

Republic of Colombia  
National Administrative Department of Statistics  
Census Division  
Enumerators' Instructions Manual

National censuses of 1964

[Pages 1-7 were not translated into English]

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## General Instructions

### Persons who should be enumerated

#### Persons in the dwelling

The enumerator should ask this question to persons of each family: How many persons stayed in this house during the night from June 2 to June 3?

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All persons who stayed in the house the night before the official day of the census should be enumerated. Those that did not stay in it during the night **should not be enumerated**.

The enumerators of rural areas should keep in mind that what they are asking does not refer to the night before the day that the enumerating is done but rather the night before **the day** that **officially** has been named for the census.

#### Children born on the census date

In urban areas children born before the census day or on this day should be enumerated. Equally, one should begin with children born in rural areas. Children born **after** 12:00 the night that the census day ends should not be enumerated.

#### Persons deceased on the census date

Persons who died before 12:00 the night of June 2 should not be enumerated. Those who died **after** 12:00 the night of June 2 **should be enumerated**.

#### Persons in transit

Persons who for any reason traveled during the night before the day of the census (official day), without staying nevertheless in any dwelling and arrived at their destination in the morning or during the census day should be enumerated in the census posts established by the authorities at the entrances of cities. In the same manner one will proceed with international travelers.

#### Persons in establishments of continuing work

The personnel of establishments that work during the night, whether in the service of guarding or production, should be enumerated in their places of work. In order to follow this recommendation, the enumerator should ask who stayed in which establishments for persons during the night before the census date.

#### Persons who did not sleep in their bedrooms

Habitants of urban areas who spent the night away from any bedroom should be enumerated in the police posts. An example of them is vagabonds and persons who do not have living quarters.

#### Urban Enumerators

The enumerators of the censuses should leave their written personal information in the place of their

lodging and recommend that a competent person turn it in to the enumerator during their visit.

Persons absent from the houses or rural domiciles

All persons who slept in the rural house during the night before the official census day should be enumerated even if they were not found present during the visit of the enumerator.

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Persons who should not be enumerated

Residents who are found absent

Residents of the dwelling who are absent, should not be enumerated, because of not having stayed in the habitation during the night before the day of the census.

Persons already enumerated

In rural areas where the enumeration lasts many days, it is possible that the enumerator finds in the houses of inhabitation persons who did not sleep in them during the night before the day of the census. These persons should not be registered in the form, since they should be enumerated in the place where they stayed that night.

Census Family

The group of persons who share the same dwelling and meals, forming a familial unit are named Census Family. The Census Family can have the following members: The person considered the Head, the spouse, single children, married children with their spouses and children, guests and servants; or also the same Head and their relatives when there are no guests or servants.

The persons who live alone in a dwelling like also the members who do not share meals with the family, are considered separate families, of one person or more and therefore should be enumerated independently.

Non-family Groups

Persons who live together without family relations as in barracks, hospitals, asylums, boarding schools, convents, etc. should be considered non-family groups.

It is advisable to observe that within the non-family groups families can exist that it is necessary to register separately; Such is the case of a family of a rector of a school, a family of a janitor in a convent, a family of an administrator of a hotel or boarding house, etc.

Head of the census family

The Head of the census family is the person recognized as such by those who form the family.

The head should top the list of persons who form the census families or non-family groups.

In the following cases the Head can be:

- a) The father of the family in the groups of persons who constitute a census family; in the absence of the father, the wife will occupy his place; and in the absence of both, the oldest son, the oldest daughter or in the last case a relative who represents the family and lives with it.
- b) The person who lives alone, when this is the only occupant in a dwelling.

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A servant of the family who has one or more children should not be considered, even if she and her children make up part of the census family.

Head of the non-family group

Non-family groups or that which constitutes persons who live together without family relationships between them, will have as Head the first person enumerated, keeping in mind the hierarchy.

Heads of special groups

Of equal manner should one begin in the dwellings occupied by students or employees who do not have

family relationships between them, like also the railroad camps, highways, ruins, etc.

#### Registering of the census form

All the questions of the census form should be answered without leaving any of them blank. When the question does not apply to determined persons, for example: occupation for minors one year old, remunerated activity for students, etc. a horizontal line should be crossed in the corresponding response.

#### A - Geographic Location

This information is found in section A of the form. None of it should be omitted and special care should be taken so that all persons have their corresponding response.

#### B - Information of the Population Census

Section B of the population census has space for writing down information for 21 persons. If when finishing the form there remain unresolved problems of writing down some persons of the family that is being enumerated, continue to another form, writing down the order number that the family had in the previous form.

For example: The Ríos family corresponds to order number 3 (Col. 1) and is 8 persons. When registering their information, only three available lines remain in the census form. In this case the enumerator should write down the information of 3 persons to complete the form that is being used, and then begin registering in a new form the information of the 5 missing persons, being careful to indicate in the 1st column of the new form, the order number (3) that was written down for the family in the previous form.

The procedure for registering the rest of the population questions will be given later.

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#### C - Building Information

The building information is found in section C. of the census form and should be used only by the enumerators who have been ordered to enumerate the **first floor of a building, the whole building or many buildings**. In this way, the enumerators who are not to enumerate the first floor of a building nor complete buildings **should not fill out the questions for section C - Buildings, of the census form**.

The building information (section C) should be registered after having obtained the responses to the questions of sections A (geographic location) and B (population).

#### D - Information of the lodging and dwelling of each family written down in the population census

In each line of this section the information of the lodging or dwelling of each family that is written down in section B of population will be registered. For example: If in section B of population the information about 3 families is written down, the dwelling information of the first family is written down in line 1, that of the second family in line 2 and that of the third family in line 3.

The information about lodging or dwelling of these families whose information was begun on one form and finished on another, should be registered in the form where the information about the last of these families person was written down, making sure to write down in column no. 3 in section D (lodging and dwelling) the number that the family had in section B of population.

## Second Part

### Population Census

#### Information of the Census Form

#### Information of the top line of the census form

The first information that the enumerator should write down in each one of the census forms is the top line. They are distinguished by means of roman numerals I, II, III, etc. and correspond to the following concepts:

#### I - Department, Administration, or Precinct of . . .

In each one of the forms the name of the Department, Administration or Precinct should be written down where the enumeration is taking place.

