Include every person living on April 15, 1910. Omit children born since April 15, 1910.	RELATION. Relationship of this person to the head of the family.	PERSONAL DESCRIPTION.					
	House number (in cities or towns).	Number of dwelling units in order of visitation.	Number of family in order of visitation.			Sex.	Color or race.	Age at last birthday.	Whether single, married, widowed, or divorced.	Number of years of present marriage.	Mother of how many children.
	1	2	3	4	5	6	7	8	9	10	11
1											
2											
3											

NATIVITY.			CITIZENSHIP.		Whether able to speak English; or, if not, give language spoken.
Place of birth of this Person.	Place of birth of Father of this person.	Place of birth of Mother of this person.	Year of immigration to the United States.	Whether naturalized or alien.	
12	13	14	15	16	17

1910 Questionnaire

OCCUPATION.					EDUCATION.			OWNERSHIP OF HOME.				Whether a survivor of the Union or Confederate Army or Navy.	Whether blind (both eyes).	Whether deaf and dumb.
Trade or profession of, or particular kind of work done by this person, as <i>spinster, salesman, laborer, etc.</i>	General nature of industry, business, or establishment in which this person works, as <i>cotton mill, dry goods store, farm, etc.</i>	Whether an employer, employee, or working on own account.	If an employee		Whether able to read.	Whether able to write.	Attended school any time since September 1, 1902.	Owned or rented.	Owned free or mortgaged.	Farm or house.	Number of farm schedule.			
			Whether or out of work on April 15, 1910.	Number of weeks out of work during year 1909.										
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

1  
2  
3

Tribe of this Indian.	Tribe of Father of this Indian.	Tribe of Mother of this Indian.	PROPORTIONS OF INDIAN AND OTHER BLOOD.			Number of times married.	Whether now living in polygamy.	If living in polygamy, whether the wives are sisters.
			Indian.	White.	Negro.			
33	34	35	36	37	38	39	40	41

1  
2  
3

GRADUATED FROM WHAT EDUCATIONAL INSTITUTION.	Is this Indian taxed?	If Indian has received allotment, give year of allotment.	RESIDENCE AND DWELLING.	
			Residing on his own lands.	Living in civilized or aboriginal dwelling.
42	43	44	45	46



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## Instructions to Enumerators

92. Column 1.—Number of dwelling house in order of visitation. In this column the first dwelling house you visit should be numbered as “1,” the second as “2,” and so on until the enumeration of your district is completed. The number should always be *entered opposite the name of the first person enumerated in each dwelling house*, and should not be repeated for other persons or other families living in the same house.
93. Dwelling house defined.—A dwelling house, for census purposes, is a place in which, at the time of the census, one or more persons regularly sleep. It need not be a house in the usual sense of the word, but may be a room in a factory, store, or office building, a loft over a stable, a boat, a tent, a freight car, or the like. A building like a tenement or apartment house counts as only one dwelling house, no matter how many persons or families live in it. A building with a partition wall through it and a front door for each of the two parts, however, counts as two dwelling houses. But a two-apartment house with one apartment over the other and a separate front door for each apartment counts as only one dwelling house.
94. Column 2. Number of family in order of visitation.—In this column number the families in your district in the order in which they are enumerated, entering the number *opposite the name of the head of EACH family*. Thus the first family you visit should be numbered as “1,” the second as “2,” and so on, until the enumeration of your district is completed.
95. Family defined.—The word “family,” for census purposes, has a somewhat different application from what it has in popular usage. It means a *group of persons living together in the same dwelling place*. The persons constituting this group may or may not be related by ties of kinship, but if they live together forming one household they should be considered as one family. Thus a servant who sleeps in the house or on the premises should be included with the members of the family for which he or she works. Again, a boarder or lodger should be included with the members of the family with which he lodges; but a person who boards in one place and lodges or rooms at another should be returned as a member of the family at the place where he lodges or rooms.
96. It should be noted, however, that two or more families may occupy the same dwelling house without *living together*. If they occupy separate portions of the dwelling house and their housekeeping is entirely separate, they should be returned as separate families.
97. Boarding-house families.—All the occupants and employees of a hotel, boarding house, or lodging house, if that is their usual place of abode, make up, for census purposes, a single family. But in an apartment or tenement house, there will usually be as many families as there are separate occupied apartments or tenements, even though use may be made of a common cafe or restaurant.
98. Institutional families.—The officials and inmates of an institution who live in the institution building or group of buildings form one family. But any officers or employees who sleep in detached houses or separate dwelling places containing no inmates should be returned as separate families.
99. Persons living alone.—The census family may likewise consist of a single person. Thus a clerk in a store who regularly sleeps there is to be returned as a family and the store as his dwelling place.

