

1970 ENUMERATOR INSTRUCTION MANUAL

SELECTED PAGES

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III - BASIC CONCEPTS

BUILDING

For census purposes, a *building* is considered any edifice, occupied or not.

Edifices still in construction but with outside walls raised and roof in place will also be considered *buildings*.

The following will not be considered *buildings*:

- a) rustic edifices in rural areas which do not have residents and serve as storehouses, stables, shelters against the rain, etc.;
- b) edifices which do not have external walls;
- c) edifices attached to the main building and serving as living quarters for employees, garages, areas for animals, etc.

Building Units

Building units will be counted according to the following criteria:

- a) edifice, *isolated or not* - with a common entrance for all residents or a main entrance for each floor: *1 building*;
- b) edifice *with a common roof* (such as workers' villas), but partitioned internally by walls and having independent entrances: as many *buildings* as there are independent entrances;
- c) edifices *in housing projects* - as many *buildings* as there are main and independent entrances of the residential blocks;
- d) *institutional* edifices - inside hospitals, asylums, military bases, schools, etc. Each edifice will be considered *1 building*.

DWELLING

For the Census, a *dwelling* is the structurally independent living quarters, consisting of one or more rooms with a private entrance.

By extension, buildings under construction, boats, vehicles, tents and other places which, on the date of the Census, are also serving as housing will be considered *dwellings*.

Private Household

A *private household* is considered one that serves as housing for one, two or three families, even if the dwelling is located in an industrial, commercial, or other such establishment.

By extension, any edifice under construction where up to 5 persons live will also be considered a *private household*.

Houses occupied by room [*cabeças-de-porco, casas de cômodos, etc.*], and apartment buildings, constitute complexes of *private households*.

Any ranch, farm, plantation, mill, plant, etc. also constitutes a complex of *private households*.

Collective Dwelling

A *Collective dwelling* is one occupied by *groups living together* [*grupos conviventes*] or by *families*, where the relationship among the residents is limited to subordination of an administrative order and compliance with norms and regulations for orderly conduct.

Examples of *collective dwellings* are hotels, boarding houses, retreats, convents, prisons, military posts, military bases, warships, schools, asylums, orphanages, etc.

Private households which, on the date of the Census, are serving as housing to more than three families or to a group of more than 5 persons without relationship of kinship (group living together [*grupo convivente*]), will be considered *collective*

dwellings.

Living quarters built for workers contracted to carry out some task and *buildings in construction* where more than 5 persons reside will be considered *collective dwellings*.

Closed dwelling

Dwellings which occasionally serve as housing (beach or country houses, normally used for weekend rest or vacations) and whose residents are not present on the date of the Census will be considered *closed*. In these cases, entries will be limited to the *Permanent Dwelling List Form*, according to the respective instructions.

For dwellings that, on the date of the Census, are occupied but closed due to temporary absence of their residents for reasons of leisure or business travel, health treatment, etc., the corresponding entries on the *Permanent Dwelling List Form* will be made, and the Enumerator will return later to gather the data referring to the *family* and the household.

If the family group remains absent until the end of data collection, the Enumerator will inquire in the neighborhood and record at least the information for Questions 1 to 4 regarding the persons and the questions referring to the *dwelling and the building*.

FAMILY

For Census purposes, the following will be considered *families*:

- a) a group of persons related by ties of kinship or of domestic dependence who live in the same household;
- b) a person who lives alone in a private household;
- c) a group of five persons, at the most, who live in a private household, although they are not related by ties of kinship or domestic dependence.

Multiple families living in one household [*Família convivente*]

Families of at least two persons who live jointly in the same *private household* are defined as *multiple families living in one household* [*famílias conviventes*]. Depending on the existence or non-existence of ties of kinship, families will be considered either *related multiple families living in one household* [*famílias conviventes parentes*] or *unrelated multiple families living in one household* [*famílias conviventes não parentes*].

Examples of *multiple families living in one household* [*famílias conviventes*] are:

- a) parent and child, with their respective families, living in the same domicile;
- b) siblings, with their respective families, living in the same domicile;
- c) relatives of the head couple of the family responsible for the domicile, when living in the company of spouse or of at least one descendant;
- d) employers and employees, with their respective families, living in the same domicile;
- e) friends and colleagues, with their respective families, living in the same domicile.

Each *family in the multiple-family household* [*família convivente*] will be enumerated on a separate Census form. For each domicile, a single type of form - CD 1.01 or CD 1.02 - will be used, depending on whether the domicile has been included in the sample or not.

