

## CHAPTER 3. Changes in the Standard Report Forms

Title 13, U.S. Code, places final responsibility for content, wording, and format of all census data-collection forms with the Secretary of Commerce, who may delegate that responsibility to the Bureau of the Census. Recommendations for the inclusion in the census of new items were received from many sponsors, including the U.S. Department of Agriculture and the Bureau of Economic Analysis. The Census Advisory Committee on Agriculture Statistics reviewed all proposals and recommended priorities for those to be included.

For the 1974 Census of Agriculture, two report forms, 74-A1 and 74-A2, were used in the continental United States and Alaska. The standard A1 form was used for farms where 1974 product sales were \$2,500 or more; the short A2 form was sent to farms where 1974 sales totaled less than \$2,500. Although the short form yielded fewer data than the standard form, the data collected were considered adequately detailed since these farms represent only a small percentage of total U.S. farm production. Items included on the A2 form were those selected from the standard form that would best provide information from the small agricultural operations. Hawaii was the only State to have a separate report form for the agriculture census, 74-A1(H).

The 1974 A1 and A2 forms used in the 50 States are discussed below. The report forms used for agricultural services are discussed on page 31; those for Puerto Rico and the outlying areas are discussed on page 32. Facsimiles of selected report forms are reproduced in appendix F.

### U.S. Report Forms

#### Standard Form A1

The standard report form was redesigned for 1974 (the type face was changed and the size was reduced) and thus differed in appearance from its 1969 counterpart. For the 1969 census, the report forms were printed on buff stock in black and red ink, with shading. For 1974, the general-use A1 form was printed on white paper in green and red ink, with shading; the forms for "must" cases and other special purposes were printed on white stock in black and red ink, with shading. The 1969 report forms, together with separate instruction sheets and return envelopes, were inserted in mailing envelopes; the 74-A1 form was a self-mailing piece, with the instructions and return envelope as integral parts.

The introductory section of the 1974 form included a message from the Director of the Bureau of the Census encouraging farmers to complete and return the report form, a

block indicating the return address to which the completed form should be sent, and a note reassuring the recipient that the form was easier to complete than its appearance suggested. Otherwise, the content of the introductory material remained unchanged.

Although most sections of questions on the 1974 report form were substantially similar to those on the 1969 form, their sequence was modified slightly. One section, however, was eliminated: Section 7, Was CONTOUR PLANTING, STRIP-CROPPING, or TERRACING in use on this place in 1969?

The major changes made to individual sections are described below. Those sections with no changes or only minor modifications are omitted from the discussion.<sup>1</sup>

**Section 1. Did you receive more than one report form?** If the recipient received more than one report form, procedures to follow were provided in separate instructions. This question was asked in the introductory material in 1969.

**Section 2. FARMING, RANCHING, OR OTHER AGRICULTURAL ACTIVITIES IN 1974.** This section was added in 1974. If the recipient had not been involved in farming, ranching, or other agricultural activities in 1974, instructions were given to send only the front cover of the report back to Jeffersonville.

**Section 3. ACREAGE IN 1974 AND LAND VALUE.** This section corresponded to section 1 of the 1969 version. An instruction was added in 1974 directing the respondent to include information on all cropland, pastureland, rangeland, woodland, wasteland, idle land, house lots, etc.

The remainder of the section was changed in both substance and format. For 1974, questions 5, 6, and 10 on diversion of acres to soil bank or other Federal programs; mortgages, deeds of trust, and land purchase contracts on the acres owned; and grazing permits on a per head basis were omitted. Questions 7, 8, and 9 from the 1969 census were modified and replaced by questions 6, 7, and 5 for 1974, in that order. A request for names and addresses of landlords and tenants was added to questions 5 and 6 to facilitate review and elimination of duplicate reports.

**PLEASE READ.** Immediately preceding section 4 of the 1974 census report form, a "Please Read" section was added outlining a "skip" option available to respondents whose land was worked on shares, rented, sold, or produced neither crops nor livestock.

<sup>1</sup>Facsimiles of the 1974 and 1969 data-collection forms are reproduced in appendixes to the 1974 and 1969 Census of Agriculture publications, respectively.

Preceding the sections on crops harvested in 1974, a "Please Read" section allowed the respondent to skip sections 5 through 12 if none of them applied. For 1969, the respondent was requested to indicate in each section whether specific crops were grown. Farmers were also instructed to report whole acres and units of production except where space was provided for reporting tenths; this instruction was omitted for 1974.

