

## The 4<sup>th</sup> National Population Census Enumeration Form Instructions

### Census Object

**Rules for the 4<sup>th</sup> National Population Census** Article 2: "The object of Population Census is an individual who has Chinese nationality and reside in China." Article 7: "Population Census adopts the principle of enumeration of individuals in residence. Every one has to register at the place where s/he resides. One can only register at one place.

The following persons should be enumerated in their own counties and cities:

- (1) Those who reside in the counties and cities and have their household registration there.
- (2) Those who have resided in the counties and cities for more than one year but the places of their household registration are elsewhere.
- (3) Those who have resided in the counties and cities for less than one year but have been away from the place of their household registration for more than one year months.
- (4) Those who live in the counties and cities during the population census while the places of their household registration have not yet settled.
- (5) Those who used to live in the counties and cities but are working or studying abroad during the census and have no permanent household registration for the time being.

Here the geographic criteria "own county and city" mean the actual administrative area. County includes all the villages and towns within the jurisdiction; City includes all the areas within the jurisdiction, but does not include counties within the jurisdiction of city. The time criterion "one year" means one year without any interruption.

The persons in (1) are those who reside in the counties and cities and have their household registration in the own county or city; they could also be those who have their household registration there but have been away for less than one year. Those whose residence addresses are different from the addresses in the household registration should register at their regular residences if they have; they should register at the new regular residences if they move. Those who are married should register at the regular residence after marriage. Those whose household registrations are in the collective unit or the family of friend/relative but do not reside in the collective units or the family of friend/relative should register at the actual residence. Those who do not have regular residence should register at the place appearing in his/her household registration. Meanwhile, in order to facilitate the registration and to avoid double-counting/omission, those whose jobs are mobile and do not have regular residence, for example, those working in explorations, mapping and survey, and transportation should always register at the place appearing in his/her household registration regardless of how long they have been away.

The persons in (2) and (3) are those who have resided in the counties and cities for more than one year but the places of their household registration are elsewhere. Regardless of how long they have resided in the county or city, they should register at the county or city as long as they have been away from the cities or counties where they have their

household registrations. For those whose activities in the county or city are mainly commercial, handicraft, service, or construction, they may occasionally return to the place of household registration, or are temporarily away (especially visit their families during vacations and holidays). The time spent on these activities shall not be subtracted, and the time staying in the county or city is counted as a continuum. The persons in (2) and (3) can only be registered at the regular residence but not the place of household registration. In order to count the persons at the place of household registration, according to **Rules Article 7**, the number of these persons shall be recorded in the section 6 of household record "No. of persons in the household away from this county or city for more than one year".

The persons in (4) are those who have certificates of household registration transfer, veteran IDs, job-transfer IDs, certificates of being released from jails, or birth certificates, but who have not had household registration settled and do not have household registration else where. These persons should be registered at the regular residence in this county or city if they live in this county or city at the time of the Census.

The persons in (5) are those who are working or studying abroad at the time of the census but lived in this county or city before. These persons include outposted officer, consulate staffs, experts and staffs sent to foreign countries, students who study abroad (both those sponsored by countries and those by themselves), interns, those who are abroad for additional studies, and those family members accompanying these individuals. According to the **Rules Article 16**, these individuals will be reported and registered by their households or collective unites. If the entire household is abroad, this household is reported and registered by the Census district where it used reside.

### **Types of Households**

Population Census is enumerated at the household level. Households can be classified into two types: domestic and institutional. Individuals who live in the same place mostly due to family relationships are counted as a domestic household. Singles who live alone are counted as a domestic household. Individuals who live in the same domestic household should be registered as one household only, regardless of the type of working places and the type of household registrations (agricultural or non-agricultural), and whether they have the formal household registrations.

For individuals who do not have family relationships and who live in the collective dormitories of working places such as institutions, organizations, schools, factories, mines, construction sites, farms, companies, stores, hospitals, nurseries, nursing homes, temples, churches; and for those who are in prisons, jails, and labor camps, a whole working unit is counted as a institutional household. Individuals who have active jobs and live collectively are counted as one institutional household as well.