Family Living in Two Households

In cases of families that have two stable households (cases of ranchers with minor children studying in the seat of the municipality, congressmen, etc.), the procedure will be the following:

- a) all the members of the family will be enumerated in the household where the majority of the family are present on the date of the Census, recording each of them, as the case may be, as *present resident* or *absent resident*;
- b) only those persons who are present on the date of the Census will be enumerated, as *present nonresidents*, in the household where the minority of the family is present.

GROUP LIVING TOGETHER [GRUPO CONVIVENTE]

A group of persons without ties of kinship who live in the same household, related by ties of discipline or common interest (guests in hotels, students in boarding schools, military personnel at bases, etc.) constitutes a *group living together [grupo convivente]*.

Each member of a *group living together [grupo convivente]* will be enumerated separately on a Census form - CD 1.01 or CD 102.

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Name of the Head of the Family

The full name of the Head of the family will be recorded in a way that will allow his or her identification in the case of complementary studies. If this person is better known by a nickname, this should also be registered after the name.

Respondent's Signature

The Census Forms must be signed by the Persons Responsible for the declarations, who will be identified with an X in the box next to the number of order of the person on the Census form.

If the respondent is unable to sign his or her name, this name should be written, preceded by the expression *A rôgo*.

Question 1 - Name

Record the first or baptismal name, such as João, Teresa, Maria Dulce, Marco Antônio, etc.

Question 2 - Sex

Indicate the sex of the person enumerated in the corresponding box.

Question 3 – Condition of Presence

Mark:

Present resident – For residents of the household who were present on the date of the Census.

Absent resident – For residents who were temporarily absent from it on the date of the Census, due to the following reasons:

- a) traveling for leisure or on business;
- b) students at boarding schools or persons in boarding houses, homes of relatives, etc.;
- c) temporary admission to sanatoriums, hospitals or other similar establishments;
- d) imprisonment without final sentence;
- e) being on a ship or boat.

Persons who, due to the described conditions of exception, will be enumerated as *Present* residents in the places where they actually reside, will not be considered *Absent* residents, nor will they be included on the Census forms of the respective families:

- a) those permanently committed to sanatoriums, asylums or other similar establishments;
- b) those imprisoned and serving sentence;
- c) those who, due to the nature of their occupation, must remain away from home, such as soldiers on military bases, doctors and nurses living in hospitals, domestic help living at employer's homes, etc.;
- e) workers who migrate from one region of the country to another in search of work.

Nonresident present - for persons who are not residents in the household but are temporarily there on the date of the Census.

The following situations will constitute exceptions to the above criteria:

- a) families that have two fixed residences, as is common among ranchers, owners of country estates and others who have younger children studying in the city. In these cases, the procedure will be the following:
 - I — all the members of this *family group* will be enumerated in the household where the majority of the members are present on the date of the Census, enumerating each one in Question 3 as either *present* resident or *absent* resident, as the case may be;
 - II — at the household where the minority of the *family group* are *present*, only the persons present on the date

of the Census will be enumerated and each will be registered in Question 3 as *nonresidents present*.

- b) families that have summer residences (country houses). In these cases the procedure will be the following:
- I — if no one spent the night of August 31 to September 1 in the summer residence, the household will not be enumerated, and recording will be limited to the *Permanent dwelling list form*, where it will be entered in Column 17, *Closed*;
 - II — if the family or part of the family spent the night of August 31 to September 1 at the summer residence, they will be enumerated there as *present non-residents* and as *absent residents* at their permanent household.

Question 4 – Kinship or Relationship with the Head of the Family

Record according to the specifications on the Form, considering:

Head – The person responsible for the household;

Spouse – The person who lives maritally with the Head of the Family, whether or not there is a *matrimonial bond*;

Child – including stepchildren and adopted children, except for foster children.

Parents and parents-in-law – including stepmothers and stepfathers;

Son-in-law or daughter-in-law – persons who live maritally with the daughter or son of the head couple of the family, regardless of the existence of a *matrimonial bond*;

Grandchild – including great-grandchildren and great-great-grandchildren;

Other relative – grandparents, great-grandparents, sisters-in-law and brothers-in law, cousins, nephews and nieces, uncles and aunts, etc.;

Agregado – a person who has fixed residence in the household, without being a relative, boarder or employee;

Boarder - a person who, without being a relative, has a fixed residence in the household and pays for lodgings;

Employee – a person who provides remunerated services to the residents of the household and who sleeps there regularly, such as a cook, nanny, governess, chambermaid, gardener, butler, driver, etc.

Guest – a person, relative or not of the family, who, not having permanent residence in the household, is temporarily present there on the date of the Census.

