

## CHAPTER II—THE ENUMERATION



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# 1954 CENSUS OF AGRICULTURE

## FIELD ORGANIZATION CHART

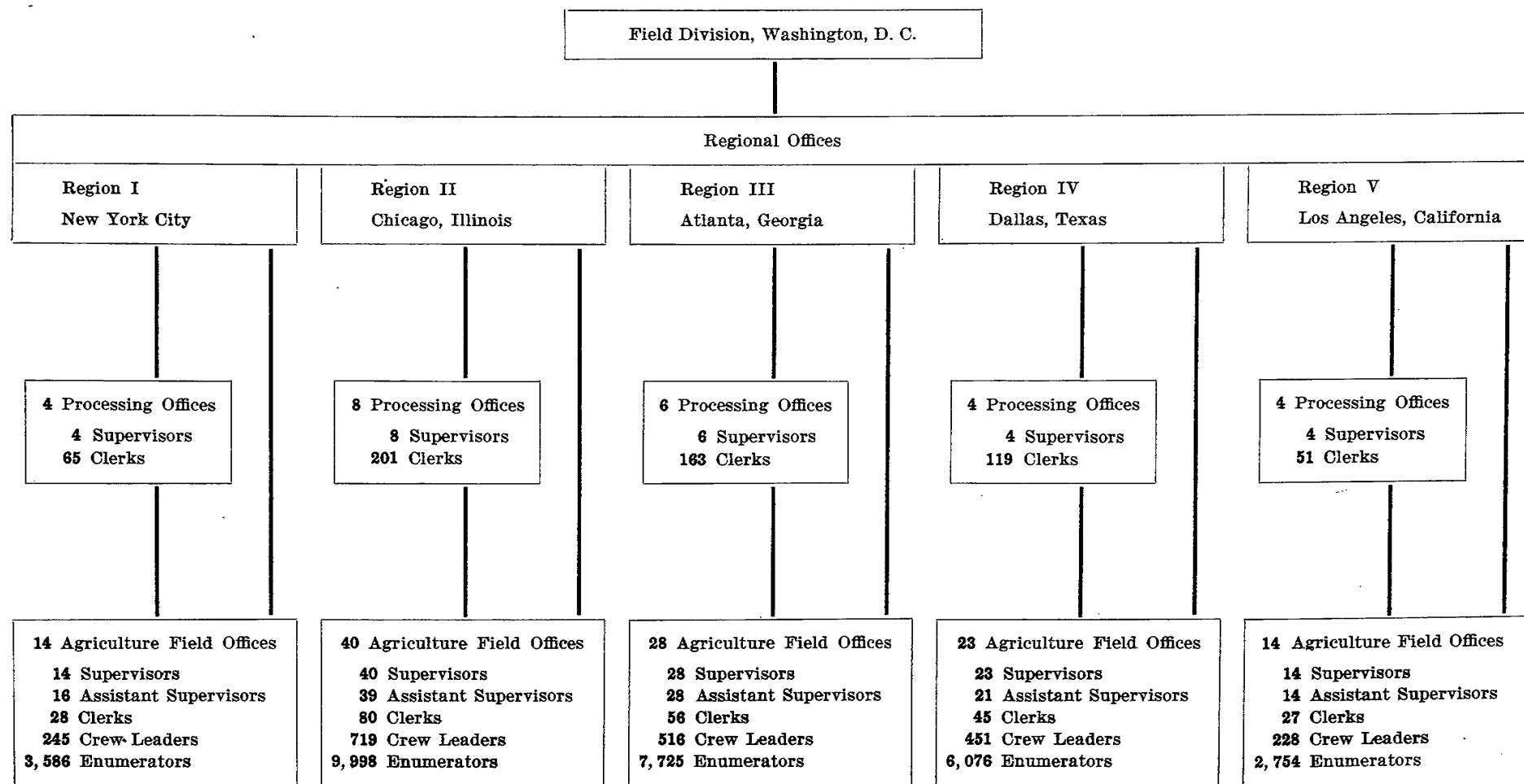


FIGURE 3.—Field Organization Chart.

## CHAPTER II—THE ENUMERATION

**The job.**—The enumeration required the organization of a field staff for the purpose of visiting all areas in the United States and obtaining the required information regarding each place and farm, the setting up of temporary offices, the selection and training of personnel, the supervision and control over personnel and operations, the actual enumeration, the checking of the enumeration, and the paying of personnel.

**Organization of field staff.**—The field staff was organized by function and by area. The outline on page 18 shows the organization and size of the field staff used for the 1954 Census of Agriculture.

The 5 Regional Offices and a considerable part of their personnel existed before work on the Census of Agriculture was undertaken and formed a part of the permanent staff of the Bureau of the Census. The entire organization below the level of Regional Offices was established temporarily for the 1954 Census of Agriculture. The 26 processing offices were supervised largely by permanent field personnel, who were reassigned temporarily from the permanent jobs of supervising current field activities of the Bureau of the Census. Except for the personnel of the Regional Offices and the supervisors of the 26 processing offices, a temporary field staff was recruited and employed for a limited period for work on the 1954 Census of Agriculture.

**The Regional Offices.**—The Regional Offices exercised general control over all field work. They assisted particularly in obtaining office space, selection of supervisors and other personnel for processing offices and Agriculture Field Offices, and for the handling of unforeseen problems. The personnel for each regional office, the average days of employment, and their average salary per 40-hour week were as follows:

Kind of personnel	Number employed	Average days of employment	Average salary per week
Supervisors.....	1	85	\$170
Assistant Supervisors.....	2	100	105
Clerks.....	1	100	61

**Field Processing Offices.**—Processing offices were established to provide trained supervisory personnel for the purpose of selecting, appointing, controlling, paying, and checking the work of the large number of temporary employees, most of whom did not have any prior experience in Government work and procedures.

The supervisors of processing offices were appointed during the period July to September 1954 and were employed on an average of 20 weeks. A brief outline of the work the supervisor performed during these 20 weeks follows:

### First week:

- Obtain space, supplies and equipment for processing office
- Recruit administrative clerk

### Second, third, and fourth week:

- Organize office and train administrative clerk
- Recruit and train clerk-typist and payroll clerk
- Assist supervisors of Agriculture Field Offices in recruiting crew leaders
- Supervise the processing of crew leader appointments

### Second, third, and fourth week—Continued

- Supervise preparation of payroll work sheets for personnel in processing office and in Agriculture Field Offices

### Fifth through eighth week:

- Submit progress reports as required
- Assist supervisors of Agriculture Field Office to recruit enumerators
- Process enumerator appointments
- Recruit and train shipping clerk for processing office
- Supervise the preparation of payroll work sheets for personnel in processing office and Agriculture Field Offices

### Ninth and tenth week:

- Recruit and train editing and tabulating clerks
- Supervise the preparation of payroll work sheets for paying enumerators for training and for enumerators employed by the hour
- Supervise the preparation of payroll work sheets for personnel in processing office and in Agriculture Field Offices

### Eleventh through sixteenth week:

- Supervise the editing and tabulation of data for completed enumeration districts
- Return incomplete and not acceptable work of enumerators for completion and/or correction
- Inform supervisors of Agriculture Field Offices of unsatisfactory work and advise crew leaders on how to handle unsatisfactory work of enumerators
- Supervise the preparation and approval of payrolls for work completed by enumerators
- Supervise the preparation of payroll work sheets for personnel in processing office and in Agriculture Field Offices
- Prepare summary of completed enumeration districts by county and submit summary to Washington for approval
- Ship materials for counties completed to central processing offices

### Seventeenth through twenty-fifth week:

- Supervise the editing and tabulation of data for completed enumeration districts
- Return incomplete and not acceptable work of enumerators to crew leader for completion and/or correction
- Inform crew leaders of unsatisfactory work performed by enumerators and how to handle this unsatisfactory work
- Supervise the preparation and approval of payroll for work completed by the enumerators
- Prepare summary of completed enumeration districts by counties and submit the summary to Washington for approval
- Prepare a final report on all work completed
- Terminate all employees and close office

The administrative clerk supervised the clerical operations in the processing office particularly during the frequent periods when the supervisor was away checking on field operations and progress. All payrolls for enumerators, crew leaders, personnel in Agriculture

Field Offices, etc., were checked and in most cases prepared in the office of the Field Processing Office supervisor by the payroll clerk. Payrolls of employees employed by the month and day were prepared once every two weeks, separate payrolls were prepared for each enumerator for his training and for each enumeration district he completed. Payrolls were sent to the Washington office for final audit and for the issuance of checks.

The appointments of all field personnel were prepared in the processing office. This work was performed by the appointment clerk. A description of the work of the tabulating clerks is given on page 69.

The personnel used in each processing office, the average length of employment, and average salary were as follows:

Kind of personnel	Number employed per office	Average days of employment (including overtime)	Average salary per 40-hour week
Supervisors and assistant.....	1-2	<sup>1</sup> 161	\$117
Administrative clerk.....	1	95 $\frac{3}{4}$	66
Payroll clerk.....	1	74 $\frac{1}{4}$	61
Receiving and shipping clerk.....	1	34 $\frac{3}{4}$	57
Tabulating clerks.....	<sup>2</sup> 15	24 $\frac{1}{4}$	57
Typist.....	<sup>3</sup> 4	23	57

<sup>1</sup> Total days for all 26 offices were 6,778.

<sup>2</sup> Number per office varied from approximately 10 to 50.

<sup>3</sup> The number varied by office. The total number for the 26 offices was 114.

**Agriculture Field Offices.**—Agriculture Field Offices were established for the purpose of supervising and controlling the enumeration in a specific geographic area. In some cases, this area included as much as a State and in other cases only a few counties. In determining areas for which agriculture field offices would be established, the workload both in terms of the number of farms to be enumerated as well as the total land area to be covered were considered. The average number of farms per agriculture field office was approximately 40,000.

The number of personnel for each Agriculture Field Office, the average days of employment, and the average salary per 40-hour week were as follows:

Kind of personnel	Number employed per office	Average days of employment (including overtime)	Average salary per 40-hour week
Supervisor.....	1	88 $\frac{1}{2}$	\$97
Assistant supervisor.....	1	84	82
Administrative clerk.....	1	87 $\frac{1}{2}$	67
Clerk.....	1	59 $\frac{1}{2}$	57
Crew leaders.....	<sup>1</sup> 18	52	66
Enumerators.....	<sup>1</sup> 253	17 $\frac{1}{4}$	46

<sup>1</sup> The number varied by office.

The work performed by the supervisor and assistant supervisor of the Agriculture Field Offices varied by weeks as follows:

**First week:**

Arranged for office space and equipment  
 Recruited administrative clerk  
 Arranged for appointment of assistant supervisor  
 Issued press releases and provided newspapers etc., with information about Census

**Second week:**

Attended training classes

**Third, fourth, and fifth weeks:**

Organized office and trained administrative clerk  
 Contacted persons for obtaining lists of enumerators in each county  
 Recruited crew leaders  
 Arranged for crew leader training  
 Issued press releases and provided newspapers etc., with information about Census

**Sixth week:**

Supervised crew leader training classes  
 Issued press releases and provided newspapers etc., with information about Census

**Seventh, eighth, and ninth week:**

Supervised crew leaders in selection of the enumerators  
 Issued press releases and provided newspapers etc., with information about Census

**Tenth week:**

Supervised enumerator training  
 Issued press releases and provided newspapers etc., with information about Census

**Eleventh to the fourteenth week:**

Supervised the enumeration  
 Prepared and submitted progress reports  
 Visited crew leaders and enumerators

**Fifteenth and sixteenth week:**

Terminated appointments of enumerators  
 Supervised crew leaders in checking work of enumerators for completeness and coverage

**Seventeenth and eighteenth week:**

Supervised the completion of work in enumeration districts where work was not fully satisfactory  
 Terminated appointments of crew leaders  
 Closed office as instructed  
 Terminated all employees

The administrative clerk usually served as a secretary for the Agriculture Field Office and assisted the office clerk in preparing the various required reports. These reports, to whom submitted, and their frequency are shown in figure 4.

