

Republic of Panama
Comptroller General
Directorate of Statistics and Census

Sixth National Population Census and Second Housing Census
11th December, 1960

Enumerator's Manual

[pp. 1-16 omitted]

[p. 17]

Instructions for filling out the family form

General Procedural Rules

1. Which persons should be enumerated in the dwelling:

Enumerate all the persons, whether members of the family or not, who slept in the dwelling the night of the 10th to 11th of December.

Enumerate all the persons who live in the dwelling, even if they have not slept there, if they spent the night away from the dwelling because of work, for example: a nurse or police officer who worked a night shift; a night watchman who guarded a building under construction; a driver who traveled all night transporting passengers, livestock or goods; a pharmacist who worked a night shift in a drugstore.

Enumerate all persons who live in the dwelling, even if they have not slept there, if they spent the night away from the dwelling because they attended a dance, a wake or because they were hunting, fishing or for any incidental reason.

Do not enumerate persons who live in the dwelling if they spent the night of the 10th to the 11th of December in another dwelling, tenement (*casa de vecindad*) or hotel, nor in a hospital, nor imprisoned in a jail etc, because these persons will be enumerated by another enumerator in the place where they slept.

Verify that all those less than one year of age, particularly newborns who have been included because there is a tendency to omit them.

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[Point 6. omitted]

7. Description of the family form

For enumerating the members of a family and the dwelling that is occupied, the Family Form, with columns, will be used. That is to say that a column has been assigned to write down the information of every one of the persons who constitutes the family.

The Family Form has been designed to enumerate each family with a separate form and consists of 9 columns. When the number of members of the family is larger than 9, use another form repeating the order number and the information about the locality. On this second form, the column corresponding to the "information about the head of household" should not be used, beginning instead on the second column.

The Family Form includes the following sections:

a) Information about the locality: Where one writes down the name of the province, district, judicial precinct, locality, and the street where the enumerated dwelling is located, as well as the number of the block, the sector, the building and the room or apartment.

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b) Information about the dwelling: To write down the information about the characteristics of the

dwelling. **c) Information about the population:** To write down the corresponding information of each person. **d) Special instructions:** This contains instructions about aspects of the enumerated person that because of their nature require special attention from the enumerator.

The information relating to the form number, locality, and dwelling should be written down before those corresponding to the population. **e) Observations:** To provide some explanation with the purpose of giving the most clarity to the information contained in any of the questions.

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Content of the Form

Form number

Write down the number which corresponds to the order in which you enumerate the sector. The first form you fill out will be number 1, the second number 2, and so forth. This numbering is applied both to the dwellings with occupants present (occupied), and to the dwellings without occupants and to places not meant for habitation but are used as living quarters the day of the census.

Information about Locality

a) Province, District, Judicial Precinct and Locality:

Carefully write in the corresponding spaces the name of the province, the district, the judicial precinct, and the locality where the dwelling to be enumerated is located.

b) Segment number: Write down the number of the sector which you are assigned to enumerate and that appears in the portfolio that contains the forms. **c) Name of the street:** Write down the complete name of the street, avenue, highway or road where the building of the dwelling to be enumerated is found.

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d) Number of the building: Write down the number of the building where the dwelling to be enumerated is found. If the building is in Panama City, write down the number of the current nomenclature and when the building has a name, write it down also.

In the rest of the cases, write down the number that corresponds to the Official Nomenclature adopted by the respective municipality.

When the Official Municipal Nomenclature does not exist, write down the number corresponding to the nomenclature used by the Office of Health.

If the building does not have a number, write "without number". **e) Number of the room or**

apartment: Write down the number or letter that identifies the dwelling to be enumerated. If the room or apartment has no number, indicate its location within the building. In the cases in which the building and the dwelling coincide, that is to say when the building contains just one dwelling without space meant for other uses, draw a horizontal line in the space meant for the number of the room or apartment. **f) Census Sector Number:** (Only for the cities of Panama City and Colon). Write down the number of the sector that has been assigned to you that appears in your portfolio. **g) Block**

number: (Only for the cities of Panama City, Colon and David). Write down the number of the block where the dwelling to be enumerated is located that appears in your portfolio and in the map of the city that you have been given to identify your sector.

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Information about the Dwelling

Question 1 Classification of housing units:

Mark box 1 when it is a private house (including shacks) or an apartment or room(s) in a block of tenements **with any occupants present at the moment of the Census.**

[The instructions refer to a graphic of box 1 of question 1 on the census form.]