Box 9 - *Individual* - will always be marked for members of *groups living together [grupos conviventes]*, regardless of their condition in the household.

Question 5 – Date of Birth

Record the day, month and year of birth. If the respondent does not know, fill out the question with lines and go on to the next question.

For respondents who state having been born before September 1, 1870, that is, those who are age 100 or older, there can be no information on this question, and the information should be recorded in Question 6, box of *Over 1 year of age*, code 99.

Records may only be written in Arabic numerals.

Question 6 - If the Respondent Does Not Know the Date of Birth, Indicate His or Her Supposed Age; If under 1 Year of Age, Indicate Age in Months

If the respondent does not know the day, month and year of birth, record the presumed age.

If the age is 1 year or over, record the number of complete years in the *Older than 1 year Box*.

If the age is less than 1 year, record the number of complete months in the box: *Less than 1 Year Box*. For babies of less than 1 month, record 00.

In both cases, when the presumed age is between 1 and 9, place a zero (0) before the age number; for example: 02 years, 05 months, etc.

Record 99 for persons age 100 and over.

Question 7 - Religion

Record:

Roman Catholic – those who declare that they are Roman Catholic Apostolic, Christian Catholic, Roman Catholic, or simply Catholic;

Evangelical Protestant [Evangélica] – Those who declare they belong to an Evangelical or Protestant church (Anglican, Baptist, Biblical, Calvinist, Lutheran Catholic, Protestant Catholic, Christian Congregation of Brazil, Congregational, Brazilian Baptist Convention, Evangelical Believer, Congregational Christian, Evangelical Christian, Presbyterian Christian, Reformed Christian, Episcopal, Sunday School, Church of God, Lutheran, Methodist, Presbyterian, etc.)

Spiritist – those who state Spiritist, Spiritualist Christian, Spiritualist, Kardecist, Umbandist, Rational Spirit, etc.;

Other - for those who declare: Adventist, Brahmanist, Buddhist, Brazilian Catholic, Belief in Jehovah, Esoteric, Israelite [Jewish], Mohammedan [Islam], Mormon, New Jerusalem, Orthodox, Positivist, Rosa Cruz, Sabbathist, etc.;

No religion – those who state No Religion, Agnostic, Atheist, Lay, Free Thinker, Rationalist, etc.

In cases of doubt in defining the religion of minors, the mother's religion should be marked.

Question 8 – Nationality

Record:

Native-born Brazilian – For those who were born in Brazil or for those who, having been born in a foreign country, were registered as Brazilians pursuant to Brazilian law;

Naturalized Brazilian – for those who, having been born in a foreign country, obtained Brazilian citizenship by means of a naturalization process or otherwise pursuant to Brazilian law;

Foreigner – for those who were born outside Brazil and are not naturalized Brazilians.

Question 9 – State or Foreign Country of Birth

For *native-born Brazilians*, record the following codes in the corresponding spaces, depending on place of birth:

- 1 – Rondônia
- 2 – Acre
- 3 – Amazonas
- 4 – Roraima
- 5 – Pará
- 6 – Amapá
- 7 – Maranhão
- 8 – Piauí
- 9 – Ceará
- 10 – Rio Grande do Norte
- 11 – Paraíba
- 12 – Pernambuco
- 13 – Alagoas
- 14 – Fernando de Noronha
- 15 – Sergipe
- 16 – Bahia
- 17 – Minas Gerais
- 18 – Espírito Santo
- 19 – Rio de Janeiro
- 20 – Guanabara

- 21 – São Paulo
- 22 – Paraná
- 23 – Santa Catarina
- 24 – Rio Grande do Sul
- 25 – Mato Grosso
- 26 – Goiás
- 27 – Federal District (Brasília)

00 - Brazil, without specifying the state and native Brazilians born abroad or on board.

For *foreigners* and *naturalized Brazilians*, record the name of the country of birth.

When a respondent declares Federal District, the Enumerator should make it clear whether the person is referring to the present Federal District (Brasília) or to the former Federal District (now the State of Guanabara). The declaration of Rio de Janeiro also needs greater clarification in order to ascertain whether the person is referring to the State of Rio de Janeiro or the City of Rio de Janeiro (State of Guanabara).

Question 10 – Were you Born in this Municipality?

This question will not be asked of *present nonresidents*. For them, indicate the *Yes* Box.

For *present* or *absent* residents, also consider persons who comply with the following conditions as *Born in the municipality*:

- a) they live in the same territorial area where they were born, but this area has since become part of a newly established state or new municipality, or has changed its name;
- b) they were born in a maternity hospital, relatives' home, etc. located outside the municipality of their mother's residence, but returned and still live in the same municipality;
- c) they emigrated and later returned to live in their municipality of birth.

