HISTORYFORGE

Local History Starts with You

1910 Census Manual

Welcome to HistoryForge!

This is your guide to transcribing records from the 1910 U.S. Census into HistoryForge.

HistoryForge is a digital history project that relies on people like you to help make all of the information on the U.S. Census available for exploration.

The 1910 Census recorded information about individuals in communities across the nation, such as their name, address (not available in all locations), sex, race, age, marital status, nativity, mother tongue, citizenship, employment, education, literacy, home ownership, and veteran status.

Traditional access to the U.S. Census, which allows the average person to search for individuals by name and location on genealogy websites, is limiting. While it provides information about that person in a specific place and time, it separates that individual from the larger context of their community.

HistoryForge enables people to search on any of the individual attributes captured on the census, including, but not limited to name. As a result, it reveals the larger community context contained in the census, allowing people to use the census to learn more about the history of their community or that of their ancestors.
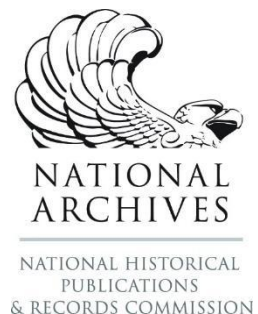
By transcribing these census records into HistoryForge, you are helping to expand access to the vast amount of information about individuals and communities available in the census.

Even more: the records you transcribe are geo-addressed and markers for the buildings can be displayed on historic map overlays, allowing the information to be viewed on maps from different time periods.

Thank you for helping to make local history resources such as the census available to the public,

The HistoryForge Team
Ithaca, NY

NATIONAL
ARCHIVES
NATIONAL HISTORICAL
PUBLICATIONS
& RECORDS COMMISSION

HistoryForge 1910 Census Manual
Table of Contents

A. Getting Started

Before getting started please review the document "Getting Started on the 1910 Census" from the Resources page under your HistoryForge data tab.

"Getting Started" includes:
- How to find your census sheet online.
- How to enter a new census record in HistoryForge.

HistoryForge Transcription Conventions
- For consistency, enter only what appears on the census sheet, do not enter information that does not appear on the sheet. In other words, if the field is blank on the census, leave it blank on HistoryForge.

- Enter the information as written by the enumerator in the appropriate fields. The one exception is the Notes field.

- If you find additional or conflicting information about a person such as a different name spelling or address: In the Notes field indicate the problem, the alternative information, and the source(s) that led you to that conclusion, i.e., Last name/Address is _____ in the 1949 city directory.

- We have employed check boxes for certain fields, check them only when the enumerator entered Yes as a response. In all other cases, leave the box unchecked.
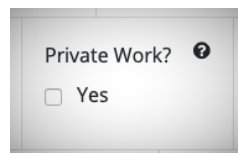
- Pop-up help text is available for most fields on the data entry page. To access it, hover your mouse over the question mark icon to the right of the field name.

Helpful resources:
In addition to the resources available on the Resources page, here are a few other helpful places to check for more information:

- On HistoryForge
    - o   other census years
    - o   the maps on The Forge.

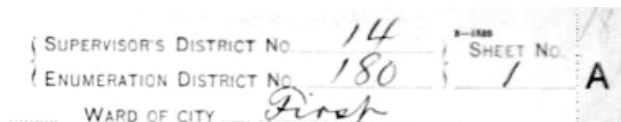- Relevant sources from sites like www.familysearch.org.

Always cite the sources of any additional/alternative information in the notes field.

B. Transcription Instructions

Census Scope

The Census Scope includes general information about the census sheet (Sheet number, Side, Line, Enumeration District) and the location of each record within the community/enumeration process (Address, Dwelling No., Family No.) The options for saving each record, explained toward the end of the manual under Saving Your Work, will ensure that some, if not all, of the information under Census Scope will be automatically generated into the next record.

Sheet, Side

The Sheet or page number and the Side are in the upper right corner of the census sheet. Each sheet number has a Side A and a Side B, i.e., Sheet 1A and 1B.

- Type the Sheet number from the census or use the up and down arrows in the box.
- Repeat for the Side.

Line
Each sheet has 50 lines. The line numbers are located on the right side of each sheet. Side A usually contains lines 1-50 and Side B lines 51-100.

- Type the Line number from the census or use the up and down arrows in the box.
- The line number will autofill in future records depending on how you save the record.
- *If a line is skipped on the census, adjust the line number on HistoryForge to correspond to the next record from the census.*

Ward, Enumeration District
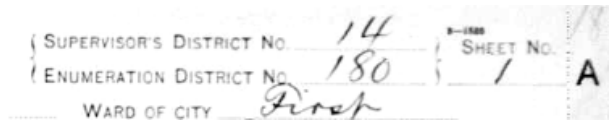
The ward is in the upper right corner underneath the Enumeration District.

- Enter the ward (enter as a number, i.e., 1, rather than First).
- Repeat for Enumeration District.

