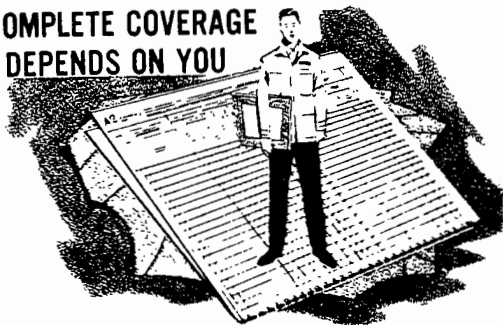


Chapter III.—FORMS AND RECORDS

FORM A9: RECORD BOOK

34. Purpose of Form A9

**COMPLETE COVERAGE
DEPENDS ON YOU**



You will receive a record book, Form A9, containing the A2 Listing and several other forms for use during your work. The purpose of these forms, and instructions for filling them, are discussed in detail in this chapter.

This chapter also includes instructions for Form A15, which is not included in the A9 Record Book. Look carefully at the illustrations in this chapter. They will aid you in understanding how to use the forms.

FORM A2: LISTING

35. Purpose of Form A2

The A2 is for the listing of every dwelling and place as required by the procedure code for the ED listed on the cover of the record book. This listing has four main purposes:

1. It tells you **when an agriculture questionnaire (Form A1) is required.**
2. It tells you **who is to get the A1**—you or another enumerator.
3. It provides you with a record of places for which you did not complete the enumeration at your first visit.
4. It provides a record of the cases you turn over to your crew leader for handling.

36. What to list

You must list on Form A2—

1. Every place in the ED on which there were agricultural operations at any time this year.
2. Every occupied dwelling in the ED except when the procedure code is B, C, or D. (See paragraphs 31, 32, and 33.) Your ED's and their procedure codes are given on the label of your portfolio and also on the cover of your A9 Record Book.

Some dwellings and places with agricultural operations may be difficult to find. As you travel through your Assignment, look for mailboxes, lanes, paths, or other clues that may indicate dwellings hidden from the main roads. Also, **ask questions at every dwelling** you visit. **Find out who lives nearby or who uses the adjoining land.** Make sure you do not miss any dwellings and places which you are required to list on your A2.

37. How to List

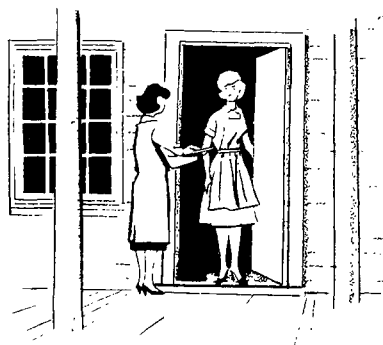
You are required to make a list of places in accordance with the procedure code for the ED (see paragraphs 29 to 33). Always list the head of the household for each dwelling and the person in charge of each place with no dwelling but with agricultural operations on the A2 Listing as you come to them even if you cannot complete the enumeration at that time. When you come to a dwelling and find no one home, ask neighbors for the name of the family living there. (See paragraph 54.)

1. Use a separate line on the A2 Listing for each place. Do not skip any lines.
2. List places as you come to them, even if you cannot complete the enumeration at that time. When you find no one at a place, ask neighbors for the name of the head of the household or name of the person in charge.
3. Ask all the questions on the A2 Listing unless the A2 instructs you to skip. Never assume an answer to a question, except in column 7; ask the question and let the respondent give you the answer.
4. Ask the questions and fill the columns in order across the A2. Skip columns as instructed at the top of the columns on the A2 Listing.
5. Use an "X" to mark "Yes" and "No" columns.
6. When no entry is required (you are instructed to skip a question), leave the answer space blank.

38. Enter A2 line numbers on Assignment map

As you make each listing on your A2, enter the A2 line number next to the matching symbol on your Assignment map. Your map will show the places that you have listed and identify the site of dwellings or places.

When you have completed the listing of an ED, the A2 line numbers should follow an orderly pattern on your map in piece after piece of the ED.

39. What places to visit

In procedure code A, you are to visit every dwelling in the ED and talk to the head of the household or to some other responsible person. In cases when no one is home, and also in cases where there is no dwelling, you may be able to get definite information for your A2 Listing from neighbors or other persons such as hired workers. If so, and you determine that an A1 is required, you must arrange for the person in charge to receive an A16 callback letter, an A1 for the person in charge to fill, and a self-addressed envelope to mail the A1 to you. (See paragraph 54.)

40. What not to list

Do not list—

1. Summer cabins or dwellings used only part of the year.
2. Parks
3. Nonfarm timber tracts
4. Desert lands
5. Cemeteries
6. Churches
7. School buildings
8. Filling stations
9. Stores
10. Hotels
11. Motels
12. Warehouses
13. Factories
14. State owned lands unless they are used for growing crops or grazing or pasturing livestock.
15. Federal owned lands unless they are used for growing crops or grazing or pasturing livestock.
16. Vacant dwellings

41. How to fill A2

Detailed instructions for filling each column of the A2 Listing are given in paragraphs 42 through 58. Following are general instructions:

1. Use a separate line for each person or place on your A2 Listing. Do not skip any line.
2. Fill the columns in order across the form as you ask the questions as instructed in paragraph 46 of this book. Skip columns as instructed. **Never** assume that you know the answer to any question, except for column 7.
3. Make entries for questions requiring “No” or “Yes” answers by marking “X” in the appropriate square.
4. When no entry is required, leave the space blank.

42. A2—Column 1:
Number or name of road

Number or name of road
Route 15
4
4

1. Write the number or name of the road sideways in column 1.
2. If you find roads that have neither names nor route numbers, assign letters to these roads in alphabetical order as you come to them. Identify each such road on your map by entering "Road A," "Road B," etc.
3. Each time you go onto a different road, draw a line across column 1 and enter the next road name.
4. Do not repeat the road name for each A2 Listing. Write the road name only once. The line drawn across column 1 (see 3 above) will show when you changed roads.

43. A2—Column 2: A2 line number

A2 line number
(2)
421
422
423

The A2 line numbers are already printed on the A2. Enter the A2 line number next to the symbol for each place on the map to show that you have listed the head of the household or the person in charge of agricultural operations on the place.