The work of the supervisor and assistant supervisor required considerable travel. During the period of their employment the supervisors or assistant supervisors were away from their headquarters on the average for 19 days and traveled an average of 5,013 miles.

The job of the crew leader was concerned largely with the selection, training, and supervision of enumerators. One crew leader was appointed for each 10 to 18 enumerators. The area assigned each crew leader usually consisted of a county or combination of one county and a part of another county.

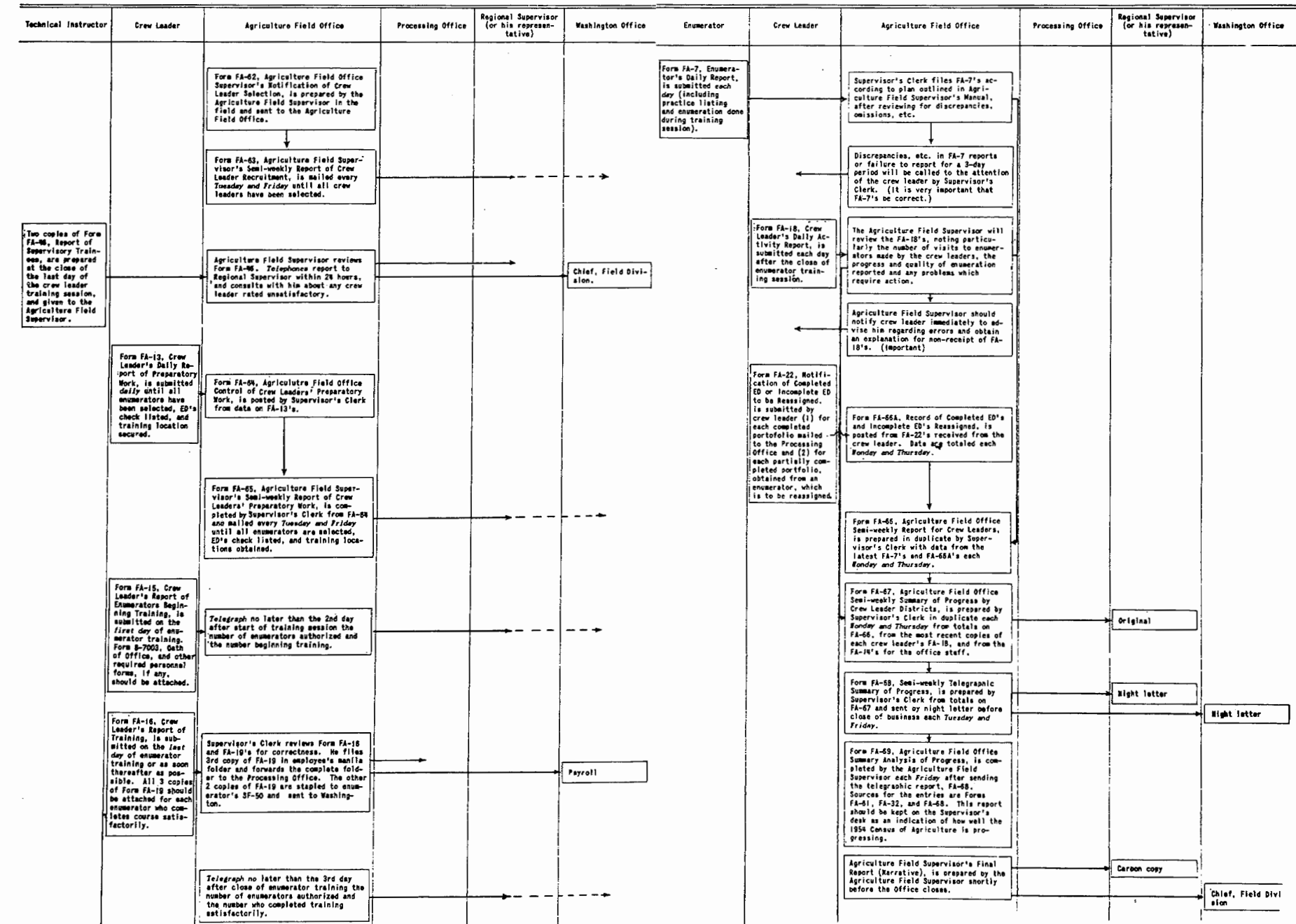
Crew leaders were appointed 5 weeks before the actual start of the enumeration. The distribution of the crew leaders' 52 days' work was as follows:

Attending training class.....	5 days
Recruiting enumerators, obtaining enumerator training space and materials, and making a list of 15 places in each enumeration district.....	16 days
Training enumerators.....	4 days
Recruiting and training enumerators for replacement, etc.....	3 days
Supervising enumerators during enumeration.....	19 days
Checking enumerators' work and shipping materials.....	5 days

Crew leaders were required to visit enumerators at least twice and to check their work on the job. The miles traveled by crew leaders during their employment averaged 927.

The duties of enumerators are described under "The Enumeration." Enumerators were paid \$14 for completing the training and either \$1.25 per hour worked plus \$0.07 for each mile of travel by personally owned automobile or \$0.07 for each line filled on Form A2, \$0.40 to \$1.00 per Agriculture Questionnaire filled plus \$0.07 per mile for use of their personally owned automobile plus \$0.04 per mile traveled in personally owned automobile for the time spent in traveling. Enumerators worked on an average of 17.25 days each.

# **FLOW CHART OF REPORTING SYSTEM for Enumeration Period**



THE ENUMERATION

FIGURE 4.—Flow chart of reporting system for enumeration work.

**Selection of personnel.**—Except for supervisors and personnel of Regional Offices and supervisors of processing offices, all field jobs for the 1954 Census of Agriculture were temporary and were not under the civil-service system. Personnel for these jobs were usually selected from lists of candidates recommended by Senators, Congressmen, or by State and local political organizations. Qualifications were established for supervisors and assistant supervisors of Agriculture Field Offices. These qualifications were evaluated during and after a personal interview. Further evaluation was made of these personnel during the training classes prior to their beginning the performance of their jobs. Crew leaders, clerks, and enumerators were required to take tests. The tests given clerks were similar to those given to civil-service applicants. An example of the test given crew leaders and enumerators is shown in figure 5. Minimum grades were established for crew leaders and enumerators and persons whose grades were less than these minima were not considered for appointment, unless no other qualified person could be recruited.

Both crew leaders and enumerators were required to be citizens of the United States, to have at least a high school education or its equivalent, to be physically able to discharge the duties involved, to be able to write neatly and legibly, to be able to do simple arithmetic quickly and accurately, to be able to talk easily with people and gain their cooperation, to have some knowledge of farming and farm operations, and to have the use of an automobile. Preference was given to qualified veterans.

Most of the crew leaders and enumerators had no previous experience in collecting data. Farmers and farmers' wives made up the largest group. Persons previously associated with law enforcement or tax assessment or collection were not employed because respondents might associate them with their previous jobs and hesitate to give required Census information.

**Training of personnel.**—Nearly all the personnel used for the 1954 Census of Agriculture did not have prior experience in connection with a Census and many did not have any prior experience working at a government job. Therefore, all personnel were required to attend and satisfactorily complete a training course. The training of supervisors, assistant supervisors, crew leaders, administrative clerks, payroll clerks, and tabulating clerks was performed largely by personnel from the Washington Office of the Bureau of the Census or other cooperating government agencies. The training of enumerators was given by crew leaders.

The training classes usually were limited to less than 20 persons and in the case of enumerators to less than 10 persons. Training guides and training aids were provided for training at all levels. In order to insure uniform training for all personnel and to apportion training in accordance with the various parts of the job, the persons who performed the training were required to use training guides. These training guides provided detailed time schedules for the training, an outline and in some cases the actual statement of the material to be presented to the trainees. In order to insure uniformity of training and to facilitate the adherence to time schedules, a considerable part of the crew leader and enumerator training was given by the use of recordings and film strips. The training program also included the use of exercises, practice work, and trainee participation in training class exercises. The training program for crew leaders and enumerators required not only the filling out of a training questionnaire but also some actual enumeration. In the case of the enumerators, the training periods were limited to 4 hours each day in order to facilitate learning and the retention of the learning.

#### A. OUTLINE OF TRAINING OF AGRICULTURE FIELD SUPERVISORS AND ASSISTANTS

##### Duration of training:

Four days—9 a. m. to 4 p. m. with 1 hour for lunch and two 15 minute rest periods

##### First day:

1. Description of his job (1 hour)
2. Technical training (4½ hours). (This consisted largely of a description of the job to be done, a description of the forms and questionnaires to be used by enumerators, an outline of the crew leader and enumerator training programs, methods used for determining how much enumerators were to be paid, etc.)

##### Second day:

1. Description of training program for subordinates (½ hour)
2. Description of crew leader responsibility (½ hour)
3. How to select and recruit personnel (4½ hours)

##### Third day:

1. Obtaining space, equipment, supplies and services (1 hour)
2. Preparing payrolls, etc. (¾ hour)
3. Conducting publicity in connection with the Census (½ hour)
4. Preparing of correspondence, etc. (¾ hour)
5. Confidential nature of Census data (¼ hour)
6. Supervisor's responsibilities for managing personnel (¾ hour)
7. Questions (1½ hours)

##### Fourth day:

1. Preparation of reports and use of controls (4¼ hours)
2. Questions regarding work; other duties (1¼ hours)

#### B. TRAINING OF CREW LEADERS

##### Duration of training:

Five days

##### First day:

1. Description of his job (1½ hours)
2. Participation in a training program that comprised the same training programs given enumerator
  - (a) How to use maps (¼ hour)
  - (b) Discussion of Agriculture Questionnaire A1 and form A2 (1¼ hours)
  - (c) Discussion of home training Agriculture Questionnaire (½ hour)
  - (d) How to enumerate (1 hour)
  - (e) Practice in enumeration in class room (2¼ hours)
  - (f) Assignment of enumeration district for enumerator and for practice training (½ hour)

##### Second day:

1. Eight hours of actual enumeration in an area nearby to training location, under the field supervision of instructor

##### Third day:

1. Discussion of problems encountered during actual enumeration (1¼ hours)
2. How to review each enumerator's work (1½ hours)

##### Fourth day:

1. Practice presentation as an instructor using materials to be used in training enumerators (3 hours)
2. Hours of work, pay rates and inquiries relating thereto (¼ hour)
3. Locating training space (¼ hour)
4. Selecting enumerators (1 hour)



Pers 165 Form B  
August 1954



### SELECTION AID FOR ENUMERATORS

U. S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

1954 CENSUS OF AGRICULTURE

This booklet contains three short tests, map reading, arithmetic problems, and following instructions. The questions need not be taken up in order. Answer first those that you can answer without any delay, then use the remainder of the time on the questions you have passed over. You should answer the questions even when you are not perfectly sure that your answers are correct. Try to complete all three tests in the time allowed.

