



Reviewer's Guidelines 1920 Census

*It is not possible to review every record entered in HistoryForge against the census. That level of scrutiny should be limited to new transcribers and on an as-needed basis. Instead, we recommend the following process to guide your review of census records.

General Overview

- Consistency in reviewing, like transcription, is key. If one reviewer or transcriber is making editorial choices that others are not, that could create a problem. Each HistoryForge installation should make clear and consistent rules around when and how to deviate from the census sheet. To ensure the rules are followed, any such substitutions (names and addresses or otherwise) should be done at the reviewer level.
- Review census records one sheet/side at a time.
- The reviewing process can be done on HistoryForge or in a spreadsheet (recommended method). See [Helpful Reviewing Strategies](#).
- Most of the review will be performed by checking the responses on HistoryForge, referring to the census record only if something is missing. A few select fields call for checking the census sheet first and then checking HistoryForge to make sure the information has been entered.
- If corrections are made due to transcriber error, make the change and do not leave a note.
- Once you have completed your review of each sheet, mark the records reviewed on HistoryForge and on your transcription tracking sheet, and make person records (see instructions at the end of this document).
- Before you start, access the following on your computer:
 - HistoryForge census database filtered on the sheet you are reviewing,
 - the actual census sheet you will be reviewing from FamilySearch,
 - the city directory (if available), and
 - the transcription tracking sheet.

Enable the Following Fields on HistoryForge

Fields	
☐ Locality	☒ Year Immigrated
☒ Name	☒ Naturalization
☐ First Name	☒ Year Naturalized
☐ Middle Name	☒ Attended School
☐ Last Name	☒ Can Read
☐ Census Scope	☒ Can Write
☐ Sheet	☒ Place of Birth
☐ Side	☒ Mother Tongue
☒ Line	☒ Place of Birth - Father
☐ County	☒ Mother Tongue - Father
☐ Place	☒ Place of Birth - Mother
☐ Ward	☒ Mother Tongue - Mother
☐ Enum Dist	☒ Speaks English
☒ Street address	☒ Occupation
☒ Institution	☒ Industry
☒ Dwelling No.	☒ Employment Status
☒ Family No.	☒ Farm Schedule No.
☒ Relation to Head	☒ Occupation Code
☒ Owned or Rented	☒ Notes
☒ Mortgage	☐ Person Record
☒ Sex	☐ House No.
☒ Race	☐ Prefix
☒ Age	☐ Street Name
☒ Age (Months)	☐ Suffix
☒ Marital Status	☒ Latitude
☒ Foreign Born	☒ Longitude

Reviewer's Checklist

Transcribers should have completed a similar, but less extensive, version of this checklist after each sheet, making this final review relatively quick and easy.

Line No.

Check the transcription tracking sheet for the total number of lines entered for the sheet and for the line no.s for any missing lines. Check that the correct number of lines have been entered and that any missing lines are on the corresponding line numbers in HistoryForge. For example if the census sheet had 48 lines, with lines 3 and 27 missing, and the version on HistoryForge had 48 lines, with lines 49 and 50 missing, the records on HistoryForge would not adequately represent the information on the census sheet.

Name

Check the names to make sure they are complete (first and last) and that there are no typos.*

*Use your judgment. If a name does not look right to you, check the census and other reference sources as needed.

If anything looks incorrect, check the Notes for comments by the transcriber, followed by the census if you think it might have been a transcriber error.

If the transcriber did not supply additional information when part of the name was missing (for example when the name on the census is recorded as Mrs. Blank Johnson, Infant Smith, or Sister Marie Benedict Blank), check the city directory or other trusted resources and add that information, making sure to cite the source. For installations with one or more census years entered, check the other census databases or the Person Records.

Substitutions: Transcribers should enter the name as it appears on the census (if legible), and leave a note about an alternate name spelling from the city directory or another source. The reviewer should determine whether or not to update the name based on this information. Any change to the name should generally occur in the Name or Name Variants fields in the Person Record, leaving the census record as is. For more guidelines about the use of judgment in recording name variants, see the document [≡ Name Variants](#) .

Street Address

Check that the addresses are complete with the House No., Prefix (if applicable), and Suffix and that the Street Name is spelled correctly.

Substitutions: Transcribers should enter the address as it appears on the census (if legible), and leave a note about an alternate address from the city directory or another source. The reviewer should determine whether or not to update the address based on this information. The address should be changed in the address field with the address that appeared on the census moved to the note field along with an explanation, e.g. "The address on the census sheet was _____, but this address did not exist in the city directories."

