1950 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 1950 census database on HF, filter for your ED and census sheet and enable the fields below (see following page for instructions).
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
Age
Marital Status
Place of Birth
Foreign Born (except those with the designation AP under naturalization)
Naturalization
Occupation
Industry
Worker Class
Occupation/Industry/Worker Class Code
Sample Rows
• **Residence 1949 (Same House, County or Nearest Place, State or Country)**
• **Place of Birth - Father/Mother**
• **Highest Grade of School Attended and Finished Grade**

Step 3

Check for "unhoused" records.

- Click on No Building Record:



- 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 the No Building Record does not retrieve results:
  - Enable the Latitude and Longitude fields on the fields list.
  - 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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