## Ways of Filling Out the Census Form

- (1) Before the Census, enumerators should follow supervisors and visit the census district. In doing so, clarify the geographic boundaries, dwellings, and the distributions of the places where people live, within census district. In particular, enumerators should learn more about mobile population that lives in the census district, and by the administrative record of households, make the list of the names of each household head in the district for the future references at the time of census.
- (2) When filling out the form, enumerators should ask individuals questions in order, and fill out the answer according to individuals' answers, warts and all. If the answers are different from what enumerators know beforehand, enumerators should adopt some suitable ways to check the answers, and fill out the answers after making sure the answers are correct.
- (3) The order of enumerations. Enumerators should fill out the information at the person level, and then household level. When filling out the person information, enumerators should fill out the information in the order as follows: household head, spouses, children, grandchildren, parents, grandparents, other relatives, and non-relatives.

Every Census form can be filled out information about five persons. For those households with more than five, enumerators can add one more form and stick forms together at the upper-left corner. Enumerators do not need to fill out the household level information in the additional forms. From the second page on, give the indication of the names of household heads and page numbers at the lower-right corner so as not to be lost.

- (4) There are two ways to fill out the Census form: 1. for those questions with standard answers, circle the answer. Answers are exclusive, and only the correct one should be circled. For example, the third question "gender", there are two standard answers, "1. Male, 2. Female", if the respondent is male, then should circle "1"; If there are no standard answers, then fill out the question using words or numbers. Names and ethnics should be filled out vertically, and the remainders are filled out horizontally.

Enumerators should use pens to fill out the forms for each question, regardless of the situations. The handwritings must be clear and cannot be squiggles or words with different pronunciations. Simplified words should be written according to the list of simplified words published by the government. Arabic numerals should be written in printed form "1234567890" instead of free style.

- (5) The way to correct the mistakes. For each question, fill out the answer after making sure. If misspelling the words or numbers, those written horizontally

- should be crossed by double horizontal lines, and write the correct answers above the lines; those written vertically should be crossed by double vertical lines, and write the correct answers on the right side of the lines. For example, there are 4 persons in the household, but mistaken for 5 persons, it should be corrected as the following . Another example, the name Zhang San is misspelled as Li Si, it should be corrected as the following. If circling a wrong answer, enumerators should cross both the choice itself and the number together, and then fill out the correct answer. For example, in the question of "gender", circle "1. Male" while the correct answer is "2. Female". Enumerators should correct the answer as follows.
- (6) Enumerators should read to the respondent every time after finish registering one household to double check the answers. After making sure of the answers, both respondents and enumerators should stamp or sign on the lower-left corner.
  - (7) For the deceased during the period from 1/1/1989 to 6/30/1990, enumerators should also fill out the form for the deceased. After registering and double-check, if there is any discrepancy, enumerators should talk to the local authority or residents, or survey the household again if necessary. Pay particular attention to the deceased new-born and the whole household that is deceased (especially those deceased, single elders) so that these individuals won't be missed.
  - (8) Enumerators should keep the contents in the Census registration confidential, which is the responsibility and rule that every enumerator should follow. The content in the Census form can only be used when aggregating the information, and should not be disseminated. The Census forms that are filled out should be kept properly, cannot be disseminate, and are not for other use.

### **Instructions for filling out each question**

#### **Person Record**

- (1) **Name** – Fill in the formal name. For those who do not have a formal name, fill in nickname or maiden name. But do not fill in pen name or symbol. For a newborn who do not have a name, fill in "No name". Before filling in the name, make sure if this person should register at this household.
- (2) **Relationship to household head** – The first person of a household should be household head, and circle "1". For other members, circle the answers according to his/her relationship to household head. If the respondent is not the household head, do not circle to answers according to the relationship between members and the respondent.

In the standard answers listed, "children" include child-in-law. "grandchildren" includes grandchild-in-law, great-grand-child and great-grand-child-in-law. "Parents" includes parents-in-law. "Grand-parents" includes great-grand-parent. "Other relatives" includes siblings, uncles, aunts, cousins, and cousin-in-law. "Non-relatives" includes baby-sitter, colleagues, classmates, and others who are

not related to household head. The first person in an institutional household is the household head, and circle "1". For other members, circle "Non-relatives".

- (3) **Gender** --- Circle according to the truth. Circle "1" if the member is male, "2" otherwise.
- (4) **AGE** – Fill in the age and month and year of birth date. Age, only counts the number of full years from birthday to the standard time of Census. For those are less than one year old, fill in "0". If there is an elderly in the household who is a hundred years old, fill in the "Remark" that this person IS a hundred years old. Birth date is by the Gregorian calendar. Convert the birth date into the form of Gregorian calendar if the birth date is remembered in the form of Chinese calendar; the conversion should follow the cross-list of age in the appendix. As a rule of thumb, the difference between the month in the lunar calendar and that in the Gregorian one is about one month. When converting the lunar calendar to Gregorian one, enumerator can just add one to the birth date. Just need to pay attention that Dec in the lunar calendar is January in the next year.