If the address was blank on the census and the transcriber did not supply an address in the Notes field, the reviewer should find and enter an address if possible.

In addition:

It should not be assumed that if the enumerator did not include a House No. for a new Family No., that the House No. is the same as that of the previous household. Check the city directories to determine the House No.

"Rear" - According to the *Instructions to Enumerators* for various census years, enumerators were to include "Rear" in the address to indicate the residence was a separate building in the rear of that which faced the street that did not have its own house number. If the enumerator included "Rear" in the address, it should be entered after the House No. and ***not*** in the Apt. field and a separate building record should be created to represent the building.

Apt.

Apartments are officially given a space on the 1950 census, however, they were sometimes included on earlier censuses by number or a word like Down(stairs), etc.

If any apartment designations aside from "Rear" are included in other parts of the Address field, move them to the Apt. field. (See note on "Rear" above).

Note: The apartment number carries over from the previous household in an "In This Dwelling" save. If a transcriber entered the apt. incorrectly in one record, check the other records affiliated with this Dwelling/Family No. and make changes as necessary.

Dwelling and Family Nos.

HistoryForge depends on Dwelling and Family Nos. to pull together members of a single census dwelling or family in the database.

Dwelling and Family Nos. were supposed to be unique numbers representing each dwelling and "family" in order of enumeration. They should generally be sequential. When you are reviewing, if the numbers are out of order, check them against the original census sheet.

Dwelling No.

Check that the Dwelling Nos. are unique to each new address.

Duplicate Dwelling No.

Some enumerators mistakenly repeated a Dwelling No., even on the same census sheet. If you notice that the same Dwelling No. was given to two or more different dwellings, add a letter “A” to the end of the second Dwelling No. (e.g., **134** and **134A**) for the records of all individuals in that dwelling. If there is more than one duplicate Dwelling No. in the enumeration district, continue with the alphabet. This field is case sensitive, *always use capital letters*.

Missing Dwelling No. with margin note

If there is no Dwelling No. on the census but there is a margin note referring you to a sheet and line number in that ED where it can be found (e.g. “S-10, L-19”), the transcriber or reviewer should go to that sheet and enter the missing information from there. Enter the margin note as the explanation in the Notes field.

Missing Dwelling No. without margin note

If there is no Dwelling No. **and** no margin note referring you to where you can find one, but you are sure that you are looking at a unique address, you will need to supply a unique Dwelling No. to pull the residents of the building together in HistoryForge. There are two ways to do this:

- A. If you determine that the address of a person must be in between existing Dwelling Nos. **217** and **218**, add a letter “A” to the end of the first number: **217A**. This field is case sensitive, *always use capital letters*. You may need to do a search in HistoryForge on your person’s address to see who the nearest neighbor might be. Always make a note in HistoryForge explaining how you supplied the number.
- B. If it is not easy to determine a family’s near neighbors, especially for families enumerated towards the end of an ED where dwellings and persons are more likely to be enumerated out of order, it may be easier to find the last Dwelling No. used in the ED and assign the next number after that one. To find the last number used in the ED, search HistoryForge by Dwelling No. (limited by the ED) and use the up/down arrow over the column to sort the results by number. If the last Dwelling No. used was **290**, assign yours Dwelling No. **291**. Always make a note in HistoryForge explaining how you supplied the number.

If an experienced transcriber supplies a Dwelling No., check that:

- The supplied number corresponds to the correct dwelling (when the address already exists in HistoryForge) or is unique within the enumeration district (when the dwelling houses a single family).
- The supplied number is either fit geographically near an existing number (e.g. 217A is correctly near to 217) or is the last number available within the ED.

Family No.

Check that the Family Nos. are unique to each family/household group starting with the head of the household.

Duplicate Family No.

Some enumerators mistakenly repeated a Family No., even on the same census sheet. If you notice that the same Family No. was given to two different “families,” add a letter “A” to the end of the second Family No. (e.g., **134** and **134A**) for the records of all individuals in that family. If there is more than one duplicate Family No. in the enumeration district, continue with the alphabet. This field is case sensitive, *always use capital letters*.

Missing Family No. with margin note

If there is no Family No. on the census but there is a margin note referring you to a sheet and line number in that ED where it can be found (e.g. “S-10, L-19”), the transcriber or reviewer should go to that sheet and enter the missing information from there. Enter the margin note as the explanation in the Notes field.