## NAME AND RELATION

100. Column 3. Name of each person enumerated.—Enter the name of every person whose usual place of abode on April 15, 1910, was with the family or in the dwelling place for which the enumeration is being made. In determining who is to be included with the family, follow instructions in paragraphs 95 to 99.
101. Order of entering names.—Enter the member of each family in the following order, namely: Head first, wife second, then children (whether sons or daughters) in the order of their ages, and lastly, all other persons living with the family, whether relatives, boarders, lodgers, or servants.
102. How names are to be written.—Enter first the last name or surname, then the given name in full, and the initial of the middle name, if any. Where the surname is the same as that of the person in the preceding line do not repeat the name, but draw a horizontal line (\_\_\_\_) under the name above.
103. Column 4. Relationship to head of family.—Designate the head of the family, whether husband or father, widow, or unmarried person of either sex, by the word “*Head*;” for other members of a family write *wife, father, mother, son, daughter, grandson, daughter-in-law, uncle, aunt, nephew, niece, boarder, lodger, servant*, etc., according to the particular relationship which the person bears to the head of the family.
104. Occupants of an institution or school, living under a common roof, should be designated as *officer, inmate, pupil, patient, prisoner*, etc.; and in the case of the *chief* officer his title should be used, as *warden, principal, superintendent*, etc., instead of the word “Head.”

105. If two or more persons share a common abode as partners, write *head* for one and *partner* for the other or others.
106. In the case of a hotel or boarding or lodging house family (see paragraph 97), the *head* of the family is the manager or the person who keeps the hotel or boarding or lodging house.

### PERSONAL DESCRIPTION

107. Column 5. Sex.—Write “M” for male and “F” for female.
108. Column 6. Color or race.—Write “W” for white; “B” for black; “Mu” for mulatto; “Ch” for Chinese; “Jp” for Japanese; “In” for Indian. For all persons not falling within one of these classes, write “Ot” (for other), and write on the left-hand margin of the schedule the race of the person so indicated.
109. For census purposes, the term “black” (B) includes all persons who are evidently fullblooded negroes, while the term “mulatto” (Mu) includes all other persons having some proportion or perceptible trace of negro blood.
110. Column 7. Age at last birthday.—This question calls for the age in completed years at last birthday. Remember, however, that the age question, like all other questions on the schedule, relates to April 15, 1910. Thus a person whose exact age on April 15, the census day, is 17 years, 11 months, and 25 days should be returned simply as 17, because that is his age at last birthday prior to April 15, although at the time of your visit he may have completed 18 years.
111. Age in round numbers.—In many cases persons will report the age in round numbers, like 30 or 45, or “about 30” or “about 45,” when that is not the exact age. Therefore, when an age ending in 0 or 5 is reported, you should ascertain whether it is the exact age. If, however, it is impossible to get the exact age, enter the approximate age rather than return the age as unknown.
112. Ages of children.—Take particular pains to get the exact ages of children. In the case of a child not 2 years old, the age should be given in *completed months*, expressed as twelfths of a year. Thus the age of a child 3 months old should be entered as 3/12, a child 7 months old as 7/12, a child 1 year and 3 months old as 1 3/12, etc. If a child is not yet a month old, enter the age as 0/12. But note again that this question should be answered with reference to April 15. For instance, a child who is just a year old on the 17th of April, 1910, should nevertheless be returned as 11/12, because that is its age in completed months on April 15.

113. Column 8. Whether single, married, widowed, or divorced. Write “S” for single or unmarried persons; “Wd” for widowed (man or woman); “D” for divorced; for married persons, inquire whether they have been married before, and if this is the first marriage, write “M1,” but if this is the second or subsequent marriage, write “M2” (meaning married more than once).
114. Persons who were single on April 15 should be so reported, even though they may have married between that date and the day of your visit; and, similarly, persons who become widowed or divorced after April 15 should be returned as married if that was their condition on that date.
115. Column 9. Number of years of present marriage.—This question applies only to persons reported as married, and the answer should give the number of years married to the present husband or wife. Thus a woman who may have been married for 10 years to a former husband, but has been married only 3 years to her present husband, should be returned as married 3 years. For instance, a person who on April 15, the census day, has been married 3 years and 11 months should be returned as married 3 years. For a person married less than 1 year, write “0” (meaning less than 1 year).
116. Column 10. Number of children born.—This question applies to women who are now married, or who are widowed, or divorced. The answer should give the total number of children that each such woman has had during her lifetime. It should include, therefore, the children by any former marriage as well as by her present marriage. It should not include the children which her present husband may have had by a former wife, even though they are members of her present family. Stillborn children should not be included. If the woman has never had any children, write “0” in this column and also in column 11.
117. Column 11. Number of children now living.—This refers again only to the children which the woman herself has had. Include all of these children that are living, no matter whether they are living in your district or somewhere else. If all the children are dead, write “0.”