Question 11 – How Long Have you Lived in this State?

(Only for those who answered No to Question 10)

Record the length of time living in the state, according to the categories presented.

If the person was born in another municipality in the same state, record his or her age as length of time living in the state.

Question 12 - How Long Have You Lived in This Municipality?

(Only for those who answered No to Question 10)

Record in full years how long the respondent has lived in the municipality, as of the most recent date when he or she established residence.

Question 13 - What State or Foreign Country Did You Live in Before Moving to this Municipality?

(Only for those who answered No to Question 10)

Record the state or foreign country lived in before.

When the person moved from another state in Brazil, record the corresponding code listed in Question 9 - *Place of birth*. For persons who moved from other countries, record the country's name.

Question 14 - Situation of Residence in the Municipality Where Lived Previously

(Only for those who answered No to Question 10)

Record *City* or *Town* whenever the previous residence is located in an urban or suburban area, and *Village* or *Rural Area* when it is located outside the City limits (seats of municipalities) and Village limits (seats of districts).

Question 15 - Do You Know How to Read and Write?

(Only for persons age 5 or over)

Record *Yes* for persons able to read or write at least a simple note in the language they know.

Record *No* for:

- a) persons who never learned to read or write;

- b) persons able to write only their own name;
- c) persons who learned how to read and write and who, for some reason, forgot.

Question 16 – Do you Attend School ?

(Only for persons age 5 or over)

Persons who attend one of the following courses, even if they are on vacation or otherwise temporarily unable to attend school on the date of the Census, should be considered as *Attending school*:

- a) regular schools - whose courses are regulated by law and comply with sequential yearly curriculums (1st year, 2nd year, etc.), including regular ecclesiastical courses;
- b) adult literacy courses, preparation for junior high school [*admissão* – usually 5th grade], college entrance exam, Article 99 or primary school classes conducted in households:

Persons who, on the date of the Census, are attending the following courses, should not be considered as *attending school*:

- a) short professional specialization or cultural extension courses, such as sewing, dancing, etc.;
- b) kindergarten.

Question 17 - If You Attend or Attended School, Indicate the Last Grade/Year and Level Passed

(Only for persons age 5 or over)

Grade

Record the last grade in the highest-level course passed.

For example: for those who are attending the 2nd grade of primary school, the *1st grade* box will be marked; for those who interrupted their studies in the 3rd year of junior high school [*ginásio*], the *2nd year* box will be marked.

In the cases listed below, indicate:

- a) Box 1 for those who are attending the 1st grade elementary;
- b) the course being taken and not the last grade concluded for persons who are attending junior high school preparation [*admissão*, usually 5th grade], college entrance exam, preparation [*vestibular*], Article 99, and adult literacy courses;
- c) junior high school preparation [*admissão*, usually 5th grade] for those who are attending the 6th grade of the primary course;
- d) Box 0 - *None*, for those who are not attending or have never attended school;
- e) 2nd grade/year for those who are simultaneously attending the 3rd year of senior high school and the college entrance exam course.

Level

Record:

Elementary – For those who have concluded one year of *Primary school* or its equivalent [grades 1-4], such as elementary-level professional courses; and for persons who are attending the 1st grade elementary, adult literacy courses and junior high school preparation [*admissão*].

Junior High School, [6th to 8th year/grade] – For persons who have concluded one year of *Junior High School* [*curso ginásial* – 6th to 8th year/grade] or some other course on an equivalent level and for persons who are taking the Article 99 course for junior high school [*ginásial*] examination;

Senior high school [*Médio* – 2^o ciclo] – For those who have concluded one year in the *Classical* or the *Scientific* course [High School – 9th to 11th year/grade] or some other course on an equivalent level and for persons who are taking the Article 99 course for the senior high school examination or college entrance examination;

Higher Education – For persons who have concluded a year in *Higher Education*, such as Law, Medicine, Dentistry, Pharmacy, Engineering, Economics, Architecture, Agronomy, Military school, Denominational Seminary, Philosophy, etc.

None - for persons who answered *No* in the previous question.

Question 18 – Type of Course Concluded with Approval

(Only for persons age 10 or over)

Record:

- a) 99 in the Box destined for the codes, when the respondent has not concluded any course;
- b) the most advanced course actually concluded by the respondent. Examples: Primary, Junior High school [*Ginasia*], Senior high School, [*Clásico* or *Científico*], Normal School, Law, Medicine, Engineering, Military School, Denominational Pre-seminary, Sergeant's Course, etc.