Part I—List of Places in ED

44. A2: Purpose of Part 1

FORM 64-A2 (2-6-64)		Part I.—LIST OF PLACES IN ED Instructions	
		1 List the head of every household living in this ED	
		AND ALSO	
		2 List every person, not living in this ED, who has agricultural operations in this ED	
		Name	
Number or name of road	A2 line number		
(1)	(2)	(3)	

Part 1 of the A2 and your Assignment map together give you a record of the places that you have visited and identifies the sites of the dwellings or places with agricultural operations. They help ensure complete coverage of your Assignment. (See paragraph 38.)

45. A2—Column 3: List of places in ED

Part I.—LIST OF PLACES IN ED Instructions 1 List the head of every household living in this ED. AND ALSO 2 List every person, not living in this ED, who has agricultural operations in this ED.	
Name	
(3)	
<i>Donald F. Burns</i> <i>Howard Davis</i> <i>Fred A. Jones</i>	

The places you are to list are determined by the procedure code for the ED. (See paragraphs 29 through 33.)

Locate the dwelling or place, make sure that you know where you are, introduce yourself and ask, "What is the name of the head of this household?" When listing names of persons always enter the first name first. Do not use nicknames.

You are to follow the rules of the procedure code for each ED, and use a separate line for each listing without skipping any line. Do not list vacant dwellings. However, if a vacant dwelling is on land used for agricultural operations, list the person who operates the land.

You must list every agricultural operation in your ED regardless of where the person in charge lives. Ask questions about adjoining land at each dwelling that you visit.

Part II.—Agricultural Operations

46. A2: Purpose of Part II

Part II.—AGRICULTURAL OPERATIONS Instructions Columns 4 to 6 If "Yes" for any column, skip to column 7. If "No" for all columns 4 to 6, skip to column 15					
Does this person or any member of his household operate a farm (or ranch)?		Did this person or any member of his household have at any time this year—			
		1 or more cattle? 4 or more hogs? 30 or more chickens? 30 or more turkeys or ducks?	Any crops such as corn, hay? Any vegetables or berries for sale? Nursery or greenhouse products? 20 or more fruit trees or grapevines?		
(4)		(5)		(6)	
No	Yes	No	Yes	No	Yes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

An A1 is required for all persons who have charge of any agricultural operations. (See paragraph 11.) Part II is your means for determining when an A1 is required. Your first "Yes" answer to any one question in columns 4 through 6 tells you an A1 is required. Therefore, as soon as you get a "Yes" answer, skip to column 7. Do not ask unnecessary questions; to do so is a waste of your time and it may annoy a respondent.

Word your questions to fit the situation. If you are talking to the person whose name is listed in column 3, say, "Do **you** or does **any member** of **your** household . . ."; if you are talking to someone else, refer to the person listed in column 3 by name, for example: "Does **Mr. Smith** or any member of **his** household . . .?"

47. A2—Column 4-6: Agricultural operations

(4)		(5)		(6)	
No	Yes	No	Yes	No	Yes
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
No	Yes	No	Yes	No	Yes

Column 4.—If "Yes" in column 4, skip columns 5 and 6 and fill column 7.

If "No" in column 4, ask the questions in column 5.

Column 5.—Fill column 5 **only** if you marked "No" in column 4.

If "Yes" in column 5, skip column 6 and fill column 7.

If "No" in column 5, ask the questions in column 6.

Column 6.—Fill column 6 **only** if you marked "No" in columns 4 and 5.

If "Yes" in column 6, answer column 7.

If "No" in column 6, skip to column 15 and enter date.

Part III.—Filling of A1

48. A2: Purpose of Part III

Part III tells you whether you or some other enumerator must get the A1 required for the person who has agricultural operations in your ED. It also provides a record of the A1 number you assign to each A1 that **you** must get.

Part III.—FILLING OF A1					
Does this person live in your ED's?		Does this person have agricultural operations where he lives?		A1 number	
If "Yes," fill column 9 and get A1		If "Yes," do not get A1, but skip to column 13 and enter mail address		If "Yes," in column 7 or "No" in column 8, assign A1 number	
If "No," fill column 8		If "No," fill column 9 and get A1			
(7)		(8)		(9)	
No	Yes	No	Yes		

49. A2—Column 7: Does this person live in your ED's

Does this person live in your ED's?	
If "Yes," fill column 9 and get A1.	
If "No," fill column 8.	
(7)	
No	Yes

If you receive a "Yes" answer to any questions in columns 4 through 6, fill column 7.

If you know that you are within the boundaries of your ED and you know that you are in the dwelling of the person listed, mark "Yes" and skip to column 9. (See paragraph 51.)

If you are not at his dwelling, find out where he lives. If he lives in any ED in your Assignment, enter the location of the place where he lives in column 13 to remind you to include this land when you enumerate him.

If the person listed lives outside your ED's, mark "No" in column 7 and fill column 8.

50. A2—Column 8: Agricultural Operations in another ED

Part III.—FILLING OF A1					
7.	Does this person live in your ED's?	Does this person have agricultural operations where he lives?	A1 number		
	If "Yes," fill column 9 and get A1	If "Yes," do not get A1, but skip to column 13 and enter mail address.	If "Yes," in column 7 or "No" in column 8, assign A1 number		
	If "No," fill column 8	If "No," fill column 9 and get A1			
Yes	No	Yes	No	Yes	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks (Mail address, notes, etc.)
(13)
Route 3 Berkeley, Indiana

51. When to get an A1

Fill **column 8** only if you marked "No" in column 7. A person who does not live in your ED's, but who has agricultural operations in your ED's, may also have agricultural operations where he lives. All his agricultural operations must be reported on the one A1. You have to determine whether you or some other enumerator should get the A1. Therefore, find out from the best source you can if the person listed has agricultural operations where he lives, and mark the answer in column 8.

If you get a "Yes" answer in column 8, verify from your map that the person does not live in your Assignment. If he does not live in your Assignment, enter his full mailing address in column 13 of your A2. Another enumerator will get the A1 from the person in charge if your A2 Listing for that person shows a "No" in column 7 and a "Yes" in column 8.