### NATIVITY AND MOTHER TONGUE

118. Column 12. Place of birth of this person. If the person was born in the United States, give the state or territory (not county, city, or town) in which born. The words “United States” are not sufficiently definite. A person born in what is now West Virginia, North Dakota, South Dakota, or Oklahoma

- should be reported as so born, although at the time of his birth the particular region may have had a different name. Do not abbreviate the names of states and territories.
119. If the person was born outside the United States, enter the country (not city or district) in which born.
  120. Instead of Great Britain, write *Ireland, England, Scotland, or Wales*.
  121. For persons born in the double Kingdom of Austria-Hungary, be sure to distinguish Austria from Hungary. For person born in Finland, write *Finland* and not "Russia." For persons born in Turkey, be sure to distinguish *Turkey in Europe* from *Turkey in Asia*.
  122. Do not rely upon the language spoken to determine birthplace. This is especially true of Germans, for over one-third of the Austrians and nearly three-fourths of the Swiss speak German. In the case of persons speaking German, therefore, inquire carefully whether the birthplace was *Germany, Switzerland, Austria, or elsewhere*.
  123. If the person was born abroad, but of American parents, write in column 12 both the birthplace and *Am. cit.*—that is, American citizen. If the person was born at sea, write *At sea*.
  124. Mother tongue.—The question "What is your mother tongue or native language?" should be asked of all persons who were born in any foreign country, and the answer should be written in column 12, after the name of the country of birth. In order to save space, the abbreviations (indicated on separate "List of foreign countries") should be used for the country of birth, but the *language given as the mother tongue should be written out in full*. In returning the mother tongue observe the rules laid down in paragraphs 134 to 143.
  125. For example, if a person reports that he was born in Russia and that his mother tongue is Lithuanian, write in column 12 *Russ.—Lithuanian*; or if a person reports that he was born in Switzerland and that his mother tongue is German, write *Switz.—German*.
  126. Note that the name of the mother tongue must be given even when it is the same as the language of the country in which the person was born. Thus, if a person reports that he was born in England and that his mother tongue is English, write *Eng.—English*; or if a person reports that he was born in Germany and that his mother tongue is German, write *Ger.—German*. This is necessary to distinguish such persons from others born in the same country but having a different mother tongue.
  127. The question of mother tongue should not be asked of any person born in the United States.
  128. Columns 13 and 14. Place of birth of father and mother.—Enter in columns 13 and 14 the birthplace of the father and of the mother of the person whose own birthplace was entered in column 12. In designating the birthplace of the father and mother, follow the same instructions as for the person himself. In case, however, a person does not know the state or territory of birth of his father or mother but knows that he or she was born in the United States, write United States rather than "unknown."
  129. Mother tongue of father and mother. Ask for the mother tongue of any parent born abroad and write down the answer in columns 13 and 14, following the instructions given for reporting the mother tongue of persons enumerated in column 12.
  130. In short, *whenever a person gives a foreign country as a birthplace of himself or either of his parents, before writing down that country ask for the mother tongue and write the answer to both questions in columns 12, 13, or 14, as the case may be, in the manner herein indicated.*

#### CITIZENSHIP

131. Column 15. Year of immigration to the United States.—This question applies to all foreign-born persons, male and female, of whatever age. It should be answered, therefore, for every person whose birthplace as reported in column 12 was in a foreign country. Enter the year in which the person came to the United States. If he has been in the United States more than once, give the year of his first arrival.
132. Column 16. Whether naturalized or alien.—This question applies only to foreign-born males 21 years of age and over. It does not apply to females, to foreign-born minors, or to any male born in the United States. If the person was born abroad, but has become a full citizen, either by taking out a second or final papers of naturalization or through the naturalization of his parents while he was under the age of 21 years, write "Na" (for naturalized). If he has declared his intention to become an American citizen and has taken out his "first papers," write "Pa" (for papers). If he has taken no steps toward becoming an American citizen, write "Al" (for alien).

#### ABILITY TO SPEAK ENGLISH

133. Column 17. Whether able to speak English; or, if not, give language spoken.—This question applies to all persons 10 years of age and over. If such a person is able to speak English, write *English*. If he is not able to speak English—and in such cases only—write the name of the language which he does speak, as *French, German, Italian*. If he speaks

more than one language, but does not speak English, write the name of that language which is his native language or mother tongue. For persons under 10 years of age, leave the column blank.

134. The following is a list of principal foreign languages spoken in the United States. Avoid giving other names when one in this list can be applied to the language spoken. With the exception of certain languages of eastern Russia, the list gives a name for every European language in the proper sense of the word.