Time allowed - 60 minutes

Name \_\_\_\_\_ Year of Birth \_\_\_\_\_  
District Office \_\_\_\_\_ Date \_\_\_\_\_

#### DO NOT WRITE IN THIS BLOCK

TEST 1 (Map) \_\_\_\_\_

TEST 2 (Arith. Prob.) \_\_\_\_\_

TEST 3 (Instructions) \_\_\_\_\_

● Not to be shown to unauthorized persons in or out of the Bureau of the Census.

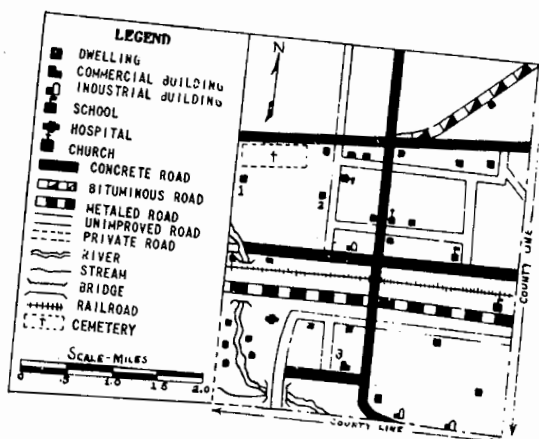
### TEST 1

MAP READING (All questions on this page refer to map on p. 3.)

- Place an "X" beside the dwelling nearest the east county line. (See legend for the symbol for "dwelling." Locate east county line on the map. Locate the dwelling symbol that is nearest to the east county line.) Ans. on map
  - Place an "X" beside the school nearest a metaled road. Ans. on map
  - How many dwellings are within one (1) mile of the south county line? (Count dwellings only—use map scale and a pencil or other straight edge to measure the distance.) Ans. \_\_\_\_\_
  - How many dwellings are located in the area west of the river and north of the railroad? Ans. \_\_\_\_\_
  - What is the straight-line distance (to the nearest whole mile) from the commercial building marked "3" to the railroad? (Use scale and pencil or other straight edge to measure distance.) (Ans. to nearest whole mile) \_\_\_\_\_
  - Traveling by road, how far is it (to the nearest whole mile) from the church to the hospital? (Ans. to nearest whole mile) \_\_\_\_\_
  - What is the straight-line distance (to the nearest whole mile) from the church to the southwest corner of the map? (Ans. to nearest whole mile) \_\_\_\_\_
- Indicate the following changes on the map by drawing in the appropriate symbol.
- Bituminous road from dwelling "1" to dwelling "2." (See legend for the symbol for a "Bituminous road." Draw that symbol in the location specified.) Ans. on map
  - a school 1.0 miles due north of the hospital. Ans. on map
  - an industrial building just across the road from and directly south of the commercial building which is marked "3." Ans. on map

- 2 -

### TEST 1—Continued



- 3 -

### TEST 2

#### ARITHMETIC

Use the "Conversion Table" to do the problems below.

#### Conversion Table

Alfalfa seed:	1 Bushel equals 60 pounds
Timothy seed:	1 Bushel equals 45 pounds
Apples:	1 Bushel equals 48 pounds
Apples:	1 Ton equals 41.67 bushels or 2,000 pounds
Cherries:	1 Quart equals 1 3/4 pounds

For example: Convert—

- 5 Bushels Alfalfa seed = 300 lbs. Since 1 bushel of alfalfa seed is equivalent to 60 lbs., then 5 bu. are equivalent to 5 x 6 or 300 lbs. The answer is 300, so 300 has been written in.
- 90 lbs. Timothy seed = 2 bu. Since 45 lbs. of Timothy seed are equivalent to 1 bu., then 90 lbs. are equivalent to  $\frac{90}{45}$  or 2 bu. The answer is 2 so 2 has been written in.

Do the problems below in a similar manner.

Space for Calculations

- 20 bushels Alfalfa seed = \_\_\_\_\_ lbs.
- 4 1/2 bushels Apples = \_\_\_\_\_ lbs.
- 120 pounds Apples = \_\_\_\_\_ lbs.
- 7 pounds Cherries = \_\_\_\_\_ qts.
- 3 1/3 bushels Timothy seed = \_\_\_\_\_ lbs.
- 200 Tons Apples = \_\_\_\_\_ bu.
- 90 pounds Alfalfa seed = \_\_\_\_\_ bu.
- 200 quarts Cherries = \_\_\_\_\_ lbs.
- A rancher reports his yield of apples for two orchards as follows:  
ORCHARD A = 1,440 pounds  
ORCHARD B = 40 bushels  
Compute his total crop for the two orchards in pounds and in bushels.  
\_\_\_\_\_ lbs. \_\_\_\_\_ bushels

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FIGURE 5.—Selection Aid for Enumerators (Pers. 165 Form B).

## METHODS AND PROCEDURES

## TEST 3

## FOLLOWING INSTRUCTIONS

On the basis of the information furnished, you are to complete the entries called for below.

For example—Given the following information—

On October 2, 1954, Mr. Jones will have been operating this farm for four years. He lives on this farm and was 56 years old on his last birthday.

Complete the following entries:

## RESIDENCE AND AGE OF PERSON IN CHARGE:

Do you live on this place? ☒ No ☒ Yes

How old were you on your last birthday? 56 (Years)

When did you begin to operate this place? 1950 (Month) (Year)

"YES" is checked since the information indicates that Mr. Jones is the person in charge and that he lives on the farm in question. His age on his last birthday is given as 56. He has been operating the farm for the past 4 years which means that he began to operate the farm in 1950. The month is not shown since the instruction states it is not necessary if the person began to operate the farm prior to 1952.

Complete the following entries in a similar way.

Mr. Jones has 3 horses, 2 colts, and 2 mules. One of his sons has a pony and in addition he boards 2 horses for friends.

Fill in the following:

Include all animals on this place owned by you and by others.

## MULES AND HORSES:

1. How many MULES, HORSES, COLTS, and PONIES are on this place? ☐ None

## OF THIS TOTAL—

2. (a) How many are MULES and MULE COLTS? ☐ None

3. (b) How many are HORSES and COLTS, including ponies? ☐ None

- 5 -

## TEST 3—Continued

Mr. Jones indicates that he owns 1 tract of 12 acres of cropland and 1 tract consisting of 8 acres of cropland, 2 acres of woodland and 2 acres of wasteland. He has also been using rent-free 6 acres of pastureland belonging to Mr. Smith.

Fill in the following:

## OWNED LAND:

4. How many acres of land do you OWN? ☐ None ☐ 1 to 14 acres ☐ 15 to 29 acres ☐ 30 to 49 acres ☐ 50 to 99 acres ☐ 100 or more acres

## LAND RENTED FROM OTHERS:

5. How many acres of land do you RENT FROM others, including any worked on shares? ☐ None ☐ 1 to 14 acres ☐ 15 to 29 acres ☐ 30 to 49 acres ☐ 50 to 99 acres ☐ 100 or more acres

During most of the week of Oct. 24-30 Mr. Jones was ill. He worked about 3 hours a day on Monday and Tuesday and an additional 4 hours over the week-end. One son worked full time and another son worked 4 hours a day for 4 days. Neither of them received any pay. His third son worked about 10 hours during the week for which he was paid \$12.00.

6. About how many hours the week of Oct. 24-30 did you (the person in charge of this place) do farm work or chores on this place? ☐ None ☐ 1 to 14 hours ☐ 15 to 29 hours ☐ 30 to 49 hours ☐ 50 to 99 hours ☐ 100 or more hours

7. How many OTHER MEMBERS OF YOUR FAMILY did 15 hours or more of farm work or chores on this place the week of Oct. 24-30 WITHOUT RECEIVING CASH WAGES? ☐ None ☐ 1 to 14 persons ☐ 15 to 29 persons ☐ 30 to 49 persons ☐ 50 to 99 persons ☐ 100 or more persons

8. How many HIRED PERSONS did any farm work or chores on this place the week of Oct. 24-30? ☐ None ☐ 1 to 14 persons ☐ 15 to 29 persons ☐ 30 to 49 persons ☐ 50 to 99 persons ☐ 100 or more persons

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## TEST 3—Continued

Mr. Jones harvested 525 bushels of Irish potatoes this year from 4 acres. He sold 500 bushels, and used the remainder on the farm. He also harvested 16 bushels of sweetpotatoes from a strip he estimates to be about 1/10 an acre. He used 5 bushels on the farm and sold the other 11 bushels.

Fill in the following:

9. Irish Potatoes for home use, or for sale? ☐ None ☐ 1 to 10 acres ☐ 11 to 20 acres ☐ 21 to 30 acres ☐ 31 to 40 acres ☐ 41 to 50 acres ☐ 51 to 60 acres ☐ 61 to 70 acres ☐ 71 to 80 acres ☐ 81 to 90 acres ☐ 91 to 100 acres

10. Sweetpotatoes for home use or for sale? ☐ None ☐ 1 to 10 acres ☐ 11 to 20 acres ☐ 21 to 30 acres ☐ 31 to 40 acres ☐ 41 to 50 acres ☐ 51 to 60 acres ☐ 61 to 70 acres ☐ 71 to 80 acres ☐ 81 to 90 acres ☐ 91 to 100 acres

This year Mr. Jones paid \$150 to have his wheat threshed, \$75 for tractor hire and \$15 for filling a silo. He pays a hired hand \$65 a month throughout the entire year. He also paid a day hand \$65 during the year for work on the farm. He estimates that his feed bill for his livestock so far this year \$200 and for his poultry, \$300. He expects to spend an additional \$250 for feed before the end of the year.

Fill in the following:

11. How much was or will be SPENT this year for—  
(a) MACHINE HIRE? ☐ None ☐ \$000 ☐ \$100 ☐ \$200 ☐ \$300 ☐ \$400 ☐ \$500 ☐ \$600 ☐ \$700 ☐ \$800 ☐ \$900 ☐ \$1000

12. (b) HIRED LABOR? ☐ None ☐ \$000 ☐ \$100 ☐ \$200 ☐ \$300 ☐ \$400 ☐ \$500 ☐ \$600 ☐ \$700 ☐ \$800 ☐ \$900 ☐ \$1000

13. (c) FEED for livestock and poultry? ☐ None ☐ \$000 ☐ \$100 ☐ \$200 ☐ \$300 ☐ \$400 ☐ \$500 ☐ \$600 ☐ \$700 ☐ \$800 ☐ \$900 ☐ \$1000

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## TEST 3—Continued

Mr. Jones estimates that he has purchased 4 tons of fertilizing material this year to be used on 20 acres. The material cost him an average of \$50 per ton. He used the fertilizer as follows:

1 ton on 7 acres of corn  
2 tons on 6 acres of potatoes  
1/2 ton on 3 acres of oats  
1/2 ton on 4 acres of hay

Fertilizer was not used on any other crops or acreage.

NOTE: Convert all fractions of tons to tenths, i.e., 1/10, 2/10, 3/10, etc.

Fill in the following:

14. How much COMMERCIAL FERTILIZER and FERTILIZING MATERIAL was purchased this year? ☐ None ☐ \$000 ☐ \$100 ☐ \$200 ☐ \$300 ☐ \$400 ☐ \$500 ☐ \$600 ☐ \$700 ☐ \$800 ☐ \$900 ☐ \$1000

On which crops was FERTILIZER USED this year? For each crop, answer these questions: (If none, check none.)