If you get a "No" in column 7 and a "No" answer in column 8 you must get the A1. If the person lives within 30 minutes driving time of the boundary of your Assignment, **you** should visit his home to get the A1. If he lives more than 30 minutes outside your Assignment boundary, mail a callback letter, an agriculture questionnaire, and a self-addressed return envelope to the person. Allow 7 days for the A1 to be returned to you and enter the "date due" in column 10 to remind you when you should receive the A1. Enter his mailing address in column 13. If you do not receive the questionnaire from the person within 7 days, telephone him and ask him to complete the questionnaire. Offer to help him if he has any questions.

The answers in columns 7 and 8 determine whether you or another enumerator must get the A1.

If you mark "Yes" in column 7, you must get the A1.

If you mark "No" in column 7 and "No" in column 8, you must get the A1. If the person in charge lives within 30 minutes driving time of your Assignment boundary, obtain the A1 by a personal visit. If the person in charge lives more than 30 minutes driving time from your Assignment boundary, enter mailing address in column 13 and mail callback letter, return envelope, and questionnaire to the person in charge.

If you mark "No" in column 7 and "Yes" in column 8, another enumerator must get the A1. Verify that the person in charge lives outside your Assignment and enter his full mailing address in column 13.

52. A2—Column 9: A1 number

A1 number
If "Yes," in column 7 or "No" in column 8, assign A1 number.
(9)

Every A1 Census of Agriculture Questionnaire you obtain must have an A1 number. Assign the A1 number as soon as you know that you must get an A1.

Assign number 1 to the first A1 you are required to obtain, 2 to the second, 3 to the third, etc. Assign the number in column 9 of the A2 Listing and copy it in the space provided for it at the top of Section 1 of the A1. If your Assignment has more than one ED, assign A1 numbers regardless of the ED. For example, A1 numbers 1 to 3 may relate to A1's for one ED, and A1 numbers 4 and 5 to another ED.

Never use the same number more than once; never skip an A1 number. Leave column 9 blank when you are **NOT** required to obtain an A1.

If you assign an A1 number and later find that an A1 is not required, cross out the number you have assigned and do not use it again. Note the reason the A1 was not required in column 13 of A2.

Part IV.—Record of Completion of Enumeration

53. A2: Purpose of Part IV

Part IV provides space for keeping a record of work completed or of work to be completed by you or your crew leader.

Part IV.—RECORD OF COMPLETION OF ENUMERATION							
Instructions							
Columns 10 to 13 — Fill as required							
Column 14 — Will be filled by crew leader							
Column 15 — Fill after you have answered all required questions and have filled an A1 if required							
Callback			Remarks (Mail address, notes, etc.)	Turned over to crew leader		A2 line number	
A1 left to be filled (or to be completed)		Appointment made (Date and hour of appointment)		Date	Crew leader's initials		Date com- pleted
Date due	Telephone number						
(10)	(11)	(12)	(13)	(14)	(15)	(16)	

54. A2—Columns 10-12: Callbacks

Use columns 10, 11, and 12 only if you are unable to obtain all required information on your first visit to a household. Write notes in these columns to remind you of places where you must make a return visit, or "callback," in order to complete the enumeration. Enter the date and time when you are to make the callback. Also, you are to use these columns to keep records of places for which you left callback material. (See paragraph 12.)

Complete the enumeration on your first visit whenever you possibly can. Cases where you are not able to do so will usually require callbacks. The following instructions tell you how to handle callbacks.

When you leave an A1 to be filled or when you mail an A1 with a callback letter determine if sections 9 through 13 of the A1 are required. If sections 9 through 13 are not required, write a note at the beginning of section 9 as follows, "**do not answer questions 307 to 354.**"

If no one is home on your first visit, try to complete as much of your A2 Listing as possible by making inquiries of hired hands, neighbors, or other responsible persons.

- a. If an A1 is required, leave an A1 with a callback letter (Form A16) filled in with your name, address, and telephone number and an envelope addressed to you. Enter the date that you expect to receive the A1 in column 10, telephone number (if available) in column 11, and the address and any remarks in column 13. The date you enter in column 10 should be 5 days later, unless you can expect to receive the addressed envelope earlier. Be sure to enter the A1 number, the name of the State, county, and ED No. above section 1. If the A1 number does not end in 2 or 7 and the place does not contain 1,000 acres or more, write opposite the word **EQUIPMENT** in Section 9, "**do not answer questions 307 to 354.**"

If you do not receive the A1 within five days after you leave the callback letter, telephone the operator or go back for a second visit. Remind him that you are required to get a questionnaire for his place and offer to help him complete it.

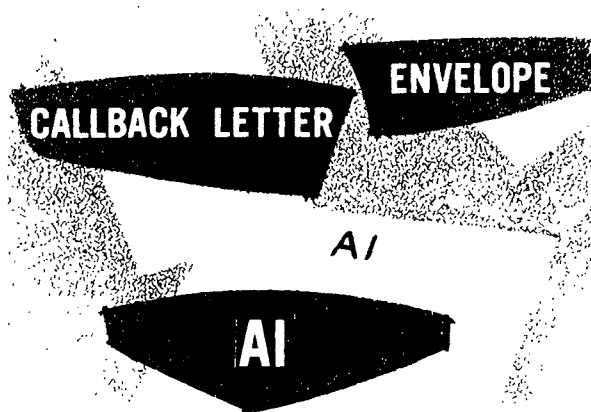
- b. If you cannot complete the A2 Listing from information given by a responsible person, try to find out the name of the head of the household and the time when he is likely to be home. **DO NOT** leave an A16 callback letter and A1 to be filled unless you are reasonably sure that an A1 is required. List the head of the household or the person in charge of the agricultural operations on your A2 and write a note in column 13 to remind you when to call back. If possible, make a definite appointment by telephone so that you will call back when a responsible person is at home and you can complete an A1 on your second visit, if required.