Short professional specialization courses or cultural extension courses should not be recorded.

Question 19 – Part 1 - If the Respondent Lives in the Company of Spouse, Indicate the Nature of the Union

(Only for persons age 10 or over)

Record the appropriate case:

Civil and religious marriage – for persons who are married civilly and religiously, including those who, although having had only a religious ceremony, pursuant to the legislation in effect, now have valid documents referring to a civil act;

Only civil marriage – For those who are married only civilly;

Only religious marriage – For those who are married only religiously in any sect or religion;

Other - for those who live maritally, without having carried out a civil or religious wedding with each other.

Question 19 – Part 2 – If the Respondent Does Not Live in the Company of a Spouse, indicate Whether He or She is:

(Only for persons age 10 or over)

Record the appropriate case:

Single – for those who have not contracted a civil or religious matrimony and do not live in the company of spouse;

Separated – for married persons (married civilly, civilly and religiously, or only religiously) who have separated without a legal separation or a ratified divorce and do not live in the company of another spouse;

Legally separated [Desquitado] – for those who have ratified this marital status and do not live in the company of another spouse;

Divorced – for those who, having married pursuant to foreign law, have obtained a divorce and do not live in the company of another spouse;

Widow or widower – for those whose spouses have died and who were united by marriage (civil, civil and religious, or only religious) or in a consensual union and do not live in the company of another spouse.

Question 20 - Average Monthly income

(Only for persons age 10 or over, whether or not they exercise an occupation)

Record:

- a) 9999 for persons who have no income;
- b) the last month's income for those who earn only fixed income (salaries and wages under contract, including those of military personnel, etc.);
- c) the average income of the last twelve months for those who receive variable income (liberal professionals' fees, sale and brokerage commissions, payment for services rendered, etc.);
- d) the fixed income from the last month, plus the average income for the last twelve months on the variable part, when the total income is comprised of a fixed and a variable part;
- e) the average of the monthly amounts received from donations regularly received, rentals, sums received by executives, etc.

The following should not be computed as income:

- a) earnings resulting from the sale of property (real estate, livestock or furniture), but computing the difference between purchase price and sale price (operational profit) in the case of persons who live on such undertakings (real-estate brokers and salespersons of automobiles, used objects, etc.);
- b) loans obtained from banks, pension fund institutions, or private parties;
- c) inheritances received (not including sums earned from the use of property);
- d) income from the redemption of insurance policies (life, accident, etc.) and from capitalization, but also calculating amounts received periodically from lifelong insurance policies;
- e) winnings from lotteries and other games of chance (except by professional players).

Question 21 - Municipality Where Works or Studies

(Only for persons age 10 or over)

Record:

- a) 1 for persons who neither work nor study;
- b) 2 for persons who work or study in their municipality of residence;
- c) the name of the municipality for those who work or study outside of their municipality of residence;
- d) the name of the municipality where they work, for those who study and work outside their municipality of residence.

Question 22 - If Respondent Neither Works Nor is Looking for Work, What Occupation or Situation Does He or She Consider the Main One?

(Only for persons age 10 or over)

Record:

- a) one of the following situations for those who neither exercise an occupation nor are looking for work:

Domestic chores – A person who renders domestic services at home, without remuneration.

Student – a person who is attending school;

Retired – a person who receives income resulting from retirement from work which he or she exercised at an earlier date (retired, etc.) or who receives a pension from a government pension or social assistance fund left upon the death of a person upon whom he or she was dependent;

Lives on earnings – a person who earns income deriving from investment of his or her own capital;

Sickness or disability – a person who did not work during the year preceding the date of the Census due to illness, or temporary or permanent disability, without being retired or living on earnings. Persons age 70 or over who do not exercise an occupation should be included in this category;

Prisoner – Serving sentence, even if he or she exercises an occupation in the prison;

Unoccupied – a person who does not exercise an occupation, even though he or she is able to do so. Persons who are able to work, but who live on donations, help from others, etc., are included in this category.

- b) *Works or is looking for work* – a person who exercises an *economic occupation*, that is, one which is practiced in order to receive payment in cash or kind (part of the products obtained from exercising agricultural, extractive or industrial activity) and a person who is looking for work, even if he or she has never worked before.

Work exercised by *members of the family* of the owners or partners of a company is also considered an *economic occupation*, even if no remuneration is received, as well as work exercised by *religious people* (priests, ministers, friars, nuns, etc.).