15. (a) Hay and cropland pasture? ☐ None ☐ 1 to 10 acres ☐ 11 to 20 acres ☐ 21 to 30 acres ☐ 31 to 40 acres ☐ 41 to 50 acres ☐ 51 to 60 acres ☐ 61 to 70 acres ☐ 71 to 80 acres ☐ 81 to 90 acres ☐ 91 to 100 acres

16. (b) Other pasture (not cropland)? ☐ None ☐ 1 to 10 acres ☐ 11 to 20 acres ☐ 21 to 30 acres ☐ 31 to 40 acres ☐ 41 to 50 acres ☐ 51 to 60 acres ☐ 61 to 70 acres ☐ 71 to 80 acres ☐ 81 to 90 acres ☐ 91 to 100 acres

17. (c) Corn? ☐ None ☐ 1 to 10 acres ☐ 11 to 20 acres ☐ 21 to 30 acres ☐ 31 to 40 acres ☐ 41 to 50 acres ☐ 51 to 60 acres ☐ 61 to 70 acres ☐ 71 to 80 acres ☐ 81 to 90 acres ☐ 91 to 100 acres

18. (d) Wheat? ☐ None ☐ 1 to 10 acres ☐ 11 to 20 acres ☐ 21 to 30 acres ☐ 31 to 40 acres ☐ 41 to 50 acres ☐ 51 to 60 acres ☐ 61 to 70 acres ☐ 71 to 80 acres ☐ 81 to 90 acres ☐ 91 to 100 acres

19. (e) Fruits, vegetables, and potatoes? ☐ None ☐ 1 to 10 acres ☐ 11 to 20 acres ☐ 21 to 30 acres ☐ 31 to 40 acres ☐ 41 to 50 acres ☐ 51 to 60 acres ☐ 61 to 70 acres ☐ 71 to 80 acres ☐ 81 to 90 acres ☐ 91 to 100 acres

20. (f) Other crops? ☐ None ☐ 1 to 10 acres ☐ 11 to 20 acres ☐ 21 to 30 acres ☐ 31 to 40 acres ☐ 41 to 50 acres ☐ 51 to 60 acres ☐ 61 to 70 acres ☐ 71 to 80 acres ☐ 81 to 90 acres ☐ 91 to 100 acres

- 8 -

U.S. GOVERNMENT PRINTING OFFICE: 1954 O-308570

FIGURE 5.—Selection Aid for Enumerators (Pers. 165 Form B)—Continued.

## Fourth day—Continued

5. Preparing for the checking of coverage (¼ hour)
6. Preparing for making assignments of enumerators to enumeration districts (¼ hour)
7. Training enumerators (½ hour)
8. Questions (¼ hour)

## Fifth day:

1. How to review enumerator's work (2 hours)
2. How to replace enumerators and make reassignments (¾ hour)
3. Completing the job (¾ hour)
4. Issuing materials and supplies to the crew leader for his area (1½ hours)

## C. TRAINING OF ENUMERATORS

## Duration of training:

A total of 12 hours on 4 different days

## First day:

1. Description of his job (1¼ hours)
2. How to use enumerator's map (Training given by presenting film strip and recording "Your Map is Your Guide") (¾ hour)
3. Explanation of Agriculture Questionnaire (A1) (1½ hours)
4. Review Agriculture Questionnaire filled out at home by each enumerator (½ hour)
5. Explanation of how to fill questionnaires (Instruction given by film strip and recording) (1 hour)

## Second day:

1. Instructions on how to fill questionnaires, continued (Instructions given by film strip and recording) (¾ hour)
2. Practice enumeration in class room. The enumerators acted as the enumerator and the crew leader as the respondent (3 hours).
3. Assignments of enumeration districts and distribution of supplies for enumeration on third day (¼ hour)

## Third day:

1. Actual enumeration in an assigned area

## Fourth day:

1. Discussion of problems encountered during enumeration on third day (1¼ hours)
2. Individual review of each enumerator's work (1½ hours)
3. Assignment of enumeration districts and delivery of work materials (1¼ hours)

**Office space, supplies, and equipment.**—It was necessary not only to obtain office space, but also equipment and supplies for the use of the large number of temporary personnel required for taking the Census. Office space was secured only for Field Processing Offices and Agriculture Field Offices. It was necessary for crew leaders and enumerators to use their own homes as their headquarters and offices.

In obtaining office space for Field Processing Offices and Agriculture Field Offices every effort was made to obtain free space. The first source explored was space in Federally owned or controlled buildings, such as Post Office buildings. Local governments and civic organizations were asked for free space in such public buildings as court houses, city halls, and schools. Free space was obtained for 82 of the 145 Field Processing and Agriculture Field Offices. The space used by Field Processing Offices averaged about 2,100 square feet per office. For the Agriculture Field Offices, about 975 square feet were used per office.

Several methods were used to obtain furniture, equipment, and supplies for the Field Processing and Agriculture Field Offices. Furniture was borrowed from Post Offices, other Government agencies, and local organizations. Much Government-owned used furniture was obtained free by transfer from regional governmental warehouses. When free furniture was not obtainable,

items of reconditioned furniture were procured from regional supply centers of Federal Supply Service.

Reconditioned adding machines and typewriters also were purchased from Federal Supply Service regional supply centers. Some reconditioned office machines from the Department of Commerce stock were shipped to field offices, and, upon completion of the enumeration, returned to Washington for use during the central processing operations. In other cases, adding machines and typewriters were rented locally by the Field Processing and Agriculture Field Office Supervisors.

Record players and film projectors were required for training crew leaders and enumerators. This equipment was supplied from stocks returned from the 1950 Census and was shipped to the Agriculture Field Offices for distribution to the crew leaders. Two training records and film strips were prepared for training crew leaders and enumerators. One, "Your Map is Your Guide", with a running time of 12 minutes, explained and illustrated how to use the maps provided for each enumeration district. The other, "Enumeration Instructions," with a running time of 54 minutes, was shown to the enumerators in two separate sessions; Part 1, in the last period of the first day's training session; and Parts 2, 3, and 4 at the beginning of the second day's training session. This film strip explained and illustrated the use of the various enumeration forms and how to conduct an interview by the device of having the training class accompany an enumerator from his breakfast table at home until the end of his first interview.

Paper, pencils, paper clips, and other standard office supplies were purchased from Federal Supply Service. These supplies were purchased and distributed by two different methods. Under the first method, the anticipated needs of each field office, conservatively estimated, were reported to regional supply centers of the Federal Supply Service, where packages containing the requested supplies were prepared for each field office to open in their regions. When the field office was ready to open, the supply centers shipped the supplies and usually, these supplies arrived the day the field office opened. Under the second method, the supplies were purchased in bulk for delivery in Washington. These bulk supplies supplemented the "packaged" supplies delivered direct, and were shipped to field offices as required.

Most of the supplies used by the enumerator, including the questionnaires, were assembled in Washington and placed in each enumeration district portfolio. A reserve supply of enumeration forms was sent to each Agriculture Field Office and to each crew leader.

**Packaging and distributing enumerator's supplies.**—Most of the supplies used by the enumerators, including the questionnaires, were assembled in Washington and placed in the enumerator's portfolio.

A separate portfolio (see fig. 6) was prepared for each enumeration district. The portfolio was made of two pieces of heavy cardboard, 13 inches wide and 20 inches long, attached together by a canvas hinge to form a folder. An open-topped, accordion-pleated heavy paper envelope was fastened inside the cardboard folder, with the opening in the envelope next to the canvas hinge. Thus the top piece of cardboard, when folded over, formed a full-length flap to help hold the contents securely. An elastic cord, attached to the back piece of cardboard, could be stretched around the portfolio to hold it closed.

The exact contents of the portfolio varied according to the location and expected number of farms in the enumeration district. In general, supplies of the following items were included:

- Enumeration district map
- Enumerator's Record Book
- Agriculture Questionnaires
- Enumerator's Daily Report (preaddressed post card form)
- Specified Farm Coverage Cards (if required)
- Writing board and clip
- Blank envelopes

## METHODS AND PROCEDURES

<div style="float: right; font-size: small;">U. S. DEPARTMENT OF AGRICULTURE BUREAU OF THE CENSUS</div> <h1 style="margin: 0;">UNITED STATES CENSUS OF AGRICULTURE 1954</h1>	
STATE _____	Procedure Code _____
COUNTY _____	B. D. No. _____
ENUMERATOR _____	

CREW LEADER _____	<div style="float: right; font-size: small;">U. S. DEPARTMENT OF AGRICULTURE BUREAU OF THE CENSUS</div> <div style="clear: both;"></div>
<div style="float: right; font-size: small;">U. S. DEPARTMENT OF AGRICULTURE BUREAU OF THE CENSUS</div> <div style="clear: both;"></div>	<div style="float: right; font-size: small;">U. S. DEPARTMENT OF AGRICULTURE BUREAU OF THE CENSUS</div> <div style="clear: both;"></div>

**NOTICE TO FINDER:** This Portfolio is the property of the United States Government. If lost or stolen, finder please notify the Enumerator or Crew Leader nearest where by mail or telephone collect. If you are unable to contact the Enumerator or Crew Leader, please mail this portfolio to the address shown below. Postage of return is not required.

**FROM:** (Finder's name and address) \_\_\_\_\_

**POSTAGE DUE** \_\_\_\_\_ **CENTS**

**TO BE COLLECTED OR DELIVERED TO ADDRESSEE BY AUTHORITY OF THE THIRD ASSISTANT POSTMASTER GENERAL**

**TO: BUREAU OF THE CENSUS**  
**Washington 25, D. C.**

FIGURE 6.—The portfolio.

Forty-two thousand enumerator's portfolios required for the Census were assembled and packaged in Washington. The forms and supplies were inserted in the portfolios at successive stations along a waist-high rack composed largely of roller wheels. Bulk supplies of a given kind were brought to each station on "skids" by hydraulic-lift trucks. As the portfolios moved from one end of the rack to the other, the required number of each type of supply was inserted. Forms required in small numbers were counted. The number of forms, such as the Agriculture Questionnaire, required in large numbers for each enumeration district, was determined by use of a measuring "spoon".

The filled portfolios were labeled for specific enumeration districts, packed by crew leader districts into wooden or cardboard boxes, and shipped to the Agriculture Field Offices. The portfolios for enumeration districts in each area were given to the respective crew leader on the last day of his training. He took these in his automobile and distributed them to enumerators on the last day of enumerator training. The wooden boxes were stacked and used as shelves in the Agriculture Field Offices. After enumeration had been completed, the portfolios were packed in the same wooden boxes for shipment to the Central Operation Offices.

**Distribution of Agriculture Questionnaires by mail.**—Approximately 7,900,000 copies of the Agriculture Questionnaire were distributed by mail to boxholders on the rural routes in all States except Alabama, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, and 53 of 75 counties in Arkansas. These ques-

tionnaires, mailed about 2 weeks before the enumeration began, were accompanied by a letter asking the farm operator to examine the questionnaire and to answer the questions prior to the visit of the enumerator. (See fig. 7 for copy of letter.) When the enumerator made his visit he was instructed to ask for the questionnaire, check it, and obtain whatever information was needed to complete it. This procedure enabled the farmer to know in advance what information was required and provided some leeway of time within which he could supply the answers at his own convenience. This procedure was of particular importance to those farmers who preferred to supply the information on the basis of their records. Expected results were that the quality of the information would be improved and the work of the enumerator expedited. Records show that in the area in which the Agriculture Questionnaire was distributed by mail, the enumerator obtained and used the mailed questionnaire in 43 percent of the cases and that the questionnaire had been filled out completely by 23 percent of the farm operators in the area.