If the head of the household or person in charge of agricultural operations is not home on your first visit, start the A1 and get as much of the required information as you can from his wife or some other responsible person. If you are not able to get all the information, leave the A1 for the person in charge together with a callback letter (Form A16) filled in with your name, address, and telephone number and an envelope addressed to you. Enter the date that you expect to receive the A1 in column 10, the operator's telephone number in column 11 and his address and any remarks in column 13. The date you enter in column 10 should be 5 days later, unless you can expect to receive the addressed envelope earlier. Be sure to enter the A1 number, the name of the State, county and ED No. above section 1. If the A1 number does not end in 2 or 7 and the place does not contain 1,000 acres or more, write opposite the word **EQUIPMENT** in section 9, "**do not answer questions 307 to 354.**" If you do not receive the A1 within five days after you leave a callback letter, telephone the person in charge or go back for a second visit. Remind him that you are required to get a questionnaire for his place and offer to help him complete it.

There may be **other cases where you are not able to get a complete A1 on your first visit.** For example, if the person in charge is doing some work which he cannot stop, he may not be able to talk to you when you call. If so, explain that you are required to get a questionnaire for him and you would like to do so in the way most convenient for him. Ask him if he will agree to fill the questionnaire himself and mail it to you. If he does, leave the A1, and a callback letter and envelope. If he prefers to have you come back to pick up the A1, make a definite appointment for another time. Note the date and hour in column 12 and make your callback at the time agreed.

If the person in charge has partially completed his A1 or if he wishes to consult his records before completing the A1 he may ask you to leave it for him to fill. If he asks you to leave the A1 for him to fill, either make a definite appointment to return to pick up the A1 or leave a callback letter, the partially completed A1, and an envelope addressed to you. Ask the person in charge to mail the completed A1 to you.



Do not put off making callbacks. Try to complete each one within five days of your first visit to the place. Whenever possible, take care of callbacks on the way to or from your new interviews each day. By doing so, you will save time and avoid unnecessary travel. In your oath of office as a census employee, you promise that you will "well and faithfully discharge the duties" of your office. Keeping up with your callbacks and obtaining all required A1's is one of your most important duties.

If you are unable to obtain a complete A1, even after four or five telephone calls or return visits, refer the case to your crew leader. He may be able to suggest another possible source of information or help you in some other way.

In column 10 enter the date that you expect to receive the A1 that you left to be filled or completed. The date you enter in this column should be 5 days later than the date of your visit unless you can expect to receive the addressed envelope earlier. If you did not leave an A1, do not make an entry in column 10.

In column 11 enter the telephone number, if you are required to make a callback; otherwise leave it blank.

In column 12 enter the date and hour for a definite appointment for a callback. If no definite appointment is made, leave it blank.

In column 13 enter mail addresses if—

You have a "Yes" in column 8.

You have a "No" in column 8 and expect to mail an A1 to an operator who lives outside your assignment.

You have a "No" in column 8 and a location description that is sufficient to locate a farm operator whom you plan to visit. (Town and city street addresses are sufficient to locate farm operator but rural mail route numbers are not.)

Also enter explanations or descriptions in column 13 such as—

Time that operator is likely to be home.

Notes on operator who refused to cooperate.

Notes on relationships between listings.

Directions for finding person in charge.

Reasons why required A1 was not obtained.

55. Refusals and other difficult cases

Now and then you may find a person who is suspicious or uncooperative. He may refuse to answer certain questions on the agriculture questionnaire or he may refuse to give you any information. A frank and friendly attitude on your part may do much to overcome a respondent's resistance.

If a respondent objects to answering some questions but not others, assure him that the census figures are only released as totals for an area such as a county and that the Bureau of the Census **never** gives other agencies access to figures for individual farms. Have him read the statement at the top of the questionnaire starting, "**Confidential**—This inquiry is authorized by an Act of Congress." Tell him that you and all other census employees are sworn to secrecy. If he still does not answer some questions, continue with the remainder of the questionnaire. On the A1, circle the numbers of the questions he refuses to answer and when you are at the end of the questionnaire go back to the questions for which you have no answers and ask them again. Often you will get an answer the second time.

On the last page in this book are extracts of paragraphs 214 and 221 of the **CENSUS ACT** that you can tear out. (See exhibit 7.) If the respondent asks you to read the provisions of the law providing for the census or if you think that the respondent's reading of the law would help, you may tear out a copy of these extracts and give it to him to read.



If a respondent refuses to give you any information at all, ask him if he would prefer to fill the questionnaire himself. Suggest (1) that he can mail it to you; (2) that you can call for it the next day; or (3) that your supervisor (crew leader) will call on him if he prefers to give the information to him rather than to you. Continue to be friendly and courteous. Show that you are sincere in your efforts to get a good census and that you want to cooperate with the respondent. If necessary, point out to him once more that all information is strictly confidential, and that all census employees are sworn to secrecy under penalty of fine or imprisonment.

Some respondents may want to argue with you about the need for or the value of the census. Little is to be gained by entering into an argument. It is better to be agreeable and to humor such persons. They often become quite cooperative once they have had their say. However, be prepared to spend a little more time than average in enumerating them.

Steer your conversations with respondents away from controversial issues. Do not discuss activities associated with a political party or the merits of existing or proposed farm programs. You may avoid becoming involved in such discussions by explaining politely that you are not permitted to discuss such matters while working for the census.

In some cases, you may have reason to doubt the accuracy of certain answers given you. If so, make sure the respondent has understood the question, record the answer as given, and write a note about it in the margin or in a blank area of the questionnaire. Never tell a respondent that you do not believe the information he has given you.

If there are cases where you cannot get any cooperation from the farm operator or some other member of his household, start a questionnaire anyway. Enter the A1 number and identification of State, county, township or town etc., and ED number at the top of section 1 of the questionnaire. Enter the operator's name and address on it and as much information as you can about the approximate acres in the place, the kinds of crops and livestock, and anything else you can find out from the neighbors or from your own observation. Also, make a note of the refusal in column 13 of your A2 Listing. Then turn the questionnaire over to your crew leader the next time you see him.

In some cases, the respondent may answer part of the questions and refuse to answer other questions. In such cases, write a note in column 13 explaining the extent of refusal. For example, "refuses to answer questions in section 11." Also, write an explanation on the A1, listing the questions which the respondent refused to answer.