Albanian	Italian	Scotch
Armenian	Japanese	Servian or
Basque	Lappish	Croatian
Bohemian	Lettish	(including
		Bosnian,
		Dalmatian,
		Herze-
		govinian,
		and
		Montene-
		grin)
Breton	Little	Slovak
	Russian	
Bulgarian	Lithuanian	Slovenian
Chinese	Magyar	Spanish
Danish	Moravian	Swedish
Dutch	Norwegian	Syrian
Finnish	Polish	Turkish
Flemish	Portuguese	Welsh
French	Rhaeto-	Wendish
	Romanish	
	(including	
	including	
	Ladin and	
	Frilulan)	
Greek	Roumanian	Yiddish
Gypsy	Russian	
Irish	Ruthenian	

135. Do not write "Austrian," but write *German, Bohemian, Ruthenian, Roumanian, Slovenian, Slovak*, or such other term as correctly defines the language spoken.
136. Do not write "Slavic" or "Slavonian," but write *Slovak, Slovenian, Russian*, etc., as the case may be.
137. Do not write "Macedonian," but write *Bulgarian, Turkish, Greek, Servian, or Roumanian*, as the case may be.
138. Do not write "Czech," but write *Bohemian, Moravian, or Slovak*, as the case may be.
139. Write *Magyar* instead of "Hungarian."

140. Write *Croatian* instead of "Hervat."
141. Write *Little Russian* instead of "Ukrainian."
142. Write *Ruthenian* instead of "Rosniak" or "Russine."
143. Write *Roumanian* instead of "Moldavian," "Wallachian," "Tsintsar," or "Kutzo-Vlach."

## OCCUPATION

144. Column 18. Trade or profession.—An entry should be made in this column for every person enumerated. The occupation, if any, followed by a child, of any age, or by a woman is just as important, for census purposes, as the occupation followed by a man. Therefore it must never be taken for granted, without inquiry, that a woman, or child, has no occupation.
145. The entry in column 18 should be either (1) the occupation pursued—that is, the word or words which most accurately indicate the particular kind of work done by which the person enumerated earns money or a money equivalent, as *physician, carpenter, dressmaker, night watchman, laborer, newsboy*; or (2) *own income*; or (3) *none* (that is, no occupation).
146. The entry *own income* should be made in the case of all persons who follow no specific occupations but have an independent income upon which they are living.
147. The entry *none* should be made in the case of all persons who follow no occupation and who do not fall within the class to be reported as *own income*.
148. Persons retired or temporarily unemployed.—Care should be taken in making the return for persons who on account of old age, permanent invalidism, or otherwise are no longer following an occupation. Such persons may desire to return the occupations formerly followed, which would be incorrect. If living on their own income the return should be *own income*. If they are supported by other persons or institutions, the return should be *none*. On the other hand, persons out of employment when visited by the enumerator may state that they have no occupation, when the fact is that they usually have an occupation but merely happen to be idle or unemployed at the time of the visit. In such cases the return should be the occupation followed when the person is employed.
149. Persons having two occupations. *If a person has two occupations, return only the more important one that is, the one from which he gets the more money. If you can not learn that, return the one at which he spends the more time. For example: Return a man*