Fill in the month and year of birth date and age in Arabic numerals.

- (5) **Nationality/Ethnicity** – Fill in the ethnicity according to the **List of Names of Ethnic Groups** in the appendix. If the name of ethnic group is not available in the **List of Names of Ethnic Groups**, fill in the name normally called in the local area. Do not fill in the abbreviation; fill in the full name. For example, *Hasake Zu* should not be filled in as *Ha Zu*. If parents are not from the same ethnic group, children can choose one from parents' ethnic groups. For those foreigners who have the Chinese nationality, if their ethnic groups are similar to one of those in our country, fill in the one in our country; otherwise, just fill in "Naturalization".
- (6) **Status and Nature of Household Registration** – It means the nature and type of household registration at the time of Census. This question is divided into two parts. What is on the left-hand-side is the Status of Household Registration. There are five answers as follows: For those residing and registered here, circle "1". For those residing here over 1 year but registered elsewhere, circle "2". For those living here less than 1 year absent from regular residence over 1 year, circle "3". For those living here with registration unsettled, circle "4". For those who used to live here but are now abroad with no registration, circle "5".

What is on the right-hand-side is the Nature of Household Registration. There are two answers as follows: Fill in the answers by the nature of registration (agricultural or non-agricultural) on each person's registration book. For those who have agricultural registrations, circle "1". For those who have non-agricultural registrations, circle "2". For those who have "food self-service household registrations" in urban areas, circle "1". For those who do not have registrations, who have registration unsettled, or who are abroad for study or work (that is, those for whom we circle "4" and "5"), do not circle.

**The above six questions are required.**

- (7) **Status of regular/permanent residence before July 1, 1985** – For those aged 5 and over. This question is divided into two parts. What is on the left-hand-side is the regular residence at midnight of July 1, 1985. There are two answers as follows. For those who lived in this county or city five years ago, circle "01". For those who lived elsewhere but in the same province five years ago, circle "02". For those who lived in other province five years ago, write down the name of the province of the regular residence in the blank " \_\_\_\_\_ province". For those who lived outside of mainland China five years ago, write down "Hongkong/Macau/Taiwan" or "Foreign Country" in the blank " \_\_\_\_\_ province". The jurisdiction or the name of province five years ago should be consistent with that announced on July 1, 1990.

What is on the right-hand-side is the type of regular residence as of July 1, 1985. There are three answers as follows; circle the answer according to the type of regular residence. For those residing in street communities of cities five years ago, circle "1"; for those residing in towns five years ago, circle "2"; for those who lived in township five years ago, circle "3". The type of regular residence should be answered according to the type of regular residence as of July 1, 1985, rather than the current type. For example, if someone used to live in a "township" five years ago, but it is "town" now, then circle "3" rather than "2".

- (8) **Reason for Migration** – For those migrants aged 5 and over. (Migrants are the persons whose regular residences as of July 1, 1985 are different from their regular residences as of July 1, 1990) For those whose regular residences as of July 1, 1985 are this county or city, that is, those whose answers are "01" in the question 7, do not answer this question. There are nine answers as follows; circle the correct one.

1. **Job Transfer:** Those aged 15 and over who migrate to this county or city because of job transfer. For those who are discharged from the army and move to this county from the army, circle this answer as well.
2. **Job Assignment:** Those aged 15 and over who are assigned or recruited to this county or city after graduation from various types of schools.
3. **Work/Business:** Those aged 15 and over who migrate to live in this county or city to work or for business activities.
4. **Study/Training:** Those aged 6 and over who move to live in this county or city because of enrolled to the various types of schools at different levels, or because of participation in various types of training programs.
5. **Live with Relative/Friend:** Those who move to live in this county or city to live with their relatives or friends.

6. **Retired/Resigned:** Those who move to live in this county or city after retiring/ resigning from the previous job, including the farmers who live in pension in the rural areas that have established the pension system.
7. **Moved with Family:** Those who move to live in this county or city with those workers/cadres who move here because of job transfer.
8. **In-migration through Marriage:** Those who are aged 15 and over and move to / settle in spouses' residential county or city.
9. **Others:** Those who move in our county and/or city for other reasons.