Missing Family No. without margin note

If there is no Family No. **and** no margin note referring you to where you can find one, but you are sure that you are looking at a single family group, you will need to supply a unique Family No. to pull the members of the family together in HistoryForge. There are two ways to do this:

- A. If you can determine that the family lives near another family which has a number, you can fit your family in there. Supply a number in HistoryForge by tacking on sequential capital letters A, B, etc., to the neighbor’s number. For example, you may be pretty sure that the enumerator is adding a renter who lived in the same dwelling as Family No. **216**. Assign the renter the Family No. **216A**. Always make a note in HistoryForge explaining how you supplied the number.
- B. If it is not easy to determine a family’s near neighbors, especially for families enumerated towards the end of an ED where persons are more likely to be enumerated out of order, it may be easier to find the last Family No. used in the ED and assign the next number after that one. To find the last number used in the ED, search HistoryForge by Family No. (limited by the ED) and use the up/down arrow over the column to sort the results by number. If the last Family No. used was **290**, assign yours Family No. **291**. Always make a note in HistoryForge explaining how you supplied the number.

If an experienced transcriber supplies a Family No., check that:

- The supplied number is unique within the enumeration district.
- The supplied number is either fit geographically near an existing number (e.g. 217A is correctly near to 217) or is the last number available within the ED.

Institution

Check that any Institution name, which is in the upper left side of the sheet under Township or other division, has been recorded for each person listed in the institution.

If the institution is not named but rather described generically as the institution type (e.g. not “Tompkins County Jail” but just “Jail”), transcribers enter what appears on the census and do not supply the institution’s name.

However, if the institution is not named on the census but the address is that of an institution of interest, the project director may decide to record the institution’s name. The project director or the reviewer then adds the information to this field.

If the transcriber recorded the institution in the Notes field (as was the practice in earlier versions of some HistoryForge census years), move the institution information to this field and delete the transcriber’s note.

Relation to Head

Check that the Relation to Head is appropriate to the Sex listed, i.e., wife-female, son-male, etc. If it is not, check the census and change the sex as needed. If the error was made by the enumerator, add an explanation about the change in the Notes field (e.g. “Enumerator mistakenly listed this person's sex as ___”).

Controlled vocabulary: Remember, the Relation to Head field has a built-in controlled vocabulary. If the Relation to Head is "X," add the correct Relation from the Notes field to the controlled vocabulary, then add it to the Relation field in the census record and remove the note. Reviewers who are not the project administrator will need to email that person to request the addition to the controlled vocabulary. For more on how to add terms to the controlled vocabulary see the document [Controlled Vocabularies](#).

Owned or Rented/Mortgage

Check that there is an “O” for Owned or “R” for Rented listed for one member of the family/household and that those with an “O” also have an “M” for Mortgage or “F” for Free of mortgage. If there is a missing or potentially incorrect response, check the census sheet and revise accordingly.

Owned or Rented and Mortgage information should be entered only once on HistoryForge per Family No. in the line on which it was entered on the census sheet.

Sex

Check that there is a Sex listed for each record and that it is appropriate to the Name and Relation fields. If there is a missing or potentially incorrect response, check the census sheet and revise accordingly.

If Sex was left blank on the census sheet but can be determined from reference sources, enter that Sex in HistoryForge. Leave a brief explanation in the Notes field, e.g., “Sex blank on census” and cite the sources you used to determine the Sex you entered in the database.

If Sex is incorrect on the census (does not correspond to Name, Relation to Head, or other sources), change it in the database. Enter a brief explanation in the Notes field, e.g., “Sex is ____ on census” and cite the sources you used to determine the Sex you entered in the database.

If Sex is questionable, default to what is on the census unless you can verify it elsewhere.

Race

Check that there is a Race listed for each record and that it appears correct. If there is a missing or potentially incorrect response, check the census sheet and revise accordingly.

If Race is questionable or appears to be incorrect (for example, if a single family member has a race different from all the other family members), default to what is entered on the census. HistoryForge wants to record the race in each census record as it was entered on the census.

Substitutions: If Race is determined to be incorrect, it can be changed on the Person Record. See  [Person Records: Matching, Editing, Creating](#)

Age/Age (Months)

Check that there is an Age listed for each record and that it appears correct (e.g., a head of household is probably not 8 years old). If there is a missing or potentially incorrect response, check the census sheet and revise accordingly.

Check that children under 5 years of age (those with a fraction under Age/Months) do not have a “0” entered under Age.

Marital Status

Check that there is a Marital Status for each record. If there is a missing or potentially incorrect response, check the census sheet and revise accordingly.

Foreign Born

Check that there is a “Yes” for all records with a Place of Birth that is not in the United States or its territories, *except* those with AmCit after their place of birth.

Year Immigrated

Check that there is a Year listed for all records with a “Yes” under Foreign Born. If there is a missing or potentially incorrect response, check the census sheet and revise accordingly.