**Section 8. SMALL GRAINS (including RICE) harvested from this place in 1974.** This section was changed because it was believed that the term "small grains" was not uniformly understood by farmers. For 1969, a negative response to the first question enabled the respondent to skip the remainder of the section; this option was not available for 1974. Instead, the respondent was required to either mark "none" for each item or supply the requested information. There were also a few differences in the grains listed.

**Section 12. Were any VEGETABLES, SWEET CORN, OR MELONS harvested for sale from this place in 1974?** This section corresponded to 1969 section 21. It underwent considerable change. Instead of merely reporting the total acres harvested as in 1969, the 1974 respondent was asked to report the acres harvested for the fresh market and for processing. The list of specific vegetables was shortened for 1974, and a few additional vegetables were included on the coded list of other vegetable crops.

For 1974, item 8 (land used for vegetable crops) replaced item 16 from 1969 (commercial fertilizer used on vegetables, sweet corn, or melons). Respondents were asked to report acres harvested and irrigated, as well as acres fertilized and the types of commercial fertilizer used.

**Section 13. Was there a COMBINED TOTAL of 20 or more fruit trees, including citrus, grapevines, and nut trees on this place in 1974?** This section corresponded to several sections of the 1969 census form. The first part replaced section 16, with only minor revisions. Sections 17, 18, and 19 from 1969 were consolidated and shortened. Notes specifying the information to be supplied were added, as well as additional space for the farmer's response and a list of crops with identification code numbers.

**Section 16. Were any OTHER CROPS harvested from this place in 1974?** This section corresponded to 1969 section 23, but with significant changes. In addition to data for acres harvested and acres irrigated, the respondent was asked to furnish the quantity harvested and the tons of commercial fertilizer used. The request for tons of fertilizer used allowed the elimination of 1969 item 5 (commercial fertilizer used on these crops). Further, the specific crops listed for 1969 were replaced for 1974 and added to the list of "Other crops" which was expanded for 1974.

**Section 18. LAND USE IN 1974.** This section corresponded to the 1969 section 3, with some modifications. A statement was added reminding the respondent to "Complete this section." (This was the first section that all respondents were required to complete after the skip option.) Item 1 was added in 1974 and requested that the acres in "This Place" be copied from section

3, item 4. For items 2 through 6, the 1969 form asked for the number of acres, while the 1974 form also asked for acres irrigated. Item 7 was added for 1974, and asked what kinds of grazing permits the farmer had, if any.

**Section 19. Was any of the LAND in this place IRRIGATED in 1974?** Section 19 corresponded to 1969 section 4, again with considerable modification. The skip normally allowed following a negative response was changed and item 3 was added. Item 3 asked those who had not irrigated in 1974 to indicate whether they had irrigated during the period 1970 to 1973; and, if so, to indicate the most recent date of irrigation and the number of acres irrigated.

Items 1 and 2 from 1969 were transferred to section 18 for 1974; item 3 became 1974 item 1 after some modification, which included the division of 3a, irrigation and sprinklers, into 1d and e, self-propelled sprinkler systems and all other sprinkler systems. The answer spaces were altered to include a "None" block and the wording was revised. Item 4, source of water, was eliminated from the 1974 census report form, and item 5 was modified to become item 2.

**Section 20. Was any land on this place ARTIFICIALLY DRAINED?** This section corresponded to 1969 section 5. Both report forms asked for the total acreage drained and for the acreage drained by systems installed during the census year; however, the acres drained in 1969 had to be reported by type of system used.

**PLEASE READ.** The "Please Read" section before section 22 of the 1974 form was changed considerably from 1969. The 1969 report form instructed the respondent to read a separate leaflet before completing the sections following; whereas, the 1974 report form simply asked if any livestock, poultry, or animal specialties were on this place. A negative response allowed the respondent to skip to section 27. The 1969 respondent was asked to answer "Yes" or "No" for each section and skipped only one section at a time.

**Section 23. Did you or anyone else have any CATTLE or CALVES on this place in 1974?** This section was the equivalent of 1969 section 26: items 1 and 2 were modified to become item 1 for 1974; item 4 became items 2 and 3, and item 3 became item 4. The request for the number of cattle and calves fattened on grain or concentrates for 30 days or more and sold for slaughter was deleted and replaced with the request for value of sales before taxes and expenses.

**Section 25. Did you or anyone else have any SHEEP or LAMBS on this place in 1974?** Section 25 corresponded to 1969 section 28, but expanded to include two new items in which respondents were asked to report the number of sheep and lambs shorn and the quantity of wool produced, and the gross value of sheep, lambs, and wool sold from the place in 1974.