Question 23 - Occupation, Profession, Position, Function, etc. That the Person Has Exercised for the Longest Time

(Only for persons age 10 or over who worked during the twelve months prior to the date of the Census - 9/1/1969 to 8/31/1970 - or are looking for work for the 1st time)

Record:

- a) the *usual occupation*, that is, that in which the respondent was occupied during most of the year, even if, on the date of the Census, he or she is unemployed, on vacation, prisoner awaiting judgment, or doing temporary work, as is common among farm workers who, at certain times of the year, work in sugar plants, processing machines, etc.

One should not confuse *habitual occupation* with professional specialization. For example, a *bank manager* or a *high-school teacher* who is a trained physician or lawyer will declare his or her *habitual occupation*, and not the profession in which he or she is licensed and/or trained (physician or lawyer).

Vague and generic expressions should not be accepted, such as Farm Worker, Assistant, Commercial Worker, Teacher, Bank Worker, Government Employee, Factory Worker, Worker, Domestic Help, Liberal Professional, or Military Man to identify occupations. The correct recording would be: *Foreman, Field Hand, Cowboy, Office Assistant, Statistical Assistant, Salesperson, Cashier, Traveling Salesman, Primary Teacher, High-school Teacher, College Teacher, Office Boy, Administrative Official, Scribe, Accountant, Chemist, Economist, Engineer, Hackler (Flax Comber), Welder, Boilersmith, Overseer, Carpenter, Hod Carrier, Cook, Nanny, Physician, Lawyer, Priest, Captain, etc.*

- b) the *occupation exercised on the date of the Census*, when the new occupation, different from the usual, has been taken up as definitive;
- c) *first time*, when the person is looking for work for the 1st time.

Respondents who exercise two or more *economic occupations* concurrently should indicate that which occupies most of their time.

Question 24 – Class of Activity in Which the Occupation Declared in Question 23 was Exercised

(Only for persons age 10 or over who worked during the twelve month period prior to the date of the Census or are looking for work for the 1st time)

This question is about the sector of activity in which the occupation is exercised. In most cases, the class of activity is not directly related to the occupation. Therefore, a *driver* may exercise his or her occupation in *Street or highway transportation* (taxi driver or driver for a transportation company) or in the *Textile industry* (driver for a cloth factory), in *Private education* (driver for a private school), in *Cattle raising* (driver at a cattle ranch), in the *Private hospital area* (driver for a private hospital), in the *Retail food sales* (driver for a supermarket), in *Entertainment* (driver for a circus), etc.

Vague answers should not be accepted, such as Agriculture, Commerce, Industry, Public service, etc. The correct answers would be *Sugar cane growing, Retail hardware sales, Footwear Industry, Street cleaning, etc.*

First time will be recorded for those who have never worked before and are looking for work for the 1st time.

LIST OF OCCUPATION SECTORS NOT TRANSLATED

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Question 25 – Position in the Occupation Declared in Question 23

(Only for persons age 10 or over who worked during the twelve months prior to the date of the Census or are looking for work for the 1st time)

Record:

Public employee – For those who receive remuneration from an organ of a federal, state or municipal government (including government employees under the general labor laws - CLT);

Private employee – For those who receive remuneration in money or in kind (part of the production) for work they render to an individual, company or institution.

Self-employed – For persons who exercise their activity individually or with the help of persons in the family (provided that these latter do not receive monetary payment);

Sharecropper [Parceiro ou meeiro] – For those who work in a type of economic activity with a certain degree of autonomy (growing of crops, livestock raising, fishing, etc.) and who pay part of their production for the right to exercise this activity. In this case, sharecroppers who work individually or with the help of persons in the family (provided that these latter do not receive monetary payment) will be considered in this category; those who have employees should be classified as *Employers*;

Employer – For those who are engaged, with their own resources, in a line of economic activity and who employ one or more employees. Persons who have only domestic help should not be included in this group;

Not remunerated - for persons who help in the work of the head of or other persons in the family, without monetary remuneration, and for those who belong to a religious, educational, or charitable institution, etc., and who do not receive direct remuneration, including for persons for whom *First time* was recorded in the two previous questions.

Question 26 - In the Last Week (August 25 to 31, 1970), Was Exercising:

(Only for persons age 10 or over who worked during the twelve month period prior to the date of the Census or are looking for work for the 1st time)

Record:

Only usual occupation - for persons who, in the week prior to the date of the Census, exercised only the occupation recorded in Question 23;

Usual occupation and other occupation - for persons who, during the week prior to the date of the Census, exercised some other occupation besides that recorded in Question 23;

Other occupation - for those who, during the week prior to the date of the Census, exercised only one occupation different from that recorded for Question 23;

Unemployed - for persons who exercised an economic occupation during the twelve month period prior to the date of the Census and were unemployed during the last week;

Looking for work for 1st time - for those who never worked and were looking for work on the date of the Census.