For example, the Ward and Enumeration District in the above image would be entered as:

Locality

Locality is not on the census but allows for the inclusion of multiple locations (cities, towns, villages, etc.) in one HistoryForge installation. The locality is the name of the city, town, village, for the census record.

- Select the correct locality from the drop-down menu.
- Locality is necessary to save the record, it will only need to be selected once as it will automatically populate in future records when you save the record using one of the save options.

Street Address-For Places with Standard Street Addresses
(1st and 2nd Columns on the left on the census)

Having the correct address is integral to the mapping part of this project. If you are unsure of the address on the census, always try to verify it using the resources available to you on the Resources page of your project website or leave a note so it can be checked when the record is reviewed.

Street Names
Street names are written vertically in the first column on the census. They can change at least once on the sheet. If there are multiple street names entered in the first column, look for a hand-drawn line separating the house numbers on one street from the next.

If there is no line indicating where the street name changes, attempt to verify the addresses of the relevant heads of household in a trusted resource such as a city directory or leave a note so it can be checked when the record is reviewed.

If the street name is hard to read, looks misspelled, or might be missing a prefix or suffix, attempt to verify the correct and complete street name using the resources available to you on the Resources & Credits page of your project website.

House Numbers
House numbers are written in the second column from the left. If there is no house number on the census, do not assume the number is the same as that of the previous family, attempt to verify the address in a trusted resource such as a city directory.

*Note: If the first line on your census sheet does not start with the head of household, some of the following information such as the street name, house number, and dwelling and family numbers will be entered on the bottom of the previous census sheet. On FamilySearch, use the arrow to the left of the image box to go to the previous page, then scroll down to the last head of household to find the missing information for the first person on your sheet.

On HistoryForge, the street address is divided into four fields: <u>House No.</u>, <u>Prefix</u>, <u>Street Name</u>, and <u>Suffix</u>.

For example, 106 North Tioga Street would be entered as:

House No. ❓	Prefix ❓	Street Name ❓	Suffix ❓
106	N ⬍	Tioga	St ⬍

House No.
(2nd Column on the left on the census)

Enter the house number.
- If the number includes a fraction, leave a space between the number and the fraction. i.e., <u>102 ½.</u>
- If the number indicates rear (as in separate dwelling in the rear) enter the number followed by a space and the word Rear, i.e., <u>313 Rear</u>.
- If the number is a range of numbers enter them as written, i.e., <u>102-104</u>.

If the house number is **blank**: see [Incomplete or Missing Street Address](#).

Prefix
(1st Column on the left on the census)
The prefix is the North, South, East, or West preceding the street name (i.e., the N in North Tioga Street). This should be entered as N, S, E, or W. *The prefix is very important for mapping. If a street has a prefix but the enumerator does not use it, check the available resources to determine the correct prefix and enter it.*

- Enter the prefix or select the correct option from the drop-down menu.
- **Exception:** If the street name includes a directional adjective or noun. For example, the street South Hill Terrace is located in the South Hill neighborhood of the City of Ithaca, New York. In this case you would include "South" in the street address because it is part of the street name, not the prefix. If you are not sure if the directional word should be part of the prefix or street name consult the resources provided.

Street Name
(1st Column on the left on the census)
The name of the street itself (i.e., Tioga).

- Enter the name of the street only.

If the street name is **blank**: see [Incomplete or Missing Street Address](#).

Suffix
(1st Column on the left on the census)
Avenue, Road, Street, etc., following the street name.

- Type the suffix or select the correct option from the drop-down menu.
- **Note:** Some streets have the same street name but a different suffix. Entering the wrong suffix could result in the building being mapped to the wrong address and location. If the enumerator omits the suffix, check the resources on the Resources to find the correct address and enter accordingly.

Apt.
(2nd Column on the left on the census)
The Apartment might be listed after the house number and can be indicated as a number, or a word such as Rear, Up or Upstairs, Down or Downstairs.

- Enter only when applicable.
- Rear can mean rear apartment or building in the rear. If you are unsure, enter it after the House No., see instructions above.
- If the enumerator indicated the family lived Up/Upstairs or Down/Downstairs enter that here.

Incomplete or Missing Street Address
If the street name and/or house number is blank:
- Check for margin notes on the left side of the census sheet that indicate a sheet and line where the information can be found.
- Use the city directories or other trusted resources to find an address. Use common sense, the address should be in the same general area as the others in the Enumeration District.
- Always make a note in HistoryForge explaining how you supplied the address.
- If all else fails, you can leave the address blank in HistoryForge. Make a note about resources you consulted to help the HistoryForge workers who will come after you and try to assign the person to a building, for example, "Unable to find head of household in ___ city directory."

Street Address-For Places without Standard Street Addresses
In areas without street names and house numbers on the census, leave the address and building fields blank on HistoryForge. If the enumerator included any information such as a local name which would help to identify the structure enter that in the notes.

Building
There is no corresponding field on the census, however, this step of "housing" census records is very important!