**Section 26. Did you or anyone else have any OTHER LIVESTOCK or ANIMAL SPECIALTIES on this place in 1974?** Items 1 to 5 of this section corresponded to section 29 of the 1969 report form. Items 1 to 3 were transferred without alteration; item 4 represented an expansion of 1969 item 8; and item 5 included all the livestock listed specifically in items 4 to

7, 9, and 10, in addition to foxes and their pelts and poultry hatched. Not only was the 1974 respondent asked the inventory as of the last day of the census year and the number sold during the census year, the value of those sales was also requested. Items 6 and 7, added for 1974, concerned the quantity and value of sales of livestock or animal products and fish. Item 7 also requested the number of acres under water for fish production.

**Section 29. Did you have any CONTRACT or BINDING AGREEMENT to produce or market any farm products on this place in 1974?** This section corresponded to 1969 section 30, but with radical format changes. The revised format allowed more data to be reported for each contract and enabled the respondent to report separate contracts made for the same commodity. Despite the change in format, most of the questions were the same as those asked for 1969. Categorizing of contracts as written, oral, or both was dropped for 1974, and a few types of information that would have been included under other crops for 1969 were specified for 1974.

**Section 30. PAYROLL AND EMPLOYMENT.** Section 30 corresponded to section 32 and items 6 and 7 of section 34 of the 1969 report form. Immediately preceding the questions for 1974 was the instruction, absent for 1969, which read, "For each of the following groups, report how many hired farm or ranch workers were employed and the amount of cash wages paid to them." For 1969, respondents were asked only to report the number of workers. Section 32 of the 1969 report form asked for the number of hired farm or ranch workers who worked on the place for certain lengths of time; this was expanded in 1974 to request information about contract workers hired through a crew leader or contractor, and salaried corporation officers (items 6 and 7 of 1969 section 34). For 1974, respondents were also asked to report cash wages paid.

**Section 31. INJURIES AND ILLNESSES CONNECTED WITH FARM OR RANCH WORK.** This section, added for 1974, concerned injuries, illnesses, and deaths connected with farm or ranch work and workdays lost as a result. Its purpose was to measure the prevalence of farm accidents, to assess the impact on agriculture of more stringent safety regulations being planned under the Occupation Safety and Health Act (OSHA), and to identify the extent of farm injuries so that safety efforts might be improved.

**Section 33. FARM CREDIT.** This section, added for 1974, asked whether the respondent had debts secured by real estate and/or other means, such as chattel mortgages, sales contracts, or unsecured notes. The respondent who had incurred some type of indebtedness was asked to supply the amount owed to each type of creditor.

**Section 37. TYPE OF ORGANIZATION, OPERATOR CHARACTERISTICS, and related information.** This section represented a combination and expansion of 1969 sections 37 and 38. For 1974, the new section was divided into three parts: Part A, Type of Organization; Part B, Farm Operator Characteristics and Related Information for Individual, Family, or

Partnership Operations; and Part C, Family Income From Off-Farm Sources in 1974.

The 1974 part A corresponded to 1969 section 37. The 1969 section 38 was expanded into 1974 part B. Items 1 to 4 underwent some modification; item 5 was new for 1974 and asked whether farming was the principal occupation of the operator; item 5 from 1969 was enlarged and presented as item 6 for 1974. Part C, an addition for 1974, requested information about family income from off-farm sources.

#### Form A1(H). Hawaii

Because of the unique character of its agriculture, there was a separate report form for Hawaii for the both 1969 and 1974 censuses. The general design and content of the 1974 A1(H) form was similar to that of the standard A1 form; major differences appeared only in sections for reporting crops. The A1(H) was used for all farms in Hawaii; no A2 form was used. Differences between 1969 and 1974 were conceptually similar to those noted on the standard A1 forms. The 1969 Hawaiian report forms were printed on blue stock in black and red ink, with shading; whereas the 1974 forms were printed on white stock in blue and red ink, with shading. Section 7, "Was CONTOUR PLANTING, STRIPCROPPING, or TERRACING in use on this place in 1969?" was the only 1969 section omitted for 1974. Aside from the addition of the section asking if the respondent had received more than one report form, major additions to the A1(H) were sections 5 and 6, which requested data on field corn and on sorghums and milo, respectively.

#### Short Report Form A2

The short form underwent changes in format and content similar to those made to the standard A1 form. The 1974 A2 form was printed on white paper in brown and red ink, with shading; the 1969 form was printed on buff paper in black ink only, with shading. With a few minor changes, the sections of the 1974 form followed the sequence used for 1969. Form 74-A2 was designed as a self-mailer packet that included instructions for completing the form and a return envelope.