Question 27 - Part 1 - If the Declaration in Question 23 Is an Occupation in Farming or Plant Extraction, Indicate the Number of Months the Person Worked during the Twelve-Month Period Prior to the Date of the Census

There will only be a record in this part if the declaration in Question 23 is an occupation in farming or plant extraction.

Examples:

Hoe worker in agriculture; Worker in Cattle raising; Lumberjack; Woodcutter; Charcoal manufacturer; Rubber tapper; Maté worker; Picker, Sheller and Cracker of Plant products; etc. In these cases, record the number of months the respondent worked during the twelve month period prior to the date of the Census.

Question 27 – Part 2 – If the Declaration in Question 23 is Not an Occupation in Farming or Plant Extraction, Indicate the Number of Hours Worked during the Last Week

There will be a record for this part only:

- a) if the declaration in Question 23 *is not* an occupation in farming or plant extraction;
- b) for persons who are looking for work for the first time.

In the first case, record the average number hours worked per week.

In the second case, mark Box 9 - *Looking for work*.

Question 28 – How Long Have You Been Looking for Work?

Record:

- a) for how many months he or she has been looking for work, for those who were unemployed during the week prior to the date of the Census (or looking for work for the first time);
- b) Box 3, for those who were working during the last week.

Question 29 - How Many Children Born Alive Have You Had up till the Date of the Census?

(Only for women age 15 or older)

Record:

- a) *did not have*, when such is the case;
- b) all children born alive, legitimate or illegitimate, including with the previous spouse. If the number of children is less than 10, complete with a zero to the left (02, 05, 09, etc.).

Question 30 – How Many Stillborn Children Have You Had up till the Date of the Census?

(Only for women age 15 or older)

Record:

- a) *Did not have*, when such is the case;
- b) all stillborn children had, legitimate and illegitimate, including with previous spouse.

Stillborn fetuses of less than 7 months will not be considered.

Question 31 – Of the Children Born Alive You Have Had, How Many Were Born during the Twelve-month Period Prior to the Date of the Census (9/1/1969 to 8/31/1970)?

(Only for women age 15 or older)

Record:

- a) *None*, when such is the case;
- b) the number of children born alive between 9/1/1969 and 8/31/1970.

Question 32 – Of Children Had, How Many Are Alive Today?

Record:

- a) *None* when such is the case;
- b) all living children, including illegitimate, even those who, on the date of the Census, are not living in the household. If the number of children is less than 10, complete with a zero to the left.

CHARACTERISTICS OF THE HOUSEHOLDS AND DWELLINGS

Question 1 - Family

Record, according to type:

Single – in *private households* occupied by a single family and on the Census forms of families living in *collective dwellings*;

Individual - on the Census forms referring to unrelated persons [*pessoas avulsas*] enumerated in *collective dwellings* (in this case the remaining questions will not be filled out);

Main family of multiple-family household [Convivente principal] - on the Census forms referring to families whose *Heads* are the owners, tenants or responsible for the *Private households* where more than one family live;

Related family of multiple-family household [Convivente parente] - on the Census forms referring to secondary families, when, among these and the main family there exist ties of kinship (in this case the remaining questions will not be filled out).

Non-related family of multiple-family household [Convivente não parente] - on the Census forms referring to secondary families, when, among these and the main family there are no ties of kinship (in this case the remaining questions will not be filled out).

Question 2 - Class [*Espécie*] of household/domicile

(Only for Census forms where *Single* or *Main families* were recorded)

Record, according to the use of the household:

- a) *Private household*;
- b) *Collective dwelling* (in this case the remaining questions will not be filled out).

Question 3 – Dwelling Type

(Only for *private households*)

Record:

Durable – for dwellings located in buildings which have *walls* predominantly of brick, stone, adobe or finished wood; *roof* of tiles, asbestos, wood, zinc or a concrete slab; *floor* of wood, cement, tile or mosaic;

Rustic – for those located in buildings where the construction is predominantly of *walls* and *roof* of lathe-and-plaster, thatch, straw, unfinished wood, material made of used containers; and dirt *floor*.

If the materials used in the three components of the structure of the building (*walls*, *roof*, and *floor*) are not classified in the same group (*Durable* or *Rustic*), the group that contains two of the three components should be marked. For example: a building with *walls* and *roof* of used containers and a wooden *floor* will be classified as *Rustic*.

When more than one type of material in one of the components are used, that used in greatest quantity will be considered.