## **II - Municipality of. . .**

The name of the Municipality where the enumerating is being done should be written down.

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## **III - Administrative Unit. . .**

The name of the Administrative unit should be written down in all the forms that are used within this municipal division. Each time that the registering of a new form is begun, the name of the administrative unit should be obtained by asking for it.

### **Judicial Precinct**

If you are doing the enumeration in the territory of a Police Inspectorate, the name of the Inspectorate should be written down.

## **IV - Administrative section**

The Administrative section or rural fragment should be written down in all the forms that are used within this municipal division, observing the same recommendations that were given for writing down the name of the Administrative unit.

### **Hamlet of. . .**

A group of houses of habitation forms a hamlet. Many of them have authority like Administrative unit or Police inspectorate, and others lack it. The name should be registered of all hamlets without authority that are more than 10 houses of habitation.

The name should be written down of all hamlets with authority, whatever the number of its houses of habitation.

Houses of habitation that are not grouped but rather are dispersed, do not form a hamlet and therefore should not be taken into account in this question.

## **V - Urban Area**

For enumerating purposes urban areas will be considered surfaces occupied by cities, municipal capitals, capitals of administrative units, police inspectorates, and hamlets without authority where buildings are grouped.

A cross should be marked if the area has these characteristics.

### **Rural Area**

Rural area is understood to be the surface occupied by agricultural farms, livestock farms or unexploited or unproductive regions. In these surfaces the houses of habitation are not considered to be grouped.

A cross should be marked in the areas that have these characteristics.

## **VI - Enumeration Zone**

In rural areas, the number corresponding to the enumeration should be written down in each form, which is found in the map that is supplied to the enumerator.

## **VIII - Sector VIII - Section IX - Block**

In urban areas of important cities in the census form the number of the Sector, Section, and Block should be written down and in the small capitals of municipalities and administrative units the numbers of the Section and Block. The enumerators are supplied the numbers of these divisions.

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In rural areas the number of Rural Sector of Enumeration will be supplied to the enumerator.

## **X - Address of the Building**

The complete address of the building that is being enumerated should be written down, mentioning the number of the street, road, or avenue and the corresponding number of the building. If no numbering exists, the name of the street or place, where the building is located should be written down.

When using the census form the enumerator should proceed in accordance with the following cases:

**1st - When the enumerator is assigned a building.** The address should be written down in number X of Section A (geographic location) and repeat it in the forms that are used in the same building.

**2nd - When the enumerator is assigned two or more buildings.** The address of the first building should be written down in all of the forms that are used. The same will be done with the forms of the second, third and the rest of the buildings that had been assigned.

**3rd - When the enumerator is assigned a floor of a building.** The number of the floor should be written down after the address of the building in number XI, in all the forms that are used on the floor. If the assigned floor is the first of the building, all the questions of section C (building) should be answered.

**4th - When the enumerator is assigned two or more floors in a building.** The number of the corresponding floor should be written down in the forms of each floor.

The following examples will make the previously given instructions clear:

**Example of the first case:** If a building of street 24 No. 13-28 is assigned, it should be written down in the census forms as:

X Address of the Building:  
Street 24 No. 13-28  
XI Floor No.

**Example of the second case:** If two buildings are assigned, such as, the first with the number 11-25 of street 13 and the second with the number 11-46 of the same street, one should begin in the following manner:

The forms of the first building should have the following annotation:

X Address of the Building:  
Street 13 No. 11-25  
XI Floor No.

The forms of the second building should have the following annotation:

X Address of the Building:  
Street 13 No. 11-46  
XI Floor No.

**Example of the third case:** If the 3rd floor of the building is assigned that corresponds to the address: Street 50 No. 18-43, the forms of this floor should have the following annotation:

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X Address of the Building:  
Street 50 No. 18-43  
XI Floor No. 3

**Example of the fourth case:** If the floors 4 and 5 of building 16-48 of street 2nd, the annotations should be the following:

In the forms of the fourth floor:

X Address of the Building:  
2nd Street No. 16-48  
XI Floor No. 4

In the forms of the fifth floor:

X Address of the Building:

2nd Street No. 16-48

XI Floor No 5

#### **XI - Floor No.**

When the enumerator is assigned a floor in a building, the order number should be written down that corresponds within the building, like first, second, third, etc. according to what the case is.

#### **Number of the form**

In the upper right corner in front of the name "Form No." the order number that corresponds to the census form should be written down. The numbering should begin with 1, in ascending form: 2, 3, 4, etc.

The order number should not be omitted in any census form.

**Column No. 1 - Order number of census families:** In each house or apartment visited the order number of existing families should be written down, for example: If a house is inhabited by a single family, the order number 1 will correspond to this family; if it is occupied by two families the number 2 will correspond to the second. In other words: the first family of each house or apartment should be written down as number 1; the second, 2; the third, 3; etc.

Names and Surnames

**Column No. 2 - What is your name and surname?** This question should be asked to the person who is yielding the information and refers to those who stayed in the dwelling during the night before the census date.

One should begin with the annotation of the name and surname of the Head of the family and continue in the following order: Spouse, single children (from oldest to youngest), married sons (writing down below their corresponding wives and children), sons-in-law (writing down below each of their wives and children), other relatives, guests, tenants, servants and children of the servants.

The order always depends on members that have a census family, because as was seen previously, this family can be constituted in some cases by the Head only or the Head, spouse and single children, according to the questioning of each family unit.

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In all cases children should be **registered, even those recently born**, but always adhering to the above instructions. If the child does not have a name, the letter "N" is recorded as well as the surname.

Relationship with the head of the household

**Column No. 3 - What is your relationship with the Head of the Family?** A person who supplies information should respond to this question in the following manner:

Before the name of the Head of family the word "Head" will be written down and, next, according to the case, the corresponding familial relationship, like: spouse, child, etc. Persons who without having familial relationships with the Head make part of the family unit, should be registered with the names that correspond to them, such as: guests, tenants or servants. If children of servants are older than 14 years they should be registered as servants and if they have not reached this age, as "children of servant".