The questionnaires for distribution by mail were printed in Chicago, Ill. Consequently, arrangements were made for distribution from Chicago to the local post offices in all parts of the country. A crew of about 25 temporary employees was recruited to pack the questionnaires into bundles of 50, and to tie, label, and sack them for delivery to approximately 34,000 post offices. This operation was performed from September 2 to November 2, 1954 and required 3,851 hours of work by clerical and supervisory personnel.

## ENUMERATION PROCEDURES

The enumerator was assigned a specified area or an enumeration district for which he was to perform the enumeration. For this area he was furnished a map.

Enumerator maps were used to insure the completeness of the work of the enumerator. Thus, enumerators were usually required to visit and to make a record of all dwellings indicated on the map. However, in order to keep the cost of the Census within reasonable limits and to make the enumerator's job appear reasonable to him, exceptions were made to this requirement. In the 11,127 enumeration districts comprising incorporated places and urban areas, the enumerator was provided with a list of the names, addresses, and description in terms of acreage and kind of farm for all farms included in the 1950 Census of Agriculture. For these enumeration districts the enumerator was required to visit and locate only the farms listed for the 1950 Census and any other places which, on the basis of information he obtained, were likely to be engaged in farm production. Also in 14,798 enumeration districts in rural areas, the enumerator was permitted, with the approval of his crew leader to omit the listing and mapping of dwellings in built-up areas containing 50 or more dwellings. The crew leader was to indicate on the enumerator's map the part of the enumeration district in which the enumerator was to begin his work. The instructions to the enumerator outlined a systematic method for the enumerator to follow in making his visits in order to insure

the complete coverage of all parts of the enumeration district.

The enumerator was required to list each dwelling and place in his enumeration district on Form A2 (see fig. 9) and to enter answers, as required, for columns 1 to 16. The answers to the questions in columns 3 to 13 of Form A2 provided the basis for the enumerator to determine when he was to fill an Agriculture Questionnaire (Form A1), and a Landlord-Tenant Questionnaire (Form A3). (See fig. 10. This questionnaire was used in approximately 900 counties in the southern part of the United States where a considerable proportion of the farms were operated by croppers and share-tenants.) Form A2 was also used to designate a sample of places for which additional information was to be obtained and to record notes about places to which another visit would be required. Form A2 was used to designate a sample of places through the use of shaded squares that appeared on every fifth line. Enumerators were required to indicate by means of placing an "X" in a square, the size group in terms of acreage of the place for which the Agriculture Questionnaire was filled. If the size group was indicated in a shaded square, then the enumerator was required to obtain additional information on the Agriculture Questionnaire for the place listed on that line. Columns 16 and 17 of the Form A2 were used as a record to indicate when the enumeration for the line had been completed as well as when another visit would be needed to complete the enumeration.

## METHODS AND PROCEDURES

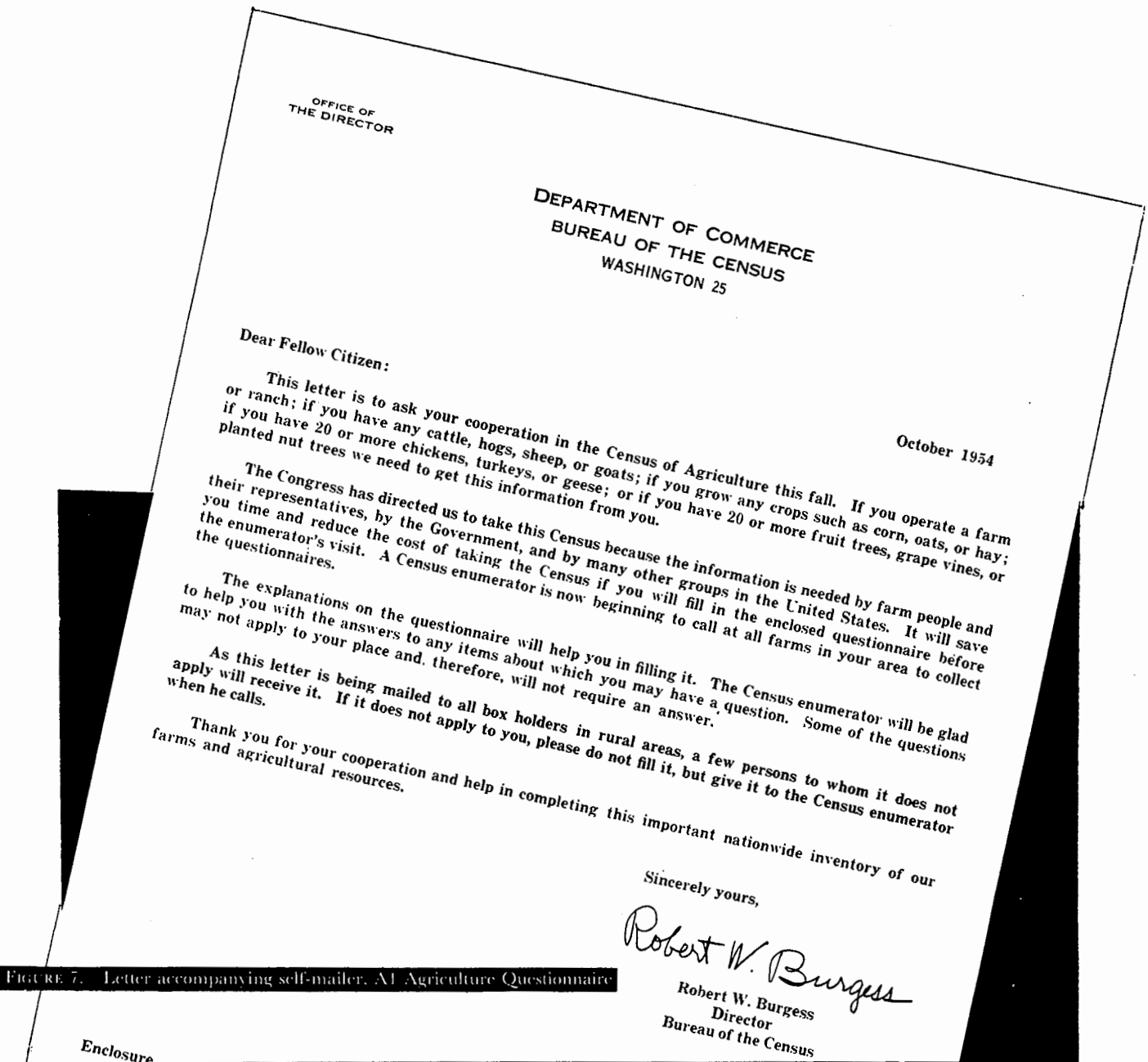


FIGURE 7. Letter accompanying self-mailer, AI Agriculture Questionnaire

U. S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
WASHINGTON 25, D. C.  
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

**RURAL-, STAR-ROUTE OR POST-OFFICE  
BOX HOLDER  
LOCAL**

FIGURE 8. Address label, self-mailer, AI Agriculture Questionnaire.

A2		PART I.—AGRICULTURAL OPERATIONS (If "Yes" for any columns 3 to 8, skip to col. 9. If "No" for all columns 3 to 8, fill 12 and 15.)										Part II.—SOURCE OF INFORMATION, ETC.—Continued										Date completed (Enter date only after you have answered all questions and have completed an A1 if required.)		Callback information and remarks		Line number												
Line number	Name of road, etc.	A. WHEN SOMEONE LIVES ON THE LAND IN THIS ED: Enter name of head of household, or (b) If no one rents the land or uses the land for livestock, enter the name of the owner of the land		B. WHEN NO ONE LIVES ON THE LAND IN THIS ED: (a) Enter name of person who rents land, grows crops on shares, or uses land for livestock, or (b) If no one rents the land or uses the land for livestock, enter the name of the owner of the land										PART I.—AGRICULTURAL OPERATIONS (If "Yes" for any columns 3 to 8, skip to col. 9. If "No" for all columns 3 to 8, fill 12 and 15.)										Part II.—SOURCE OF INFORMATION, ETC.—Continued										Date completed (Enter date only after you have answered all questions and have completed an A1 if required.)		Callback information and remarks		Line number
(1)	(2)	(3)		(4)		(5)		(6)		(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)					(15)	(16)	(17)							
		No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	Under 30 acres	30 to 99 acres	100 to 299 acres	300 to 999 acres	1,000 acres & over										
281																							No	Yes								321						
282																																	322					
283																																	323					
284																																	324					
285																							No	Yes	Under 30	30-99	100-299	300-999	1,000 & over				325					
286																																	326					
287																																	327					
288																																	328					
289																																	329					
290																							No	Yes	Under 30	30-99	100-299	300-999	1,000 & over				330					
291																																	331					
292																																	332					
293																																	333					
294																																	334					
295																							No	Yes	Under 30	30-99	100-299	300-999	1,000 & over				335					
296																																	336					
297																																	337					
298																																	338					
299																																	339					
300																																	340					

FIGURE 9.—A2 listing form.

Form  
**A3**

No. \_\_\_\_\_

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

**LANDLORD-TENANT QUESTIONNAIRE**

Census of  
Agriculture **1954**

Section II.—ASK LANDLORD THESE QUESTIONS ABOUT ALL TENANTS

What are the names of all your tenants, including cash renters and those working for a share of the crop? (List the name of each whether or not he or she is in your E.D. Do not list the names of wage hands who do not receive a share of the crop, or persons who rent a house only)

What is the total acreage assigned to him? (Include all land—cropland, pastureland, woodland, house lot, garden, etc.)

What does he pay as rent? (Check each box which is applicable)

Do you get all for him?

If "No" in Col. 4 in what township (or district, ward, or beat), should he be enumerated? (If in another county give name of county)

If "Yes" in Col. 4 enter the line number of the A2.

REMARKS

FOR WHOM SHOULD THIS QUESTIONNAIRE BE FILLED?

(1) For every person who operates a farm himself either alone or with the help of his family or wage hands, and also rents farmland to others or has land worked on shares by others, OR

(2) For every person who does not operate a farm himself, but rents farmland to two or more persons or has farmland worked on shares by two or more persons.

Section III.—TO BE FILLED BY ENUMERATOR

WHOM TO INTERVIEW

You should interview the landlord (person named in question 1) to fill this Landlord-Tenant Questionnaire.

If possible, this questionnaire should be completed before filling the individual Agriculture Questionnaires which are required for each part of this over-all operation.

Section I.—PERSON NOW IN CHARGE AND ACREAGE UNDER HIS CONTROL

1. What is your name? (Last) (First) (Middle) (Last)

2. What is your address? (Street or street No.) (Post Office) (State)

3. Race? (Check one) ☐ White ☐ Negro ☐ Other; What race?

4. Do you operate this land as a hired manager? ☐ No ☐ Yes

If "Yes"—All following questions should be answered for the employer and refer only to the over-all operation which the hired manager manages.

Name of employer \_\_\_\_\_

Address of employer (Street or street No.) (Post Office) (State) \_\_\_\_\_

OWNED LAND:

5. How many acres of land do you OWN? ☐ None (Whole acre)

(If you own more than one tract of land, INCLUDE ALL LAND OWNED. Include not only cropland but also pastureland, woodland, wasteland, etc.)

If no land is owned, check the square for "None."

LAND RENTED FROM OTHERS:

6. How many acres of land do you RENT FROM others, including any worked on shares? ☐ None (Whole acre)

(Include any separate fields, meadows, pastureland, woodland, wasteland, etc.)

If "None," check the square.

7. Adding acres owned and acres rented, we get \_\_\_\_\_ (Acre)

(This is the land for which we want a report in Section II.)