Mark box 2 when it is a private house or an apartment or room(s) in a block of tenements **without any occupant present** at the moment of the Census. It can be without occupants because it is for sale, for rent, being repaired, etc, or because its occupants are absent seasonally (summer houses).

[The instructions refer to a graphic of box 2 of question 1 of the census form.]

Mark box 3 when you have to enumerate persons who live in a doorway, a vessel, a tent, or live in a temporarily arranged enclosure in a building under construction or in a public building. In other words, always mark box 3 when you have to enumerate persons who use, as their living space, a location or space not meant specifically to be lived in.

[The instructions refer to a graphic of box 3 of question 1 of the census form.]

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If you mark box 1, proceed to obtain all of the information on the form.

If you mark box 2, the only thing to do is write down the date and sign the form.

If you mark box 3, skip questions 2-14 and proceed to obtain Population information (Chapter III of the Form).

Question 2 Predominant material in the exterior walls of the building:

Mark the corresponding box taking into account:

- a) This question refers to the **building**. The building and the dwelling coincide when it concerns a private house. In the cases of room(s) in a block of tenements and in apartments, the building contains many dwellings.
- b) The predominant material is what the greatest part of the walls of the building is made from.

[The instructions refer to a graphic of question 2 of the census form.]

In the case of shacks without walls, mark box 5 and make the corresponding observation.

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Question 3 Floor material in the dwelling:

Mark the corresponding box taking into account:

- a) This question refers to the material of the majority of the floor in the rooms of the dwelling.
- b) You shouldn't go by the floor material of the living room exclusively because in some dwellings this floor is made of different material than the rest of the rooms of the house.

[The instructions refer to a graphic of question 3 of the census form.]

Question 4 Toilet facilities:

Mark the corresponding box taking into account that:

- a) Toilet facilities can be of private or communal use.

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- b) It is "private" when one family exclusively uses them.
- c) It is communal when two or more families use them.
- d) Toilet facilities can be connected to a system of sewers (drains) that serve the whole community or a part of it, or can be connected to a septic tank, generally built in the patio of the dwelling.

[The instructions refer to a graphic of question 4 of the census form.]

Question 5 Drinking water:

Mark box 1 when the water that the occupants of the dwelling drink comes from a public aqueduct, that is, an aqueduct that serves the community or a large part of it. To mark box 1, take into consideration the following:

- a) There are dwellings that do not have interior installation of aqueduct pipes, but their inhabitants get the water from a water pump (faucet) installed outside of the dwelling. Consequently, you should always mark box 1 if the occupants of the dwelling drink water from the public aqueduct, it does not matter where they have to look for it.

[To the right of the text is box one, with a picture of a public water tower below it.]

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b) In cities and villages with a public aqueduct, there are dwellings, especially on the outskirts, whose occupants do not drink water from the public aqueduct. Because of this, in case of doubt you should ask the question.

Mark box 2 when the water that the occupants of the dwelling drink comes from a deep well, public well or private well fit with a pump to extract the water. To mark box 2, take into consideration the following:

a) The pump can be manual (artesian well) or motorized.

[Under the text are 3 pictures: a deep well, a public well and a private well to the right of box 2.]

b) The well can be public (for example, an artesian well installed in the public square) or can be private.

c) The water coming from the well can be distributed in the house through a system of pipes or simply collected and transported in containers.

Mark box 3 when the water that the occupants of the dwelling drink is neither obtained from a public aqueduct nor from a deep well with a pump. [p.28] Box 3 will be marked in the cases of uncovered springs (*brocal*) or when the water to drink is taken directly from a river, gulch, and natural pool, or when it is rain water.

[The instructions refer to a graphic of question 5 of the census form.]

Question 6 Type:

Mark box 1 if the dwelling to be enumerated is a private house or in other words, if it contains a single dwelling (chalet, shack, house of clay-covered plant fiber (*quincha*), etc.). At times, the private house has one or more rooms used for purposes distinct from living quarters. For example, the private house that a family occupies but at the same time has a room that is used as a sewing room, office, store, etc.

[To the right of the text is a picture of a private house with the words "Private house" and box 1 above it.]

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Mark box 2 if it is an apartment that is to say if the dwelling occupies part of a building and has toilet facilities and a bathroom for private use.

[The instructions refer to a graphic of box 2 of question 6 of the census form.]

Mark box 3 if the dwelling constitutes a room or rooms in a block of tenements, in other words, that which occupies part of a building and has neither toilet facilities nor a private bathroom. The occupants of these dwellings share the use of toilet facilities and bathroom.

[Above the text are the words "Block of tenements", box 3, and a picture of tenement housing.]