For cases of **non-family groups** the Head will be written down in the first place, according to the hierarchy and immediately the rest of the persons specifying if it concerns a prisoner, soldier, guard, elderly person, student, religious person, passenger, etc. A person who does not share meals with the census family should be registered as Head for being by themselves a **census family** of one person and in the contrary case they will be registered as a tenant. In family residences where bakeries and other domestic industries are run, whose workers live together with the family of the owners, persons of the census family, should be registered first pointing out their corresponding relationship and afterwards workers of the industry, with the name "lodger".

Sex

**Column No. 4 - In this column the word "man" or "woman" should be written down, according**

**to what the case is.** For no reason should the sex of persons not be indicated.

#### Age

**Column No. 5 - How old did you become on your last birthday?** In this column the exact age of a person in completed years at the last birthday should be registered. The age of children less than one year should be written down in twelve parts of the year, so: A child two months old will be written down 2/12; one of four months 4/12 and one of fifteen days that is less than a month 0/12.

Fractions of years or months in the age of persons should not be written down when they are older than one year. If they are five years a half years old they will be written down only as 5. Fractions and months are used only for those younger than one year (zero years).

If a person says that they do not know their age, they should find out by the approximate date of their birth with the help of known facts.

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If this is not possible, the age that they think they are should be written down. In no case should this information be left blank.

If the age that a person says to be ends in zero (0) or in five (5), it should be asked if this age is exact, with the purpose of eliminating the tendency to give round numbers.

#### Marital status

**Column No. 6 - What is your current civil state?** The civil state that a person has on the census date should be registered, writing down according to the case the determination of Single, Married, Consensual Union, Widowed or Separated.

It is necessary to establish clearly the current civil state of each enumerated person. This should be only one response that is registered in column 6. The corresponding civil state should be written down of all persons, even the youngest of age.

The definitions of civil state are as follows:

**Single:** A person is single when they have never married, and on the census date they do not live in a consensual union or as married without being so.

**Married:** When a person says they are married and having legalized their union with legal ties.

**Consensual Union:** If a person lives as married without being so, or one who lives as husband or wife without having legalized the union, they are not considered as a single person but rather as in "Consensual Union".

**Separated:** When a person is legally married and does not live with their spouse due to reasons other than temporary absence for work, vacation, on leave, business, etc.

**Widowed:** When a person declared to be widowed, has not married again and does not live in consensual union or as married without being so.

#### Place of Birth

**Column No. 7 - What is the name of the municipality where you were born?** The name of the municipality where Colombians were born will be written down and also the first three letters of the name of the department, administration or precinct.

For Colombians born abroad (that is, children of Colombian father and mother who had been born abroad and are found in Colombia, and for foreigners, the name of the country where they were born should be registered, in accordance with the current international division of countries, for example: United States, France, West Germany etc.

#### Migration

## Time

### Column No. 8 - How long have you lived in this Municipality?

In this column the **number of continuous years** that a person has lived recently within the limits of the municipality where the enumeration is done will be written down.

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The continuous years will be counted backwards from the census date. When one has not stayed a complete year in the municipality of enumeration the number of months in fractions of twelve will be written down.

For those **born in the municipality** in which they are being enumerated and who are present on the census date, the word **always** will be registered.

## Origin

### Column No. 9 - What was your municipality previous to arriving at this municipality?

For **persons born outside of the municipality** in which they are being enumerated the name of the municipality where they had their residence immediately before should be written down. After the name of the municipality the first three letters of the Department, Administration or Precinct should be written.

Living or staying as **resident** is understood to be settled down in the Municipality for reasons of work, business, family life or any other reason of economic or social character. A person can be **resident** for a very short or very long time.

Example 1: Señor Juan Ríos Ramos, of Boyacá, settled down in the Municipality of Rionegro in the Department of Antioquia, and from this Municipality he moved to the city of Cali. The enumerator should register in column 9 as municipality of residence immediately before, the following annotation "Rionegro - Ant."

Example 2: Señor Roberto Martínez was born in Cali and was enumerated in this city. In column 9 the expression "Always" should appear.

## Urban or Rural Area

Column No. 10 - In the municipality where you have your previous residence did you live in the capital of the municipality or in the rural part? In this column yes should be written for persons who lived in the capital of the municipality of previous residence, and no for those who lived in the places far from the municipal capital.

## Educational Characteristics

### Literacy

**Column No. 11 - Do you know how to read and write?** If a person knows how to read and write a simple paragraph, yes should be written down in this column. In the contrary case no should be written down.

When a person knows how to read but not write or the opposite, and in the case of one who writes only numbers or barely draws their name, no should be written down. One should proceed equally in cases of persons who forgot how to read and write.

This column cannot remain without information and therefore special care is recommended to the enumerator in the registering of this information.

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## Level of Education

**Column No. 12 - What education have you received in education centers?** The enumerator should

ask this question with reference to all persons 5 years old or older. The response should be written down in this column.

The annotation in the census form should indicate clearly and exactly the class of education received, for example: Primary, Secondary, Technical Industrial, Arts and Crafts, Complementary, Home for Farmers, Agricultural or Livestock, Elemental Nursing, Higher Nursing, Artistic Schooling, Elemental Religious, Higher Religious, Primary School Teacher, University, Military, Radio-technical, etc.

The generic name of **secondary** education should not be used since it means many types of teaching and obtaining the exact name of each one of them is what is important to the Censuses. For persons who did not receive any class of instruction in educational centers the expression **none** should be written down.

In no case should this important aspect be left without annotation.

**Column No. 13 - What was the highest year that you passed in the education that you just indicated?** The enumerator should write down the number that corresponds to the last year of study **passed**, for example: If a person is said to have passed as the last studied, the third year of Secondary school, the enumerator should write the number 3 in this column, in front of the word Secondary school that was written down in the immediately previous column (12).

Another example: If a person passed the first year of primary school, they should be registered in column 12 with the word Primary and in column 13 with the number 1 which corresponds to the year of education passed.

For persons who have not received any class of education in educational centers, they will be written down as zero (0).

