

Chapter VII.—FORM A18—TOWNSHIP SKETCH

385. Where Form A18 is used

Form A18 is used only in the following States:

Colorado—all counties except Clear Creek, Delta, Denver, Gilpin, Fremont, Jefferson, Mesa, and San Juan.

Kansas—all counties except Johnson and Wyandotte.

Minnesota—all counties except Cook, Hennepin, Koochiching, Lake, Lake of the Woods, and Ramsey.

Montana—all counties.

Nebraska—all counties except Douglas and Lancaster.

New Mexico—all counties except Los Alamos.

North Dakota—all counties.

Oklahoma—all counties except Oklahoma county.

South Dakota—all counties.

No Assignment with a "D" procedure code will use the Form A18.

If you do not have an Assignment in one of the counties listed above, do not study this chapter.

If you do have an Assignment in the area where Form A18 is used, a Township Sketch (Form A18) will be attached to your Assignment map. The specific area for which you are to fill Form A18 is identified by Assignment number, State, and county at the top of the A18, to the right of the title. The numbers of the appropriate township and range are given in the spaces provided on each side of the A18. (See appendix, Exhibit 4.)

386. Purpose of Form A18

Much of the land in the area where Form A18 is required is farmed by persons who do not live on the place, or by persons who live on the place only during part of the year. Form A18 will help you get complete coverage of all farmland and ranchland in your Assignment, whether or not anyone is living on it at the time of enumeration and whether or not there were any agricultural operations on it this year.

387. Description of Form A18

The boundaries of your Assignment area and ED's are marked in orange on your copy of the township sketch, just as they are on your Assignment map. Each small dotted-line square on the A18 represents 160 acres, or a quarter section. You must account for every quarter section or part of a quarter section within your Assignment by making entries on Form A18 according to the instructions in this chapter.

388. Mapping land in A18

You are required to draw in the boundaries and enter the A1 number on your A18 for each place for which you obtain an A1. Draw the boundaries around as many quarter sections or parts of quarter sections as necessary to indicate the location of the land reported in question 7, "**Acres in this place.**" Enter the A1 number within those boundaries. If the person in charge of the place for which you obtain an A1 rents or leases land to others, do not include the land rented or leased to others within the boundaries of the place you sketch on the A18.

In some cases, the farm area may be so small that you cannot enter the A1 number in the proper location on the A18. If the farm area is less than 40 acres, enter the A1 number on a part of the sketch that is outside your Assignment boundary and draw an arrow connecting the number with the exact location of the land.

In cases where the "**Acres in this place**" consist of two or more separate tracts that do not adjoin one another, draw in the boundaries of each separate tract; enter the A1 number within each set of boundaries.

If all the "**Acres in this place**" are within your Assignment, the total acres covered by the drawn-in boundaries for the same A1 number should be accurate and within 10 acres of the entry in question 7.

"**Acres in this place**" may be located in more than one ED within your Assignment. If so, draw the boundaries of the land located in each ED. Enter the A1 number within the boundaries of the land located in each ED.

Part of the "**Acres in this place**" may extend across your assignment boundary into an adjoining enumerator's Assignment. If so, draw in the boundaries of that part of the place that is within your Assignment. Enter the A1 number within those boundaries even though the acres covered by the A1 number will be less than the entry in question 7. In cases such as this, enter the A1 number and a note in the "Remarks" space at the bottom of the sketch to explain that some of the "**Acres in this place**" are outside your Assignment. Whenever possible, identify the section, township, and range where the remainder of the land is located. For example, "17 has 160 acres in Section 19, T2N, R2W."

389. Entering A2 line number on A18

In some cases, you will determine from your A2 Listing that some other enumerator is required to obtain the A1 for a person who has agricultural operations in your Assignment. If so, you will not have an A1 number to indicate the location of the land operated by that person. In such cases, draw the boundaries of his land in the proper locations on the township sketch and enter his A2 line number preceded by "A2" within those boundaries. For example, "A2-53." The A2 line number must indicate the location of every quarter section or part of a quarter section that he operates in your Assignment. When necessary, enter the A2 line number outside the boundaries of your Assignment and draw an arrow connecting the number with the exact location of the land.

Whenever you find a tract of land for which you do not obtain an A1, you should list the name of the person in charge of the agricultural operations or the name of the owner, on the A2 Listing. If a tract of land does not have agricultural operations this year, enter A2 line number within the boundaries of the tract and fill a line on the back of the A18 to account for this land.

390. Filling Form A18

Whenever you enter an A2 line number on the township sketch you must also give the information required on the back of the A18. Fill one line for each person **having farmland** for whom you did not obtain an A1. Instructions for filling the form are as follows:

Column 1.—Enter the A2 line number for the person listed on Form A2.

Column 2.—Enter the name of the person who farmed this land this year. If the land was kept fallow this year, enter the name of the person who plans to farm it next year. If the land was not farmed this year and will not be farmed next year, give the name of the owner in column 2 and enter the reason in column 6.

Column 3.—Enter the mailing address of the person whose name is given in column 2 of this form. If he lives in a town or city, give his house number and street address. If the person named on this form is the same one who is listed on your A2, you can copy his mailing address from column 13 of your A2.

Column 4.—If the person operates a farm or lives in an adjoining area, enter the numerical description of the township and range in which he lives. For example, T2N, R3W.

Column 5.—Mark X for “No” or “Yes” to indicate whether the person listed in column 2 has agricultural operations where he lives. If the person listed here is the same one who is listed on your A2, copy the entry from column 8 of your A2 without asking the question.

Column 6.—Use the column to explain the present use of the land if it was not farmed this year and is not intended to be farmed next year. If the land is in the Soil Bank, write Soil Bank.

You must have entries on the back of the A18 to correspond with each A2 line number entered on the front of your A18.

Draw boundaries on the A18 around the areas within your assignment that do not represent farmland. Enter a large X within those boundaries. Nonfarmland includes areas such as National, State, or county parks, Taylor Grazing Permit Land, wildlife refuges, lakes, forests, and cemeteries. Also, identify the kind of nonfarmland represented by each X entry. For example, enter “forest,” or “park,” or “grazing district,” etc. below the X.

Your A18 is not complete until you have accounted for all the land within the Assignment shown on the A18. See appendix, Exhibit 4 to see how entries should be made.

Make sure you have—

1. Drawn the boundaries and entered the A1 number for each place for which you obtained an A1. (For example: 12.)
2. Drawn the boundaries and entered the A2 line number for each place with agricultural operations for which you did not obtain an A1. (For example: A2-5.)
3. Drawn the boundaries and entered X, together with a short description, for each separate area of nonfarmland.

You must turn in your completed A18 along with the other materials in your portfolio when you have finished your enumeration Assignment.