Question 7 Number of rooms:

Write down in the corresponding space the number of rooms that the dwelling to be enumerated has. Each room or part of the dwelling whose goal is lodging is considered a room including: living room, dining room, bedrooms, studies, sewing rooms, recreational rooms and rooms for domestic servants even when they are separated from the principal structure of the building.

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The rooms should be separated by walls or panels or by any other type of division that practically divides the distinct rooms.

The kitchen, the bathroom, the halls, terraces, "porches" or doorways will not be counted as rooms. Nor will be counted as rooms those that form part of the dwelling but are used exclusively for commercial, industrial or service means (shop, study, storehouse for grain or other products, elevated storage rooms (*jorones*), stalls for animals etc.).

Question 8 Ownership:

Mark the box corresponding to how the family occupies the dwelling to be enumerated.

The following are considered "owned":

- a) A dwelling occupied by the owner of the building and the land or only the building.
- b) A dwelling paid for by using half of the mortgage loans of the Social Security Fund, the National Bank, The Savings Bank and other credit institutions even if they haven't been completely paid off.

If the dwelling is neither owned nor rented, for example "ceded", mark box 3 corresponding to "another form"

[The instructions refer to a graphic of question 8 of the census form.]

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Question 9 Monthly rent (only for rented dwellings):

If the dwelling is rented, write down in *balboas*, the monthly sum that is paid as rent in the corresponding space. Example: B/.7.50; B/.25.00, etc.

Question 10 Electricity:

Mark the corresponding box according to whether the dwelling has or doesn't have electric lighting. This service can be supplied by a public or private plant.

Keep in mind that although there are cities and villages with an electric plant, dwellings exist that do not have electric lighting.

[The instructions refer to a graphic of question 10 of the census form and a picture of an electric light bulb.]

Question 11 Radio

Mark box 1 if there is any type of radio in the dwelling either electric or battery, separate or combined with a record player, small or big, it doesn't matter if it is temporarily broken. If you don't see the apparatus, ask about it because it could be in a place in the house not visible to you.

[The instructions refer to a graphic of question 11 of the census form.]

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Question 12 Refrigerator

Mark box 1 when there is any type of refrigerator in the dwelling whether electric or kerosene. An ice box is not considered a refrigerator.

[The instructions refer to a graphic of question 12 of the census form.]

Question 13 Stove

Mark the corresponding box.

[The instructions refer to a graphic of question 13 of the census form.]

Question 14 Sale of articles and products made in the dwelling:

Ask if in the dwelling any cottage industry household product is made or produced **to be sold** and if so, write down the name of the product or products in the corresponding space. It is understood that a "cottage industry household product" is made by the occupants in their own dwelling. Examples: Cheese, honey, earthen jars, bread, sausages, hats, hammocks, brooms, leather bags, mats, crates, skirts, shirts, children's clothing, hackamores, artificial flowers, piñatas, candy, caramel, braids, guitars, etc.

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Population Information

A. General characteristics:

(Applicable to persons of all ages)

(Questions 1-10)

Question 1 Name and surname:

Write the name and surname of all of the persons in the dwelling, beginning with the head of household and keeping in mind the rules of procedure that point out exactly which persons should be included or excluded from the enumeration of this dwelling (Page 17 of this manual).

If a newborn has not yet been given a name, write "newborn" in the space that corresponds to the name and surname.

Get the rest of the information (Questions 2-22) in columns, that is, get first all the information of the head of household, next the information of the second person and so on.

Question 2 Relationship to the head of family.

Mark the corresponding box in agreement with the relationship or relation with the Head.

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[To the left is a picture of a family with a man seated and holding a child with other family members looking on. The instructions refer to a graphic of question 2 of the census form]

Question 3 Sex:

Mark the corresponding box according to whether the person is male or female. Do not use the name to deduce the sex of the person because there are names common to both sexes like Concepción, Rosario, Gertrudis, Rosa, Carmen, etc.

[The instructions refer to a graphic of question 3 of the census form.]

Question 4 Age in complete years

Write down the person's age in completed years, that is to say, the age at the last birthday. For children less than one year old, write down the birthday. Example: January 10, 1960.

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Some persons have the tendency to reduce or increase their age or round their age to numbers ending in 0 or 5. Example: They say they are 50 when they are actually 49, or that they are 55 when they are actually 56. If any doubt about answering the question is observed, try to obtain the exact age.

If the person does not know the current age as happens to older persons who live in the country, estimate the age and write it down followed by the letter E. For example: 54-E, 60-E. In these cases the estimation can be more closely approximated if the likely date of birth is associated with a local, national or international event of great effect on the public. For example: The age of our Independence from Columbia (1903), when World War One began (1914), the year in which Doctor Porras became president for the first time (1912), the time of the earthquakes (1913); etc.

