

**NINTH CENSUS, UNITED
STATES. 1870. INSTRUCTIONS
TO ASSISTANT MARSHALS.
ACT OF MAY 23, 1850**

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Ninth census, United States. 1870. Instructions to assistant marshals. Act of May 23, 1850 by Various

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VARIOUS

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1870.

INSTRUCTIONS

TO

ASSISTANT MARSHALS.

Act of May 23, 1850.

CENSUS OFFICE,
DEPARTMENT OF THE INTERIOR.

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NINTH CENSUS
OF
THE UNITED STATES.

1870.

INSTRUCTIONS TO ASSISTANT MARSHALS.

DEPARTMENT OF THE INTERIOR,

Washington, D. C., May 1, 1870.

The following rules and instructions are published for the guidance of Assistant Marshals. Strict and literal compliance in every particular will be enforced. The Department will not recognize any claim for compensation until the whole work has been well and properly done.

J. D. COX,

Secretary of the Interior.

Gaici A Walker.

Supt of the Census.

GENERAL DIRECTIONS.

Assistant Marshals will begin the enumeration of their subdivisions, June 1, and continue it without interruption till the work is complete. Intermission of work will be sufficient cause for removal.

Assistant Marshals will report progress to the Marshal regularly once a fortnight: failure to do so will be sufficient cause for removal.

Each Assistant will provide himself with a secure portable inkstand, good ink, and a sufficient number of pens. All entries will be carefully dried with the blotting paper which accompanies each portfolio. Each page of schedules will be numbered in exact order as filled, and when filled. The first page of the first sheet of each of the five schedules (Inhabitants, Mortality, Agriculture, &c.) must be numbered 1; first page of second sheet, 5; first page of third sheet, 9; and so on, continuously, until the township, or borough, or parish (or ward of a city) is completed. Begin each township, borough, &c., with a new sheet, or new half sheet (without tearing it off). Use the greatest care to preserve your blanks from unnecessary exposure, and your schedules, when filled, from loss. Let no one meddle with your papers. Carry as little finished work as possible, and as few schedules at a time as will answer your purpose. Always carry the full pamphlet of instructions.

Sheets must never be folded, either in the course of enumeration, or in transmission to Marshals, or to the Census Office. Whenever sheets are sent in sufficient number to allow it, they will be sent in flat packages, at length. When the package is too small for this, the sheets will be *rolled*.

Half sheets will not be used, except when they are the *last* or the *only* sheets (of that schedule) from that subdivision. A limited number of half sheets is furnished for use in the smaller subdivisions.

There are certain columns on each schedule which must be filled in every case, or the work of enumeration has not been performed.

Such are :

3, 4, 5, 6, 10,	on Schedule 1,
1, 2, 3, 4, 5, 7, 10, 12,	" Schedule 2,
1, 2, 52,	" Schedule 3,
1, 2, 3, 12, 15, 18,	" Schedule 4.

When the Census Office is put to trouble and expense, by having to obtain through subsequent correspondence the answers to these questions, the cost of clerk hire and correspondence to the Department will be estimated, and deduction will be made for work not done. The attention of Assistant Marshals is invited, in this connection, to the phraseology of the law fixing the rates of compensation. "For each farm *fully returned*, ten cents; for each establishment of productive industry, *fully taken and returned*, fifteen cents." (Section 13, act of May 23, 1850.)

After enumerating a family, farm, shop, &c., the entries made should be read over to the party giving the information, that all mistakes may be corrected on the spot, at the time. This is a requirement of law.

The name of the town, township, parish, &c., of the county, of the State, and of the post office; the day of the month, and the month, and the name of the Assistant Marshal, in his own handwriting, must be filled into the proper spaces on each page, except in the case of the Agricultural Schedule, where each alternate page will be signed and filled as above required.

On all the schedules, when Values are required to be stated, omit fractions of a dollar.

As far as possible, Assistant Marshals will have the first copy of their returns made from the sheets as they are completed, so that the full returns may be sent to the Marshal at the earliest practicable moment after the enumeration closes. Great pains will be taken in comparing the copy intended for the Census Office with the originals, point by point. The second copy required by law will be forwarded to the Marshal when completed. At the end of each set of returns, the Assistant Marshal will certify that they were made according to law and instructions.

Special attention will be paid to the rules relating to the distribution, care, and use of blanks, laid down in circular from the Department of the Interior, of May 12th, 1870.

Assistant Marshals will return their portfolios to the Marshals when their duties are completed.