56. A2—Column 14: Cases turned over to crew leader

Turned over to crew leader	
Date	Crew leader's initials
(14)	

57. A2—Column 15: Date completed

(15)	(16)
	421
11-12	422
	423
11-12	424
11-13	425

If you are unable to get the required information for a place, explain the reason to your crew leader. He may give you additional instructions or he may handle the case himself. Column 14 is for his use. Do not write in column 14 yourself but make sure your crew leader enters his initials to show that he has accepted the case. Otherwise, you will have no record that he has accepted the case and taken over the responsibility for the enumeration of the place.

Enter the date in column 15 only after you have:

1. Answered all required questions for this line on the A2.
2. Entered the A2 line number on your Assignment map.
3. Completed and reviewed Form A1 for the person listed on this line, if A1 is required.
4. Completed the Special Farm Card (Form A15), if required.
5. Entered the proper number on your Township Sketch (Form A18), if required.

Your Assignment is not complete until you have an entry in column 15 for each listing.

58. Review of the A2

Review your entries on the A2 Listing before you leave the place where you obtained the information. In cases where you must make callbacks, do your review at the time of your final visit. If you filled an A1, make sure that you have:

1. Completed and reviewed Form A1.
2. Entered the answers to all required questions for this line on the A2.
3. Entered the A2 line number on your Assignment map.
4. Completed the Special Farm Card (Form A15), if required. (See paragraph 69.)
5. Entered the A1 number on your Township Sketch (Form A18), if required. (See paragraph 388.)

If you did not fill an A1, make sure that you have:

1. Entered the correct name, route number, or letter designation of the road on which the place is located.
2. Entered the correct name in column 3.
3. Entered a mailing address in column 13 if you marked "Yes" in column 8.
4. Entered an explanation in column 13, if an assigned A1 number was not used.
5. Entered the A2 line number on your Assignment map.
6. Entered the A2 line number on your Township Sketch (Form A18), if required. (See paragraph 389.)
7. Completed the Special Farm Card (Form A15), if required. (See paragraph 69.)

FORM A-11: TRAVEL AND WORK RECORD**59. Use of Form A-11**

Form A-11, in your A9 Record Book, is for a daily record of your mileage, agriculture questionnaires (A1's) completed, hours worked, and telephone and toll charges for which you may claim reimbursement. (See appendix, exhibit 1.) Keep this form up to date; you will need to copy some of the entries from it onto Form A14 (Enumerator's Daily Report) every day you work. Instructions for filling Form A-11 are given in the following paragraphs.

Column 9.—Enter the total number of hours worked to date. To get this total, add today's entry in column 8 to your last entry in column 9.

[illegible]

61. A11: Part B.—Per Diem Claimed

You are expected to return to your home each evening. However, if for the convenience of the Bureau of the Census, your crew leader authorizes you to be away from home overnight, you will get instructions from him for being reimbursed for your expenses. He will show you how to complete Part B.

Form 64-A-11 Form approved by Comptroller General, U.S.A. (8-30-61)							
A-11 TRAVEL AND WORK RECORD—Continued							
Part B.—PER DIEM CLAIMED (If authorized)							
Departure		Points of travel		Arrival		Number days claimed	Amount claimed
Date (1)	Time (2)	From (3)	To (4)	Date (5)	Time (6)		
	a.m. p.m.				a.m. p.m.		\$
	a.m. p.m.				a.m. p.m.		
	a.m. p.m.				a.m. p.m.		
	a.m. p.m.				a.m. p.m.		
	a.m. p.m.				a.m. p.m.		
	a.m. p.m.				a.m. p.m.		

62. A11: Part C.—Record of Paid Telephone Calls Made and Collect Toll Calls Received

Report only calls made on official business of the Bureau of the Census that are an additional cost to you such as local calls made from a toll telephone or long distance calls made or received by you for which you accepted the charges. If calls to your crew leader are long distance, always have him accept the charges and do not report them on this form. For the local calls you need to know how many calls you made, how much each call cost and the total cost of such calls for the day. For the long distance calls you need to know the place from which the call was placed, the place to which it was placed, and the cost of each call.

Column 1.—Enter the date only once for each day on which you make or receive telephone calls on official business of the Bureau of the Census that are an additional cost to you.

Column 2.—Enter the total number of local calls made on this date for which you paid.

Part C.—RECORD OF PAID TELEPHONE CALLS MADE AND COLLECT TOLL CALLS RECEIVED							
Date (1)	Local calls			Long distance calls (Receipt must be attached for each call of \$3.00 or more) Points between which call was made		Total paid for long distance calls (7)	
	Number of calls (2)	Cost per call (3)	Total paid for local calls (4)	From (5)	To (6)		
							11-16
11-17	5	.10	50	Berkeley	Madrid	20	
				Berkeley	Aspen	25	
11-20	8	.10	80				
11-23				Madrid	Clinton	35	
12-4	6	.10	60	Madrid	Clinton	35	

Column 3.—Enter the cost of each local call.

Column 4.—Multiply the entry in column 2 by the entry in column 3 and enter the total cost for all such local calls for the date in column 4. (On completion of your assignment, enter the total cost of all local calls at the bottom of column 4.)

Column 5.—Enter the name of the place (town, city, township, etc.) from which the long distance call was placed.

Column 6.—Enter the name of the place to which the long distance call was placed.

Column 7.—Enter the cost (including tax) for each long distance call. If the cost of any call is in excess of \$3.00 attach a receipt for that call. (On the completion of your Assignment, enter the total cost of all long distance calls at the bottom of column 7.)

63. A11: Part D.—Road, Bridge, and Ferry Tolls

Column 1.—Enter date each time facility is used.

Column 2.—Enter name of facility each time it is used.

Column 3.—Enter total cost each time facility is used. (On completion of your Assignment, enter total cost of all tolls at bottom of column 3.)