If it is not possible to estimate the age after having made an effort, write "unknown".

Question 5 Marital status:

Mark the corresponding box applying the following definitions:

In Union: A person who lives in marital union without being married, that is to say, is not legally married, by Law or by the Church. **Single:** A person who has never been married nor lives in marital [consensual] union, that is to say, has no spouse or companion.

[The instructions refer to a graphic of question 5 of the census form.]

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Married: A person who is legally married whether or not the spouse lives with the person. **Widowed:** A person who has not married again and is not consensually united. **Divorced:** A person who is legally separated and is not consensually united.

Question 6 Where were you born?

For persons born within the territory of the Republic, write the name of the district and the locality where the person to be enumerated was born. Example: San Félix, Macaracas, Cañazas. For this Census, La Comarca de San Blas is considered a district.

The alphabetic list of the districts that form the Republic has been included as an annex so that one can verify if the name that the person to be enumerated has given really corresponds to one of those districts.

If the person to be enumerated was born in the Panama Canal Zone, write "Canal Zone".

If the person to be enumerated was born outside of the Republic, write the name of the country of birth.

In the case of persons born in colonies or territories of foreign countries, write the names of those countries. Example: Jamaica, Curazao, The Virgin Islands, Martinique, etc.

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Question 7 Since when have you lived in this city, town or hamlet?

Mark this box (Always) if the enumerated person has lived in the city, town or hamlet where he/she is being enumerated all his/her life. Mark this box (In transit) when the person does not reside in the place or is in transit through it. In this box also, mark students who only live in the place where they are being enumerated during the period of classes. In both cases, skip question 8.

If the person lived before in another city, town or hamlet, write down in the corresponding space (Since ____ year) the year in which the person moved to the city, town or hamlet where the person currently resides. Example: 1939. If the person does not remember the year well, try to find it out through some references: (the age of the person; marriage dates, when the first child was born, etc.).

Question 8 Where in the country did you live before settling here?

Write in the corresponding space the name of the pertaining city, town or hamlet and its district. If the person lived in the Panama Canal Zone, write "Canal Zone". If directly from a foreign country, write the country of origin.

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Draw a diagonal line if the person has "always" lived in or is "in transit" in the locality of the enumeration.

Question 9 Nationality:

For every person born outside of the Republic, write the nationality that the informant declares. Example: Italian, English, North American [i.e., a citizen of the USA], etc. Keep in mind that persons born abroad can have Panamanian nationality.

Question 10 Social Security:

For those who have paid or have had Social Security fees deducted, write down the last month and year in which the deduction was made. If the person never has made a Social Security payment, draw a diagonal line.

B. Educational characteristics:

(Only for persons 7 years old or more)

(Questions 11, 12 and 13)

Question 11 What is the highest grade or year of schooling completed?

Write down the grade as a number in the line that corresponds to the level of schooling. For example, if the person says [p. 39] that fifth grade in primary school was passed, the annotation will be in the following form: Primary 1 ____5. If the third year of secondary school was passed, it will be written down: Secondary 2 ____3.

[The instructions refer to a graphic of question 11 of the census form.]

Do not use roman numerals. Keep in mind that the highest grade or year completely passed is being sought and consequently half years and grades that have not been finished or completely passed will not be written down.

If the person has received instruction abroad or in schools in the Panama Canal Zone, write down with the closest approximation the equivalent grade in the regular system of education of this country. For example: The 8th grade in schools in the Panama Canal Zone is equal to the 2nd year of secondary education in Panama.

If the person did not pass any grade or year, mark X in box 4.

Keep in mind that the grade or year refers only to that which was passed within the three levels of regular education (primary, secondary and university) that is given in public or private schools (See Annex 2 which refers to the schools of regular secondary education).

Therefore, special studies or vocations that do not require passing from a first cycle such as sewing schools, business schools, cooking schools, confectionary schools, secretary schools, telegraph schools and other such schools including correspondence schools will not be considered courses of regular education. If the person claims to have taken one of these classes of special studies, insist on obtaining the information that refers to the last grade or school year passed in **schools of regular education**.

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Question 12 Are you currently attending school?

If the person is attending, write down as a number on the line corresponding to the class being attended, the grade or school year that the person is attending. So for example: if the person is attending the 4th grade of primary school, the annotation will be made in the following form: Primary 1 ____4.

[The instructions refer to a graphic of question 12 of the census form. Also to the left of the text is a picture of a classroom with students and a teacher.]