Professional Degree

**Column No. 14 - Have you received any degree upon finishing your studies?** If a person obtained a professional degree or diploma the name of the corresponding profession: doctor, lawyer, civil engineer, accountant, mechanic, radio-technician, etc. should be written down in this column.

For a person who has more than one degree, the habitual profession that is exercised should be written down.

Economic Characteristics

Paid Activity

**Background**

**Column No. 15 - Remunerated activity on the census date**

Are you working a remunerated occupation on the census date? The enumerator should ask this question to all persons 10 years old or older.

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For persons who have a remunerated occupation **on the census date**, the word **yes** should be written down. For persons who did not have a remunerated occupation on this date, the word **no** should be written down.

A remunerated occupation refers to a craft a person does by which they obtain a retribution in money or in kind.

**Column No. 16** - This column will be employed only for persons who do not have an occupation **on the census date**, that is, for those for whom **no** was written in column 15.

If an unemployed person looked for work during the month that ended with the census date, the word **yes** will be written down. In the case of not having looked for work during this month, the word **no** will be written down.

**Column No. 17 - Time worked.** - How many months did you work during the year that ended June 2?

This question will be asked to all employed and unemployed persons. The number of complete months that a person worked during the year before the census date should be written down, whether full time or part time.

Special care is recommended in registering the time worked by persons whose job has not been full time. If a person supplies information about the number of days worked habitually during the week, the result of the months worked will be obtained in the following table:

Days worked in the week / Months Worked

1 day = 2 months

2 day = 4 months

3 day = 6 months

4 day = 8 months

5 day = 10 months

6 day = 12 months

Vacations, sickness-related absences, or other causes: during which one receives remuneration in money or in kind, should be considered as time worked.

**Column No. 18 - How many days did you work during the month that ended June 2?** The number of days worked in the month that ended on the census date should be written down in this column. For persons who did not work during this month, the sign "0" (zero) should be written down.

Occupation and condition of unemployment

**Column No. 19 - What is your habitual occupation or craft?** Occupation is understood as profession, craft or class of job that a person who is working does habitually or what a person who is unemployed did on the census date.

One should write down in this column of the form:

- a) The habitual occupation of persons who are working on the census date.
- b) The habitual occupation of persons who are found without work on the census date.

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- c) The condition of persons who do not work because of being of being under age, elderly or invalids, rentiers, pensioned, or who do domestic duties without remuneration, etc.

**Habitual Occupation.** - The habitual occupation of a person, that is, the occupation to which the most time is dedicated should be written down. When a person has many occupations and it is hard for them to know in which the most time is spent, the occupation that produces the greatest incomes should be written down.

In this column, the complete name of the occupation should be written down in a manner that clearly indicates the class or craft or task that is done. In many occupations it is necessary to employ more than one word to be able to describe them correctly, like "wholesale storekeeper", "engineer of mines", "automobile greaser", "retail storekeeper", "upholsterer of furniture", etc., single names like "storekeeper", "engineer", "greaser", "upholsterer", etc indicate nothing respective of the specific occupation. Equally, generic names **should not be employed** like "manual laborer", "white collar worker", "industrial", etc., since they also do not correctly define the occupation correctly. In some occupations like those of accountant, typist, superintendent, etc., this single name describes the craft or task correctly and therefore can be written down without other specification.

The habitual occupation also should be registered for persons interned temporarily in hospitals, clinics, as also those who are found detained for police reasons.

**Occupation of family helpers.** - For members of a family (spouse, children relatives) who collaborate in the economic company of the Head of the family or other relative during a time less than two days a week, 10 days a month or 4 months a year, without pay or fixed daily wages, they should be written down as the same occupation as the Head of family or the relative who they help.

Food, in these cases, should not be considered remuneration.

**Secondary Remunerated Occupations:** For students, housewives and the rest of persons whose

principal activity is not remunerated but who at the same time has a secondary occupation that permits them some monetary income, this last occupation should be registered even though they only do it on some days or some hours a day.

**Agricultural Occupations.** - The following occupations should be distinguished as agricultural occupations:

**Farmer:** The person who directs the planting and collection of crops, either on private property or for a third party company without depending on other persons.

Also family helpers who work on the farm of the Head of family or relative are farmers, without pay or fixed daily wage and during a time not shorter than two days a week, 10 days a month or 4 months a year.

**Administrator of a Farm:** A person who directs jobs of an agricultural or livestock farm, and for it receives remuneration from the corresponding owner or from the manager of the farm.

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**Foreman of the farm:** A person who directs a group of agricultural manual laborers, controls their jobs and for this receives remuneration.

**Agricultural manual laborer:** A person who works as a worker in a farm for a daily wages in money, products or both.

The rest of the occupations of persons who work in farms as helpers in the agricultural labors should be registered as their specific names, such as: Agronomist Engineer, Farm Pilot, Tractor driver, and the same with the personnel of administration and services: Mechanic, Accountant, Inspector, Typist, Servant, etc.

#### **Are you looking for work for the first time?**

The cases of persons who on the census date because of not having worked before are found looking for work for the first time should be written down. The annotation will be made in the same column 19, as: "**B. T. X. 1a vez**"

**Condition of inactivity.** - For a persons who do not work due to conditions of age, health or are dedicating their time to study in education centers, domestic duties, or those who live on investments or pensions and do not have a remunerated occupation, the condition of inactivity that corresponds to them, in accordance with the following names should be registered:

**Home:** Women who without having a remunerated occupation do domestic duties.

**Minor:** A person younger than 14 years who does not study and does not have an occupation.

**Student:** A person who studies in an education establishment and does not have a remunerated occupation.

**Elderly person:** A person who cannot work because of age.

**Invalid:** A person who cannot carry out a job because of a physical incapacity.

**Rentier:** A person without remunerated occupation who lives from the product of investments or stocks.

**Pensioned:** A person without remunerated occupation who lives on a pension supplied by official and private entities.

**Interned:** A person who resides and is attended in a social institution of health, like mental hospitals, sanitariums, old peoples home, hospices, etc.