Attaching the census record you are entering to a building record based on the address (or creating a building record if one does not yet exist) is what connects people and places on HistoryForge and enables the census records to be mapped.

After you have entered the address, look for a building record with that same address in the building drop-down menu. If that address does not appear and you have looked to see that the information entered in the address fields is correct (no typos, not missing a prefix or suffix), you will then create a building based on that address by checking the box to "Add building at address." Checking this box will then a) create a building record for this address which will appear in the building drop-down menu for future census records and b) attach this specific census record to that building record.

Please note: It is important that each census record is "housed" in the building record that corresponds to the address and not just in any building. If that building record does not exist, please do not attach the record to just any building on the list just to "house" it. If you are unsure how to handle a situation ask your project administrator or skip this step and leave a note in the Notes field.

To "house" census records:
(After you have entered the complete address)
- Click Select a building to enable the building drop-down menu.
- Then select the building with the same address from the drop-down menu.
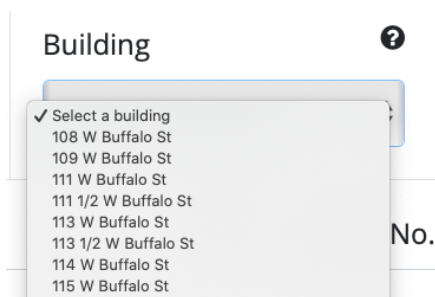
- If the building does not appear, check to make sure that the street name is spelled correctly, and that the prefix and suffix are entered correctly.
- If the building still does not appear, check the box to "Add building with address."

- Project administrators can disable this option. If there is no box to check, confirm with your project administrator that it is not supposed to be there and then skip this step.

Dwelling and Family Nos.
(Columns 1 and 2 on the census)
To ascertain the number of occupied dwellings and the number of families in the enumeration district, the enumerator was to number each dwelling and family in the order of visitation.

For the purposes of the census, a "Dwelling" was not limited to a traditional residence and included any place where one or more persons regularly slept.
A dwelling with multiple families but one entrance was usually assigned a single dwelling number.
A dwelling with multiple front doors was usually assigned a dwelling number per each door.

For the purposes of the census, a "Family" extended beyond the biological definition to include all of those who lived together in shared living quarters.

- Enter the Dwelling No., followed by the Family No. from the census.
- Dwelling and Family Nos. are generally sequential on the page. If it is hard to read either number check the numbers above and below for a pattern. However, if the enumerator had to return later to get information about one or more "family" members, the Dwelling and Family Nos. listed on later census sheets might be out of order.
- If the Dwelling/Family No. is not listed on the first line of the sheet, it can be found listed with the head of that household on the previous sheet.
- Occasionally, the Dwelling and/or Family Nos. will not be listed, but a note in the margin will refer you to a sheet and line number in that ED where it can be found. If that occurs include the margin note in the Notes field.
- If the Dwelling No. is blank (with no margin note), check a reference source (usually the city directory) to determine whether the family is housed in the same dwelling as the line above or a new dwelling.
- Dwelling and Family Nos. only need to be entered once as they will automatically populate in future records when you save the record as "in this dwelling," or "in this family."

*For HistoryForge, all people within the same Family Number can be saved as In this family.

Institution
(The Institution Name is in the upper left side of the sheet under Township or other division)

- When applicable, enter the name as it appears on the census.
- Make sure that the Institution has been entered for each person listed in the institution. The census sheet makes clear which persons are part of the institution by listing next to Institution the lines on which entries are made.
- If the institution is not named but rather described generically as the institution type (e.g. not "Tompkins County Jail" but just "Jail"), enter what appears on the census and do not attempt to supply the institution's name.

- When the record is saved as "In this family," the Institution will automatically populate in the next record.
- *For project administrators*: If the institution is not named on the census but the address is that of an institution of interest, enter the institution's name in the field.
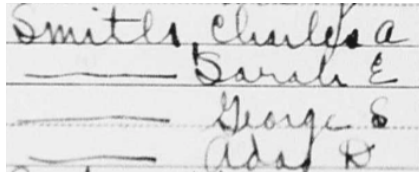
Name

Last Name, First Name, Middle Name
(Column 3 on the census)
Census question: The name of each person whose usual place of abode on April 15, 1910, was in this family or dwelling.

Names appear on the census in the following order: Last, First, Middle.

 After entering the last name for the head of the household, the enumerator often drew a line (------) or sometimes left a blank space underneath it in subsequent records to indicate that the members of the family had the same last name* as the head of the household.