Keep in mind that the inquiry regarding school attendance refers to both public and private schools.

Question 13 Do you know how to read and write?

Mark "X" in the corresponding box. If the person only knows how to read, mark box 2. Also box 2 should be marked if the person only knows how to write numbers or his/her name.

[The instructions refer to a graphic of question 13 of the census form.]

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C. Economic characteristics

(Only for persons 10 years or older)

(Questions 14-22)

Question 14 General classification:

Mark box 1:

- a) If the person has an occupation or a job remunerated in money or in kind the day of the Census.
- b) If the person regularly works in a business or enterprise that belongs to a family member, even while not drawing a paycheck or salary (contributing family worker).
- c) If the person has a steady remunerated occupation, does not work the day of the Census because of a transitory circumstance: due to a sickness or accident; because of a work conflict; from a temporary interruption of the job because of bad weather or a machine breakdown; by being on a

vacation, justified absence or other absence of leave.

[The instructions refer to a graphic of box 1 of question 14 of the census form.]

Mark box 2:

- a) If the person does not have an occupation or job on the day of the Census and is looking for work.
- b.) If the person is not looking for work because a job has been found that will begin on a previously appointed date.

[The instructions refer to a graphic of box 2 of question 14 of the census form.]

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Mark box 3:

If the person is exclusively dedicated to the care of his/her own home and receives no retirement or pension and is not a renter.

[The instructions refer to a graphic of box 3 of question 14 of the census form.]

Mark box 4:

When the enumerated person is not classified in any of the 3 categories listed above. For example: student, minor, retired, pensioned, rentier, a person interned in institutions, etc.

Question 15 For one who is working: Did you worked all of the 1960?

Mark box 01 if the person has worked all of 1960. The information should refer to the occupation that the person had the day of the Census, if it was the same job all of 1960 or if there were different jobs, always worked in succession, that is to say, without having an extended period of unemployment.

Mark box 02 if the person only has worked part of the year either continuously or in occasional or seasonal jobs.

[The instructions refer to a graphic of question 15 of the census form.]

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Question 16 For one who is looking for work:

Write down in the corresponding space the total number of months that the person was without a job and looking for employment, starting with the date in which unemployment began the last time. If the person never has worked and is looking for a first job, draw a diagonal line.

Question 17 Occupation:

For the person who is working, write the profession, craft, trade or kind of job on the day of the Census.

For the person who is not working, but worked before and is looking for employment, write the last occupation or class of job that was worked.

The occupation should be written down in a precise form using its specific designations, example: automobile mechanic, agronomist-engineer, secretary-stenographer, movie theater operator, fruit vender, doctor-surgeon, industrial chemist, travel agent, sales manager, financial administrator, car washer, patio cleaner, hardware seller, etc. Do not use, therefore, vague or generic terms like mechanic, engineer, worker, operator, vender, industrialist, agent, etc.

For the person who works in agriculture or with livestock, write the specific job that is done, like for example: harvester of coffee, milkie, agricultural laborer, vaccinator, blacksmith, foreman, agricultural producer [farmer] (who works [p. 44] exclusively, alone or with the help of others in agriculture or cattle farming), etc. In the majority of the cases of the professional activities, the occupation corresponds to the profession of the enumerated person. Nevertheless, persons with professional specialization work jobs of a different nature than their specialization, in which case the occupation that they have at the date of the Census will be written down. If a doctor does not execute his profession and instead works as a professor, "professor" should be written down.

For the employees of the National or Municipal Government who are responsible for legislative, executive, administrative or managerial functions, write the position for which they have been elected or named.

Example: Deputy, Governor, Mayor, Minister of State, Head of Department, Head of Section, Treasurer,

Port Inspector, General Comptroller, Education Inspector, Director of Primary School, Captain of the National Guard, etc.

For the other employees of the government get, when possible, the specific occupation. Example:

Architect, Engineer, Agronomist, Pharmacist, Veterinarian, Zoologist, Doctor, Surgeon, Dentist, Nurse, Midwife, Professor, School Teacher, Lawyer, Municipal Judge, Circuit District Attorney, Municipal Representative, Clerk, Typist, Auditor, Accountant, Draftsman, Cashier, Archivist, Telegraphist, Chauffeur, Tractor Driver, Stoker/Fireman, Bricklayer, Carpenter, Painter, Electrician, Agricultural Laborer, Day Laborer, Wholesaler, Cook, National Guardsman, etc.

For Government employees, whose specific occupation is difficult to determine, write: Public Employee.

