

Republic of Colombia  
National Administrative Department of Statistics  
XIV National Population Census and III Dwelling Census  
Enumerator's Manual  
October 24, 1973

[Pages 1-7 were not translated into English]

[p. 8]

## II. Basic Concepts

The concepts of the Household and Dwelling Census are fundamental to your job; their meanings are different than those of common language and only are used for census purposes.

### A. Census Household

For Census purposes, Households are classified and defined in the following manner:

[p. 9]

#### 1 - Private Census Household.

It is one or many persons, with family ties or without them (relatives or non-relatives) who live in the same Dwelling and generally share at least one of their meals.

#### 2 - Collective Census Household.

It is a group of persons who live in the same Dwelling and participate in a common life for reasons of work, discipline, health, religion, punishment, hospitalization, etc.

Examples: Boarding school, barracks, jail, etc.

### B. Dwelling

Is any space meant for or adapted for lodging one or more Census Households.

The Dwelling can be

**Separate:** That is, surrounded by walls, fences, adobe walls, etc., and covered by a roof.

**Independent:** That is, one can arrive at it directly without crossing through other Dwellings.

[pp 10-17 were not translated into English]

[p. 18]

## How to Fill Out the Form

[p. 19]

### Section I. Geographic Location

[Below the text is a form.]

To fill out this Section you should take the information from the "Identification of the Area of Enumeration Card" Form DANE CP 10-89 for Urban Areas and Form DANE CP 10-91 for Rural Areas; that you will find in your materials bag. Register them in all the Forms you fill out.

### Section II. Identification of the dwelling

[Below the text is a form.]

### 1. Neighborhood or Administration Section

In an Urban Area write down the name of the neighborhood where the dwelling that you are going to enumerate is found. In a Rural Area you should put the name of the Administrative Section.

[p. 20]

This information appears in the Identification Card ( CP 10-89 and CP 10-91). Copy it from there.

If any doubts exist or the name of the Neighborhood or Administrative Section is not known, consult with neighbors until leaving it clearly identified.

If a neighborhood or Administrative Section is designated with many names, write them all down.

Example: Neighborhood "La Culebrera" or "El Rosario".

### 2. Address or Location of the dwelling.

Proceed as such: in Urban Area write the precise address with which the Dwelling can be identified.

Example: Street 24 No. 7-64 Ap. 101.

If you find that a dwelling has two entrances with different addresses, or an entrance but with two identification signs, you should write down the two addresses or the two signs, but keeping in mind that they belong to the same dwelling.

If you find a dwelling that does not have signs that identify it, register the address in accordance with the neighbor's signs, example: Highway 8a. between numbers 28-10 and 28-18.

If a dwelling does not have a sign or neighbors numbers, but it does have another type of numbering that identifies it, register that corresponding to this numbering, example: No. 278 of SEM.

When it is not possible to identify the dwelling for any of the previous means, you should write down the name of the head of household.

If in this dwelling many Census Households exist, the name of the Head of the first Household should appear as the address of the dwelling for all of the filled out forms.

In the Rural Area where no nomenclature exists, identify the dwelling by the name of the farm or ranch, if it has one, locate it at the same time taking as reference geographic accidents or easily recognizable sites. Example: Ranch La Victoria, above the ridge of "Piedras Negras". Or: In kilometer three of the route that goes from San Benito to el Triunfo.

[p. 21]

### 3. Order Number of the Dwelling within your collecting [area].

Within your collecting [area], write down the number that corresponds to each dwelling in accordance with the order in which you are enumerating. Example: the first dwelling will be number 1, the second 2 and so on.

### Section III. Information of the Dwelling Unit

[Below the text is a form.]

This section makes reference to the physical characteristics of the dwelling and consists of nine questions distributed in two columns. The questions of the first column are used for OBSERVATION, the others are asked to an enumerated person.

#### Question No. 1 Type of dwelling

[Below the text is a form.]

[P. 22]

1. Mark "X" in the box corresponding to the type of dwelling visited.

2. Do not forget that types of dwelling of question No. 1 are exclusive and therefore you cannot mark more than a single box.

3. Take into account the following definitions:

**Independent house** is a dwelling that is separated from other buildings by walls that go from the floor to the roof, built with materials in good state, has an independent entrance and generally is inhabited by a household. It can be located in continuous urbanizations or separated from other buildings by gardens, meadows, lots with walls, or fences.

**Apartment** is a dwelling that forms part of a large building and is separated from other dwellings by walls; has independent access and some exclusive facilities.

