



1900 Census Self-Review Checklist

Performing a quick self-check of your work as the final step of transcription is imperative to this project. Reviewing your work will show you which common mistakes you might be prone to and help you improve your transcription. It will also make the actual reviewing process quicker and easier and improve the overall quality of the final product.

Overview

- a. In the 1900 census database on HF, filter for your ED, census sheet and side, and enable the fields below (for additional instructions see Section C. Reviewing Your Work in the 1900 census manual).
- b. Scan each field/column below from top to bottom for missing information.
- c. Make the necessary corrections and enter any missing information from the census sheet.
- d. If the field is blank on the census sheet, it should be left blank on HistoryForge (except occupation, which should be left as the prefilled term “None”). No note is necessary.

Step 1

Check these fields for the following:

Name	Complete name, no typos
Line Numbers	Skipped lines on the census need to be adjusted on HistoryForge
Street Address	Missing House No., Prefix, Suffix

Step 2

Then check the following fields for missing information:

Relation to Head
Race
Sex
Birth Month
Birth Year
Age
Marital Status
Years of Present Marriage
No. Children Born
No. Children Alive
Place of Birth
Place of Birth - Father
Place of Birth - Mother
Foreign Born (except those with the designation Am Cit under Citizenship)
Year Immigrated
Years in US
Naturalization
Work Fields <ul style="list-style-type: none">• Occupation• Industry• Unemployed Months
Attended School
Can Read
Can Write
Speaks English
Owned or Rented (only enter once for each unique Household No.)
Mortgage (only enter once for each unique Household No.)
Farm or House
Farm Schedule No.

Step 3

Check for “unhoused” records.

- Click No Building Record:



1900 U.S. Census

40 Fields Filter

All **No Building Record** Not Reviewed No Person Record

Enum Dist equals 154✕ Sheet equals 16✕ Side B✕

- Scan the results of all the lines with no building records. If there is an obvious mistake in the street address, such as a missing suffix, 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.
- ***If clicking No Building Record does not retrieve results:***
 - o Enable the Latitude and Longitude fields on the fields list.
 - o Quickly scan for records missing a building record: when the Building field has been filled in on the census form, Latitude and Longitude will display on the main results page.

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