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Question 18 For one who has never worked before and is looking for employment

Write the degree, diploma or certificate received. For example: Bachelor of Science, Master of Primary Education, Primary Certificate, Professor of Geography, Agricultural Expert, etc. If there is no degree, write "no degree".

Question 19 Where do you work (for those who are working)? Where did you work last (for those who are looking for employment)

Get the information about where the person who answered question 17 works or has worked. Apply the following rules to carry out the annotations:

If the person is working or has worked before:

a) in a business, establishment, company, agricultural farm or livestock ranch, or private office, write the complete name of this business, establishment, company, agricultural farm or cattle ranch, or private office, according to what it is.

Example:

The Arboleda farm, Atlas Gas Station
National Mattress Factory, La suerte Department Store
El Tamarindo Bar, Internacional Hotel
Central Pharmacy, Balboa Brewery
La Mariposa S.A. Grocery Store, Central Clinic
Panama America Printers

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b) in the Government, the Municipality, or in an Official Institution, write the specific name of the Department or Institution. Example:

Santo Tomás Hospital, National Assembly
Post Office and Telecommunications, First Circuit Court
Municipal Treasury, General Accounting Inspector
Social Security Fund, National Bank
Transportation and Workshops, National Guard

c) in the agricultural farm or cattle ranch **without name**, write "agricultural farm" or "cattle ranch".

d) in a family house, with jobs like cook, servants, nannies, presser, etc. write "family house".

e) in his/her own house, as for example: seamstress, washerwoman, those who prepare and sell food, tailors, etc. write "in his/her own house".

f) in the street on their own account, as for example: car washer, patio or garden cleaner, commission agent, traveling salesperson, drivers, etc. write "in the street".

g) in the sea as fishermen or women who work on their own, sailors, etc. write "in the sea".

h) in the Panama Canal Zone, write "Canal Zone".

In cases that are unforeseen in these instructions, write what the person says, in a way that is clear where the person works or has worked.

When the person works (for those who work) or had worked (for those who look for employment)

simultaneously the same occupation in more than one business, establishment, company or office, write the name of the business, establishment, company of office in which the person **receives the most income**. For example: An accountant who keeps the books at the same time for a factory and a department store, if this person receives more income from the work at for the factory, the name of the factory should be written and not the name of the department store.

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Question 20 What does this business, establishment or company do?

Write precisely the class of activity which the business, establishment, company, agricultural farm, cattle ranch, or private office whose name is written down in question 19 does. If we use as an example the cases in point "a" of the instructions, for each question the annotations about the class of activity would be in the following form:

a. Name of the Business, establishment/Class of activity that is done company etc.

The Arboleda Farm/Agriculture

The National Mattress Factory/Manufacture of mattresses

El Tamarindo Bar/Bar

Central Pharmacy/Sale of medicine

Panama America Printers/Printing of newspapers

Atlas Gas Station/Sale of gasoline

La Suerte Department Store/Sale of clothes and footwear

International Hotel/Accommodations

Balboa Brewery/Production of beer

La Mariposa Grocery Store/Groceries

Central Clinic/Medical consulting

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Draw a diagonal line when a response to question 19 is:

b) The name of a Department of the Government or of the Municipality or of an Official Institution.

c) "Agricultural farm" or "Cattle Ranch".

d) "Family house."

e) "In his/her own house".

f) "In the street".

g) "In the sea".

h) "Canal Zone".

Question 21 Occupational Category (for those who work):

If the person has a job the day of the Census, mark the corresponding box applicable to the following definitions.

Owner: one who runs their own company or works a profession or office on their own account and always is in charge of one or more enumerated employees. **Employee:** one who works for a public or private owner and receives remuneration for the work in the form of a salary, wage, commission, tip, paid by the job or in kind.

[The instructions refer to a graphic of question 21 of the census form.]

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Own-account worker: one who runs their own company or private business or works a profession or office on their own account and is not in charge of any remunerated employees. This person can work alone or with an associate. **Family worker:** one who works an unremunerated job in a company or business run by a member of their own family.

Question 22 Wage or salary: If a wage is received, how much is earned? (Only for the employee)

Write in the corresponding space the amount in *Balboas*, according to whether the salary is set by the hour, day, week or month.

[The instructions refer to a graphic of question 22 of the census form.]

For example: If the salary is set at 50 cents an hour, write down in the following way: Per hour 1 B/.0.50, even when the wage is received weekly. If the wage is set at 90 *balboas* monthly, write down the following: Monthly 4 B/.90.00 even when the wage is paid every two weeks. Such is the case, for example, for government employees whose wage is set in a monthly sum, but receive the wage every two weeks.