- Enter the last name, first name, and middle name or initial in the correct fields.
- Do not enter periods after any initials or abbreviations.
- If the name is hard to read, attempt to verify the spelling with the city directory or other resources where possible and enter the information and the source in the notes field.
- *A last name that appears to be crossed out on the census was not actually crossed out, instead the enumerator wrote over the line they had initially entered for all the members of the same family. Enter the new last name instead of the last name of the head of the household.*
- First and Last Names are required fields. If a first or last name is missing:
    - Transcribers should consult city directories, HistoryForge, or other trusted resources to try to supply the missing name. Always make a note in HistoryForge explaining how you supplied the name.
    - If the missing name cannot be determined, enter the word "Blank" to save the record, e.g. "Mrs Blank Johnson" or "Sister Marie Benedict Blank."
- Enter the word "Blank" only when the information is actually not there. If the census used a descriptive phrase in place of a name (for example, a newborn baby who has not yet been named may be enumerated as "No Name Jones" or "Infant Jones"):
    - Transcribers should consult city directories, HistoryForge, or other trusted resources to try to supply the missing name. Always make a note in HistoryForge explaining how you supplied the name.
    - If you cannot determine the eventual real first name of "No Name Jones," transcribe what the census says—"No Name."
- When the record is saved as "in this family," the last name will automatically populate in the next record.
    - *If the person in this record has a different last name from the previous family member, highlight the last name and type the correct last name.*

Title, Suffix
(Column 3 on the census)
Titles (Mr, Mrs, Doctor, etc.) and Suffixes (Jr, Sr, MD, etc.) appear occasionally after the name.

- Enter the title and/or suffix <u>only</u> if there is one on the census.
- Do not enter periods after any abbreviations.

Relation to Head
(Column 4 on the census)
Census question: Relationship of this person to the head of the family.*
Common terms for the relation to head include: Head, Wife, Mother, Father, Son, Daughter, Grandson, Daughter-in-Law, Aunt, Uncle, Nephew, Niece, Boarder, Lodger, Servant, etc., however, there are many others.

*For the census, the word "family" was <u>not</u> limited to the biological definition but instead included a group of people in shared living quarters.

Note: This field has a controlled vocabulary. If the term from the census does not appear as an option from the list of controlled vocabulary, enter an <u>X</u> in the Relation to Head field and enter "Relation to head is _____" in the notes field so the record can be saved, and the term can be added to the list of controlled vocabulary.

- Enter the response from the census.
- Relation to Head is a required field.
    - o If the relation is blank but the person is the head of household (the person with a new Family No. listed on their row) enter the word "Head" so the record can be saved.
    - o If the relation is blank but the person is not the head of household, enter the word "Blank" so the record can be saved.

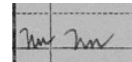## Personal Description

Sex

(Column 5 on the census)
Census question: Sex.
The options on the census were "M" for Male or "F" for Female.

- Select the option that corresponds to the response on the census.
- If the sex appears to be entered incorrectly on the census, indicate that in the notes field.
- If the response entered is un (for unknown), select Un-Unknown.

   The scribble for "unknown" often looks like this:

Race

(Column 6 on the census)
Census question: Color or race.
The options on the census were: "W" for White, "B" for Black, "Mu" for Mulatto, "Ch" for Chinese, "Jp" for Japanese, "In" for American Indian, or "Ot" for Other.

- Select the option that corresponds to the response on the census.
- If the response is "Ot," select Other and enter the other race on the census.
- If the response is un (for unknown), select Un-Unknown.

    The scribble for "unknown" often looks like this:
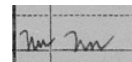
Age /Age (Months)
(Column 7 on the census)
Census question: Age at last birthday.
All children less than two years of age were to be listed by their age in months i.e., 11/12 or 1 and 3/12.

- Enter the response from the census.

  For example:
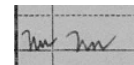 A child who is listed on the census as 11/12 should be entered as:

Age	❓	Age (months)	❓
		11	

  A child who is listed on the census as 1 3/12 should be entered as:

Age	❓	Age (months)	❓
1		3	

- If the response entered is un (for unknown), enter 999.

  The scribble for "unknown" often looks like this:

Marital Status
(Column 8 on the census)
Census question: Whether single, married, widowed, or divorced.
The options on the census were: "S" for Single, "M1" for a 1st Marriage, "M2" for a 2nd or subsequent Marriage, "Wd" for Widowed, or "D" for Divorced.

- Select the option that corresponds to the response on the census.
- If the response entered is un (for unknown), select Un-Unknown.

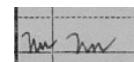 The scribble for "unknown" often looks like this:
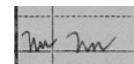
Years of Present Marriage
(Column 9 on the census)
Census question: Number of years of present marriage.

- Enter the response from the census or leave blank if there is no response.
- If the response entered is un (for unknown), enter 999.

  The scribble for "unknown" often looks like this:
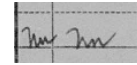
No. Children Born/No. Children Alive
(Column 10 and 11 on the census)
Census question: Mother of how many children, number born/number now living.
This question applied to women.*

- Enter the response from the census or leave blank if there is no response.
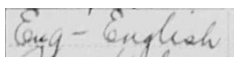- If the response entered is un (for unknown), enter 999.
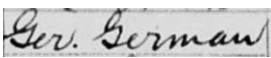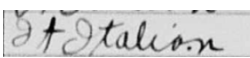
  The scribble for "unknown" often looks like this:

- This information might be entered on the father's line on the census (for example, if the mother was deceased). If so, enter it in the appropriate fields in the father's record.