**Imprisoned:** A resident in jails where they complete a sentence. They should not be confused with a simple detainee.

**Religious person:** Persons of both sexes who live in convents.

For persons who are found in collective residences (barracks, convents, hospitals, boarding schools, etc.)

the habitual occupation, grade, title or condition should be registered, for example: administrator, superintendent, servant, lieutenant, sergeant, corporal, soldier, student, priest, etc.

Persons who do not work should not be confused with those who having worked in some part of the census year, are found without a job or employment on the official day of the census. Equally, these last persons also should not be confused with those looking for a job for the first time, such as persons who finished their studies and are looking for work.

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Characteristics of paid employment

### Place of employment

#### **Column No. 20: Principal activity of the office, factory or workshop for which it is worked.** -

What is the principal activity of the factory, store, office, entity, etc. where you worked? In this column the principal activity of the establishment where a person works should be written down, indicating what is produced if it concerns a factory; what is sold if it is a store, what is extracted if it is for example an exploiting company of mines or wood, or also the class of service that is offered if that is the specialty of the establishment.

The activity of an establishment should be registered clearly such as: Beer brewery, tile factory, automobile repair workshop, provisions store, cloth store, company of electric energy, transportation of cargo, transportation of passengers, government position, mayoralty, barracks of the army, hotel, convent, shoe store, carpenter's shop, etc.

**One should not write down:** the name or social purpose of an establishment, since the largest part of them do not indicate the corresponding activity, which would be the same as leaving this question without an answer. For example: Store "Fénix" or Workshop "La Esmeralda"; etc.

For persons who work in their homes on dresses, sewing, repairing shoes etc., for an establishment, the class of activity of the establishment should be written down, example: Clothing store, shoe store, embroidery factory, etc. If on the other hand, they themselves sell their product; "their domicile" will be written down.

For storekeepers, sellers and craftsmen who do not have a fixed establishment, they should be written down as "street vendor".

For masons, who do not depend on a determined company, "construction jobs" should be written down.

Inasmuch as cooks, butlers, and servants in general, they should be written down where they work: Family house, hotel, restaurant, etc.

For persons who are absent from their job because of vacations, sickness, on leave, etc., the activity of the establishment where they work should be written down. For persons who are without work, the activity of the establishment where they worked last will be written down.

In this column one should not write down any persons who in column 19 were categorized as minors, looking for work, students, invalids, rentiers, pensioned, interned, imprisoned, and the rest of the conditions. Neither should commas be used for repeating information nor forgetting that this column refers to the place of work and not the occupation.

### Occupation Category

**Column No. 21.** - In this column the occupation category that a person has in the establishment or place where they work or when they worked if they are unemployed will be indicated. The corresponding questions to each category are given below:

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**Employer or Owner:** Do you pay your own account or one or more workers or employees in your business? If the question is affirmative the word "employer" should be written down.

Examples of employers are: An owner of a factory, farm or store or any other company of business, who occupies and pays by their own account workers and employees. In the registering of this column,

managers, administrators, butlers, subordinate office heads are not taken into account, since these persons depend on others and therefore are not employers but rather employees.

**Independent Worker:** Do you work for your own account without paying workers or employees in your business?

An Independent Worker can work alone or with the free aid of relatives, but not with remunerated persons. In these conditions the word "Independent Worker" will be written down.

Examples of Independent Workers are, a craftsman who has their own workshop, a farmer who works a parcel of land, a salesclerk who attends their store, a mason who does small jobs by contract, an owner of a truck or automobile who drives it and takes for themselves the product of the work, a shoeshine person, a newspaper seller, always persons who do not work with remunerated workers.

It can be observed that the difference between an independent worker and an employer, is that the employer has remunerated workers and the independent worker has none.

**Family helpers:** Do you help without fixed remuneration, in the job of the Head of family or any relative? A person from the family (spouse, children, relatives) who with their job helps the Head of family or relative in their business for a time equivalent to two days a week, or 10 days a month to four months a year, without receiving fixed remuneration, should be written down in this column with the name "Family Helper".

Example of family helpers can be the following persons always who meet the following pointed out conditions: A child or relative who works in the farm of their father; a wife who works in the store of her husband, a child who helps their mother in a dressmaker's studio, etc.

One should keep in mind when registering this column that a family helper meets the following conditions:

- a) Being relative of the Head of family or person who collaborates with him.
- b) Working without fixed remuneration (food should not be considered remuneration).
- c) Working with the Head or parent for more than two days a week, or 10 days a month to four months a year.

**Employee:** Are you an employee? An employee is considered a person who carries out, under the dependence of another, administrative functions, direction, organization, or vigilance in exchange for remuneration. Examples: a manager of a bank, an administrator of a company, workers in an office of institutional officials or of private companies.

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**Exceptions:** In this column chauffeurs of companies and persons of domestic service (servants) will be indicated, such as the Law stipulates.

**Laborer:** A laborer is considered to be a worker who is employed with a predominately manual activity, connected directly to a production of goods and services, always depending on an employer and receives a periodic remuneration. Laborers are workers of the production in factories or workshops, those employed in manual jobs in public works and agricultural day laborers. They are also those who work in a house for a determined employer, whether for a fixed daily wage or by the job, as in the very frequent case of laborers in a tailor's shop, shoe store, and couturier shop, who does work in their house and who earns according to what was done.

Instructions for the counting of buildings and census dwellings

Object of the counting of buildings and census dwellings

With the counting of Buildings the total number of buildings that exist in cities, hamlets and rural areas will be obtained, whatever their use, size and materials that have been used in its construction. This Census will permit us to know the constructive progress of the different areas of the country, with regard to the principal characteristics of the buildings.

The Census of lodgings or dwellings will provide information related to its number, characteristics and the number of occupants. This Census will permit us to know the conditions in which the population of the different places in the country lives.

#### General Instructions

In sections C. and D. of the form, the Enumerator will write down the information corresponding to the Buildings and lodgings and dwellings that on the date of June 3 were found in the place whose enumeration had been done.

The information of the Buildings is in section C. of the census form and the enumerators should fill out only those which correspond to enumerating the **first floor of a building or the whole building**.

Also some times two or three complete buildings are assigned, and in these cases the enumerator should fill out the information for section C for each one of the buildings in their charge.

In section D, is found the information of lodging for each one of the families that was written down in section B (Population).