**Room or Rooms**, is a closed and separated space, with walls from the floor to the roof and with a door that is independent from the rest of the construction. They do not have exclusive facilities, but they do have an independent entrance for its inhabitants.

Examples of this category are local store without facilities, a garage adapted for living.

**Tenant Quarters** is a building adapted or transferred for lodging many households that share facilities.

Each household lives, generally, in one or two rooms. The facilities are not exclusive and in the majority of cases they are located in the patio, site and corridors. The kitchen can be shared, or not exist.

**Dwelling made out of waste materials** is every form of lodging constructed with waste materials; cardboard, cloth, planks, tin, or with second hand materials or in a bad state of demolition.

**Dwellings in buildings not meant for habitation.** In this definition buildings that have not been built for lodging persons, but that at the moment of the Census have been found inhabited are included, such as factories, offices, stores, laboratories, granaries, stores, workshops, etc.

**Shack, hut or cabin.** They are buildings characteristic of the Rural Area; built with natural materials of the region: bamboo (*guadua*), cane with earth (*bahareque*), pressed mud or adobe; with roofs of palm or straw and generally with earthen floors. This class of dwellings can have facilities outside of the principal construction, or lack them.

**Tent, cave.** They are improvised and not permanent dwellings. All Dwellings formed by camping tents, gypsy tents and lodgings within rocks or hills are entered in this definition, that lodge persons on the day of the Census.

**Dwelling under construction.** It is a dwelling not completely finished, that is inhabited or not.

[p. 23]

Question No. 2. Condition of occupation of the dwelling

[Below the text is a form.]

1. Mark "X" in box No. 1 "Occupied: Persons present", when persons are found in the dwelling at the moment of the Census.

2. Mark "X" in the box "Occupied: Persons absent", when a Dwelling is occupied with furniture and domestic appliances, but its inhabitants are absent at the moment of the Census, because of reasons of work, vacations, etc.

3. Mark with "X" in box No. 3 if an unoccupied Dwelling is for sale or rent.

4. Mark "X" in box No. 4 "Unoccupied: Others" if a Dwelling is unoccupied for any other reason.

**Attention:** If you mark alternative No. 1, continue filling out the form going to the next question.

If you mark alternatives: 2, 3 or 4, stop filling out the form and go to the next dwelling.

[p. 24]

Question No. 3. Predominant material in the roof

[Below the text is a form.]

Mark with an "X" the box corresponding to the material with which the roof or exterior covering of the building is built.

In case of different types of material, mark the one used in the largest proportion.

If in these alternatives you do not find the material with which the roof is built, mark the box "Others".

Question No. 4. Predominant material in the exterior walls

[Below the text is a form.]

Mark with an "X" the box corresponding to the material with which the outside walls of the Dwelling are built.

In case of different types of material, mark the one used in the largest proportion.

If in these alternatives you do not find the material with which the walls are built, mark the box "Others".

[p. 25]

Question No. 5. Predominant material in the floors.

[Below the text is a form.]

Mark with an "X" the box corresponding to the material with which the outside walls of the Dwelling are built.

In case of different types of material, mark the one used in the largest proportion.

**Attention:** Beginning with the next question, obtain the information from the head of the household or the person who know the information regarding the dwelling.

Question No. 6 Connection to public services.

[Below the text is a form.]

Read each one of the three parts that the question is composed of and wait each time for the response of the person.

**a) Does this Dwelling have a Connection to a Water System?**

Mark "X" in the box yes, when a Dwelling is connected to a system of pipes of water, whether property of the State or private. In the contrary case mark "X" in the box no.

[p. 26]

**b) Does this Dwelling have a Connection with a Sewer System?**

Mark "X" in the box yes when a dwelling is connected to a drainage sewer system that permits the elimination of residues and sewage. In the contrary case mark "X" in the box no.

**c) Does this Dwelling have a Connection to Electric Energy?**

Mark "X" in the box yes when a Dwelling is connected to a public or privately owned electrical system. In the contrary case, Mark "X" in the box no.

Question No. 7. Rooms in the dwelling.

[Below the text is a form.]

Determine the number of rooms of the Dwelling counting bedrooms, living rooms, dining rooms, libraries, room for domestic servants, rooms for sewing, ironing, playing and write down this number in the space meant for this purpose.

**Attention:** The rooms can also have commercial uses, store, department store, workshop, or any other use: work, production of article for sale, professional consultations, warehouse, storage.

Garages, local stores, warehouses or similar places used for residential or commercial purposes will equally be considered rooms.

Spaces meant to be kitchen, bath, toilet facilities, covered corridors or food storage are not to be considered rooms.

[p. 27]

Question No. 8. Number of households in the dwelling

[Below the text is a form.]