If there are multiple reasons for immigration, please only choose the major one. Multiple answers are unacceptable.

(9) Education Level – reported by respondents aged 6 and over. This item is divided into two parts. The left column asks *education level* which indicates the **highest** level of education attained by the respondent by the end of the census. It is measured by a 7 category answer scheme. People should be put into according education levels if they have passed equivalent self-taught exams.

1. Illiterate: refers to illiterate people who are aged 6 and over; or knowing less than 1500 Chinese characters; being unable to read news papers and / or writing informal notes (not include students currently enrolled in elementary schools).
2. Elementary School: refers to people who graduated from / studied / or studying in an elementary school; also include people who have never entered school but master 1500 and over Chinese characters, being able to read news papers and write informal notes.
3. Junior High School: refers to people who graduated from / studied / or studying in a junior high school. Vocational training equivalent to junior high school should be taken as level of junior high school.
4. Senior High School: refers to people who graduated from / studied / or studying in a high school or vocational high school. Vocational training equivalent to senior high school should be taken as level of senior high school.
5. Intermediate Vocational School: refers to people who graduated from / studied / or studying in an intermediate vocational school.
6. 2 Year College or University Certificate below Bachelor: refers to people who graduated from / studied / or studying in a 2 year college. People who have past equivalent self-taught exam and attained according

certificate should be in this category. People who graduated from / studied / or studying in the following institutions which offer equivalent education of a 2 year college, according to the curriculum issued by the State Education Committee, are also in this category: television college, factory college, correspondence college, night college, and other colleges.

7. Bachelor's degree: refers to people who graduated from / studied / or studying in a university offering Bachelor's, Master's or PhD degree. People who have past equivalent self-taught exam and attained according certificate should be in this category. People who graduated from / studied / or studying in the following institutions which offer equivalent education of Bachelor, Master, or PhD, according to the curriculum issued by State Education Committee, are also in this category: television college, factory college, correspondence college, night college, and other colleges.

People who graduated from / studied / or studying in institutions NOT offering education following the curriculum issued by the State Education Committee, or only taking single course in certified institutions should not be put into this category. Check their original highest education level.

The right column is about *completion status* which is measured by a 4 category answer scheme. Those who check category 1 for education level do not need to answer this question.

1. Attending: attending according education institutions as registered students
2. Graduation: graduated from according education institutions
3. Attended: attended according education institutions without graduation
4. Others: people who want to attain according certificate by attending education institutions as part-time students, studying with private teachers, or self-educating

(10) Industry of Working Population – reported by working respondents aged 15 and over.

Working population refers to people who are working and paid for their labor or obtaining operation revenue. Our state policy of employment is: "under the guidance of state plan, seeking employment through the following three channels: recommended by labor department, organizing a work entity voluntarily, or self-employed." Accordingly, working population includes all employed people obeying the above policy, regardless of occupation characteristics (i.e. permanent or temporary job) or ownership of work unit (e.g. state ownership, people ownership, collective ownership, private ownership, joint ownership, direct foreign investment, or self-employed). Specifically, working population refers to:

1. At the time of Census, those who have regular jobs, including those who work as well as those who are temporarily not working due to the following reasons: sickness, vacations, temporary study, working in the

labor camps, bad weather, technical breakdown, seasonally out-of-production, optimal transformation of corporate. However, do not include those who are completely away from work and study full-time in the colleges/universities and Television Broadcasting Universities (full-time). Retired workers, who still participated in social activities and were reimbursed for their works a month before the time of Census, should still be considered as working/employed persons.

2. Those, who do not have regular jobs but who have part-time jobs on June 30, 1990 and work more than 16 days (inclusive) in June, should be considered as working/employed persons.

Occupations of the employed persons should be the full name of the place where they work. State owned institutions, collective owned institutions, joint-ventured institutions and private institutions should be those with independent accounting system. For those conglomerates or large factories and mines (e.g. companies, headquarters.), clearly state the names of the secondary units. For example, xx Steel Company xx iron-making factory, xx company xx branch, xx united corporate xx retail store.

For those who are temporarily not working due to seasonal out-of-production or optimal transformation of the corporate, fill in the names of previous institutions. For those who work in labor camps, fill in the names of labor camps.