#### **The enumeration of urban areas**

The enumerator of an urban area will have the obligation of enumerating on June 3 the place that they are entrusted.

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In this place the enumerator will obtain and write down in the Population Census form, the information of persons who make up each family and immediately after will continue with information about the building (if their charge is the first floor of a building or the whole building) and then will follow with information about the lodging and dwelling of every family.

The obligations and responsibilities of the enumerator are found in the First Part of this manual.

#### **The enumeration of rural areas**

The enumerator of a rural area is assigned a geographic surface duly lined by highways, roads, rivers, etc. This surface, which is named "rural sector of enumeration", should be covered completely with the purpose of avoiding that any dwellings hidden by trees or geographic accidents, remain not enumerated.

#### **Location of the information about the building and dwelling**

As was said previously, the information about the Building and lodging or dwelling is found in two sections, namely:

1st In section C, information corresponding to the dwelling is found.

2nd In section D, information corresponding to the lodging or dwelling of every family is found.

#### Definitions

##### **Definition of Building**

Building is understood to be all independent and separate construction of the rest by walls that are raised from their foundations to the roof or cover. A Building can be separated from others by means of a space or simply by its own walls.

Some constructions can contain many Buildings, especially those built by cement blocks. It is necessary to take into account these cases, with the purpose of not registering these blocks as if they were a single building.

Building constitutes any class of independent construction, whatever its materials, use or design may be. Examples of them are: A construction for government offices, a construction for apartments, a church, an inhabited house, hut, public slaughterhouse, stadium, etc.

Dependencies of Buildings should be considered as part of them. For example: If three separate constructions exist in a factory, namely: A part for machines, another part for storage and another part for boilers, they all constitute a single Building.

In rural areas they are accustomed to building rooms for habitation, the kitchen and the room for toilet

facilities separately. These dependencies should not be considered Buildings, but rather parts of a single Building.

Another example: In a hospital different separated constructions exist, namely: One for bedrooms, another for purposes of surgery, another for storage, etc.

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These dependencies should not be considered Buildings, but rather parts of a single Building.

### **Definition of lodging or dwelling**

A lodging or dwelling is a living space where persons are lodged and sleep who constitute a census family, or a non-family group; or a person who lives alone, without being a part of any family or non-family group.

A lodging or dwelling can be a house of habitation, an apartment, a flat, or an independent house of a single room, meant for habitation by a family, a person who is the only occupant, or a non-family group.

Also for census purposes lodgings or dwellings are premises such as: huts, tents, vehicles, caves and any other place that always is used as habitation on the date of the Census.

### **Collective lodgings or dwellings**

They are used or meant to be used by a group of persons generally without family ties and live together for reasons of discipline, health, education, religious life, military, etc. Collective lodgings are reformatories, military barracks, penitentiaries, jails, hospitals, sanitariums, nursery homes, boarding schools, convents, orphanages, worker camps, hotels, hospices, inns, and other similar places of lodging.

Registering of the questions of the census form

Building Information

Section - C

#### **Question No. 1 - Building No.**

In front of this question the order number of the building or house being enumerated should be written down. When the enumerator is assigned many buildings, the number 1 should be written down on all the forms of the first building that they visit, 2 on those of the second, 3 on those of the third and so on. More than one order number should not be written down in the same form.

#### **Question No. 2 - Use or purpose of the visited building or house**

Write down in front of this question the principal use that a building has, such as: habitation, commerce, factory, public offices, private offices, churches, theaters, public slaughterhouse, boarding school, university, hotel, market, stadium, etc.

For buildings that have more than one common use, habitation-commerce; factory-offices, etc., the predominant use will be written down, whether by occupying more surface or larger number of rooms.

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In such cases the predominant use should be written down first, and then the secondary, for example: If in a building the largest part is dedicated to habitation, but also commercial stores exist, "habitation-commerce" should be written down.

When a building is unoccupied and because of this circumstance does not have any known use or purpose, the word "unoccupied" should be written down.

If it concerns a building whose construction has not been determined and for such a reason is unoccupied, "under construction" should be written down.

When a building is found in demolition, "in demolition" should be written down.

#### **Question No. 3 total number of apartments of the visited building or house**

Write down the number of apartments that the house or building has. Apartments are counted as those with direct access to the street. In the cases in which a building has a different number of apartments

than sides, those of the side that has the larger number of apartments should be written down

Attics will be considered as apartments but not basements or gazebos of a house or a building.

#### **Question No. 4 Number of apartments assigned to the enumerator**

When an enumerator is assigned one or more apartments of a building, they should write down in this question the order number of the assigned apartments, as 1st and 2nd, 4th, 5th, and 6th, etc.

#### **Question No. 5 Predominant material of the building in:**

**a) Floors.** - The name of the predominant material in the surface of the floors of the houses or buildings should be written down. Example: Wood, cement, tile, brick, earth, etc. It is not necessary to write down the name of the different materials that make up the floors, but rather only the predominant material. Example: if in an inhabited house floors of wood, tile and cement exist, but wood predominates the largest surface, the word "wood" will be written down in the census form.

**b) Walls.** The name of the predominant material of the exterior walls of the house or building should be written down, such as: cement block, brick, wood, mud (*tapia*), stick and mud (*bahareque*), bamboo (*guadua*), cardboard, tin, etc. Example: if in a building part of the outside walls are brick and others of cement block, predominantly brick, the word "brick" will be written down in the census form.

**c) Roof or cover.** The name of the predominant material in the roofs or covers of the house or building will be written down, which could be: mud tile, zinc tile, cement tile, asbestos-cement tile, concrete slabs, straw, palm, waste (tin, cardboard, others).

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Lodging or Dwelling Information

Section D

#### **Numbering of the lines**

The lines of this section are distinguished by numbers 1, 2, 3, 4, 5, etc. that are to the left of the beginning of the section. In each one of these lines the information about the lodging of a family should be written down as: The information about the lodging of the family 1, about section B (Population), it will be written down in line 1; that of the family 2, in line 2, and so on.