Place of Birth & Citizenship

A month before the enumeration of the 1910 Census was to begin, Congress required enumerators to record the mother tongue or native language for foreign-born individuals and/or their foreign-born father/mother. Because the census forms had already been printed enumerators were instructed to add this information to the field for Place of Birth by abbreviating the place of birth and spelling out the mother tongue.[1]

For example: *Eng - English*   *Ger. German*   *It Italian*

To make the place of birth and mother tongue for each person more accessible on HistoryForge, we have employed separate fields on the data entry sheet for each. Read the instructions for both Place of Birth and Mother Tongue before entering information into either field.

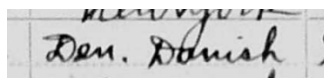## Place of Birth/Place of Birth - Father/Place of Birth – Mother*

(Columns 12-14 on the census)

Census question: Place of Birth of this person/Place of Birth of their Father/Place of Birth of their Mother.

Note: This field has a controlled vocabulary. As you enter the place of birth from the census, the term should appear as an option from the list of controlled vocabulary. If it does not appear, enter an X in the field and enter "Place of Birth is ____ " in the notes field.

- The default place of birth is based on the state of your HistoryForge location. This can be overwritten by highlighting the default and typing the response from the census.
- Enter the response from the census. ***Spell out abbreviated words in full.***

For example, when you see this: *Den. Danish*

Enter the Place of Birth as:

Place of Birth

Denmark

- Enter U.S. or variants as United States.
- Enter Washington D.C. as District of Columbia.
- Enter Don't Know, Unknown, or other variants as Unknown.

continued on next page

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[1] An explanation of this variation is included in this excerpt of the *Instructions to Enumerators*, *13th Census (1910)*, from *Measuring America: The Decennial Censuses From 1790 to 2000*, rather than the original (also available as a pdf on the Census Bureau website) which was printed before this change was made For more information, see sections 124-126 of the instructions *from Measuring America*, accessed September 26, 2020, https://www.census.gov/programs-surveys/decennial-census/technical-documentation/questionnaires/1910/1910-instructions.html.

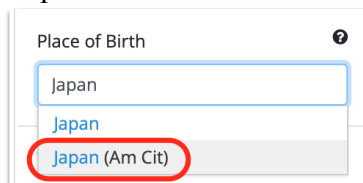**Am Cit** after the place of birth indicates the person was born abroad to American parents and should be recorded.

For example: or

- Enter the place of birth followed by (Am Cit).
  For example, if the place of birth is Japan-Am Cit, select Japan (Am Cit) from the drop-down menu.

- If (Am Cit) does not follow the country name, follow the instructions below for places of birth that are not in the controlled vocabulary.

Additional potential variants on Place of Birth for 1910:
- If the place of birth was at sea, enter At Sea.
- If the place of birth was Poland, make sure to record if the enumerator indicated that they were from German Poland, Austrian Poland, or Russian Poland.
- If the place of birth was Lithuania, make sure to record if the enumerator indicated that they were from Russia Lithuania or Germany Lithuania.
- If the place of birth was Turkey, make sure to record if the enumerator indicated that they were from Turkey Europe or Turkey Asia.
- If the place of birth that is entered on the census has not been covered above, enter an X in the field and enter "Place of Birth is: ____" in the notes field.

Mother Tongue/Mother Tongue-Father/Mother Tongue-Mother*
(Columns 12-14 on the census)
Census question: What is your mother tongue or native language.
This question applies to all foreign-born persons.

> **Note:** This field has a controlled vocabulary. As you enter the mother tongue from the census, the term should appear as an option from the list of controlled vocabulary. If it does not appear, enter an X in the field and enter "Mother Tongue is ____" in the notes field.

- Enter the response from the census. ***Spell out abbreviated words in full.***
- Enter Don't Know, Unknown, or other variants as Unknown.

*Additional Abbreviations

Please note: The fields for Place of Birth and Mother Tongue may sometimes include abbreviations such as OC (or O.C.), LC, OL, or CFr instead of, or in addition to, the answers to the questions themselves (see images below). **These abbreviations are key-punch symbols added as part of the post-enumeration processing of the census and are not information we are capturing on HistoryForge.**

- If you see one of the above abbreviations following a Place of Birth or Mother Tongue response, enter only the actual response. Do not enter the abbreviation.

- If you see one of the above abbreviations instead of a Place of Birth or Mother Tongue, leave the field blank.