Farmers should not simply fill in broad term "agriculture". They should report the nature of institutions or organizations where they work, or the detailed activities in which they participate. For those who work in the town-owned companies or institutions or labor organizations, fill in the names of the institutions or organizations, whether they are full-time, part-time, or contracted, and whether they contract any land. For those who contract land, orchard, fish-pond, or mountain forest or engage in other economic activities based on household as a primary production unit, fill in the projects that this household primarily contract and engage in. For example, for those who contract land, fill in "crop production"; for those who contract fish-pond, fill in "plain-water fishery". For those who contract multiple projects, fill in the primary project. For those employed/working persons living in the households who sublease the contracted land to others and engage in other economic activities, their occupations are the one that individuals hold longest in the year, and then we can decide their industries according to their occupations.

For Individual workers, industries can be filled in the names of signs, if any; for example, xxx teahouse. If there are no any signs, fill in the economic activities in which individual workers engage.

For those who work at the establishment units and individual workers, if they engage in one primary activity as well as other activities, fill in the activity in which they engage longest.

**(11) Occupations of Employed/Working People:** --- Those aged 15 and over.

Fill in the detailed work. For example, worker can be "locksmith", "car driver" etc. Commercial or Service staff can be "salesperson", "cook", "ticket seller" etc. Office staff can be "planning staff", "statistical staff", "secretary", "accountant", "typist", etc. Do not fill in general terms such as "worker" or "cadre". For those who are in charge of government institutions and related organizations, or communist-party organizations, fill in their posts; for those who hold both technical and administrative posts, fill in the administrative ones. For those who are in charge of enterprise and public institutions, they should fill in the rank of their institutions in addition to their posts. For example, "factory director of an institution at the rank of regiment in this county". If the rank of an institution is unclear, only fill in respondent's post.

For farmers, do not use general term "Farmer". Fill in the details: "grain farmer", "truck farmer", "pannage", etc. For those who engage in other activities in addition to agricultural activity, fill in the occupation in which they engage longest. For example, if someone spends most of his/her time on construction, fill in "bricklayer", or "laborer" etc, instead of "farmer".

For those working persons who engage in more than one activity, fill in the occupation in which they engage longest.

For apprentices, fill in the type of work that they learn or engage in. For those whose type of work hasn't be specified, fill in "Type of Work Unsettled".

**(12) Status of Non-Working Persons** --- Those non-working persons aged 15 and over. There are seven answers as follows

1. Students: are those who are enrolled and receiving education at different types of schools at different levels.
2. Housekeeping: are those who engage in household work in their own households.
3. Awaiting school enrollment: are those aged under 25 who are participating in cram school or study independently in order to enroll at the schools.
4. Awaiting job assignment in city/town: are those with non-agricultural, urban household registration who are within working ages, able to

work, do not have jobs, do not seek employment, and register at the local urban authorities to await job assignment. The people include those secondary/high school graduates aged 15-25 who don't enroll to higher-level schools, don't join the army, or don't work; and those males (females) aged 25 – 50 (45) who await job assignment. Those workers from institutions declaring bankrupt, those from institutions close to bankrupt, those laid off during the period of legal consolidation, those whose contract is terminated by the companies, or those laid off by their companies, those seeking employment at the time of Census, circle "awaiting job assignment in city/town".

5. Retired: are those retired workers or cadres and those farmers dependent on pension. The retired persons who engage in household works after retirement should circle this answer. The retired persons who return to engage in social works and receiving reimbursement (or payment) are the employed/working persons.
6. Disabled/aged: are those who lost their ability to work due to mental or physical reasons, or aging. These do not include those receiving pensions.
7. Others: are those non-working persons who are in any above categories.

**(13) Marital Status** ---- Those aged 15 and above. At the time of Census, for those never-married people, circle "1" (Never-Married). At the time of Census, for those who have spouses (including those who are re-married after being widowed or divorced), circle "2" (Married). For those whose spouse is deceased but who are not married at the time of Census, circle "3" (Widowed). For those who is divorced but are not married at the time of Census, circle "4" (Divorced).

The answer to the marital status should reflect the actual situation, rather than only the legal marriages.

**(14) NO. of Children ever born to a Woman and now living** --- Those women aged 15 – 64.

This part includes two questions: (1) the number of males and females born alive to a woman (including those born alive but deceased soon after); (2) the number of living males and females at the time of Census, among those born alive. The number includes those who live in the household as well as those who do not. However, the deceased children before the time of Census are included. Children ever born alive and living at present are biological children and do not include those of husband's ex-wife, step children, and in principle adopted children. For some women who keep the adoptive relationship confidential, the adoptee can be considered as biological children and living children.