For employees who receive their wages based on commission, task, percentage, or in kind, that is, who do

not receive a previously established wage or salary, draw a diagonal line. Keep in mind that the question refers to the gross wage, that is to say, without deductions of discounts, or Social Security fees, or Income Tax, etc.

[p.50]

Summary of the Form:

Match the information of all the persons enumerated in the form, classified as men or women.

Date and Signature:

Once the enumerator has finished filling out the Family Form, the date that the Form was filled out and the signature of the enumerator will be written down.

Instructions to Enumerate Non-Family Groups

Two types of forms will be used:

A. **Group Form**: has spaces on both sides to write down information for up to 60 persons and contains the following questions:

- a) Name and Surname.
- b) Sex.
- c) Age in complete years.
- d) Marital status.
- e) Birth place.
- f) Nationality.
- g) Social Security.
- h) Highest passed grade or school year.
- i) School attendance (Does not apply to those detained in penal institutions, nor to the sick shut-ins in "Nicolás Solano Hospital" or the "Psychiatric Hospital").
- j) Do you know how to read and write?

[p.51]

1. Which persons should be enumerated with the Group Form.

- a) Students in boarding schools.
- b) Detainees in penal institutions.
- c) Shut-ins in institutions, orphanages, reformatories, and children's homes.
- d) Sick persons shut-in in children's hospitals and the "Nicolás Solano Hospital" and the Psychiatric Hospital.

2. Who will fill out the Group Form?

The Group Form will be filled out by a civil servant at the service of the Department of Censuses; in special cases the annotation of the information will be the job of the person who has the responsibility of the direction of the establishment or who has been charged to do it.

B. Individual Form [for non-family groups]: It contains the same questions as the Family Form, except those that refer to the "Relationship with the Head of Household", which does not apply in this case. It will be used according to the following instructions:

[p. 52]

1. Which persons should be enumerated with the Individual Form

- a) Lodgers in hotels and tenements. The persons "in transit" through the country or those who will only be in that place for less than 48 hours should only answer the following questions:
Name and Surname.
Sex.
Age.
- b) Sick shut-ins in hospitals and clinics (except those interred in Nicolás Solano Hospital, the Children's Hospital, and the Psychiatric Hospital)
- c) Directors, Administrators, Managers and Proprietors of an establishment or institution and the members of their families who always live in the said establishment or institution.
- d) Persons in the service of an establishment or institution and the members of their family who always live in it. For example: Supervisors and Security guards in a hospital for shut-ins; doctors;

nurses; sick persons; waiters; cooks; cleaners; etc.
e) Members of religious communities.

2. When the Individual Form should be used

When some of the persons mentioned in point 1 of these instructions slept in the establishment or institution the night of the 10th to the 11th of December.

[p. 53]

3. Procedure for using the Individual Form

- a) A civil servant at the service of the Department of Censuses will give the individual forms required to carry out the enumeration to the person responsible for the management of the establishment or institution in a timely manner.
- b) The person in charge of the management of the establishment or institution will decide who needs an individual form.
- c) Each person under the conditions indicated in point 1 of these instructions must fill out the individual form personally. Therefore, the responsibility for the information belongs to the enumerator who, with perseverance for the truthfulness of the information, will sign the questionnaire when it has been finished. In the cases of serious illnesses and of children, the form will be filled out by the person in charge of the management of the establishment or institution or by a member of the family of the boarder.
- d) Once the Individual Form has been filled out, the person should return it to the Administration of the establishment or institution. If desired, the form may be given in a sealed envelope.
- e) The civil servant at the service of the Department of Censuses that gave out the forms will go to collect them in the course of the day of the census and carry out the verifications that are deemed necessary with each enumerator.
- f) For those planning to travel away from the establishment, every person who has been enumerated will receive [p. 54] an emblem that will permit them to travel freely. It will be given by the person who receives the form completely filled out.

The instructions for filling out both the Group Form and the Individual Form are the same that are used to fill out the Family Form, when the same instructions are applicable.

Description of the Form for Indigenous Regions

The same Form with the questions for the Population Census and the Agricultural and Livestock Census will be used for the enumeration of the population that lives in indigenous regions. Regarding the Population Census questions, they are in the form of columns, that is to say, there are columns on the form meant for each one of the persons that is part of the family. This form is meant to enumerate a family on each form and consists of 14 columns.