Examples:
The following would be entered as:
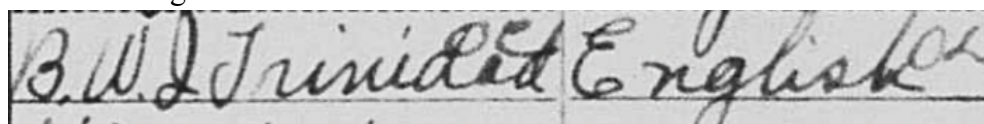
Place of Birth: <u>British West Indies Trinidad</u>   Mother Tongue: <u>English</u>
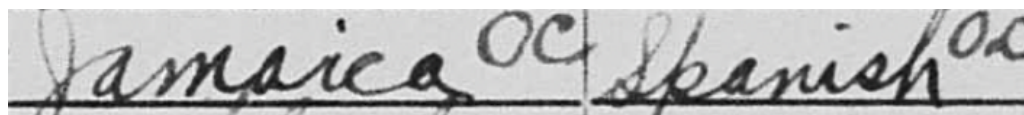
Place of Birth: <u>Jamaica</u>   Mother Tongue: <u>Spanish</u>

Place of Birth: <u>Denmark</u>   Mother Tongue: <u>[Leave blank]</u>

Foreign Born

There is no corresponding field on the census.

Check this box if this person was foreign born *unless* the person has the designation <u>Am Cit</u> after their place of birth.
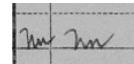
Year Immigrated

(Column 15 on the census)

Census question: Year of (first) immigration to the United States.

This question applied to every foreign-born person, regardless of age.

- Enter the response from the census or leave blank if there is no response.
- If the response entered is un (for unknown), enter 999.

The scribble for "unknown" often looks like this:
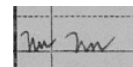

Naturalization

(Column 16 on the census)

Census question: Whether naturalized or alien.

This question applied to all foreign-born males 21 years of age and older.

The options on the census were: "Na" for Naturalized, "Pa" for Papers (indicating that the person had taken out "first papers"), or "Al" for "Alien" if the person had not taken any steps toward citizenship.

- Select the option that corresponds to the response on the census.
- If the response entered is un (for unknown), select Un-Unknown.

The scribble for "unknown" often looks like this:

- *Enter the naturalization status listed on the census, <u>even if</u> the person is not a foreign-born male 21 years of age or older.* From 1907 to 1922, native-born women who married foreign-born men acquired the citizenship status of their husband. As a result, native-born women may have the naturalization status of "alien" on the census.[2]

Language spoken

(Column 17 on the census)

Census question: Whether able to speak English, or if not, give language spoken.[3]

This question applied to all persons aged 10 or older.

- Enter the response from the census or leave blank if there is no response.
- English is the default which can be overwritten by highlighting and typing the correct response. English should be deleted if the language spoken is blank on the census.
- *Enter language spoken if listed on the census <u>even if</u> the person is less than 10 years old.*

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[2] Marian L. Smith, "'Any woman who is now or may hereafter be married…': Women and Naturalization, ca. 1802-1940," *Prologue Magazine 30*, No. 2 (Summer 1998), accessed September 26, 2020, https://www.archives.gov/publications/prologue/1998/summer/women-and-naturalization-1.html.

[3] A list of principal foreign languages spoken in the United States was included in Sec 134 of the 1910 Census *Instructions to Enumerators*.

Occupation, Industry, Education and Employment Status

Occupation
(Column 18 on the census)
Census question: Trade or profession of, or particular kind of work done by this person.

- Enter the response from the census.
- "None" is the default which can be overwritten by highlighting the field and typing the correct response.
- If the occupation is blank, leave the default "None."
- If the occupation is blank but there is an industry listed, enter "Blank" instead of "None."
- Do not spell out abbreviations.

Industry
(Column 19 on the census)
Census question: General nature of industry, business, or establishment in which this person works.

- Enter the response from the census or leave blank if there is no response.
- Do not spell out abbreviations.

Employment Status
(Column 20 on the census)
Census question: Whether an employer, employee, or working on their own account.
This question applies to all people with an occupation and/or industry.
The options on the census were: "Emp" for Employer, "W" for Wage- (or Salary-)Earner, or "OA" for those working on their Own Account.

- Select the option that corresponds to the response.
- If the response entered is un (for unknown), select Un-Unknown.

  The scribble for "unknown" often looks like this:
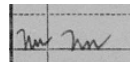
- If the answer is "S" (for Salary-Earner) select "W" for Wage- (or Salary-)Earner.

Without Work
(Column 21 on the census)
Census question: If an employee, whether out of work on April 15, 1910.

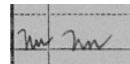- Check the box only if there is a Yes in this column.

Unemployed Weeks
(1909) (Column 22 on the census)
Census question: Number of weeks out of work during 1909.

- Enter the response from the census or leave blank if there is no response.
- If the response entered is un (for unknown), enter 999.

The scribble for "unknown" often looks like this:

Can Read
(Column 23 on the census)
Census question: Whether able to read.
This question applied to all persons aged 10 or older.

- Check the box only if there is a Yes in this column.
- *Check the box if there is a Yes in this column <u>even if</u> the person is less than 10 years old.*

Can Write
(Column 24 on the census)
Census question: Whether able to write.
This question applied to all persons aged 10 or older.