Part D.—ROAD, BRIDGE, AND FERRY TOLLS					
Date (1a)	Name of facility used (2a)	Total cost (3a)	Date (1b)	Name of facility used (2b)	Total cost (3b)
11-16	Royal River Bridge	10			
11-23	Hunter Parkway	25	12-4	Gardner Turnpike	35
12-2	Gardner Turnpike	35			
	Royal River Bridge	10			
12-3	Hunter Parkway	25			
Subtotal — Enter on 1st line of column (1b)		\$ 1 05	TOTAL		\$ 1 40

FORM A12: ENUMERATOR'S REIMBURSEMENT AND PAYROLL VOUCHER

64. Completion of enumeration Assignment

When you have completed your Assignment, your crew leader will come to your home for a final review of your work. If he does not come to your home for this purpose, he will make an appointment for you to meet him at a specified time and place. Have your portfolio ready for his review. If you have an appointment to meet him, take your portfolio with you. It should contain all of the materials given to you by the Bureau of the Census. These include:

1. A9 Record Book
2. Assignment map
3. Agriculture questionnaires (Form A-1) filled
4. A10 Reference Book
5. Any unused forms
6. Identification badge, and
7. Training materials used in your self-study

Other forms such as the Special Farm Cards (A15) and the Township Sketch (Form A18) must also be included if they were required in your Assignment.

When your crew leader has made his final review of your work and is satisfied that you have completed your entire Assignment, he will accept your portfolio and will fill your A12 as claim for the payment due you.

65. Filling Form A12: Part A.— Summary of Travel and Work Record

<small>Form 68-A 12</small> <small>Form approved by</small> <small>Cong. Gen. U.S.A.</small> <small>(H-50-64)</small>		<small>U.S. DEPARTMENT OF COMMERCE</small> <small>BUREAU OF THE</small>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; font-weight: bold;">A 12</div> <div style="text-align: right;"> ENUMERATOR'S REIMBURSEMENT PAYROLL VOUCHER </div> </div>		
<small>Part A.—SUMMARY OF TRAVEL AND WORK RECORD</small>		
1	A1's completed—all sections required	
2	A1's completed—sections 7-13 not required	
3	A2 Listings completed	
4	A18 Township sketch map (if authorized)	
Time enroute (Piece rate EA's only)		

Form A12, in the A9 Record Book, represents your final claim for payment. Part A will be filled by your crew leader after you have completed your enumeration Assignment. He will make a final review of your work with you. When he is satisfied that you have covered your entire Assignment, filled all the required forms and questionnaires, and recorded your mileage and expenditures correctly, he will accept your portfolio and certify that your work is complete.

Your crew leader will fill part A at the time he reviews your completed portfolio. This is your total claim for payment so be sure to verify his entries.

**66. Filling Form A12: Part B.—
Certification**

Part B.—CERTIFICATION	
I certify that the training fee and I have completed the training course and if training fee in the quantities shown have and my oath of office; that reimbursement is claimed.	I certify the do submit facts of

Both you and your crew leader must certify your claim for payment. When you are satisfied that his entries in part A are correct, read the certification and sign your name. Also, fill in your name, address, Social Security number, and number of withholding exemptions. The Census Bureau needs this information in order to mail your check to you.

Complete information about claiming withholding exemptions may be found in the instructions for preparing Federal income tax returns (Internal Revenue Form 1040). However, you may find the following helpful for computing your exemptions. You may claim yourself as an exemption. If you will be 65 or older by the end of the year, you may count another exemption for yourself. If you file a joint return with your wife or husband, you may claim an exemption for her (or him), another exemption if she (or he) will be 65 or older by the end of the year, and another exemption for her (or him) if she (or he) is blind. You may also count an exemption for each child and other closely related person if you provided more than one-half of their support and meet other tests. If in doubt about meeting other tests for qualifying as exemptions, see the instructions for Internal Revenue Form 1040.

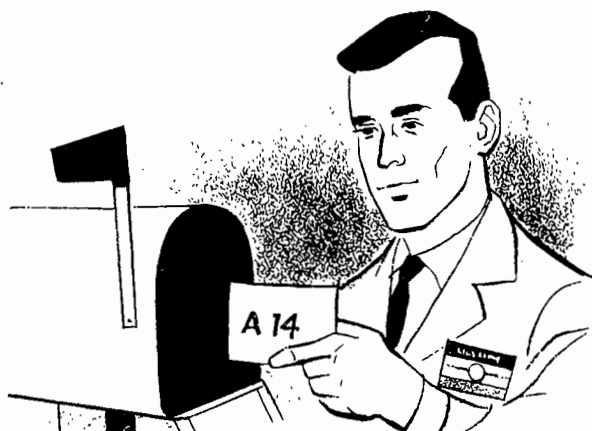
**67. Filling Form A12: Part C.—
For Payrolling Office Use
Only**

Part C will be filled by the central office payroll staff. The amounts entered by your crew leader in part A will be verified and corrected if necessary. Your check will be issued for the amount due you after deductions required by law have been made for retirement or Social Security, Federal tax, and State tax.

The fold-under portion of part C will be filled by the payroll staff at the same time lines 14, 15, and 16 are filled. This portion will be mailed to you, along with your copies of Form W2—Withholding Tax Statement, at about the same time your payroll voucher is submitted to the U. S. Treasury Disbursing Office for preparation of your check.

Part C.—FOR PAYROLLING OFFICE USE ONLY			State
Item No.	Item (8)	Gross (9)	R
14	Gross earnings	\$	
15	Travel and other reimbursements	\$	
16	TOTAL GROSS PAYMENTS	\$	

68. Form A14: Enumerator's Daily Report



FORM A14: ENUMERATOR'S DAILY REPORT

Form A14 is a post card (see appendix, exhibit 2). You will find copies of this form in your A9 Record Book. Complete this card at the close of each working day and mail it to your crew leader to keep him informed of your daily progress in enumerating your Assignment. The name and address of your crew leader is on the cover of your portfolio and the card needs no postage. If you have worked in more than one ED, enter the sum of work done in all ED's on one A14 (Enumerator's Daily Report).

Follow these instructions:

Enter your assignment number, today's date, and the name of your State in the spaces provided.

On line A enter in column 2 the total miles that you drove on official census business today and in column 3 the total miles driven to date. These are the same entries you have made today in columns 4 and 5, part A of your Form A-11, Travel and Work Record.

On line B enter in column 2 the number of agriculture questionnaires (A1's) that you completed today and in column 3 the total number that you have completed to date. These are the same entries that you made today in columns 6 and 7, part A, of your Form A-11.

On line C enter in column 2 the total hours that you worked on the census today to the nearest quarter hour and in column 3 the total hours worked to date. These are the same entries that you made today in columns 8 and 9, part A of your Form A-11.