Ask the enumerated person if: all the persons who live in this Dwelling, generally eat together? Make clear that "eat together" means sharing food even if the persons are not of the same family, do not pay for their food, or are not present at the time of the meals.

If the response is affirmative, mark "X" in the box S1 and consider this as a single CENSUS HOUSEHOLD. Do not fill out question 9 and go to the section IV.

If the response is negative, mark "X" in the box no, and ask question 9.

Question No. 9. How many groups of persons (households) that eat separately are there in this dwelling?

This question is only asked if **no** was answered in question No. 8.

[Below the text is a form.]

Clarify, that there are as many Census Households as groups of persons who eat separately.

Register in the corresponding space the number of existing Census Households in the Dwelling.

[p. 28]

### **How to continue filling out**

#### **a) When a Dwelling is occupied by more that one household.**

In the case that a dwelling is occupied by more than one Census Household, proceed in the following manner:

Fill out a form for each one of the households.

For the first household completely fill out the form following the given instructions.

For the other Households transcribe the information about **Section I: Geographic location** and from **Section II Identification of the dwelling**.

Leave blank **Section III: Dwelling information**

Fill out **Section IV: Identification of the household**, putting the name of the Head of each one of the Households and the order number which corresponds to the Household in the Dwelling in the corresponding box.

Immediately begin to fill out **Section V: Household information**, requesting information form the respective Head.

Finally, fill out **Section VI: Population information**, for each one of the members of the Household.

[p. 29]

#### **b) When a Household has more than nine (9) persons.**

[Below the text is a form.]

Mark an "X" in the box that is found on the top right of the last page of the form, use an additional form and proceed in the following manner:

Repeat the information of **Section I; Geographic location**

Repeat then the information of **Section II Identification of the dwelling**

Leave blank **Section III: Dwelling information**

Fill out **Section IV: Identification of the household**

Leave blank **Section V: Household information**

[Below the text is a form.]

In **Section VI: Population information**, mark an "X" in the upper left box of the second page of the additional form and write down from the second column the members of the Household, who were not listed. The column corresponding to the Head of the Household, should be left blank.

[p. 30]

Section IV. Identification of the household

[Below the text is a form.]

1. In space No. 1 put the name of the Head of Household who you are going to enumerate.
2. In box No. 2 "Order number of the Household within the Dwelling", put the order number that corresponds to the Census Household within the Dwelling.
3. The number of the Census Household within the Dwelling corresponds to the order in which the interviews are done in the different Census Households.
4. Interview the Households in the order that you consider most adequate.

Section V. Data for the household

Question No. 1. Persons in the household

[Below the text is a form.]

[p. 31]

Write down the number of persons that forms this Census Household and that spent the night of October 23 to 24 in the dwelling. Remember that you should take into account those not related to the Head of the Household, young children, newborns and elderly persons.

The number of persons registered in this question should be equal to the number of persons registered in part **VI: - Population information**.

Question No. 2. Rooms.

[Below the text is a form.]

Write down clearly the number of rooms (without including kitchen, bath or corridors) that ONLY the Household being enumerated uses.

If in the Dwelling rooms exists (living rooms, dining rooms, etc.) that are shared by more than one Household, include them in the number of rooms that the principal Household uses (this can be that of the owner, the one responsible for the dwelling, etc.) If there is no principal Household, award it to the first Census Household interviewed.

Question No. 3. Bedrooms.

[Below the text is a form.]

1 - Of the number of rooms registered as exclusive use of a Household, determine how many are used by members of the Household for sleeping, even if other functions are also carried out like cooking, working etc.

2 - Clearly write down the number of rooms in the corresponding space.

[p. 32]

#### Question No. 4. Kitchen

[Below the text is a form.]

Read the question and wait for a response:

When the interviewed person answers that "Yes it has" ask the question "Is it of exclusive use of the Household?"

If the response is affirmative, mark "X" in box 1. In the contrary case mark "X" in box 2: "Of use shared with other Households".

When a Household does not have an independent room for cooking, mark "X" in box 3: "Does not have".

**Kitchen quarters:** is an independent space, meant for the preparation of food.

Corridors, passageways, patios, food supply rooms, in which a stove [or "reverbero" small stove] or any other kitchen appliance is placed are not considered kitchen quarters.

Also rooms for sleeping in which a small stove or portable oven are put are not considered kitchen quarters.

#### Question No. 5. Water

[Below the text is a form.]

Read the question with the alternatives that the form presents. Mark "X" in the square corresponding to the obtained information

[p. 33]

Only when a Household has water facilities through a pipe, determine the use of this service, that is, if it is of exclusive use of the Household, or is it shared by other Households.