- as farmer* if he gets most of his income from farming, although he may also follow the occupation of a clergyman or preacher; but return him as a *clergyman* if he gets more of his income from that occupation.
150. Column 19. Industry.—An entry should be made in this column in all cases where the entry in column 18 has been that of an occupation. But where the entry in column 18 is own income or none, leave this column blank. The entry, when made, should consist of the word or words which most accurately describe the branch of industry, kind of business or establishment, line of work, or place in which this person works, as *cotton mill, general farm, dry-goods store, insurance office, bank*.
151. The purpose of columns 18 and 19 is thus to bring out, on the one hand, in column 18, the specific occupation or work performed, if any, by each person enumerated, and on the other, in column 19, the character of the industry or place in which such work is performed.
152. Farm workers. Return a person in charge of a farm as a *farmer*, whether he owns it or operates it as a tenant, renter, or cropper; but a person who manages a farm for some one else for wages or a salary should be reported as a farm manager or farm overseer; and a person who works on a farm for some one else, but not as a manager, tenant, or cropper, should be reported as a farm laborer.
153. Women doing housework.—In the case of a woman doing housework in her own home, without salary or wages, and having no other employment, the entry in column 18 should be none. But a woman working at *housework for wages* should be returned in column 18 as *housekeeper, servant, cook, or chambermaid*, as the case may be; and the entry in column 19 should state the kind of place where she works, as *private family, hotel, or boarding house*. Or, if a woman, in addition to doing housework in her own home, *regularly* earns money by some other occupation, whether pursued in her own home or outside, that occupation should be returned in columns 18 and 19. For instance, a woman who regularly takes in washing should be reported as *laundress* or *washerwoman*, followed in column 19 by *at home*.
154. Women doing farm work.—A woman working regularly at outdoor farm work, even though she works on the home farm for her husband, son, or other relative and does not receive money wages, should be returned in column 18 as a *farm laborer*. Distinguish, however, such women who work on the home farm from those who work away from home, by writing in column 19 either *home farm* or *working out*, as the case may require. Of course, a woman who herself operates or runs a farm should be reported as a *farmer*, and not as a “farm laborer.”
155. Children on farms.—In the case of children who work for their own parents on a farm, the entry in column 18 should be *farm laborer* and in column 19 *home farm*; but for children who work as farm laborers for others, the entry in column 19 should be *working out*.
156. Children working for parents.—Children who work for their parents at home merely on general household work, on chores, or at odd times on other work, should be reported as having no occupation. Those, however, who materially assist their parents in the performance of work other than household work should be reported as having an occupation.
157. Keeping boarders.—Keeping boarders or lodgers should be returned as an occupation if the person engaged in it relies upon it as his (or her) principal means of support or principal source of income. In that case the return should be *keeper—boarding house* or *keeper—lodging house*. If, however, a family keeps a few boarders or roomers merely as a means of supplementing or eking out the earnings or income obtained from other occupations or from other sources, no one in the family should be returned as a boarding or lodging house keeper.
158. Officers, employees, and inmates of institutions or homes.—For an *officer* or *regular employee* of an institution or home, such as an asylum, penitentiary, jail, reform school, convict camp, state farm worked by convicts, etc., return the occupation followed in the institution. For an *inmate* of such institution, if regularly employed, return the occupation pursued in the institution, whether the employment be at productive labor or at other duties, such as cooking, scrubbing, laundry work, etc.; but if an inmate is not regularly employed—that is, has not specific duties or work to perform, write *none* in column 18.
159. Avoid general or indefinite terms.—Give the occupation and industry precisely. For example, return a worker in a coal mine as a *miner—coal mine, laborer—coal mine, driver—coal mine*, etc., as the case may be.
160. The term “laborer” should be avoided if any more precise definition of the occupation can be secured. Employees in factories and mills, for example, usually have some definite designation, as *weaver, roller, puddler*, etc. Where the term “laborer” is used, be careful to define accurately the industry in column 19.

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161. Avoid in all cases the use of the word “mechanic,” but give the exact occupation, as *carpenter, painter, machinist*, etc.
162. Distinguish carefully the different kinds of “agents” by stating in column 19 the line of business followed.
163. Distinguish carefully between retail and wholesale merchants, as *retail merchant—dry-goods; wholesale merchant—dry-goods*.
164. Avoid the use of the word “clerk” wherever a more definite occupation can be named. Thus a person in a store, often called a clerk, who is wholly or principally engaged in selling goods should be called a *salesman*. A *stenographer, typewriter, accountant, bookkeeper*, or *cashier*, etc., should be reported as such, and not as a clerk.
165. Distinguish a traveling salesman from a salesman in a store; the former preferably should be reported as a *commercial traveler*.
166. If any person in answer to the occupation question says that he is “in business,” you must find out what branch of business and what kind of work he does or what position he holds.
167. Illustrations of occupations.—The following examples, in addition to the occupations given in the illustrative schedule, will illustrate the method of returning some of the common occupations and industries; they will also suggest to you distinctions which you should make in other cases:

Column 18	Column 19	Column 18	Column 19
farm laborer	working out	commercial traveler	dry goods
farm laborer	home farm	salesman	department store
laborer	odd jobs	bookkeeper	department store
laborer	street work	cash girl	department store
laborer	garden	cashier	department store
laborer	nursery	cashier	bank
laborer	railroad	conductor	steam railroad
brakeman	railroad	conductor	street car
weaver	cotton mill	farmer	general farm
laborer	cotton mill	farmer	truck farm
doffer	cotton mill	gardener	private estates
engineer	locomotive	lawyer	general practice
engineer	lumber mill	manager	general farm
fireman	lumber mill	overseer	truck farm
fireman	fire department	president	life insurance co.
civil engineer	general practice	president	bank
electrical engineer	street railway	superintendent steel works	
carpenter	car factory	foreman	cotton mill
carpenter	ship yard	newsboy	street
carpenter	house	newsdealer	store
blacksmith	carriage factory	wagon driver	groceries
blacksmith	own shop	wagon driver	express
agent	real estate	chauffeur	express wagon
agent	insurance	chauffeur	private family
cook	hotel	miner	coal miner
servant	private family	laborer	coal mine
retail merchant	groceries	quarryman	marble
wholesale merchant	leather	janitor	house

### EMPLOYER, EMPLOYEE, OR WORKING ON OWN ACCOUNT

168. Column 20. Whether employer, employee, or working on own account. For one employing persons, other than domestic servants, in transacting his own business, write "Emp" (for employer). For a person who works for wages or a salary, write "W" (for wage-earner). For a gainful worker who is neither an employer nor an employee, write "OA" (for own account). For all persons returned as having no occupation, leave the column blank.
169. Employer. An employer is one who employs helpers, other than domestic servants, in transacting his *own* business. The term *employer* does not include the superintendent, agent, manager, or other person *employed* to manage an establishment or business; and it does not include the foreman of a room, the boss of a gang, or the coal miner who hires his helper. All such should be returned as employees, for, while any one of these may employ persons, none of

them does so in transacting his *own* business. Thus no individual working for a corporation either as an officer or otherwise should be returned as an employer.