Remember, those with “Am Cit” after their Place of Birth should not have a “Yes” under Foreign Born.

Naturalization

Check that there is a response listed for all records with a “Yes” under Foreign Born. If there is a missing or potentially incorrect response, check the census sheet and revise accordingly.

Remember, those with “Am Cit” after their Place of Birth should not have a “Yes” under Foreign Born.

****Check that all native-born women married to foreign born men, have the Naturalization status listed on the census. (See the manual for additional information and explanation.)***

Year Naturalized

Check that there is a response listed for all records with “Na” under Naturalization. If there is a missing or potentially incorrect response, check the census sheet and revise accordingly.

Attended School

Check that all school aged children (aged 5-18) have a “Yes” for attending school. If not, check the census.

Can Read/Can Write

Check that there is a “Yes” in both columns.

For any records with a “Yes” in one column but not the other check that the response is the same on the census.

Place of Birth Individual/Father/Mother

Check that there is a Place of Birth for each record.

If the Place of Birth is “X,” add the Place of Birth from the Notes field to the controlled vocabulary, then add it to the Place of Birth field in the census record and remove the note. Reviewers who are not the project administrator will need to email that person to request the addition to the controlled vocabulary. For more on how to add terms to the controlled vocabulary see the document [Controlled Vocabularies](#).

If there is a potentially incorrect response, check the census sheet and revise accordingly.

Mother Tongue Individual/Father/Mother

Check that there is a Mother Tongue for each person who is foreign born.

If the Mother Tongue is “X,” add the Mother Tongue from the Notes field to the (Language Spoken) controlled vocabulary, then add it to the Mother Tongue field in the census record and remove the note. Reviewers who are not the project administrator will need to email that person to request the addition to the controlled vocabulary. For more on how to add terms to the controlled vocabulary see the document [Controlled Vocabularies](#).

If there is a missing or potentially incorrect response, check the census sheet and revise accordingly.

Speaks English

Scan the census for any blank fields or Nos in this column, then check HistoryForge to make sure the appropriate record(s) also have a blank field.

Occupation/Industry/Employment Status/Occupation Code

Check for any obvious spelling errors. Enumerator spelling should be kept when possible.

Check that there is an Occupation for anyone with an Industry. When there is no occupation listed on the census but there is an Industry, etc., Occupation should be “Blank” and not “None” to differentiate the response from “None.”

Check that there is an Employment Status and Occupation Code for anyone with an Occupation. If there is a missing or potentially incorrect response, check the census sheet and revise accordingly.

Farm Schedule No.

Check that the response entered in this field is the Farm Schedule No. and not the three-digit occupation code.

Farm Schedule No. should be entered only once on HistoryForge per Family No. in the line on which it was entered on the census sheet.

Notes

Notes left for the reviewer.

- Some reviewers prefer to scan the notes field as a first step, to give themselves a heads-up about any issues the transcriber may have had with this sheet.
- If the transcriber left a note that indicates a name or other field is illegible, try to decipher the name or otherwise solve the issue. If the issue is resolved, remove the note. If you cannot resolve the issue, leave the note.
- If you change the information in the name, address, or another HistoryForge field from what was on the census, explain the changes in the Notes, making sure to indicate what was on the census and where the new information came from.
- Reviewers may adjust the wording of notes to be sure they are suitable for public view.

Latitude, Longitude

Check that the Latitude and Longitude fields are filled. When the census record has been attached to a building record, the building's latitude and longitude will display.

If they are missing, scan the addresses for all lines without building records. If there is an obvious mistake in the street address, such as a missing suffix, the reviewer should fix the error and then use the drop-down menu to fill in the Building field on the records for all residents at that address.

When to Change Minor Census Errors

Transcribers and reviewers may encounter a variety of minor errors and inconsistencies on the part of the census enumerator. Transcribers are supposed to enter what they see on the census, making a note about the apparent mistake. It is the reviewer's responsibility to make the final editorial decisions on a consistent basis to present uniform, retrievable information in the database and explanatory notes to justify these decisions if they are questioned in the future.

When the error is minor and uncontroversial, the reviewer should correct the data on the HistoryForge and make a concise, clear note stating explicitly what was written on the census and what it was changed to in HistoryForge. If a transcriber corrected the mistake on the data entry form but did not explain the change, the reviewer should add a note.