Improvised – for dwellings located in non-residential buildings (stores, factories, etc.), provided that these buildings do not have areas reserved exclusively for housing.

The following places which are serving as living quarters of a temporary nature will also be recorded as *Improvised*:

- a) buildings under construction serving as living quarters for the respective construction workers;
- b) boats, carts, railroad cars, etc.;
- c) tents, caves, bridges, railroad yards, marqueses of buildings, etc., which are serving as shelter on the date of the Census.

For dwellings recorded as *Improvised*, the remaining questions will not be filled out.

Question 4 - Condition of Occupation

Record:

Owned and Paid For - When the family lives in a dwelling owned by it and fully paid for;

Owned but still paying - When the family lives in a dwelling owned by it but has not yet paid the full purchase price.

Buildings that are owned by the family but built on land belonging to third parties are also considered owned dwellings (*paid for, or still paying*);

Rented - when the family is paying rent;

Ceded - when the family is living in a dwelling which is neither owned nor rented by it;

Other – in the case of dwellings of farm workers living on farms where they exercise their occupations, even if the dwellings were built by the workers themselves.

Question 5 - Monthly Rent

Record as the case may be:

Amount paid for monthly rent - for rented dwelling;

Does not pay rent:

- a) for dwellings located in buildings *owned* [by the family], *ceded* or in *other condition*;
- b) when the tenant pays a single rent for the dwelling and for the non-residential part (workshop, commercial establishment, etc.);
- c) when the family lives in a leased [*arrendado*] farming establishment.

Question 6 – Time of Residence

Record how long the respondent has lived in the household, according to the classes listed.

Question 7 – Water Supply

Record, as the case may be:

General System

With indoor plumbing – when there is piped water inside the dwelling connected to a general system;

With outdoor plumbing – when the dwelling has piped water connected to a general system without having internal distribution.

Well or Spring

With indoor plumbing – when there is plumbing inside the dwelling connected to a well or spring;

Without indoor plumbing – when the dwelling has a well or spring without the water being piped inside;

Other form – when the dwelling is supplied by a public water source, well or spout located outside the dwelling.

Question 8 – Waste Disposal

Record, as the case may be:

General Sewer system – when the toilet is connected to a general sewage collecting system;

Septic tank – when the toilet is connected to a septic tank, even if the septic tank serves more than one dwelling;

Rudimentary cesspool – when there is no toilet and the dwelling is served by a simple cesspool (rudimentary latrine, well, hole, etc.)

Other sewage outlet – when sewage facilities (whether or not there is a toilet) are connected to any sewage outlet which is neither a sewer system, a cesspool, a septic tank or a latrine, such as a river, lake, etc.:

Does not have – when the dwelling does not have any kind of toilet or sewage disposal facilities or when its occupants use facilities common to more than one dwelling.

Question 9 – Electric Lighting

Record, according to the case:

- a) *Has* - regardless of whether or not it is connected to a general system;
- b) *Does not have* – when there are no electric installations in the dwelling.

Question 10 – Stove

Record, as the case may be:

- a) the type of fuel or energy predominantly used.

Firewood is considered any product of plant origin (sawdust, straw from rice or coffee, coconut shells, etc.) but not including charcoal;

- b) *Does not have* - when the dwellings do not have any stove or are served by portable stoves, usually referred to as *braziers* [*fogarareiros*].

Question 11 – Radio

Record, as the case may be:

- a) *Has*;
- b) *Does not have*.

Question 12 – Refrigerator

Record, as the case may be:

- a) *Has*;
- b) *Does not have*.

Question 13 – Television

Record, as the case may be:

- a) *Has*;
- b) *Does not have*.

Question 14 – Automobile

Record, as the case may be:

- a) *Has*;
- b) *Does not have*.

Automobiles for professional use will not be considered.

Question 15 – Rooms

Total number of rooms:

Record the total number of compartments separated by walls, *not including* corridors, porches or verandas, and including rooms located in areas outside the building, provided that such rooms are an integral part of the household. Rooms used for non-household purposes, such as workshops, doctors' offices, dentists' offices, laboratories, garages, sheds, storehouses, warehouses, etc. will not be considered, even if directly connected to the domicile.

Rooms which serve as bedrooms: Record the number of bedrooms and other areas which permanently serve as sleeping quarters, even if they are used as such due to lack of adequate accommodations for this purpose. Bedrooms which are not used as sleeping quarters (offices, sewing rooms, etc.) should not be considered. Bedrooms located in areas outside the building will be included, provided that persons (including employees) who are part of the household sleep there.