

DESCRIPTION OF FORMS

Form number and title	Use	Distribution	Specifications
A1(34) Census of Agriculture-- 1969	To collect basic data on farms, ranches, and specified agricultural operations in the United States, whose volume of agricultural sales exceeded \$2,500.	Mailed with cover letter, file copy, and instruction leaflet by Dec. 31, 1969. Completed and mailed back by the farm operator.	10" x 14". 12 pages. Black and red on buff, with shading. 4,700,000 printed. 4,500,000 file copies printed.
A1(120) Census of Agriculture-- 1969	To collect data for large single unit, multiunit, and "abnormal" (institutional) operations. Differed only in color from Form A1(34), for easier identification in data processing.	Mailed with cover letter, file copy, and instruction leaflet by Dec. 31, 1969. Completed and mailed back by the farm operator.	10" x 14". 12 pages. Black and red on yellow, with shading. 70,000 printed. 70,000 file copies printed.
A1(6) Hawaii Census of Agriculture--1969	A variation of A1 for Hawaii. Differed in questions on crops harvested.	Mailed with cover letter, file copy, and instruction leaflet by Dec. 31, 1969. Completed and mailed back by the farm operator.	10" x 14". 12 pages. Black and red on blue, with shading. 12,000 printed. 12,000 file copies printed.
A1(AB)--A1(TW) Census of Agriculture-- 1969, Questionnaire Variation Study	To test different ways of asking for agricultural information. There were nine different forms, varying in wording and format--AB, CD, EF, GH, JK, LM, NP, QR, and TW.	Mailed with cover letter, file copy, and modified instruction leaflet by Dec. 31, 1969, to a sample of about 32,000 potential farm operators. Completed and mailed back by the farm operator.	10" x 14". 12 pages. Green and red on white. All but form TW had green shading. 8,000 printed for each Questionnaire Variation Study form. 72,000 total printed. 72,000 file copies printed.
A2(5) Census of Agriculture-- 1969 (Short Form)	To collect basic data on farms, ranches, and specified agricultural operations whose value of sales was less than \$2,500. (Not used in Alaska or Hawaii.)	Mailed with cover letter by Dec. 31, 1969, to a 50 percent sample of potential farm operators. Completed and mailed back by the farm operator.	16" x 14" folded to 8" x 14". Black on buff, with shading. 1,700,000 printed. No file copies.
ALPR Censo de Agricultura-- 1970, Puerto Rico-- Forma Regular (Census of Agriculture--1970, Puerto Rico--Regular Form)	To collect data in Puerto Rico for farm operators having value of sales of \$1,200 or more.	Included in population and housing census enumerator's portfolio. Left with farm operator for him to complete and mail back.	10" x 14". 8 pages. Black on salmon, with shading. 30,000 printed in Spanish; 1,000 printed in English.
A2PR Censo de agricultura-- 1970, Puerto Rico-- Forma Corta (Census of Agriculture--1970, Puerto Rico--Short Form)	To collect data in Puerto Rico for farm operators having value of sales less than \$1,200.	Included in population and housing census enumerator's portfolio. Completed in the field by the enumerator.	16" x 14" folded to 8" x 14". Black on yellow, with shading. 40,000 printed in Spanish; 1,000 printed in English.
A1(AS) Census of Agriculture-- 1970, American Samoa	To collect data in American Samoa.	Included in population and housing census enumerator's portfolio. Completed in the field by the enumerator.	16" x 14" folded to 8" x 14". Green on buff. 4,000 printed.
A1(G) Census of Agriculture-- 1970, Guam	To collect data in Guam.	Included in population and housing census enumerator's portfolio. Completed in the field by the enumerator.	16" x 14" folded to 8" x 14". Brown on buff. 5,000 printed.