Type of Lodging And Dwelling

Column No. 1 - In this column the type of lodging or dwelling that any one of the census families that were written down in section B of Population occupies should be written down. The type of lodging or dwelling can correspond to the following names:

**Independent House.** - It is a place of lodging for a census family that uses one or more rooms of habitation, **that is an independent building** and its materials are of long duration such as: brick, adobe, cement block, mud tile, zinc tile, etc. Independent houses are examples of **family houses**.

**Apartment.** - It is the part of a building or house that has one or more rooms of habitation that a census family occupies.

**Flat.** - It is a place of lodging for a census family, with one or more rooms of habitation and it is understood to be a whole story of a building. It should not be confused with the floor, in a building of apartments.

**Hut.** - It is a place of lodging for a census family that is an independent building and that consists of one or more rooms of habitation and is built with materials of short duration like: stick and mud, straw, waste material, etc.

**Cave.** - It is a refuge, whether in rock or in the earth, that serves as lodging for a census family.

**Other Types of Dwellings.** - Other types of dwellings exist that it is not necessary to define, such as: garages, vessels, tents, coach, etc. that some census families employ as lodging.

Column No. 2 - If the lodging is unoccupied put a cross

When an enumerator finds an unoccupied dwelling, they should write down a cross in this column and not register any other information about this dwelling. That is to say that there will not be annotations in columns 3 to 26. If a dwelling is occupied by persons, a horizontal line should be put in column 2.

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When in a dwelling in a rural area, the inhabitants are absent, the enumerator should visit the dwelling again and in the case of not finding them, should proceed to register that dwelling as unoccupied, and leave in it a citation card.

Column No. 3 - Family - Order number of families registered in the population census.

In this column the order number of families of each house or apartment will be written down, the number that is written down in column No. 1 of section B (Population) of the census form.

The following examples show the procedure for registering column 3 of section D (Lodging):

1st The Pérez building, of five persons, **lives alone** in their house of habitation.

The enumerator should proceed in the following manner:

- a) Write down in column No. 1 of section B (Population), the order number 1 corresponding to the Pérez family, and register the following population information of each one of the persons of the family.
- b) Write down in section C, the information of the house of the family.
- c) Write down in section D (Lodging) the lodging information of the family, being careful to write down in column 3 of this section the order number 1, that the family had in section B (Population).

2nd A building is assigned to an enumerator and in it live 3 families.

One should begin in the following manner:

#### **First Family**

- a) Write down in section B (Population), the order number 1 for the first family and register the population information of each one of the persons that makes it up.
- b) Write down in section C (Building), the building information where the 3 families are lodged.
- c) Write down in section D (Lodging), the lodging information of the family, being careful to write down in column 3 of this section the **order number 1** that the family had in section B (Population).

#### **Second Family**

- a) Write down in section B (Population), the order number 2 which corresponds to the second family and register the population information of every one of the persons that form it.
- b) Write down in section D (Lodging), the lodging information of the family being careful to indicate in column 3 of this section the **order number 2** that the family had in section B (Population).

#### **Third Family**

- a) Write down in section B (Population), the order number 3 that corresponds to the third family registered in section B (Population) and register the population information of each of the persons that form it.

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- b) Write down in section D (Lodging), the lodging information of this family, being careful to indicate in column 3 of this section, the **order number 3** that the family had in section B (Population).

#### **Important Observation**

It is necessary to carry out the following in the annotation of the information **of each family**:

1st Write down the information about each one of the persons of the family in section B (Population), writing down their order number in column 1.

2nd Write down the building information in section C (Building), when the enumerator has to enumerate the first floor of the building or the whole building, and

3rd Continue with the lodging information of the family of Section D ., writing down in column 3 of this section the order number that the family had in section B. of population.

From the previous observations, one deduces that no other procedure different than what is explained, should be employed in the registering of the information of the census form.

Column No. 4 Number of rooms of habitation that the family uses

Bedrooms, living rooms, dining rooms, libraries, food storage room, confectionaries, servants room and all space separated by walls or inner doors from the ground to the roof and large enough to hold a bed for an adult person should be considered "Rooms of habitation".

Those rooms meant to be the kitchen, bath and toilet facilities, covered corridors and rooms for commercial, industrial or professional service purposes should not be considered "rooms of habitation" when they are not used for habitation. Garages occupied by persons should not be considered rooms of the dwelling.

In column No. 4 the total number of rooms of habitation that a family uses should be written down. When two or more families live in a single room, the fraction that corresponds to each one of them should be written down; example: If in a room two families live, each one will be written down as  $\frac{1}{2}$ ; if three live there,  $\frac{1}{3}$ ; etc.

Use of the kitchen quarters

In one of columns 5, 6 or 7, the response about the kitchen room should be written down, putting a cross in the corresponding column and lines in the remaining; for example: If the response corresponds to column No. 7, in this a cross should be marked and in columns 5 and 6, lines.

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**Column No. 5 - If the kitchen is of exclusive use of the family, put a cross**

Kitchen is understood as the room of any size that is meant exclusively for the preparation of the food of the family and that is supplied with a stove, oven, or any other appliance or other means that requires coal, gas, electricity, gasoline, firewood or other fuel. The stoves, ovens, or other appliances that are not installed in a room but rather in corridors, patios, of rooms of habitation, do not constitute kitchen quarters.

For example: Family No. 1 has kitchen quarters for preparing its food and does not share them with another family. This family has exclusive kitchen quarters, and therefore, a cross should not be written down in this column.

Another example: Families 2 and 3 prepare their food in the same kitchen quarters. Neither of these two families has a room separate from the kitchen and therefore a horizontal line should be marked in this column.

Another example: Family No. 4 prepares its food on a stove installed in a corridor. This family does not have exclusive kitchen quarters and a horizontal line should be written down in this column.

**Column No. 6 - If the kitchen is used by more than one family, put a cross.**

When two or more families prepare their food in the same kitchen quarters, they are not the exclusive use of either of these families and therefore a cross should be written down in this column.

For example: Families 1, 2 and 3 of the form of the Population Census, prepare their food in the same kitchen quarters. For each one of these families a cross will be written down in this column.

Another example: If families 4 and 5 of the Population Census form, prepare their food in an oven installed in a corridor, a horizontal line should be written in this column because these families do not

have kitchen quarters.