Section IV.—ASK LANDLORD THESE QUESTIONS ABOUT THOSE TENANTS WHO PAY (OR RECEIVE) A SHARE OF THE CROPS

How much of the work-stock or tractor power do you furnish as your share assigned to him?

How many HORSES and MULES owned by you are kept on the land assigned to him?

Does he farm any land other than yours?

From how many acres of the land assigned to him (Col. 2) were crops harvested (including hay cut) this year?

How much COTTON was or will be harvested this year on this land (Col. 2)?

How much TOBACCO or RICE was or will be harvested this year on this land (Col. 2)? (Underline which)

How many PEANUTS were or will be harvested for picking or shelling this year on this land (Col. 2)?

How much CORN was or will be harvested for grain this year on this land (Col. 2)? (If lb., ear corn or 56 lb. shelled = 1 bu.)

Section I.—PERSON NOW IN CHARGE AND ACREAGE UNDER HIS CONTROL

1. What is your name? (Last) (First) (Middle) (Last)

2. What is your address? (Street or street No.) (Post Office) (State)

3. Race? (Check one) ☐ White ☐ Negro ☐ Other; What race?

4. Do you operate this land as a hired manager? ☐ No ☐ Yes

If "Yes"—All following questions should be answered for the employer and refer only to the over-all operation which the hired manager manages.

Name of employer \_\_\_\_\_

Address of employer (Street or street No.) (Post Office) (State) \_\_\_\_\_

OWNED LAND:

5. How many acres of land do you OWN? ☐ None (Whole acre)

(If you own more than one tract of land, INCLUDE ALL LAND OWNED. Include not only cropland but also pastureland, woodland, wasteland, etc.)

If no land is owned, check the square for "None."

LAND RENTED FROM OTHERS:

6. How many acres of land do you RENT FROM others, including any worked on shares? ☐ None (Whole acre)

(Include any separate fields, meadows, pastureland, woodland, wasteland, etc.)

If "None," check the square.

7. Adding acres owned and acres rented, we get \_\_\_\_\_ (Acre)

(This is the land for which we want a report in Section II.)

Section IV.—ASK LANDLORD THESE QUESTIONS ABOUT THOSE TENANTS WHO PAY (OR RECEIVE) A SHARE OF THE CROPS

How much of the work-stock or tractor power do you furnish as your share assigned to him?

How many HORSES and MULES owned by you are kept on the land assigned to him?

Does he farm any land other than yours?

From how many acres of the land assigned to him (Col. 2) were crops harvested (including hay cut) this year?

How much COTTON was or will be harvested this year on this land (Col. 2)?

How much TOBACCO or RICE was or will be harvested this year on this land (Col. 2)? (Underline which)

How many PEANUTS were or will be harvested for picking or shelling this year on this land (Col. 2)?

How much CORN was or will be harvested for grain this year on this land (Col. 2)? (If lb., ear corn or 56 lb. shelled = 1 bu.)

ENUMERATOR'S RECORD

State \_\_\_\_\_ E. D. No. \_\_\_\_\_

County \_\_\_\_\_

Who furnished the information given in this report? \_\_\_\_\_

Certified by \_\_\_\_\_ (Enumerator) Date \_\_\_\_\_ (Month) (Day) 1954

Checked by \_\_\_\_\_ (Crew Leader) Date \_\_\_\_\_ (Month) (Day) 1954

If there are more than 10 names, use additional sheets. Identify each sheet in this manner: Sheet 1 of 4, sheet 2 of 4, etc.

Sheet \_\_\_\_\_ of \_\_\_\_\_

A. Add the reports for each of the tenants listed above. (Place the totals on this line.)

B. Obtain totals for that portion of the operation not shared in by tenants (Home Farm). The entry for horses and mules should be for those kept on the Home Farm. Place the totals on this line.

C. Add lines A+B. The total for col. 2 should equal item 7. Read the totals in columns 9 through 18 to the landlord and ask if you have the correct information for the land from which he gets either a share or all of the crops.

FIGURE 10.—A3 Landlord-Tenant Questionnaire.







# THE ENUMERATION

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Form FA-100 (7-1-54)		U. S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		State <b>KANSAS</b>	
1954 CENSUS OF AGRICULTURE				County <b>MASON</b>	
				E.D. No. <b>22-3</b>	Sheet <b>2</b> of <b>3</b> Sheets
MAP FOR CHECKING ENUMERATION OF FARMS IN SPECIFIED TOWNSHIP AND RANGE SURVEY AREAS.				Enumerator <b>ALFRED L. PATTON</b>	

TOWNSHIP 2 N RANGE 3 W

67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51	50
68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52	51
69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53	52
70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54	53
71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55	54
72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56	55
73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57	56
74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58	57
75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59	58
76	75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60	59
77	76	75	74	73	72	71	70	69	68	67	66	65	64	63	62	61	60
78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	63	62	61
79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	63	62
80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64	63
81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65	64
82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66	65
83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67	66
84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	67
85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68
86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70	69
87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71	70
88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72	71
89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73	72
90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74	73
91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75	74
92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76	75
93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77	76
94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78	77
95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79	78
96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80	79
97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81	80
98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82	81
99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83	82

Remarks *Lines 8, 38, 53, 79, 80, 97 + 98 have land in adjoining townships*

Comm-DC 27517

FIGURE 13.—Map for checking enumeration of farms in specified township and range survey areas (Form FA-100).

In order to facilitate his work or provide records needed for control and payment for work, the enumerator was required to keep five other records. All except one of these were bound together with Form A2, to form a single booklet, called the Enumerator's Record Book. The records and the purpose of each were as follows:

**Record of Work and Travel (Form FA-3).**—This record provides a detailed record of the enumerator's travel, hours of work, and amount of work accomplished each day. The summary in part B of this record, was used for the calculation of the payment due the enumerator for his work in a completed enumeration district. (An illustrative copy of Form FA-3 appears in fig. 14.) This record also provided the information the enumerator needed for filling out his daily report of work. (See Form FA-7 in fig. 15.)

**Enumerator's Daily Report (Form FA-7.** See fig. 15).—This form was a preaddressed post card to the Agriculture Field Supervisor. The information needed for filling out this report was obtained from the Record of Work and Travel (Form FA-3). The enumerator was instructed to mail this report each day. This report served as a basis for indicating the amount of work performed each day and for measuring the progress of the enumeration.

**Record of Telephone and Other Costs (Form FA-4.** See fig. 16).—This record was maintained by the enumerator for the purpose of providing a basis for the payment of charges paid for telephone calls, etc.

**Record of A2 Listings Requiring Crew Leader Action (Form FA-5.** See fig. 17).—This form was used to list the names and addresses for operators living more than 15 miles outside the enumeration district, operators who refused to give the necessary information, and operators of places for which the enumerator was unable to obtain the required information. The purpose of this form was to secure a record for the crew leader of cases where the crew leader was required to take additional action in order to complete the enumeration.

**Enumerator's Callback Record (Form FA-6.** See fig. 18).—This record provided a summary, at a convenient place, of the places for which the enumerator was required to make other visits in order to complete his work.

**Supervision of the enumerator and checking of his work.**—The actual supervision of the enumerator by the crew leader began during the training period. The enumeration work performed by the enumerator during the training period was reviewed during the last day of the enumerator's training. After the completion of the training, crew leaders were required to devote full time during the enumeration period to visiting the enumerator while he was working in his enumeration district. The first of these visits was to be made, if possible, during the first few days of his work. The least capable enumerators were to be visited first. The duration of the crew leader's first visit was to be at least 3 hours and that of subsequent visits 1 to 2 hours. On the last visit the crew leader checked the work for the enumeration district completed by the enumerator and if the work was acceptable, took the materials for the completed enumeration district with him. Records indicate that the average number of visits by crew leaders to enumerators was 4.1. The kind and amount of review of the enumerator's work at each visit of the crew leader were outlined by the crew leader's instructions. At the first visit, the crew leader was instructed to observe at least one interview by the enumerator when he was filling out an Agriculture Questionnaire, and to help and to suggest improvements in interviewing. The crew leader was also required to review all the questionnaires and forms filled by the enumerator during his first day's work and

to check the enumerator's map to see that it was being used properly.

The review of questionnaires and forms involved the checking of Form A2 to see that entries were being made properly; that the indication of lines comprising the sample was being accurately made; the checking of Agriculture Questionnaires to determine that all entries were legible, that all required questions had been answered, and that Sections VIII through XII had been filled where required; and the comparison of entries for items that could be checked with the entries for other items on the questionnaire. The crew leader made a record of his checking on Form FA-18 (see fig. 19) and indicated on Form FA-17 (see fig. 20) the items which he thought would need checking on his subsequent visits. If the crew leader found the enumerator's work satisfactory, he was instructed to review every tenth Agriculture Questionnaire filled after his first visit. The crew leader was required to sign each Agriculture Questionnaire that he checked. In his review of materials for completed enumeration districts, the crew leader was instructed to make a complete review of the Enumerator's maps to see that the entire enumeration district had been covered, the Form FA-2 and the Agriculture Questionnaire had been completed satisfactorily, all specified farms had been accounted for, all callbacks had been made, and that the Forms FA-3 and 4 had been filled out accurately. The crew leader checked and completed the filling of part B of Form FA-3, so that the information in this part could be used as a basis for paying the enumerator for his work.

A review and summary of each enumerator's work was made in the Field Processing Office before the payment to the enumerator for his work was approved. This review and summary was made primarily by tabulating clerks. When work for an enumeration district was completed and approved by the crew leader, the completed work was mailed by the crew leader to the Field Processing Office. The crew leader was provided with cardboard boxes for mailing each enumerator's portfolio.

The first checking of the enumerator's work in the Field Processing Office consisted of the verification of the amount of work completed, miles traveled, hours worked, etc., in order to provide data for preparing the enumerator's payroll.

The work submitted for the first 3 enumeration districts by the crew leader was given a detailed intensive review in order to insure that the crew leader was making an adequate review of each enumerator's completed work. This review consisted of the checking to see that (1) each farm listed on the list of specified farms had been enumerated or satisfactorily accounted for, (2) an Agriculture Questionnaire had been obtained for each place for which the entries on Form A2 indicated that an Agriculture Questionnaire was required, (3) the designation of places in the sample had been performed accurately, (4) Section VIII-XII of the Agriculture Questionnaire had been filled completely, (5) the A2 line number had been entered for each place on the enumerator's map, and that all callbacks listed in Form FA-6 had been completed or a satisfactory explanation given. The results of this intensive review were recorded in Section II of Form FA-91 (see fig. 21).

For all enumeration districts except the first 3 received from the crew leaders, a review was made to determine (1) how many Agriculture Questionnaires were missing, (2) that the enumerator's section below Section VIII of the Agriculture Questionnaire had been properly filled, and (3) that the enumerator's map and other forms were present. If Agriculture Questionnaires were missing, form letters were mailed to the farm operators requesting that a report be submitted. A summary of the results of this review was recorded in Sections 3 and 4 of Form FA-91.

Form FA-3 U. S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

RECORD OF PRODUCTION AND TRAVEL

State Kansas  
County Adcock  
ED Number 21-7

Part A—DAILY RECORD

Enter speedometer mileage at start of work day.