- Check the box only if there is a Yes in this column.
- *Check the box if there is a Yes in this column <u>even if</u> the person is less than 10 years old.*

Attended School
(Column 25 on the census)
Census question: Attended school, college, or any educational institution, any time since September 1, 1909.

- Check the box only if there is a Yes in this column.

Household Data

Owned or Rented
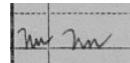(Column 26 on the census)
Census question: (Home) Owned or rented.
The options on the census were "O" for "Owned" or "R" for "Rented."
- Select the option that corresponds to the response entered on the census.
- If the response entered is un (for unknown), select Un-Unknown.

  The scribble for "unknown" often looks like this:

- *Only enter the information once for each family. Enter in the record of the person in which it appears.*
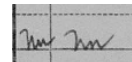
Mortgage
(Column 27 on the census)
Census question: (Home) owned free (from mortgage) or mortgaged.
The options on the census were: "M" for Mortgage and "F" for Free of Mortgage.
- Select the option that corresponds to the response entered on the census.
- If the answer is un (unknown), select Un-Unknown.

  The scribble for "unknown" often looks like this:

- *Only enter the information once for each family. Enter in the record of the person in which it appears.*
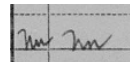
Farm or House
(Column 28 on the census)
Census question: Farm or House.
The options on the census were: "F" for Farm House and "H" for other House.
- Select the option that corresponds to the response entered on the census.
- If the answer is un (unknown), select Un-Unknown.

  The scribble for "unknown" often looks like this:

- *Only enter the information once for each family. Enter in the record of the person in which it appears.*

Farm Schedule No.
(Column 29 on the census)
Census question: Number of farm schedule.
- Enter the response from the census or leave blank if there is no response.
- *Only enter the information once for each family. Enter in the record of the person in which it appears.*

More Personal Data*

Civil War
(Column 30 on the census)
Census question: Whether a survivor of the Union or Confederate Army or Navy.
The options on the census were: "UA" for survivors of the Union Army, "UN" for survivors of the Union Navy, "CA" for survivors of the Confederate Army and "CN" for survivors of the Confederate Navy.
This question was to be asked of all native-born males over 50 years of age, and all foreign-born males who immigrated to the United States before 1865.

- Select the option that corresponds to the response entered on the census.
- If the answer is un (unknown), select Un-Unknown.

  The scribble for "unknown" often looks like this:
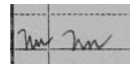
Blind
(Column 31 on the census)
Census question: Whether blind (both eyes).

- Check the box if there is a B1 or a Yes in this column.

Deaf and Dumb
(Column 32 on the census)
Census question: Whether deaf <u>and</u> dumb.

- Check the box if there is a DD or a Yes in this column.

*Note: Columns 30-32 will sometimes include a series of annotations rather than responses to the questions themselves (see image below). These annotations are key-punch symbols used in the post-enumeration processing of the census. <u>If this is the case, do not check the boxes and do not enter this information into the Notes field</u>.

EDUCATION.			OWNERSHIP OF HOME.				Whether a survivor of the Union or Confederate Army or Navy.	Whether blind (both eyes).	Whether deaf and dumb.
Whether able to read.	Whether able to write.	Attended school any time since September 1, 1909.	Owned or rented.	Owned free or mortgaged.	Farm or house.	Number of farm schedule.			
23	24	25	26	27	28	29	30	31	32
Yea	Yea		R		H	1	2	7	X

Notes

The Notes field at the end of each record is a place to indicate to a reviewer that you are unsure about any of your entries and that they should carefully check the field or fields. It is also a place to enter additional or alternative information about the person's name or address, or to indicate that you verified the name spelling or address in another source such as the city directory.

Notes should be specific and succinct.

Notes should always include the name of the field on HistoryForge and a brief explanation of the issue.

> For example:
> - o If the last name was illegible and you were unable to verify it in the city directory or other source, enter last name illegible.
> - o If the last name was illegible and you were able to verify it in the city directory or other source, enter last name illegible on census, verified in [year] city directory.
> - o If the occupation was hard to read but you entered your best guess in the occupation field, enter unsure of occupation.

Notes should also include the specific source of any additional or alternative information such as the specific year of a city directory (and the name if there are more than one), or the specific citation from a book or other source. If it is from a source on an external website such as FamilySearch or Google Books, always include the source name (the name of the collection in FamilySearch or the citation of a book on Google Books including the author's name, title, and year of publication) as well as the url (website address) and the date the information was accessed from the website.

> For example:
> - o The name/address in the [year] city directory is _____.
> - o Additional information about this person can be found in [collection name/book citation] on [name of website, i.e., FamilySearch/Google Books], accessed [month, day, year], [url].