(15). Birth since Jan 1, 1989 – For women aged 15-50 including singles.

If she did not give live birth between Jan 1, 1989 and Jun 30, 1990, circle "0".

If she gave live birth to one child since Jan 1, 1989, circle the answers on the left side only. If she gave birth between Jan 1, 1989 and Jun 30, 1989, circle "1" if the baby is a boy, circle "2" if it is a girl. If she gave birth between Jul 1, 1989 and Dec 31, 1989, circle "3" if the baby is a boy, circle "4" if it is a girl. If she gave birth between Jan 1, 1990 and Jun 30, 1990, circle "5" if the baby is a boy, circle "6" if it is a girl.

If she gave birth twice or gave one birth to twins since Jan 1, 1989, circle the answers on the left side for the first child, and circle the answers on the right side for the second child.

Women who have given birth since Jan 1, 1989 include single mothers.

Live birth means: at the time of delivery (no matter how long the duration of pregnancy was), the baby had breath, heartbeat, umbilical pulse, voluntary muscle contraction, or other signals of life.

## **Household Record**

"Household Address": please fill in county (city, district), township, street community, enumeration district, and enumeration area's name or serial number, and fill in the street and door number inside the parenthesis (if it is in the rural area and has no door number, you can leave it blank). "Name of the Institutional Household": please fill in the name of the organization the institutional household belongs to.

- (1) Serial No. of the household: the enumerator fills in the serial no. in designed order.
- (2) Household type: circle domestic or institutional. Refer to the second section of this instruction for the definitions of domestic household and institutional household.
- (3) No. of persons in the household: the total number of persons reported by the household in the population census form, excluding those in the HH who have been away from this county or city for more than one year.
- (4) No. of births in the household in the
  - 1<sup>st</sup> 6 months of 1989 – fill in the number of live births from Jan 1 to Jun 30, 1989
  - 2<sup>nd</sup> 6 months of 1989 – fill in the number of live births from Jul 1 to Dec 31, 1989
  - 1<sup>st</sup> 6 months of 1990 – fill in the number of live births from Jan 1 to Jun 30, 1990When filling in this question, please include live birth babies who died after birth, especially those who died immediately after birth in the hospital.  
After the enumerator finish filling in all questions and the "deceased registration" for all qualified persons in the household, he/she should, based on the birth year and month recorded in the 4<sup>th</sup> question (age) of the person record, add the No. of births in the 1<sup>st</sup> 6 months of 1989, 2<sup>nd</sup> 6 months of 1989, 1<sup>st</sup> 6 months of 1990, with the No. of

deaths in the same household who were born in the 1<sup>st</sup> 6 months of 1989, 2<sup>nd</sup> 6 months of 1989, 1<sup>st</sup> 6 months of 1990 as recorded in the "deceased registration" respectively. And fill in the actual number of births.

- (5) No. of deaths in the household in the
- 1<sup>st</sup> 6 months of 1989 – fill in the number of deaths from Jan 1 to Jun 30, 1989
  - 2<sup>nd</sup> 6 months of 1989 – fill in the number of deaths from Jul 1 to Dec 31, 1989
  - 1<sup>st</sup> 6 months of 1990 – fill in the number of deaths from Jan 1 to Jun 30, 1990
- This question should be filled in according to the time of death of the deceased after the enumerator has finished filling in the "deceased registration".
- If all persons in the household are deceased, please still fill in this question. Then fill in "999" in the "serial no. of the household", put "the entire household is deceased" in the "remarks", fill in all other questions with "0", and leave the person records blank.
- (6) No. of persons in the HH away from this county or city for more than 1 year: for those whose regular residency in the household registration is this county or city but were away from this county or city for more than one year.
- If the entire household whose regular residency is in the enumeration district was away from this county or city for more than 1 year, please still fill in this question and fill in "998" in the "serial no. of the household", put "the entire household was away for more than 1 year" in the "remarks", fill in all other questions with "0", and leave the person records blank.

#### **V. Instructions for questions in the deceased registration**

If there were deaths from Jan 1, 1989 to Jun 30, 1990 in the qualified households in the enumerator district, please also fill in the "deceased registration".