**Column No. 7 - If a family does not have kitchen quarters, put a cross**

When a family does not have kitchen quarters, because they take the food outside of the dwelling and prepare it in a corridor, patio or passageway, a cross should be marked in this column. If it has a kitchen a horizontal line should be marked.

**Water Service**

In one of the columns 8, 9 and 10, the response about water service should be written down, marking a cross in the corresponding column and lines in the remaining; for example: If a response corresponds to column 10, in this column a cross should be written down and in 8 and 9 a line.

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**Column No. 8 - If a family has running water within their lodging, put a cross**

When installations of running water exist in the lodging of a family, that is that the family does not need to get water outside of their dwelling, a cross should be written down in this column. In the contrary case, when no water exists within the dwelling a horizontal line should be written down.

**Column No. 9 - If a family does not have running water within their lodging but rather within the building, put a cross**

When in the lodging of a family no running water installations exist but rather within the building, in this column a cross should be marked.

Example: If families 1 and 2 are supplied water by means of a faucet or source situated in the patio or other place in the building, a horizontal line should be marked in this column, because the running water installations are not found within the lodging of the family, but rather within the building.

**Column No. 10 - If a family does not have water service, put a cross**

When a family does not have water service within the dwelling nor within the building, but rather they have to get it in another place, a cross should be marked in this column. If a family has water service in their dwelling or building a horizontal line should be drawn.

**Bathroom**

In one of columns 11, 12 and 13, the response about the existence of bath facilities should be written down, marking a cross in the corresponding column and lines in the remaining; for example: If the response corresponds to column 11, a cross should be put in this column and a line in each one of the columns 12 and 13.

**Column No. 11 - If the bath is of exclusive use of a single family, put a cross**

When a family has bath installations for its exclusive use, with running water, a cross should be written in this column. When a family does not have bath installations, a horizontal line should be drawn.

**Column No. 12 - If the bath is used by more than one family, put a cross**

When families do not have a bath exclusively for them and they use the same bath installations, a cross should be marked in this column.

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**Column No. 13 - Without Bath Facilities**

When a family does not have a bath exclusively nor share it with another family, a cross should be marked in this column. If they have a private one or share one with another family, a horizontal line should be drawn.

**Toilet Facilities**

**Column No. 14 - If the toilet is of exclusive use of a family, put a cross.**

Toilet is understood to be the installation meant for the elimination of fecal materials by means of channeled or pressurized water that takes it to a sewer or latrine. When a family has a toilet exclusively

a cross should be marked in this space, and in the contrary case, a horizontal line.

**Column No. 15 - If the toilet is used by more than one family, put a cross**

When a family does not have an exclusive toilet but rather use one that other families use, a cross should be marked in this column. If a family does not share their toilet with other families, a horizontal line should be marked.

**Column No 16 - If a family does not have in their lodging a toilet or latrine, a cross should be put in this column**

The lack of a toilet with running water or a latrine, should be indicated marking a cross in this column, and in the contrary case, drawing a horizontal line.

Column No. 17 - If the lodging only has a latrine, put a cross

A cross should be marked in this column for the lodgings that only have a latrine. A cross will not be marked but rather a horizontal line for those who having a latrine also use a toilet with running water.

Column No. 18 - If the lodging of a family has installations of electric lighting, write down yes, in the contrary case, no

The enumerator will write down yes in this column, when the lodging that a family occupies has installations of electric lighting, connected to the public service system. If it lacks the installations for lighting, the enumerator should write down no.

Column No. 19 - If a family has a receptor appliance of radio, write down yes, in the contrary case, no

When a family has a receptor appliance of a radio for their own use, the word yes should be written down in this column. If it lacks it, No should be written down.

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Column No. 20 - If a family has a television appliance write down yes, in the contrary case, no

When a family has a television appliance for their own use, the word yes should be written down in this column. In case of not having a television set, the word no should be written down in this column.

Form of Ownership

In one of columns 21, 22 or 23 the response about the form of ownership of the lodging that a family occupies should be written down; for example: If a family pays rent or lease for a lodging, a cross should be marked in column No. 22 and lines in columns 21 and 23.

**Column No. 21 - If a lodging is occupied by the owner, put a cross. in the contrary case, draw a horizontal line**

When a lodging is occupied by the owner and their family or by the owner only, a cross should be marked in this column. Owner is understood to be a person who has the legal title of ownership of the dwelling. When a lodging is not occupied by its owner a horizontal line should be drawn in this column.

**Column No. 22 - If a lodging is occupied by tenants, put a cross. In the contrary case, draw a horizontal line**

Whenever a family occupies lodging, paying rent for its use, a cross should be put in this column.

One should take into account that in rural areas many times the value of the rent is not always paid in money, but rather also in kind or in work. In these cases, whatever the form of payment may be, the occupants should be considered tenants. If a lodging is not occupied by tenants a horizontal line should be drawn in this column.

**Column No. 23 - If the occupants are neither owners nor tenants, put a cross. In the contrary case, draw a horizontal line**

A cross should be written down in this column, when a family that occupies the lodging is not the owner or tenants, as those in charge of temporarily taking care of urban or rural dwellings, those who inhabit dwellings ceded by any relative who does not demand payment of rent, etc.

Family Industry

**Column No. 24 - The enumerator will ask the speaker for the family if in their lodging any industry exists.**

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In the case of existing, the name of the product that is elaborated should be written down, for example: Footwear, underwear, embroidery, furniture, toys, etc.

In case any industry does not exist a horizontal line should be written down in this column.

**Column No. 25 - If a businessperson works for their own establishment, put a cross. In the contrary case, draw a horizontal line**

In many cases home industries are run in lodgings, whose production the maker sells for their own account. It is the case of small factories of shoes, dresses, fabric, embroideries, etc.

When a home industry has these conditions a cross should be marked in this column and in the contrary case a horizontal line.

**Column No. 26 - If a businessperson works for other establishments, put a cross. In the contrary case, draw a horizontal line**

If a businessperson produces for others or other establishments that is that they work for a third party, the enumerator should put a cross in this column. If they do not work for another or other establishments a horizontal line should be drawn.

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