DESCRIPTION OF FORMS—Continued

Form number and title	Use	Distribution	Specifications
Al(TT) Census of Agriculture-- 1970, Trust Territory of the Pacific Islands	To collect data in the Trust Terri- tory of the Pacific Islands.	Included in population and housing census enumer- ator's portfolio. Complet- ed in the field by the enumerator.	16" x 14" folded to 8" x 14". Black on buff. 18,000 printed.
Al(VI) Census of Agriculture-- 1970, Virgin Islands	To collect data in the Virgin Islands.	Included in population and housing census enumerator's portfolio. Completed in the field by the enumer- ator.	16" x 14" folded to 8" x 14". Blue on buff. 1,000 printed.
A40 Census of Agricultural Services--1969	To collect data on establishments with 50 percent or more of their gross receipts represented by agricultural services.	Mailed with accompanying letter and file copy from Jeffersonville, Ind., by Feb. 13, 1970. Completed and mailed back by respond- ent.	8" x 21" folded to 8" x 10 1/2". Black on blue, with shading. 300,000 printed. 500,000 file copies printed.
A60 1969 Census of Irriga- tion, Single-Basin Organizations	To collect data on single-basin irrigation facilities to provide information on national water resources and management.	Mailed with accompanying letter and file copy from Washington, D.C., by Jan. 31, 1970. Completed and mailed back by respond- ent.	21" x 16" folded to 10 1/2" x 16". Brown on white, with brown shading. 20,000 printed. 20,000 file copies printed.
A61 1969 Census of Irriga- tion, Multi-Basin Organizations	To collect data on multi-basin irrigation facilities to provide information on national water resources and management.	Mailed with accompanying letter and file copy from Washington, D.C., by Jan. 31, 1970. Completed and mailed back by respond- ent.	21" x 16" folded to 10 1/2" x 16". Black on yellow, with shading. 500 printed. 500 file copies printed.
A3 Cover letter for 1969 Census of Agriculture ¹	To explain purpose of the census.	Mailed with Form A2. For Forms Al(34), Al(120), Al (6), AlPR, and Al(AB)-- Al(TW), this cover letter appeared on the front of the leaflet guide (Form A5).	8" x 10 1/2". Black on white. 1,500,000 printed.
A4 Cover letter for 1969 Census of Agriculture ²	To explain purpose of the census and to request agriculture specialists to pro- vide assistance to farmers in complet- ing their report forms.	Mailed with A6 Reference Booklet to U.S. Department of Agriculture personnel in local offices throughout the United States.	8" x 10 1/2". Black on white. 40,000 printed.
A37 Cover letter for 1969 Census of Agriculture ²	To explain purpose of the census and to request agriculture specialists to pro- vide assistance to farmers in complet- ing their report forms.	Mailed with A6 Reference Booklet to all vocational agriculture instructors throughout the United States.	8" x 10 1/2". Black on white. 10,000 printed.
A41 Cover letter for 1969 Census of Agricultural Services ³	To explain the purpose of the census.	Mailed with Form A40.	8" x 10 1/2". Black on white. 13,000 printed.
A62 Cover letter for 1969 Census of Irrigation, Single-Basin Organiza- tion ³	To explain the purpose of the census.	Mailed with Form A60.	8" x 10 1/2". Black on white. 13,000 printed.
A65 Cover letter for 1969 Census of Irrigation, Multi-Basin Organization ³	To explain the purpose of the census and to inform the respondents of methods to obtain assistance in com- pleting the report forms.	Mailed with Form A61.	8" x 10 1/2". Black on white. 500 printed.

¹ See footnotes at end of table.

DESCRIPTION OF FORMS—Continued

Form number and title	Use	Distribution	Specifications
A5 Leaflet Guide for the 1969 Census of Agriculture	To explain how to mark the answers, and to describe important concepts not fully explained on the report form itself.	This standard leaflet accompanied Forms A1(34), A1(120), and A1(6). Four modified versions of the leaflet were mailed with the forms used in the Questionnaire Variation Study (QVS). Another modified version was used for the Puerto Rico Census of Agriculture, printed in both English and Spanish.	7 1/4" x 10". 24 pages. Black on blue. 5,000,000 printed. The four modified versions for the QVS were 7 1/2" x 10 1/4" and black on white. 68,000 printed. The leaflet for Puerto Rico was 8" x 10 1/2", and black on blue. 40,000 printed.
A6 Reference Booklet for the 1969 Census of Agriculture ²	To provide more detailed information and concepts than the A5 Leaflet Guide for completing the agriculture census forms.	Mailed with cover letter to personnel of the U.S. Department of Agriculture and to vocational agriculture instructors throughout the United States.	7 7/8" x 10 1/4". Green on white. 40,000 printed.
A66 Reference Guide for the 1969 Census of Irrigation	To provide detailed instructions and explanations for completing the irrigation report forms, with special instructions for multi-basin organizations.	Mailed with Forms A60 and A61 from Washington, D.C.	7 7/8" x 10 1/4". Black on yellow. 20,000 printed.
A24 Special Instructions for Multiunits	To provide special instructions for completing the report forms for those respondents who were known to operate more than one farm.	Mailed to all respondents who had been previously identified as having more than one farming operation. One Form A1(120) was enclosed for each operation.	5 1/4" x 8". Black on salmon. 2,000 printed.
A80 Special Instructions for Institutional Organizations for the 1969 Census of Agriculture	To provide special instructions for institutional organizations operating farms, since their production for either consumption on their premises or for experimental purposes was considered agricultural production which should be included in the census.	Mailed with Form A1(120) and the A5 Leaflet Guide to approximately 800 respondents previously identified as institutional organizations.	8" x 10 1/2". Black on buff. 1,500 printed.
A82 Special Instructions for Grazing Associations for the 1969 Census of Agriculture	To provide special instructions for grazing associations because of their increasing importance in certain aspects of agricultural production.	Mailed with Form A1(120) and the A5 Leaflet Guide to approximately 200 respondents, previously identified as grazing associations.	8" x 10 1/2". Black on white. 200 printed.
Letter to citrus grove caretakers in Florida for the 1969 Census of Agriculture	To explain that the caretakers would be visited in order to complete an agriculture report form for the citrus groves they managed.	Mailed from Washington, D.C. in July 1969, to approximately 100 caretakers in Florida, previously identified as managers of large acreages of citrus fruits.	8" x 10 1/2". Black on white. Approximately 150 printed.
Letter to citrus grove caretakers in Florida for the 1969 Census of Agriculture	To avoid duplicate reporting, this letter requested caretakers to return any report forms they may have received in the mail, and to ask their grove owners to return any they received, with a note explaining that the operation was covered in a report already completed by the caretaker.	Mailed from Washington, D.C. in January 1970, to approximately 100 caretakers in Florida, previously identified as managers of large acreages of citrus fruits.	8" x 10 1/2". Black on white. Approximately 150 printed.