The tenth section of the act of May 23, 1850, requires that the Assistant Marshal shall make the enumeration by actual inquiry at every dwelling-house, or by personal inquiry of the head of every family, and not otherwise. The duty cannot be performed by deputy or proxy. General publication will be made of the fact, so that citizens may know their rights, and resent unauthorized intrusion or inquiry. When persons properly subject to enumeration refuse to give information in the particulars required, they will be admonished of their liability under the provisions of the fifteenth section of the act of May 23, 1850. Assistant Marshals will, however, make as little show as possible of authority. They will approach every individual in a conciliatory manner; respect the prejudices of all; adapt their inquiries to the comprehension of foreigners and persons of limited education; and strive in every way to relieve the performance of their duties from the appearance of obtrusiveness. Anything like an overbearing disposition should be an absolute disqualification for the position.

No graver offense can be committed by Assistant Marshals than to divulge information acquired in the discharge of their duty. All disclosures should be treated as strictly confidential, with the exception hereafter to be noted in the case of the Mortality Schedule. Information will be solicited of any breach of confidence on the part of Assistant Marshals. The Department is determined to protect the citizen in all his rights in the present Census.

Assistant Marshals, on receiving notice of their appointment, are advised and requested to prosecute informal inquiries, within the limits of civility and discretion, in any direction which will enable them the better to begin and complete their work; especially to make themselves as intelligent as possible in regard to the industrial character of their subdivisions, and the peculiar conditions of each important industry.

INHABITANTS.—SCHEDULE 1.

Numbering.—Dwelling-houses and Families will be numbered consecutively, in order as visited, until the township, borough, or parish (or ward of a city) is completed, when a new numbering will begin, as is the case with the numbering of pages.

Dwelling-houses.—By "Dwelling-house" is meant a house standing alone, or separated by walls from other houses in a block. Only such buildings are to be reckoned as dwelling-houses as have been used as the entire habitation of a family. But houses only temporarily uninhabited are to be returned and numbered in order. In that case, a dash, thus, ———, will be drawn through column No. 2, and the remaining spaces on the line be left blank. Hotels, poor-houses, garrisons, asylums, jails, and similar establishments, where the inmates live habitually under a single roof, are to be regarded as single dwelling-houses for the purposes of the Census. The character of such establishments should be written longitudinally in the column.

Eating-houses, Stores, Shops, &c.—Very many persons, especially in cities, have no other place of abode than stores, shops, &c.; places which are not primarily intended for habitation. Careful inquiry will be made to include this class, and such buildings will be reckoned as Dwelling-houses within the intention of the Census law; but a watchman, or clerk belonging to a family resident in the same town or city, and sleeping in such store or shop merely for purposes of security, will be enumerated *as of his family*.

Families.—By "Family" (Column 2) is meant one or more persons living together and provided for in common. A single person, living alone in a distinct part of a house, may constitute a family; while, on the other hand, all the inmates of a boarding-house or a hotel will constitute but a single family, though there may be among them many husbands with wives and children. Under whatever circumstances, and in whatever numbers, people live together under one roof, and are provided for at a common table, there is a family in the meaning of the law.

Names of Individuals.—In column 3 will be entered the Name of every person in each family, of whatever age, including the Names of such as were temporarily absent on the 1st day

of June, 1870. The name of any member of the family who may have died between the 1st day of June, 1870, and the day of the Assistant Marshal's visit is to be entered, and the person fully described, as if living; but the name of any person born during that period is to be omitted. The name of the father, mother, or other ostensible head of the family (in the case of hotels, jails, &c., the landlord, jailor, &c.) is to be entered first of the family. The family name is to be written first in the column, and the full *first, or characteristic* christian or "given" name of each member of the family in order thereafter. So long as the family name remains the same for the several members, it need not be repeated, provided a clear horizontal line be drawn in the place it would occupy, thus:

Smith, John.

—— Elizabeth.

Place of Abode.—By "Place of Abode" is meant the house or usual lodging place. All persons temporarily absent on journey or visit are to be counted as of the family; but children and youth absent for purposes of education on the 1st of June, and having their home in a family where the school or college is situated, will be enumerated at the latter place.

Sea-faring men are to be reported at their land homes, no matter how long they may have been absent, if they are supposed to be still alive. Hence, sailors temporarily at a sailors' boarding or lodging house, if they *acknowledge any other home within the United States*, are not to be included in the family of the lodging or boarding house. Persons engaged in internal transportation, canal-men, express-men, railroad-men, &c., if they habitually return to their homes in the intervals of their occupation, will be reported as of their families, and not where they may be temporarily staying on the 1st of June.

PERSONAL DESCRIPTION.

Columns 4, 5, and 6 must, in every case, be filled with the age, sex, or color of the person enumerated. No return will be accepted when these spaces are left blank.

Ages.—The exact age, in figures, will be inserted in column 4, wherever the same can be obtained; otherwise, the nearest approx-