On line D enter in column 3 the total number of lines of the A2 Listing filled to date. If you have more than one ED, enter the sum of the number of lines of the A2 Listings that you have made to date.

On line E enter in column 3 the total number of callbacks which you have remaining to be made. This is the number of A2 Listings for which you have not made entries in column 15 of Form A2 to date. Those listings which have a date in column 15 are completed while those that do not have a date in column 15 require a callback.

On line F enter in column 3 the date on which you expect to complete your Assignment. Do not make an entry on line F until the end of your tenth day of enumeration, but make an entry for each day thereafter. Your Assignment is not complete until you have completed your listings in accordance with the instructions for the assigned procedure code (see paragraphs 29 through 33) for each ED, an entry has been made in column 15 of the Form A2 for each listing, and all other forms assigned to you have been filled and reviewed.

Leave item G blank until you have completed your listings in accordance with the instructions for the assigned procedure code (see paragraphs 29 through 33) for each ED. Mark "X" in the first square when your enumeration is complete except for callbacks. Mark "X" in the second square when you have completed your job and you are ready for your crew leader to make a final review of your work.

Sign your name in the space for your signature to certify that the information reported is correct.

FORM 64-A14 (3-9-64)		Assignment number	State
U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		Date	
A14 ENUMERATOR'S DAILY REPORT			
<i>Instructions:</i> Complete, sign, and mail this report to your crew leader at the close of each work day.			
Item (1)	Today (2)	Total including today (3)	
A. Miles driven			
B. Agriculture questionnaires filled (A1's)			
C. Hours worked			
D. A2 lines filled			
E. Total callbacks still remaining to be completed			
F. Estimated date of completion (begin reporting on 10th day of enumeration): _____			
G. Fill when Assignment is—		Enumerator's daily certification	
<input type="checkbox"/> Complete except for callbacks		_____	
<input type="checkbox"/> Complete		(Signature)	

FORM A15: SPECIAL FARM CARD

69. Use of Form A15

To insure the inclusion of all agricultural operations in the census, lists have been prepared of part or all of the farms in each enumeration Assignment. For each farm or place on these lists we have prepared a Form A15 Special Farm Card. For a sample copy of Form A15, see exhibit 3 in the appendix.

1. You will have A15's for assignments with procedure codes A, B, or C for—
 - a. **Large agricultural operations enumerated in the 1959 census** usually representing farm operations of 1,000 or more acres.
 - b. **Special farm operations** such as nurseries and greenhouses; cattle and sheep feedlots; garbage hog feeders; leasors of 1,000 acres or more of United States or State-owned land; operators of dairy farms selling milk directly to consumers; institutions such as prisons, hospitals, schools, etc., that have agricultural operations; operators of cranberry bogs; operators of hop farms; operators of large poultry farms; persons raising broilers under contract; etc.
 - c. **Operators of special farms in areas where a considerable proportion of the operators do not live on the place they operate.** These will include most wheat growers who have a wheat allotment in the States of Colorado and Montana and parts of the States of Utah, Washington, and Oregon; all large producers of rice in California and Texas; owners of citrus groves in California and Florida; and for nearly all cotton growers who have cotton allotments in Arizona and New Mexico.

If you have an assignment with procedure codes A, B, or C and have 12 or less A15 cards, determine by the end of the third day of actual enumeration whether the agricultural operations for which you have A15's are in your Assignment. In many cases, you will know personally of the agricultural operations. If you do not know, look in the telephone directory for the person listed in item 2 of the A15. If the person is listed, call to determine who is now in charge of the agricultural operations and where the person in charge lives. If the person listed in item 2 of the A15 is not listed in the telephone directory or does not know who the person in charge is, call the person or persons shown in item 4 of the A15. If the person in charge does not live in your Assignment, determine whether he has agricultural operations where he lives so that you will know whether you are responsible for getting the A1. Use the back of the A15 to explain situations for which you are **NOT** responsible for getting the A1.

If you have more than 12 A15 cards, you may not be able to determine within the first three days whether the places they represent are in your assignment. Each time you see your crew leader, tell him of any of these places you have learned about since his last visit.

For procedure codes A, B, or C Assignments, you will enumerate places for which you have A15's in the same manner as you do any other place—i.e. visit them on your planned route of travel, make an A2 listing, and get an A1 if one is required.

2. You will have Form A15's for Assignments with procedure code D for all places for which an A1 was obtained in 1959. In some cases, additions have been made to the list of farms enumerated in 1959. These additions usually represent hog or cattle feedlots, nurseries, and greenhouses, etc.

Procedure code "D" Assignments are for two kinds of areas as follows:

1. **Cities and built-up areas adjacent to cities.** Use a telephone to contact the farm operator listed in item 2 of the A15. If the telephone directory does not have a listing for the person listed in item 2, call those listed in item 4. When a responsible respondent has been contacted by telephone or by a visit, ask questions 4, 5, and 6 of the A2 to determine if the farm operator listed on the A15 has agricultural operations. If he has agricultural operations, list him in column 3 of the A2 and get an A1. If the person listed on the A15 does not have agricultural operations but someone else does have agricultural operations on the place, correct the name and address on the A15, list the present operator in column 3 of your A2, and get an A1. If there were no agricultural operations on the place in 1964, do not list the person in column 3 of your A2 but mark the appropriate square on the back of the A15 and make an explanation under "Remarks."

If an A1 is required you may complete it by telephone, by sending the person in charge an A1, a callback letter (Form A16), and an envelope addressed to you, or by making a personal visit. Since census information is confidential, you must have the respondent's permission to take the information over the telephone. If a personal visit is required, make an appointment by telephone if possible.

Most of the A15 Special Farm Cards for your code D ED were taken from the 1959 census records. If a local governmental unit has changed its boundaries, your ED may be larger than it was in 1959 and may have places with agricultural operations for which you do not have A15 Special Farm Cards. If it covers a larger area be careful not to miss places now inside the boundaries for which you do not have A15's. Add them to your A2 Listing. (See paragraph 33.)