There are a total of nine questions in the "deceased registration", please see below for instructions.

1. The 1<sup>st</sup> question "Serial No. of Enumeration District & Household Serial No.": please directly fill in the cells below. The first 2 cells are for the serial no. of the enumeration area in which the deceased used to live. Put in the serial no. of the household to which the deceased belonged as recorded in "The Fourth Population Census Form" in the rest of the cells. If the entire household is deceased, fill in "999" for the household serial no.
2. The 6<sup>th</sup> question "Time of Death": please fill in the death year and month of the deceased. Please do not use the time of registration nullification.
3. The 8<sup>th</sup> question "Marital Status at the Time of Death": fill in the marital status at the time of death. If the spouse was dead later, circle "2" for the marital status at the time of death.
4. The 9<sup>th</sup> question "Occupation before death": please fill in the occupation in which they engaged longest. If the deceased did not have any occupation, fill in "No Occupation".
5. Fill in questions 1-6 for all the deceased; Fill in question 7 for the deceased who were six or older; Fill in questions 8 and 9 for the deceased who were 15 or older.

The definitions and instructions for all other questions, i.e. questions 2-5, are the same as in the third section.

When filling in the "Deceased Registration", please include deceased single-person households and households in which all persons are deceased.

Appendix (1) The Fourth Population Census Form (Omitted)

Appendix (2) List of Full-Year Age

Appendix (3) List of Ethnic Groups

**Announcement: Census Office of State Council's Adjustment to the Fourth Population Census Guidelines** (90) Reference no. 10

To state, autonomous region, and municipality census office:

During the conference of the census implementation planning, participants have fully discussed the implementation details and provided practical advice to the guidelines as summarized below. The guidelines should be implemented in line with local conditions.

I. About "Guideline for Screening & Training of Enumerators and Supervisors"

If possible, the trainings of the supervisors should be conducted before those of the enumerators. The county or city will provide central or local training programs for supervisors. Local areas can also choose to join the enumerator training as arranged by the county or city census, and then select those with work experience, good quality, and excellent performance to be the supervisors.

II. About "Guideline for Census Pre-survey"

- (1) This guideline is made in accordance with "The Fourth Population Census Implementation Guidelines", and its application should not be limited to the eleventh item. As a result, please delete "The eleventh item and" in the first line of the first page.
- (2) Census pre-survey and rectification of household registrations are both an essential part of the census implementation instead of contradictory. All census offices should try their best in completing both jobs and achieve two consistencies. The first consistency is that offices' work area should be consistent with the address code area, i.e., both pre-survey and rectification should be conducted in the enumeration district and enumeration areas, so that the records are complete. The second consistency is that the focus of work should be consistent with census objects, i.e., find out the 5 kinds of people among census objects, and record the base count.
- (3) In city, market town, or rurbania with complicated residency, the enumerators and supervisors of the adjacent enumeration districts and adjacent enumeration areas should double check the borders in persons, and try to record the enumeration area sketch-map. These two processes can be simplified if it is in the mountain area or rural areas with less complicated residency.
- (4) When enumerators are editing "List of Household Head Name", they should try to check with local obstetrics and gynecology hospital, midwives, doctors, or family planning commission staffs in order to have precise information on the births and deaths base count. This process can be simplified in areas where this cannot be done.