When the reviewer should make corrections:

- A person is enumerated as Male, but they have a female first name and their Relation to Head is Wife.
Example of wording of a note in this kind of situation: "Sex listed as Male on census, but occupation is Pantry Woman; entered as Female in HistoryForge."
- A woman is enumerated as Widowed, but her Relation to Head is Wife and her husband is enumerated in line above her
- Data that belongs on one line is transposed to a line above or below it.

When the reviewer should keep what appears on the census:

- For information that is possibly true or indeterminate, preserve the response on the census and draw attention to the issue in the notes, e.g. "Unable to confirm sex, Patsy Smith is listed as boarder with no occupation."
- For free-text fields, especially Name and Employment (Occupation, Industry, etc.), keep the enumerator's spellings and abbreviations whenever possible.

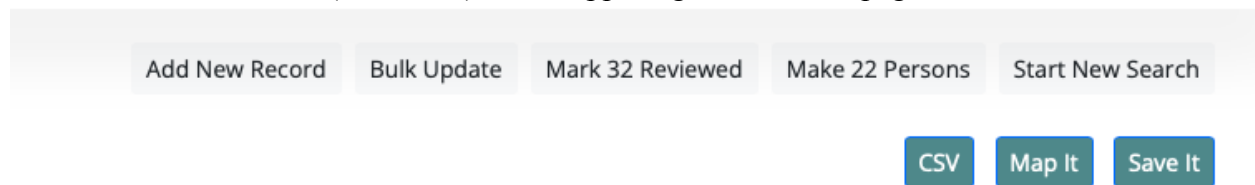
Duplicate Census Records

When a person has been enumerated twice in the same census year, HistoryForge's policy is usually to keep both census records for the same person, rather than trying to choose the "best" record or creating a blended record of the two census records—even when the system rejects the

second record as a duplicate. Special instructions for handling duplicate census records can be found here: [☰ Persons Enumerated Twice](#)

Marking Records Reviewed

- All census records need to be marked reviewed to be visible to the public. ***However, reviewed census records will be visible but not mapped until the corresponding building records are also reviewed.***
- After you have completed your review and made any changes, you can mark all the census records on a single sheet reviewed all at once.
- From the census database filtered to the exact census sheet you reviewed, select the Mark Reviewed button (see below) on the upper right side of the page.*



*This button will only appear for people with the appropriate user roles when the records are limited to a single sheet and side in a specific ED. Note that the mark reviewed button above reads “Mark 32 Reviewed.” The number of records listed changes to reflect the total number on the sheet. The maximum number of lines varies by census year.

- On the transcription tracking sheet, mark the sheet as completed in the Review section, along with the reviewer’s name, date, and total lines reviewed.

Make Person Records

Reviewers should expect to match or create a person record for every census record.

This step of the review process is usually done as part of the census record review, but may also be done separately. In order to perform this step, the reviewer will need to be assigned the Person Record Editor user role. Someone with that role can match census records to person records, edit person records, and create new person records.

HistoryForge installations transcribing their first census may create person records without first taking into consideration any matches offered.

HistoryForge installations that have already completed transcription of one or more censuses should use the matching algorithm before resorting to creating a new person record.

See  **Person Records: Matching, Editing, Creating** for detailed guidelines on this procedure.

Helpful Reviewing Strategies

Using a Spreadsheet

The recommended technique for reviewing transcribed census records is to export each census sheet to a spreadsheet (CSV button) and review the data there rather than on HistoryForge. The benefits:

- Using the spreadsheet's Filter/Sort functions makes checking conditionalities easier.
- The spreadsheet lets reviewers easily "Hide" columns moving from left to right.
- The great time-saver of the spreadsheet method is that when something is found that needs to be corrected in HistoryForge, the correction is not made immediately. Instead the reviewer highlights the change in the spreadsheet and overtypes the data with the correction. Proceed with the review through the entire census sheet, highlighting and editing the spreadsheet. When the review is complete, cut the corrections out of the spreadsheet, return to HistoryForge, and paste the corrections into the HistoryForge fields. Even if one record has changes in multiple fields, it only needs to be opened and edited once.

See [☰ Reviewing Census Records Using a Spreadsheet](#) for more explanation of this technique.

Using HistoryForge

For some census areas under review, it can be helpful to group HistoryForge fields together and review them as a block by comparing the selected elements against each other. If the fields are near to each other in the main results page, reviewers can make the comparison mentally without manipulating the computer display. Sometimes reviewers turn on and off fields in the Fields list to adjust the computer display, or move columns around in the main results page, so that fields are displayed closer to each other.

For example, sometimes transcribers inadvertently check the wrong box for Sex. A quick and easy check to ensure the information is generally correct is to group the First Name, Relation to Head, and Sex fields, and see if they correspond to each other.

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