Date (1)	Speedometer readings		Miles driven		Agriculture ques. obtained (Form A1)		Hours worked at piece rates		Hours worked at hourly rate	
	Start of official travel (2)	Ending of official travel (3)	Today (4)	To date (5)	Today (6)	To date (7)	Today (8)	To date (9)	Today (10)	To date (11)
11-9-54	32,110	32,131	21	21	12	12	9	9		
11-10-54	32,166	32,190	24	45	13	25	10	19		
11-12-54	32,233	32,249	16	61	14	39	9 1/4	28 1/4		
11-13-54	32,270	32,282	22	83	10	49	6	34 1/4		
	32,293	32,303								
11-15-54	32,313	32,329	16	99	12	61	19	43 1/4		
11-16-54	32,360	32,372	12	111	11	72	8 3/4	52		
11-17-54	32,375	32,386	11	122	12	84	10	62		
11-18-54	32,390	32,400	10	132	10	94	8	70		
11-19-54	32,416	32,430	14	146	12		10			
11-20-54	32,435	32,442	15	161			9			
	32,450	32,458								
11-22-54	32,508	32,51								
11-23-54	32,520	32,52								
11-24-54										

Only one entry of miles driven to-day for each date.

Enter hours worked to nearest 1/4 hour.

Note: Enter last entries in columns (5), (7), (9), and (11) on first line on next page.

FIGURE 14.—Record of production and travel (Form FA-3).

U. S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
WASHINGTON 25, D. C.

OFFICIAL BUSINESS

CENSUS OF AGRICULTURE

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$300  
(GPO)

DATE 11-12-54 CREW LEADER'S NAME Laurence L. Miller E. D. NO. 21-7

COUNTY Adcock STATE Kansas

Instructions: Complete and mail to your Field Office at close of each workday.

Transfer these entries from FA-3.

OPERATIONS	TODAY	TOTAL INCLUDING TODAY
A. Agriculture Questionnaires Filled (A1)	14	39
B. Hours Worked at Piece Rates	9 1/4	28 1/4
C. Hours Worked at Hourly Rate		
D. Miles Driven	16	61
E. Total Lines Filled on Form A2		81
F. Callbacks Pending		3

Is This E. D. Now Complete?

☒ No  
☐ Except for Callbacks  
☐ Yes

David A. Barton  
(Enumerator's Signature)

Form FA-7 Enumerator's Daily Report  
GPO 202705-h

FIGURE 15.—Enumerator's daily report (Form FA-7).

Do Not Remove This Form From Book

FIGURE 14.—Record of production and travel (Form FA-3)—Continued.





Do Not Remove This Form From This Listing Book

Figure 16.—Record of telephone calls and road, bridge, and ferry tolls (Form FA-4)—Continued.



Form FA-5		U. S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		State <i>Kansas</i>
ENUMERATOR'S RECORD OF A2 LISTINGS REQUIRING CREW LEADER ACTION				County <i>Adcock</i>
				ED Number <i>21-7</i>
<p>List at the end of each day any A2 Listings with "No" in Column 3 and "No" or "Don't know" in Column 10 or where the person lives more than 15 miles outside your ED. (Where the person lives less than 15 miles outside your ED, you will visit the person to obtain the necessary information and to complete the A1 if an A1 is required. Also list any incomplete callbacks within your ED for which you have made repeated calls (personal or telephone) but have failed to locate a responsible person who could give sufficient information to complete the A1 questionnaire. Also list any refusals. Discuss this listing with your Crew Leader each time he visits you.</p>				
Date (1)	A2 line No. (2)	Name and mailing address of operator or owner (3)	Reason not completed (4)	Crew Leader's action and date (5)
11-9	3	<i>Marvin L. Williams Route 28, Box 625 Dixon, Kansas</i>	<i>Operator lives about 25 miles outside my E. D.</i>	<i>11-10 Will check with enumer- ator in ED 21-8. L8M</i>
11-12	35	<i>Eli W. Stone Route 7, Box 581 Inez, Kansas</i>	<i>Owner refused to give any information.</i>	<i>11-13 Will visit myself. L8M</i>
11-13	48	<i>Arthur L. Jones 17 Edmon St. Kansas City, Kansas</i>	<i>Lives outside my E. D.</i>	<i>11-18 Outside my District. Will complete F.A. 21. L8M</i>
11-19	11	<i>William E. Murray Inez, Kansas</i>	<i>Have made repeat- ed calls but haven't been able to locate person who can give information.</i>	<i>11-20 Will assign to Jones L8M</i>
<div style="border: 1px solid black; padding: 5px; width: fit-content;">             Enumerator fills columns (1), (2), (3) and (4).           </div>			<div style="border: 1px solid black; padding: 5px; width: fit-content;">             Crew Leader enters action he is going to take and date of his discussion.           </div>	

FIGURE 17.—Enumerator's record A2 listings requiring crew leader action (Form FA-5).

FIGURE 18.—Enumerator's callback record (Form FA-6).

Enter number of interviews observed and number of AI's reviewed.

FA-18

U. S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

**CREW LEADER'S  
DAILY ACTIVITY REPORT**

A. CREW LEADER  
**LAWRENCE S. MILLER**

A report of your daily activities must be completed and forwarded to your Agriculture field office each day. List each enumerator visited in column 1. Enter the ED number in column 2; enter number of interviews observed in column 3; enter number of AI's reviewed in column 4. Review the enumerator's work for each item listed in columns 5-12; determine whether or not his work is satisfactory. Enter estimated completion date in item 13.

B. DATE  
**NOV. 6, 1954**

	NAME OF ENUMERATOR VISITED (1)	ED NO. (2)	NUMBER INTERVIEWS OBSERVED (3)	NUMBER OF AI'S REVIEWED (4)	FOR EACH ITEM LISTED BELOW ENTER "YES" IF ENUMERATOR'S WORK IS SATISFACTORY. ENTER "NO" IF UNSATISFACTORY AND EXPLAIN IN ITEM 14 (AND ON FORM FA-17) THE CORRECTIVE ACTION TAKEN AND THE ADDITIONAL INSTRUCTIONS GIVEN TO THE ENUMERATOR.								EST. DATE OF COMPLETION (13)
					A2 LISTINGS (5)	COLUMN 14 ON A2 (6)	AI'S REVIEWED (7)	USE OF MAPS AND PLOTTING A2 LINE NUMBERS (8)	ADMIN. RECORDS FA-2 TO FA-4 (9)	PRODUCTION RATE (10)	MILEAGE (11)	OTHER (SPECIFY) (12)	
1.	CHARLES C. OLIVER	22-2	2	3	YES	NO	YES	NO	NO	YES	YES		11-30
2.	WILLIAM H. HOWE	21-1	2	6	NO	YES	YES	NO	YES	YES	NO		11-26
3.													
4.													
5.													

14. EXPLANATION OF "NO" ENTRIES IN COLUMNS 5 TO 12

1. 6 - didn't understand meaning of shaded squares, reviewed all work & 8 - didn't understand how to 9 - reviewed & corrected made corrections. Enum. will return & pick up info. for Sects. VIII - XIII. plot A2 numbers on map. entries on FA-3.

2. 8 - didn't understand how to 5 - Missed listing. Instructed Enum. He will 11 - Mileage per AI seems to be excessive. Discovered more economical method of coverage. plot A2 numbers on map. list and enumerate place he missed.

15. DESCRIBE BRIEFLY OTHER WORK PERFORMED TODAY (AND REPORT ANY NEW ASSIGNMENTS OR REASSIGNMENTS GIVING ENUMERATOR'S NAME, ED NO. AND RATE AT WHICH ASSIGNMENT IS MADE)

16. MILES DRIVEN

TODAY 43

TO DATE 584

17. ED'S TRANSMITTED TO PROCESSING OFFICE TODAY

ED NO.	ED NO.	ED NO.

*Lawrence S. Miller*

(CREW LEADER'S SIGNATURE)

For Cols. 5-12, enter "Yes" if work is satisfactory; "No" if work is unsatisfactory. If unsatisfactory, explain in Item 14 and on FA-17.

Enter estimated date of ED completion.

Enter ED's transmitted to processing office today.

Enter mileage today and mileage to date.

THE ENUMERATION

FIGURE 19.—Crew leader's daily activity report (Form FA-18).

## METHODS AND PROCEDURES

FA-17

U. S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

RECORD OF ENUMERATOR

1. ENUMERATOR  
CHARLES C. OLIVER

2. ADDRESS  
303 E. HIGH ST.  
LIBERTYVILLE, KANSAS

3. PHONE NO. 54 LIBERTYVILLE

4. TRAINING  
(A) ☒ OATH OF OFFICE COMPLETED  
(B) ☒ RANK 15

5. COLOR OF AUTOMOBILE  
DK. GREEN CHEV.

6. LICENSE NO. 6306

7. ED'S ASSIGNED  
ED NO 22-2

8. PIECE OR HOURLY RATE  
RATE 50¢, 70¢

Enter an "X" in (A) if Enumerator's Oath of Office is completed and an "X" in (B) if You have entered Enumerator's training class rank in the space provided.

Enter ED assignment and rate of pay.

Enter color, make and license number of Enumerator's car.

I. RECORD OF VISITS

VISIT NO.	DATE	SUMMARY OF CORRECTIVE ACTION TAKEN AND ADDITIONAL INSTRUCTION GIVEN AS REPORTED ON FA-18
1.	11-6	Didn't understand meaning of shaded squares. Reviewed all work and made corrections. Enum. will return and pick up info. for Sects. VIII-XIII. Didn't understand how to plot A2 numbers on map. Reviewed and corrected entries on FA-3.
2.	11-10	Seems to be taking too much time per A1. Discussed ways of enumerating faster. Errors on FA-3. Corrected entries and explained mistakes. Enum. didn't understand relationship between FA-7 and FA-3. Enumerated outside his ED. Went over ED boundaries + discussed area. Check during next visit.
3.	11-17	ED boundaries observed - OK. Excessive callbacks outstanding. Discussed with Enum. methods for reducing callbacks.

Enter date and summary of visit as reported on FA-18.

FIGURE 20.—Record of enumerator (Form FA-17).

B&amp;R

Records of unsatisfactory work by the enumerator were recorded on Form FA-91 and the crew leader was informed immediately of the errors and inadequacies found during the review of the enumerator's work. If the review indicated 5 or more Agriculture Questionnaires (other than those for absentee farm operators) were missing, then the enumerator's work was returned to the crew leader with instructions to have the missing Agriculture Questionnaires obtained.

When the material for all enumeration districts in a county had been received and recorded, an additional review of the enumeration was performed before the enumeration was considered satisfactory. This review included the checking to see that all specified farms in the county had been enumerated or satisfactorily accounted for, the insertion into the proper enumeration district of any Agriculture Questionnaires received by mail from absentee operators or operators of farms not enumerated by the enumerator and the preparation of a county summary on Form FA-88. (See fig. 22 for an example of FA-88.) The data on FA-88 for 1954 was obtained by adding information from the Agriculture Questionnaire. The data for 1950 and for the check item 1954, were entered on the Form FA-88 before it was sent to the Field Processing Office. The data for 1950 were taken from tabulations for the 1950 Census of Agriculture. The data for the check item, 1954, represented, when available, the acreage of a selected crop—usually one of the following: corn, wheat, cotton, tobacco or rice. The check data were available only for the county and were obtained from the Commodity Stabilization Service of the United States Department of Agriculture. The acreage for the crops selected for check items represented the measured acreage before harvest.

The data on Form FA-88 were compiled for two purposes: (1) To determine that the sampling procedures had been followed and (2) to determine that the coverage of the Census was reasonably complete. Criteria for the acceptability of the Census was established prior to the enumeration for each of these two purposes. The following table was used for determining the acceptability of the sampling procedure.