Remember that when you find additional or alternative information about a person:
> - o Always enter the information from the census sheet in the relevant field on HistoryForge.
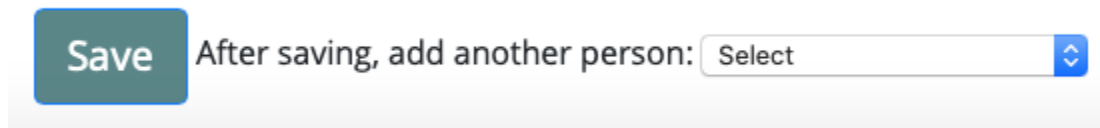> - o Then enter the alternative information and its source in the notes field on HistoryForge.

Be aware that reviewers might change or remove notes but in case they miss something, always enter information in the notes field with the knowledge that it will become public after the record is reviewed.
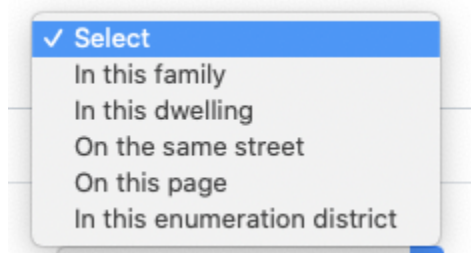
Saving Your Work

Determine if the individual on the next line of the census is in the same family (as defined by the census), lives in the same dwelling, lives on the same street, or lives on another street.

Before saving each record, you will be given options for how to save the record so that the program will automatically populate some of the fields at the beginning of the next record.
At the bottom of each record you will see:

Before saving, select from one of the following options:

Saving as: In this family will automatically repopulate the fields respective to all members of the same family in the next record including the Building and the last name. In this case all of the fields under Census Scope plus the last name field.

*Note: When the person in the next record has a different last name: highlight the last name and type in the correct one.

Saving as: In this dwelling will automatically repopulate the fields respective to all members of the same dwelling in the next record including the Building. In this case all of the fields under Census Scope except Household No.

Saving as: On the same street will automatically repopulate the fields respective to the same street. In this case all of the fields under Census Scope except House No, Building, and Household No.

Saving as: On this page will automatically repopulate the fields respective to the census sheet. In this case Sheet, Side, Ward, and Enum dist.

Saving as: In this enumeration district will automatically repopulate the fields respective to the Enumeration District (ED). In this case Ward, and Enum dist.

*Note: If you stop for the day in the middle of a sheet you can use the Save options to pick up where you left off without having to enter all the information in the Census Scope again. Follow the instructions for reviewing your work below to find and edit the last record you entered then Save as (the appropriate option for the next record).

C. Reviewing Your Work

Performing a quick 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.

Self-Review Checklist

Please refer to ▤ 1910 Census Self-Review Checklist

Finding the Records You Entered on HistoryForge

- In the top right corner of the page, select <u>Data</u>, then choose <u>1910 US Census</u> from the drop-down menu. This will display all the records from the 1910 census which have been entered into HistoryForge.

- To find the records you entered, filter for the Enumeration District (ED), Sheet, and Side.

  For example, to find Sheet 3B in ED 180:
  - o   Select the <u>Filter</u> button.
  - o   Enter the ED, Page (Sheet) and Side number.
  - o   Click <u>Submit.</u>

Search Filters				✕
Ward	**Enum. Dist.**	**Sheet**	**Side**	
	180 ⊗	3 ⇕	B ⇕	
Select field name ⇕				
Submit				

- This will display the records you entered from that sheet.

Displaying the Fields to Look Like the Census Sheet

The fields displayed across the top of the census database are initially limited to the default fields.

Name	Census Scope	Street address	Relation...	Sex	Race	Age	Place of...	Foreign ...	Occupation	Industry

These fields should be expanded to include the fields on the Self-Review Checklist.

To add those fields to the display:
- Select the <u>Fields</u> button.

> 12 Fields

(the number of fields listed will change depending on how many are enabled)

- Enable the fields from the checklist.
- Click <u>Submit</u>.

Editing Your Records

When reviewing your records using the Self-Review Checklist, you might notice that you forgot to enter a piece of information or that you entered something incorrectly. To correct any mistakes you might have made, you will need to edit those census records.

> **Note:** In general, you will only be able to edit a census record that you entered. If you notice a mistake that was made by someone else, contact the project coordinator to make them aware of the mistake or flag the record (this option is available at the top of each census record).

To edit a record:

- (Preferred Method) **Open the record in a new tab** by <u>right clicking</u> the name <u>and selecting Open Link in New Tab</u>. This will create a new tab which you can close when you are finished while retaining the original tab with all the records you entered.

OR

- **Open the record in the same tab** by <u>clicking</u> the name. Once you have saved the record, you will need to hit the back button on your browser two or three times to return to the main results page.

Once you have opened that record:

Select <u>Edit</u> to open the data entry page.

Scroll down to the field(s) with missing information and enter the correct information.

- Hit the <u>Save</u> button to save the information.

- Return to the page containing all the records from your sheet and repeat as necessary.

  - If you used the preferred method, close out the tab with the census record to return to the tab with the main results page.
  - If you opened the record in the same tab, hit the back button several times until you return to the main results page.

- When you are done updating all of the necessary records, refresh your browser, and check that all the necessary changes were made.