2. **Areas with farms scattered over a relatively large area.** When a telephone is available you may use it to contact the farm operator listed on the A15. However, you must locate and enumerate **every** agricultural operation in your Assignment by traveling through your Assignment and asking the respondent at each place if there are other places with agricultural operations in your Assignment. You must account for each farm or ranch for which you have an A15 card and for every place with agricultural operations in your Assignment.

After you enumerate each place for which you have an A15, enter in item b of the Special Farm Card, the A1 number that you assigned to the farm. If the farm is now operated by a person other than the one named on the A15 cross out the name and address entered in item 2 and write in the name and address of the present operator, as shown in exhibit 3. The name and address in item 2 are the only items on the A15 you are to correct. Complete column 3 of the A15 by copying the entries from question 3, 4, 5, 6 and 7 of the A1 to items 3, 4, 5, 6, and 7 of the A15. Enter the telephone number and address of the person you call in the "Remarks" section on the back of the A15 cards for those cases for which you are not responsible for getting the A1. If the location of the place where the person lives is in a rural area, include the name or number of the road and the direction to the nearest town, such as "lives two miles south of Paris on Route 66." Keep these A15's separate. Your crew leader will need to make a list of these when he visits you to review your work. You will not give the A15's to your crew leader; you must keep all A15's assigned to you until you have completed your entire Assignment.

If you do not get an A1 for a farm covered by an A15, give the reason on the back of the card. Use the back of the card also for any other information that will explain the present use of the farm if different from 1959.

Some farms may have been combined since the 1959 census, or we may have given you, through error, more than one A15 for the same place. If this occurs, keep the cards together, but complete only one of them. In the "Remarks" space on each duplicate card, enter "Duplicate of card number (give serial number of A15 used.)" The serial number appears on the face of the card to the right of item 8. Also, give explanations of such cases; for example, "Land now owned by Robert Smith and included in A1 number 6."

Be sure to enumerate **all places having agricultural operations** even though you do not have an A15 Special Farm Card for the place. You must make inquiries to locate and enumerate **every** agricultural operation in your Assignment. This includes asking the respondent at each place if there are other places with agricultural operations in your ED. If there are, list and enumerate them.

INJURY AND ACCIDENT FORMS

70. U. S. Employees' Compensation Act

As a Federal employee, you are protected by the U. S. Employees' Compensation Act in case of accident while working on the census. Your record book contains three injury or accident forms. One or more of these forms must be filled if you have an accident or receive an injury.

Think of Safety.—Enumeration work requires a great deal of walking and considerable driving. For your own protection, observe these safety rules.

Walk Safely.—Cross streets at intersections. Wait for the green light. Be sure that traffic is clear so that you have time to **walk** across. Pay attention to the kind of surface you are walking on. Watch your step when going up or down stairs. Take them one step at a time. If there is a handrail, use it. When walking on slippery, wet, or icy surfaces, set down the ball of your foot before the heel. If there is no sidewalk, walk along the edge of the the road, facing traffic, and at night wear a white scarf or light-colored outer clothing.

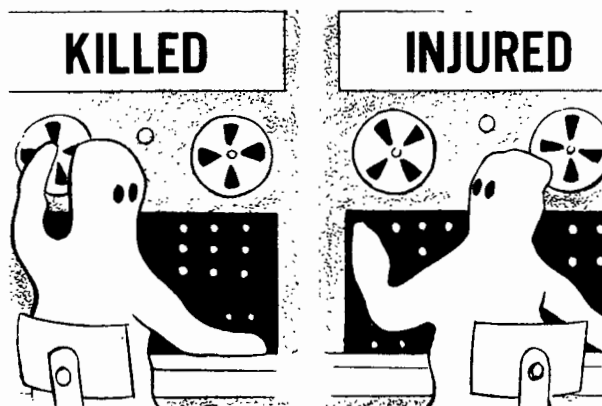
Drive Safely.—While your car is rolling keep your mind on your driving. If you wish to look at your map or other enumeration materials, stop your car first.

If your car is in the street, get in and out of it only on the curb side. When another motorist tries to bluff you, let him—let him be the one who is hurrying to an accident. You have time to drive safely. Stay a safe distance behind the car ahead of you—at least one car length for each 10 miles per hour. Maintain your car in safe operating condition, particularly in the brakes, tires, and steering gear. Keep the glass in the windshield, doors, and rear window clean.

Watch out for persons who might step in front of you, either at corners or from between parked cars. If you would be a good driver you must “drive” four cars in addition to your own—the one ahead of you, the one ahead of it, the one at the curb that might pull out in front of you, and the one behind which might suddenly try to pass you.

THINK SAFETY—WALK SAFELY—DRIVE SAFELY
ACCIDENTS COST PAIN AND MONEY

You are advised to be especially careful with dogs and to keep in mind that some dogs are not friendly toward strangers. If a dog appears as you approach a place, you may find it advisable to attract the attention of some occupant of the place by calling out or by sounding your automobile horn. If this fails, you may be able to obtain a telephone number for the place and call for an appointment.



If you are injured in any way while on official duty, try to obtain first-aid treatment at once. As soon as possible after the injury, but not later than 48 hours, notify your crew leader. If you are not able to call him yourself, try to arrange for someone else to do so. He is required to make an official report of your accident or injury in order that you may receive any compensation to which you become entitled. He will arrange an appointment with you and help you fill whichever of the following forms may be required:

Employee's Notice of Injury or Occupational Disease (Form C.A. 1) must be filled if you are injured while on duty, regardless of the extent of injury.

Operator's Report of Motor-Vehicle Accident (Standard Form 91) must be filled if you are involved in a motor-vehicle accident while driving an automobile on official duty, whether or not there is an injury or damage. So far as possible, fill this form immediately following the accident and while you are still at the scene. Give the form to your crew leader when he visits you.

Statement of Witness (Standard Form 94) should be given to any person who witnesses your motor-vehicle accident, with the request that he fill it at the scene of the accident and return it to you. If there are two or more witnesses, obtain their names and addresses. Give the completed forms and names of additional witnesses to your crew leader.

71. Local or State reports

Be sure to report motor-vehicle accidents to your local police department and fill any forms required by your local or State governments or by your own insurance company. It is your responsibility to find out what reports are required and to make them promptly.