See footnotes at end of table.

DESCRIPTION OF FORMS—Continued

Form number and title	Use	Distribution	Specifications
A122 Special Instructions for the Bureau of Reclamation for the 1969 Census of Irrigation ⁴	To provide supplemental instructions for completing irrigation report forms for Bureau of Reclamation projects.	Mailed with report forms and reference guides to Bureau of Reclamation personnel.	8" x 10 1/2". Black on white. 100 printed.
A124 Special instructions for Bureau of Indian Affairs projects for the 1969 Census of Irrigation ⁴	To provide supplemental instructions for completing irrigation report forms for the Bureau of Indian Affairs projects.	Mailed with report forms and reference guides to Bureau of Indian Affairs personnel.	8" x 10 1/2". Black on white. 200 printed.
A31.1 and 31.2 Reminder cards for the 1969 Census of Agriculture	Dated January 10, 1970, the cards requested farm operators who received standard Form A1 reports to complete and return their forms by the due date, February 15, 1970. Form A31.1 was for single-unit operators, A31.2 for multiunit operators.	Mailed from Jeffersonville, Ind.	A31.1 was 3 1/2" x 8". Black on white. 4,000,000 printed. A31.2 was 3 1/2" x 8". Black on blue. 2,000 printed.
A42 Reminder card for the 1969 Census of Agricultural Services ³	Dated January 20, 1970. Requested recipients of agricultural services report forms to complete and return their reports as soon as possible.	Mailed from Jeffersonville, Ind.	3 1/2" x 8". Black on white. 200,000 printed.
A63 Reminder card, 1969 Census of Irrigation--Single-Basin Organizations ³	Dated January 23, 1970. Requested recipients of single basin report form (A60) to complete and return their reports as soon as possible.	Mailed from Washington, D.C. 11,000 mailed out for first followup.	3 1/2" x 8". Black on blue. 13,000 printed.
A32.1, A33/34, A35, and A36 Followup Letters, 1969 Census of Agriculture	Letters dated February 25, April 8, May 12, and June 2, 1970. To remind nonrespondents to complete and mail back their report forms.	Mailed from Jeffersonville, Ind. 1,420,000 mailed for the first followup; 950,000 for the second; 678,000 for the third; 518,000 for the fourth.	All letters were 8" x 10 1/2", and black on white. 1,800,000 printed for the first followup; 1,100,000 for the second; 700,000 for the third; 525,000 for the fourth.
A43, A44, and A46 Followup Letters, 1969 Census of Agricultural Services ³	Letters dated March 20, April 17, and May 15, 1970. To remind nonrespondents to complete and mail back their report forms.	Mailed from Jeffersonville, Ind. 40,000 mailed for the first followup; 24,000 for the second; 15,000 for the third.	All letters were 8" x 10 1/2", and black on white. 200,000 printed for the first followup; 150,000 for the second; 100,000 for the third.
A64, A68, and A70 Followup Letters, 1969 Census of Irrigation--Single-Basin Organizations ³	Letters dated February 13, March 6, and April 17, 1970. To remind nonrespondents to complete and mail back their report forms.	Mailed from Washington, D.C. A64 (second followup) 5,700 mailed out. A68 (third followup) 3,200 mailed out. A70 (fourth followup letter and a copy of the A60 form) 2,025 mailed out.	All letters were 8" x 10 1/2", and black on white. 10,000 printed for the first followup; 7,000 for the second; 5,000 for the third; 2,500 for the fourth.

¹Not reproduced separately in this report; appears on the front of A5 Leaflet Guide.

²Not reproduced in this report; not sent to respondents.

³Not reproduced in this report; similar in content to forms used for the 1969 Census of Agriculture.

⁴Not reproduced in this report; specialized instructions which clarified and elaborated upon general instructions.