III. About "Guideline for Census Hand-matching Aggregation"

- (1) In form 6 "City and Town Population", "city" refers to all administrative regions of city systems; "town" refers to all administrative regions that the provincial governments have approved township. If the town is administered by a city, replicate the answers in "town" as that in "city" so that the administrative system codes are complete, and ready for necessary treatment when using numbers. Thus "exclude towns administered by a city" in the 7th line from the bottom in page 5 should be edited by deleting "exclude". And "town refers to towns administered by county-level cities and towns administered by counties" should be corrected as "town refers to towns administered by prefecture-level city and county-level cities and towns administered by counties". And "numbers should be obtained from hand-matching aggregation forms from towns and streets" should be corrected as "numbers should be obtained from hand-matching aggregation forms from countries, towns, and streets".
  - (2) On the covers of the census form and deceased registration form, the province, autonomous region, and municipality address codes only have 2 digits. When you print them, only print 2 cells for the code. The identification code of the address code ("8") should not be printed.
- IV. About "Guideline for Census Registration and Consistency Check"
- (1) About "Can High School Senior Class Students be registered in Census in Advance?" In principal, high school senior students are not registered in census in advance so that the data can be comparable to previous census data. If individual districts find it necessary to register in advance, they should get approval from the census leader groups in the province, autonomous regions, or municipality government.
  - (2) About "After Consistency Check, What Should Be Used to Line Through Blank Cells?" Use pencils and rulers to line through blank cells.
  - (3) About the rule of "Those whose regular residency moved away from this county or city during the first half month of the standard time (Jun 16-30) should be registered by the origin area instead of the resettled area", since enumerator will not have entered the enumeration area by that time, who will do the registration work? Country, town, or street census offices should specifically appoint someone to register those who move away from this county or city during the above mentioned period of time. Census offices can make arrangement with local residency register department to register the migrants at the same time they acquire documents for residency change. In the meantime, census offices should keep in touch with these households so that information on any changes during the migration date and 12 am of Jul 1<sup>st</sup> can be updated.
  - (4) About "Who should be registered by the army?" According to the 14<sup>th</sup> rule in "The Fourth Population Census Guidelines", "the Active Duty Soldiers, civil official, army staff, and veteran of the Chinese People's Liberation Army (PLA) should be registered by the army". No matter where they live or where they serve, they should be registered by the army and the data will later be reported to census office of state council.
  - (5) About "People in labor camps or people arrested", how to fill in the 6<sup>th</sup> question in the person record "Household Type" in the "Census Population Registration Form"? They should be registered as "non-agricultural household".

V. About "Guideline for Census Quality Control and Receiving Inspection"  
Provinces, autonomous regions, and municipalities can adopt different methods for quality control and receiving inspection according to local conditions, as long as they follow the general rules and general inspection standard set by the country.

VI. About "Guideline for County or City's Administrative Districts Address Code"

- (1) If there are neighborhood committees under country government, villagers committees under street government, address code should follow the 3<sup>rd</sup> rule of the illustration section of the "Supplementation and Illustration to 'Guideline for County or City's Administrative Districts Address Code'".
- (2) According to the progress chart of the fourth census population registration, there will be a national conference to inspect country, town, and street address codes from Mar 3, 1990 to Apr 1990. Now there will not be a national conference for it. Each province, autonomous region, or municipality will independently encode the addresses of country, town, and street, and report to the census office of state council together with the coding instructions for verification.
- (3) If a province had a change of administrative regions in 1989 and need to change the address code of county address or above, the census office of the province should file a formal report of the situation with the census office of state council for approval. The census office of state council will not provide supplemental materials afterwards. The districts that changed the administrative region without approval will not be acknowledged.
- (4) If a county-level city has only country and town governments but does not have a street government, it is not necessary to encode street address based on local conditions.
- (5) The order of administrative regions should follow local customs. The order of address codes of different district levels should follow the order of administrative regions. However, the numerical range within a district level should not be changed.
- (6) Address codes should be created at the order of the district levels. Missing codes are not allowed. Offices that created missing address codes should have a substitutional name.

VII. About "Guideline for Enumeration Districts Division"

- (1) The province can independently decide how to set up specific enumeration districts according to local conditions based on the principal of no repetition or missing districts.
- (2) The country, town, and street census offices are responsible for division of enumeration districts and enumeration areas.
- (3) The division of enumeration districts is based on the unit of neighborhood (villagers) committees' administrative regions. The division of enumeration areas is based on the unit of neighborhood (villagers) groups' administrative regions. However, if a district has more than 600 people, it should be divided again. If a district has more than 200 people but less than 350 people, then it is not necessary to merge. If a district has less than 200 people, then it should be merged unless there is a special situation. If an area has no neighborhood (villagers) groups, divide based on the principals of no repetition or missing areas

and clarity of division. Usually an area can become an enumeration area with a headcount of 350.

VIII. About "Guideline for Census Coding"

- (1) Address code belongs to non-special coding. They should be coded by supervisors after hand-matching aggregation.
- (2) People who are responsible for coding Q&A and corrections of the census registration form may not leave until the computer station has finished inputting the registration forms.
- (3) The census offices are the ones mainly responsible for quality control and receiving inspection of the codes. The computer station should coordinate with the census offices.
- (4) The pre-inspection of special coding should be conducted in counties.
- (5) For the codes of the origin residence in the 7<sup>th</sup> question on the census registration form, Taiwan's address code is 71, Hong Kong is 81, Macao is 82, and foreign countries are 91.

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