170. A person employing domestic servants in his own home but not employing any helpers in his business *should not be* returned as an employer. But, on the other hand, a person who is the proprietor of a hotel or boarding or lodging house and employs servants in running that hotel or boarding or lodging house *should be* returned as an employer, because he employs these servants in his business.
171. Employee.—Any person who works for wages or a salary and is subject to the control and direction of an employer, is an employee, whether he be president of a large corporation or only a day laborer, whether he be paid in money or in kind, and whether he be employed by his own parent or by another. The term *employee* does not include lawyers, doctors, and others who render professional services for fees,

and who, in their work, are not subject to the control and direction of those whom they serve. It does include actors, professors, and others who are engaged to render professional services for wages or salaries. A domestic servant should always be returned as an employee even though, as previously explained, the person employing a domestic servant is not always returned as an employer.

172. Working on own account.—Persons who have a gainful occupation and are neither employers nor employees are considered to be working on their own account. They are the independent workers. They neither pay nor receive salaries or regular wages. Examples of this class are: Farmers and the owners of small establishments who do not employ helpers; professional men who work for *fees* and employ no helpers; and, generally speaking, hucksters, peddlers, newsboys, boot-blacks, etc., although it not infrequently happens that persons in these pursuits are employed by others and are working for wages, and in such case should, of course, be returned as employees.
173. Illustrative examples.—In many occupations a man may be either an employer, or an employee, or working on own account. For example, a physician is working on his *own account* if, as explained above, he works for fees solely and employs no helpers; if, however, he employs an assistant in his office he becomes an *employer*; but if he works for a salary, say in a hospital or institution, he is an *employee*. It may happen, however, that he receives a salary and also works for fees, in which case he should be classed with respect to his principal source of income.
174. A dressmaker who works out by the day for day wages should be returned as an *employee*; but a dressmaker who works at home or in her own shop should be returned as working on *own account*, unless she employs helpers, in which case she becomes an *employer*.
175. Similarly, a washerwoman or laundress who works out by the day is an *employee*, but a washerwoman or laundress who takes in washing is either working on *own account*, or, it may be, is an *employer*.
176. Case of wife working for husband or child working for parents.—When, in accordance with the preceding instructions, a wife working for her husband or a child working for its parents is returned as having an occupation, the wife or child should be returned as an *employee*, even though not receiving wages. The husband or parent in such case should be returned as an *employer*, unless, as may happen, he is working for wages, in which case he, as well as the wife or child, should be classed as an *employee*.

## UNEMPLOYMENT

177. What is meant by “out of work.”—The purpose of inquiries 21 and 22 is to ascertain the amount of enforced unemployment—the extent to which persons *want work and can not find it*. Do not, therefore, include with those “out of work” those who are *on a strike*, those who are *voluntarily idle*, those who are *incapacitated for any work*, or those who are *on sick leave or on a vacation*. School-teachers, artists, and music teachers are often unemployed during a portion of the year, but should not be considered as “out of work,” in the sense in which the term is used for the purposes of the census.
178. Column 21. If an employee, whether out of work on April 15, 1910.—If a person reported as an employee (W) in column 20 was out of work on April 15, 1910, write “Yes;” but if such person had work on that date, write “No.” For persons other than employees, leave the column blank.
179. Column 22. If an employee, number of weeks out of work during year 1909.—If a person reported as an employee (W) in column 20 was out of work during any part of the year 1909, enter the number of weeks out of work; but if such person was not out of work at all during the year, *do not leave the column blank*, but write “0.” For persons other than employees, leave the column blank.
180. Person not employed at his principal or usual occupation but engaged in some side or temporary work is not to be considered as unemployed, the intent of this question being to find out the number of weeks during which the person was *unable to secure any employment*.

## EDUCATION

181. Column 23. Whether able to read.—Write “Yes” for all persons 10 years of age and over who can *read any language*, whether English or some other, and “No” for all such persons who can not read *any language*. For persons under 10 years of age, leave the column blank.
182. For a person reported as “blind” (column 31), write “Yes” if he could read any language before becoming blind or, if born blind, if he has been taught to read any language.
183. Column 24. Whether able to write.—Write “Yes” for all persons 10 years of age and over who can write any language, whether English or some other, and “No” for all such persons who can not write *any language*. For persons under 10 years of age, leave the column blank.