#### Form A40. Agricultural Services

Since the census of agricultural services covers industries in Major Group 07 of the **Standard Industrial Classification Manual**, and this manual was revised between 1969 and 1974, the agricultural services form 74-A40 reflected these revisions. Along with these content changes, there were changes in format, many of which were similar to those on other report forms. The 1969 A40 was printed on blue stock in black ink, with shading; the form for 1974 was printed on white stock in blue ink, with shading. Both the sequence of the sections and the information included were rearranged (e.g., the employer identification (EI) number was requested in section 7 of the 1969 report form and in section 1 of the 1974 form). Sections 2, 5, 7, 11, 13, 14, and 15 were additions for 1974.

## Puerto Rico and the Outlying Areas

### Form A1(PR). Puerto Rico

The form A1(PR) was used for all farms in Puerto Rico; whereas, in 1969, the A1(PR) was used for farms with sales of \$1,200 or more and the A2(PR) was used for farms with sales under \$1,200. The 74-A1(PR) was printed in Spanish on white stock in blue ink, with shading. An official English version was also prepared. The following discussion is based on the 1969 and 1974 English versions only.

Perhaps the most noticeable change in the form was the reference date: Data for 1974 were collected for the 12 months preceding the enumeration date (July 1, 1975), while the 12 months of the calendar year were covered for 1969.

Several changes were made in the format of the report form: Reporting blocks were redesigned, the headings were changed to read "Dollars only," the cents columns were shaded, the skip option appeared as a separate question, and "None" check boxes were added to individual items.

Most of the information requested for 1974 was similar to that collected in 1970. No sections were deleted and one was added: section 10, intercropping. The sequence of the sections was the same except for sections 11 and 12, concerning land use and irrigation, and sections 13, 15, and 16, concerning livestock, which had appeared as sections 3, 4, 13, 15, and 16 for 1969.

Other changes in the report forms are discussed below. Sections in which no significant content changes occurred are omitted.

**Section 1. ACREAGE IN THE LAST 12 MONTHS AND OWNERSHIP.** For 1974, items on land value; mortgages, deeds of trust, and land purchase contracts; and land rented or leased from others or subrented or subleased to others were omitted from this section. At the suggestion of the Puerto Rico Department of Agriculture, questions were added on the number of farms managed and the abandonment of farms by the respondent.

**Section 3. MAIN CROPS.** This section consolidated 1969 sections 5 (sugarcane) and 6 (tobacco, pineapple, or coffee). Questions on fertilization and irrigation were deleted, as was an item on how many pounds of coffee were sold.

**Section 5. FRUITS.** Corresponding to 1969 section 8, the format of this section was altered so that item 2 for 1974 included all crops listed as separate items for 1969. Of the 13 fruits listed for 1969, mangos, breadfruit, guavas, West Indies cherries, and limes were deleted because few farms produced them. The addition of chironjas was made at the recommendation of the Puerto Rico Department of Agriculture census

advisory committee. For 1974, respondents were also asked to report the number of scattered trees planted and harvested.

**Section 8. ORNAMENTAL AND FLOWERING PLANTS, LAWN GRASS.** Item 2 of this section replaced 1969 items 1 to 3 of section 11 with only a few changes. Item 1, added for 1974, requested the value of ornamental and flowering plants and lawn grass sold.

**Section 10. INTERCROPPING.** This section was added for 1974, at the recommendation of the census advisory committee of the Puerto Rico Department of Agriculture.

**Section 11. LAND USE IN THE LAST 12 MONTHS.** Corresponding to 1969 section 3, this section underwent several changes, since land use was redefined for 1974. A query on "total area of this place" was also added so that the total acreage in item 8 could more readily be compared with the total in section 1.

**Section 14. CATTLE.** The 1970 item 1, Cattle and calves of all ages, was expanded to become 1974 items 2-8. There were changes in both wording and format. For 1974, oxen were included in this section, whereas, in 1969, they appeared in section 16, other livestock.

**Section 24. FARM OPERATOR CHARACTERISTICS.** A note was added to this section for 1974, explaining that all the questions referred to the person operating the farm. Two items, one on the source of the largest part of the total income in the last 12 months and the other on the percentage of gross income from farming, were also added to help measure farm and nonfarm income relationships more precisely.

### Form A1(G). Guam

As in 1969, a special form was designed for the 1974 Census of Agriculture in Guam. Most of the inquiries and the format remained the same. The content was expanded slightly, with more crops included in section 3 and the addition of section 6, fishing.

### Form A1(VI). Virgin Islands

Relatively few content changes were made to the 1974 A1(VI) form for the Virgin Islands. Design changes were made to bring its general format into conformance with the Guam report form. The only significant change was in the expansion of section 2, land in agriculture, to include items on the location of the farm with regard to all-weather roads, sources of farm financing, and employment of paid and unpaid farm hands.