ACCEPTANCE TABLE FOR PERCENT OF FARMS IN SAMPLE

Total in column (7) of FA-88	Acceptable limits (in percentages)	
	Not less than—	Not more than—
Less than 100.....	(*)	(*)
100 to 199.....	13.0	27.0
200 to 299.....	14.0	26.0
300 to 399.....	15.0	25.0
400 to 499.....	16.0	24.0
500 to 599.....	16.6	23.4
600 to 699.....	16.8	23.2
700 to 799.....	17.1	22.9
800 to 899.....	17.3	22.7
900 to 999.....	17.4	22.6
1,000 to 1,249.....	17.6	22.4
1,250 to 1,499.....	17.8	22.2
1,500 to 1,749.....	18.0	22.0
1,750 to 1,999.....	18.1	21.9
2,000 to 2,499.....	18.3	21.7
2,500 to 2,999.....	18.5	21.5
3,000 to 3,999.....	18.7	21.3
4,000 to 4,999.....	18.8	21.2
5,000 to 7,499.....	19.0	21.0
7,500 and over.....	19.2	20.8

\*All counties to be accepted.

Acceptable percentages for the coverage of farms, land in farms, and for the check items were established for each county and were indicated on the FA-88 when it was sent to the Field Processing Office.

Form FA-88's for all counties, including those not meeting the established standards, were sent to Washington for review and approval by the Chief of the Agriculture Division. Of FA-88's for 3,100 counties, 2,389 were approved when they were submitted to Washington. For 711 counties, additional checking and work were required before they were approved. The additional work included the obtaining of missing questionnaire for specified farms, the checking of enumerator maps for indication of areas not enumerated, the reenumeration of areas, and the obtaining of the required information when the Section VIII through XII of the Agriculture Questionnaire was not filled.

**Control over time schedule and cost of the enumeration.**—The enumeration involved the employment of a large number of persons at one time and the expenditure of as much as \$350,000 each work day. In order to insure that the enumeration would be completed within the planned time period and with the funds allotted for this purpose, time schedules were established for all important operations, and the number of employees, maximum length of employment, and the rates of pay of all personnel were prescribed. Checks on the compliance with established controls both for time of performance of jobs and the employment of personnel, and for the expenditure of funds were made on the basis of required reports. For enumerators, the number of employees authorized, the rate of pay, the maximum mileage and the maximum hours of employment, were furnished each crew leader on Form FA-32. (See fig. 23.) Most enumerators were paid on a piece-rate basis and for miles traveled in personally owned automobiles. These piece rates were established on the basis of records of work performance for prior Censuses, distance to be traveled, and the estimated time that would be required to fill questionnaires. In areas where the distance between farms was great, and in urban areas, enumerators were paid \$1.25 per hour of work plus \$0.07 per mile traveled by personally owned automobiles. The average hourly earnings for enumerators employed on a piece rate was \$1.15 plus payment for mileage traveled by automobile.

The date when enumerators were to begin the work was prescribed, and enumerators were required to work at least 8 hours each day until they had completed their jobs. Checking on the amount of work performed, hours of work, miles traveled, etc., was accomplished through the review and summarization of Form FA-7. This enumerator's daily work report was mailed at the end of each day to the supervisor of the Agriculture Field Office and the Form FA-3 was reviewed by the crew leader each time he visited the enumerator. Supervisors of Agriculture Field Offices notified crew leaders whenever it appeared an enumerator's work was not being performed on schedule and twice each week supervisors of Agriculture Field Offices were requested to submit to supervisors of Field Processing Offices and to Washington a summary showing number of enumerators working, Agriculture Questionnaires filled, miles traveled, hours worked, etc. These reports were reviewed carefully and immediate action was taken when the work was not being completed as scheduled.

The number of crew leaders, field supervisors, assistant field supervisors, and the number of each kind of clerical employee, as well as the duration of their appointment, were prescribed in advance of their employment and appointment. Extension of appointments were made in case of some employees but only upon approval from Washington. During the period of recruitment and hiring, crew leaders and supervisors were required to submit reports showing the number of employees recruited. Action was taken whenever necessary to insure that the authorized staff had been recruited and were trained and on the job on the day scheduled.

## METHODS AND PROCEDURES

Form FA-91 (10-26-54)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		State _____  County _____  E.D. Number _____	
<b>1954 CENSUS OF AGRICULTURE RECORD OF PORTFOLIO REVIEW</b>					
<b>Section 1 - PAYROLL VERIFICATION REVIEW</b>					
A. Incomplete Section IV of A1's	None	Number	A2 line Nos.:		
B. Sample within 5%	Yes	No	If "No," _____ %		
C. A3's missing	None	Number			
D. Hrs. claimed within 10% (hourly ED's)	Yes	No	If "No," Allowed _____ Claimed _____		
E. Miles claimed within 10%	Yes	No	If "No," Allowed _____ Claimed _____		
F. Receipts or certifications missing	Yes	No	If "Yes," describe: _____		
Section 1 completed by (Review clerk) _____					
<b>Section 2 - INTENSIVE REVIEW</b>					
A. Missing FA-101's	None	Number			
B. Missing A1's for A2 line Nos.	None	Number	A2 line Nos.:		
C. Sampling correct	Yes	No	If "No," A2 line Nos.:		
D. Sample sections missing	None	Number	A2 line Nos.:		
E. E.D. Map completed	Yes	No			
F. FA-100 completed	Yes	No			
G. FA-30 completed	Yes	No			
H. FA-17 in portfolio	Yes	No			
I. FA-5 column (5) completed	Yes	No			
J. FA-6 columns (9) or (10) completed	Yes	No			
Section 2 completed by (Review clerk) _____					
<b>Section 3 - TABULATION REVIEW</b>					
A. Missing A1's for followup	None	Number	A2 line Nos.:		
B. E.D. Map in portfolio	Yes	No			
C. FA-100 in portfolio (if required)	Yes	No			
D. FA-30 in portfolio ("C" ED's)	Yes	No			
Section 3 completed by (Review clerk) _____					
<b>Section 4 - FOLLOW-UP REVIEW</b>					
A. Requests for missing receipts, certifications or materials mailed on (date) _____					<input type="checkbox"/> None
B. FA-92's mailed (if required) on (date) _____					<input type="checkbox"/> None
C. FA-93's mailed (if required) on (date) _____					<input type="checkbox"/> None
D. FA-94's mailed (if required) on (date) _____					<input type="checkbox"/> None
Section 4 completed by (Review clerk) _____					
<b>Section 5 - SUPERVISORY ACTION</b>					
Describe corrective action taken by Supervisor, if any required by review entries above:					
Supervisor _____					
<i>Enter any Remarks on reverse side</i>					

Comm-DC-42798

FIGURE 21.—Record of portfolio review (Form FA-91).

Form FA-88 (Revised) (10-19-54)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		A. Sample AI's for county = <u>21.2</u> % (Col. 8 ÷ Col. 7)				Approved by <i>R. McCurdy</i>		Sheet <u>1</u> of <u>1</u> Sheets			
COUNTY SUMMARY 1954 CENSUS OF AGRICULTURE <b>Land Area 776,960 Acres</b>				B. Coverage for county:				Acceptable Limits		State			
				1. Farms (Col. 4 ÷ Col. 3) = <u>100.6</u> %				<u>90</u> or higher		Date		45 NORTH DAKOTA	
				2. Land in Farms (Col. 10 ÷ Col. 9) = <u>101.9</u> %				<u>97</u> or higher		12-1-54		County 364 Ramsey	
				3. Check Item (Col. 12 ÷ Col. 11) = <u>74.4</u> %				<u>98</u> or higher					
CODES County <u>36</u>		Number of AI's						Land in Farms (Acres)		Check Item, 1954			
		1950 (Total Farms)		1954		AI's with less than 1,000 acres				Crop <u>All wheat</u> Acres <input checked="" type="checkbox"/> Sales <input type="checkbox"/>			
E.D. (1)	Procedure (2)	Total AI's (3)	Total Sample completed (4)	1,000 acres or more (5)	Total (Col. 4 & Col. 6) (7)	Sample completed (Col. 5 & Col. 6) (8)	1950 (9)	1954 (10)	Check Data (11)	Census (12)	A2 line numbers 10,000 acres or more (13)		
1	C	3	1	0	0		(*)	0		0			
2	A	184	190	64	25		117,487	117,410		32058	none		
3	B	200	208	52	15		109,680	116,233		27794	none		
4	A	157	151	53	24		105,044	105,673		27618	none		
5	A	173	170	60	38		119,994	121,668		29894	none		
6	A	158	156	46	21		91,612	98,631		16433	none		
7	A	129	142	42	10		67,783	67,564		14480	none		
8	A	155	136	43	15		81,180	76,739		13366	none		
9	A	120	133	50	25		72,059	79,785		17270	none		
10		Urban Areas					3,890						
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
County Totals		1,279	1287	410	173	1114	237	768,729	783,603	240,465	178,913		

FIGURE 22.—Coverage evaluation by ED's (Form FA-88).

## METHODS AND PROCEDURES

FORM FA-32 (7-22-54)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS				A. CREW LEADER DIST. NO. 5				
CREW LEADER AUTHORIZATIONS FOR ENUMERATOR RECRUITMENT AND RECORD OF PIECE RATES AND MILEAGE ALLOWANCES 1954 AGRICULTURE CENSUS						B. COUNTY <u>Adcock</u>				
						C. STATE <u>Kansas</u>				
						E. C.L. NAME <u>Lawrence S. Miller</u>				
						F. NUMBER OF ENUMERATORS AUTHORIZED				
						TOTAL	RURAL	URBAN		
						9	8	1		
ED NO.	PRO- CEDURE CODE	METHOD OF PAYMENT				NUMBER OF A1'S 1950	NUMBER OF DWELLINGS 1950	MAXIMUM MILEAGE ALLOWANCE	MAXIMUM MILEAGE ALLOWANCE PER A1	MAXIMUM HOURS ALLOWED IF PAID AT HOURLY RATE
		HOURLY RATE \$1.25 PER HOUR	PIECE RATE							
(1)	(2)	(3)	FOR A1'S WITH SECTIONS VIII THRU XIII NOT REQUIRED (4)	FOR A1'S WITH SECTIONS VIII THRU XIII REQUIRED (5)	(6)	(7)	(8)	(9)	(10)	(11)
1	A		.50	.70		132	193	343	2.6	
2	B		.50	.70		153	373	398	2.6	
3	C	1.25				84		202	2.4	63
4	C	1.25				18		43	2.4	14
5	C	1.25				17		41	2.4	13
6	C	1.25				13		31	2.4	10
7	A		.50	.70		249	351	697	2.8	
8	A		.50	.70		226	348	633	2.8	
9	B		.50	.70		152	382	395	2.6	
10	A		.50	.70		152	222	426	2.8	
11	A		.50	.70		165	231	429	2.6	
12										
13										
14										
15										
16										
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21										
22										
23										
24										
25										
26										
27										
28										
29										
TOTAL						1361	3638			100

$.75 = \frac{3}{4}$  of an hr.  
 per A1

$84 \times .75 = 63.0$

In 1 hour an enumerator could do 1 1/3 A1's; multiplying by 8, you get 10.6 A1's which would be the standard of production expected for the 3rd. ED in Adcock County.

ORIGINAL: TO PROCESSING OFFICE; cc: TO A.F.O. cc: TO CREW LEADER  
 (Use reverse side for remarks) COMM-DC-40302

FIGURE 23.—Crew leader authorization for enumerator recruitment and record of piece rates and mileage allowances, 1954 Agriculture Census (Form FA-32).