184. For a person reported as “blind” (column 31), write “Yes” if he could write any language before becoming blind or, if born blind, if he has been taught to write any language.
185. Column 25. Attended school any time since September 1, 1909.—Write “Yes” for any person who attended school, college, or any educational institution at any time since September 1, 1909, and “No” for any person of school age—5 to 21 years—who has not attended school since that date. For persons below or above school age, leave the column blank, unless they actually attended school.

### OWNERSHIP OF HOME

186. Column 26. Home owned or rented.—This question is to be answered only opposite the name of the head of each family. If a dwelling is occupied by more than one family it is the home of each of them, and the question should be answered with reference to each family in the dwelling. If the home is *owned*, write opposite the name of the head of the family “O.” If the home is *rented*, write “R.” Make no entries in this column for the other members of the family.
187. Owned homes.—A home is to be classed as *owned* if it is owned wholly or in part by the head of the family living in the home, or by the wife of the head, or by a son, or a daughter, or other *relative* living in the same house with the head of the family. It is not necessary that full payment for the property should have been made or that the family should be the sole owner.
188. Rented homes.—Every home not owned, either wholly or in part, by the family living in it should be classed as *rented*, whether rent is actually paid or not.
189. Column 27. Home owned free or mortgaged.—This question applies only to those homes classed in column 26 as owned homes and not to rented homes. Write “M” for mortgaged and “F” for owned free. These entries should be made opposite the name of the head of the family. All owned homes which are not fully paid for, or upon which there is any encumbrance in the form either of a mortgage or of a lien upon which judgment has been had in a court, are to be reported as mortgaged.
190. Column 28. Farm or house.— This column is intended merely to distinguish farm homes from other homes. If the home is a farm home, write “F” (for farm) opposite the name of the head of the family. If it is not a farm home, write “H” (for house). A farm home is a home located on a farm, for which a farm schedule should be secured. Any other home is to be reported simply as a house.

191. Column 29. Number of farm schedule.—This question applies only to farm homes. If the home is a farm home, enter in this column simply the number of the agricultural schedule filled out for this farm. Make this entry opposite the name of the member of the family operating the farm. Usually this will be the head of the family.

### SURVIVORS OF THE CIVIL WAR

192. Column 30. Whether a survivor of the Union or Confederate Army or Navy.—This question should be asked as to all males over 50 years of age who were born in the United States and all foreign born males who immigrated to this country before 1865. Write “UA” if a survivor of the Union Army; “UN” if a survivor of the Union Navy; “CA” if a survivor of the Confederate Army; and “CN” if a survivor of the Confederate Navy. For all other persons leave the column blank.

### BLIND AND DEAF AND DUMB PERSONS

193. Column 31. Whether blind (both eyes).—If a person is either totally or partially blind, in both eyes, so as not to be able to read even with the help of glasses, write “Bl.” For all other persons leave the column blank.
194. Columns 32. Whether deaf and dumb.—If a person is *both* deaf and dumb, write “DD.” For all other persons leave the column blank. Persons who are deaf but not dumb, or persons who are dumb but not deaf, are not to be reported.

### SPECIAL INDIAN SCHEDULE

195. When to be used.—This schedule (Form 8 1857) is a modified form of the general population schedule; it is to be used principally for the enumeration of Indians living on reservations or in tribal relations, and also by the enumerators in certain counties containing a considerable number of Indians.
196. If any copies of this schedule are enclosed in the portfolio for your district, you are required to enumerate thereon all Indian families living in your district, in accordance with the instructions printed upon the schedule itself.

### 1910 QUESTIONNAIRE—INDIAN POPULATION

(23" X 16", printed on two sides, space for 20 entries on each side, reverse side contained continuation of instructions. The top of the questionnaire contained questions 1-28 which were identical with those on the general schedule.)

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**INSTRUCTION FOR ENUMERATORS**  
**INSTRUCTIONS FOR FILING THIS SCHEDULE**

This modified form of the general schedule for population is to be used in making the enumeration of Indians, both those on reservations and those living in family groups outside of reservations.

Detached Indians living either in white or negro families outside of reservations should be enumerated on the general population schedule (Form 8-1589) as members of the families in which they are found; but detached whites or negroes living in Indian families should be enumerated on this special Indian schedule as members of the Indian families in which they are found. In other words, every family composed mainly of Indians should be reported *entirely* on this special schedule, and every family composed mainly of persons not Indians should be reported *entirely* on the general population schedule.