The Indigenous Form has the following sections:

a) Locality Information

Where the name of the province, district, judicial precinct, locality and sector where the dwelling is located will be written down.

b) Part I Population:

It contains the following questions:

1. Name and Surname.
2. Relationship with the Head of Household.
3. Sex.

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4. Age in completed years.
5. In what locality of the country were you born in?
6. Do you speak Spanish?

7. How many children have you had that were born alive?

8. How many children died before they began to walk?

9. Do you know how to read or write?

10. Occupation or economic condition

11. Are you vaccinated against smallpox?

c) Part II. Agriculture and Livestock

It contains the following questions:

1. Seasonal Crops:

What did you plant in 1960? (Rice, corn, and liana bean).

What did you harvest? (Rice, corn and liana bean). **2. Permanent Crops:**

What trees or plants that produce something do you have? (Plantain trees, banana trees, coffee trees, cocoa plants, coconut trees, avocado plants, orange trees.) **3. Animals** How many do you have today?

(cows-bovine cattle-horses, pigs, hens, roosters, chickens)

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4. Domestic Industry:

What did you make in 1960? (Hats, hammocks, change purses or regular purses, crates or carrying baskets [*motetes*], reverse appliqués [*molas*] and dry coconut kernel [*libras de copra*])

What did you sell in 1960? (Hats, hammocks, change purses or regular purses, crates or carrying baskets [*motetes*], reverse appliqués [*molas*] and dry coconut kernel [*libras de copra*])

d) Observations

To give some explanation with the purpose of giving more clarity to the information contained in any of the questions.

[p.57]

Annex Number 1

Definitions

Some of the definitions to be used for carrying out the census.

1. Zone of Supervision: Set of segments assigned to the Supervisor for reasons of control.

2. Segment: Set of dwellings located in a previously marked space that are separate from each other and easily recognized that can be enumerated by one person in one day, or in a relatively short time. The segment is the smallest census unit that the territory of the Republic is divided into and is assigned to an enumerator.

3. Block: Portion of a plot of land with or without dwellings, totally or mostly restricted by streets.

4. Building: All construction of whatever size, structurally independent, used totally or mostly for lodging, offices, businesses, industries, workshops, schools, etc.

5. Dwelling: All places or buildings structurally separate and independent, that have been built made or converted for permanent or temporary housing of persons or also any class of lodging, fixed or mobile, occupied as a living space at the date of the census.

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The dwelling can be consists of:

a) a set of rooms or one room, apartment or house meant to house a group of persons or only one person.

b) a vessel, vehicle, tent, or any other type of lodging occupied as a living space on the date of the census.

The dwelling can form part of a building constructed only for residential use like an apartment building or it can form part of a building constructed for other uses, as for example: the dwelling of a teacher that lives in the school building, the dwelling of the guard that lives in the establishment that he guards, the dwelling of the superintendent who lives in the office, etc.

6. Private dwelling: Is one used or meant for use as a separate or independent living space or domicile, for a family or a group of persons with or without family ties but that live together as a family,

or for a person who lives alone.

7. Collective dwelling: is one used or meant to be used as a special living space for a group of persons, generally without family ties and that live together for reasons of discipline, of health, of education, of religion, of work and of others such as reformatories, jails, penal colonies, hospitals, sanatoriums, nursing homes, boarding schools, convents, orphanages, hotels, tenements, hospices, and other places of similar lodging.

8. Owned dwelling: The dwelling occupied by the owner of the building and land or only the building. It is considered to be owned when the dwelling [p. 59] is built with mortgage loans from the Social Security Fund, the National Bank, the Bank of Savings or any other credit institution even if it has not been totally paid for.

9. Family: It is all of the occupants of a private dwelling. The household can consist of a person who lives alone or a group of persons that includes the Head of household, the relatives of this person, boarders, tenants, domestic servants, and any other occupant. When the number of boarders and/or tenants is 6 or more, it constitutes a "non-family group".

10. Non-family group: It is all the occupants of a collective dwelling. The non-family group consists of a group of persons, generally without family ties and who live together for reasons of discipline, of health, of education, etc. such as those who live in convents, penal establishments, asylums, institutions dedicated to the care and rehabilitation of the sick, hotels, tenements, etc.

11. Private house: One that contains one single dwelling. Example: a chalet, a shack, a house built from *quincha*, etc. At times, the private house has one or more rooms used for reasons other than housing (sewing room, office, store, etc.)

12. Apartment: A dwelling that occupies part of a building and has toilet facilities and use of a private bathroom.

13. Rooms in tenement buildings: Dwelling that occupies part of a building and that does not have toilet facilities or a private bathroom. That is to say, the family that lives in this dwelling shares the use of toilet facilities and the bathroom.

[Rest of the document omitted]