Spaces are provided for entries for 20 persons on each side (A and B) of the sheet, the entries for each person running twice to the page. Columns 1 to 46 are to be filled for each individual case, if applicable, according to the instructions.

Columns 1 to 32.—These columns are identical with those on the general population schedule. Fill each column, so far as the inquiry applies, in accordance with the instructions for filling the corresponding column in the general population schedule, but note the following additional instructions in relation to filling columns 1 and 2, column 7, and columns 18 and 19.

Columns 1 and 2. Visitation numbers.—If, in canvassing a given territory, you are using both the general population schedule (Form 8-1589) and this schedule for Indian population, make two independent series of numbers for these columns, one series in each kind of schedule, so that the last number in column 1 on this schedule added to the last number in column 1 on the general population schedule will give the whole number of dwellings visited, and, likewise, the last number in column 2 on this schedule added to the last number in column 2 on the general population schedule will give the whole number of families visited and enumerated in your district.

Column 7. Age at last birthday.—Some difficulty may be met in ascertaining the exact ages of Indians, as they frequently reckon their ages from notable events occurring in the history of the respective tribes. Endeavor to ascertain the years in which these notable events occurred, and with a little calculation on your part you should be able to ascertain the exact age of each Indian.

Columns 18 and 19. Occupation. If the Indian is wholly self-supporting, enter his or her occupation in columns 18 and 19 in accordance with the general instructions for returning occupations. If the Indian—man, woman, or child—has no occupation and is wholly dependent on the Government for support, write “Ration Indian” in column

18. If the Indian is partly self-supporting and partly dependent up the Government, write the occupation in columns 18 and 19, and then the letter “R” (for ration).

**INSTRUCTIONS CONTINUED ON “B” SIDE**  
**OF SHEET INSTRUCTIONS FOR FILLING THIS**  
**SCHEDULE CONTINUED FROM “A” SIDE OF SHEET**

The following instructions apply to columns 33 to 46:

Columns 33, 34, and 35. Tribal relations. If the Indian was born in this country answers should be obtained, if possible, to inquiries 12, 13, and 14, relating to the state or territory of birth of the person and of his or her parents. In any event, take particular pains to secure the name of the tribe with which the person is connected and the name of the tribe of each of his or her parents, and enter the same in columns 33, 34, and 35.

Columns 36, 37, and 38. Proportions of Indian and other blood.—If the Indian is a full-blood, write “full” in column 36, and leave columns 37 and 38 blank. If the Indian is of mixed blood, write in column 36, 37, and 38 the fractions which show the proportions of Indian and other blood, as (column 36, Indian)  $\frac{3}{4}$ , (column 37, white)  $\frac{1}{4}$ , and (column 38, negro) 0. For Indians of mixed blood all three columns should be filled, and the sum, in each case, should equal 1, as  $\frac{1}{2}$ , 0,  $\frac{1}{2}$ ;  $\frac{3}{4}$ ,  $\frac{1}{4}$ , 0;  $\frac{3}{4}$ ,  $\frac{1}{8}$ ,  $\frac{1}{8}$ ; etc. Wherever possible, the statement that an Indian is of full blood should be verified by inquiry of the older men of the tribe, as an Indian is sometimes of mixed blood without knowing it.

Column 39. Number of times married.—If the Indian is married, enter in this column the number of times he or she has been married.

Column 40. Whether now living in polygamy.—If the Indian man is living with more than one wife, write “Yes” in this column; otherwise, write “No.”

Column 41. If living in polygamy, whether the wives are sisters.—If the Indian man is living with more than one wife, and if his wives are sisters, write “Yes” in this column. If his wives are not sisters, write “No.”

Column 42. Graduated from what educational institution.—If the Indian is a graduate of any educational institution, give the name and location of such institution.

Column 43. Is this Indian taxed?—An Indian is to be considered “taxed” if he or she is detached from his or her tribe and is living among white people as an individual, and as such is subject to taxation (whether he or she actually pays taxes or not); or if he or she is living with his or her tribe but has received an allotment of land, and thereby has acquired citizenship. In either of these two cases write “Yes” in this column.

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An Indian on a reservation, without an allotment, or roaming over unsettled territory, is considered “not taxed,” and for such Indians the answer to this inquiry is “No.”

Column 44. If Indian has received allotment, give year of allotment.—If the Indian has received an allotment of land, enter, in column 44, the year in which the allotment was made.

Column 45. Residing on his own lands.—If the Indian lives on his or her own land, write “Yes” in this column; if the Indian lives elsewhere, write “No.”

Column 46. Living in civilized or aboriginal dwelling.—If the Indian is living in a house of civilized designs, as a log, frame, brick, or stone house, write “Civ.” (for civilized) in this column; but if the Indian is living in a dwelling of aboriginal design, as a tent, tepee, cliff dwelling, etc., write “Abor.” (for aboriginal).