If it is exclusive use mark "X" in box No. 1.

If it is shared mark "X" in box 2.

In the case that a Household gets water from a source different than the alternatives named in the form, mark "X" in the box "Others".

#### Question No. 6. Toilet facilities

[Below the text is a form.]

Toilet facilities are understood to be any system that permits the elimination of residues, sewage, etc.

Mark "X" in box No. 1, when the toilet service is connected to a sewer system. Mark "X" in box 2 when the toilet facilities are connected to a septic well.

Mark "X" in box No. 3 when a Household has a latrine. Mark "X" in box No. 4, when a Household does not have toilet facilities; in this case, omit questions 7 and 8 and continue.

#### Question No. 7. Use of toilet

Fill out this question only at Households where they have toilet facilities; who answered 1, 2 or 3 to

question 6.

[Below the text is a form.]

[p. 34]

Determine if the facilities are of exclusive use of the Household and mark "X" in box 1.

When a Household has to share the facilities with other Households, mark "X" in box 2.

Question No. 8. Location of toilet

Fill out this question only for Households that have toilet facilities: who answered 1, 2 or 3 to question 6.

[Below the text is a form.]

Determine if toilet facilities are found within or outside of a Dwelling and mark "X" in the corresponding box.

Question No. 9. Lighting

[Below the text is a form.]

Read to the interviewed person the question with its alternatives and mark "X" in the corresponding box.

Electric lighting facilities can come from the public system of energy, or from a plant exclusively for the use of a dwelling, or for various Dwellings.

Remember that you should mark a single box. If a person responds that they use candle and petroleum lighting, mark what they use most frequently.

[p. 35]

Question No. 10. Occupancy

[Below the text is a form.]

Read the question and the alternatives in their order and wait for the response of the person and mark "X" in the corresponding box. Take into account that the question makes reference to the Dwelling in which the interview is carried out.

In case of doubt be guided by the following definitions

**Owner: totally paid.** It is the situation of a Household in which any of its members is owner of the Dwelling and has totally paid for its value.

**Owner: it is being paid for.** It is the situation of a Household in which any of its members acquired the Dwelling and is paying for it at the moment of the Census.

**Rented:** When the members of a Household pay a periodic sum (weekly, monthly), only for the right of living in this Dwelling.

**Sub-Rented.** When members of a Household have rented part of a Dwelling or other Household, that is rented at the same time.

**De facto occupant (invader, holder).** When a Household without having ownership over a lot builds a Dwelling, owning only the construction or improvements, but not the land.

**Usufruct.** It is a situation of a Census Household, that with previous authorization of the owner of administrator, occupies a Dwelling without being the owner of it, nor paying rent.

[p. 36]

Question No. 11. Financing

Fill out this question only when 1 or 2 were answered in question 10.

[Below the text is a form.]

- 1) Read the question and its alternatives in their order; wait for the response of the interviewed person and mark "X" in the corresponding box.
- 2) If you find that a Dwelling was financed with loans of more than one entity, mark "X" in the box corresponding to the entity that contributes the largest resources.
- 3) When the contribution has been from loans from two entities in equal parts, mark "X" in the box of the alternative that corresponds to the entity that the person considers most important.
- 4) When a dwelling was financed with loans of any entity and with their own resources mark "X" in the box corresponding to the alternative that has contributed the most capital. If it was financed in equal parts between loans and their own resources, mark "X" in the box corresponding to the information that the person considers most important.
- 5) When a Dwelling has been acquired by other means different than the alternatives of the form, mark "X" in the box "Others".
- 6) In no case mark two alternatives.

**Loan:** is contribution of money of any entity, awarded above a wage, savings, payments, or inheritance, to buy a Dwelling. In this case the buyer acquires a debt of mortgage with which the loan is paid.

**Own Resources:** When a person contributes directly from their capital, savings, payments, etc to buy a Dwelling.

[p. 37]

#### Question No. 12. Family Industry

[Below the text is a form.]

Read the question and wait for the response of the person.

Mark "X" in box yes, when a Household produces within the Dwelling articles or objects for sale. If the response is yes continue with question No. 13.

Mark "X" in box no when a Household uses the Dwelling for habitation purposes without producing, manufacturing or baking articles.

When the response is no, go to **Section VI: Population information**.

The production of articles can be handcrafted, manufactured or industrial.

Do not consider within this category, markets in which articles not produced within the Household are sold: stores, department stores, cigar stores, beauty salons, workshops, etc.

#### Question No. 13. Articles Produced

Fill out this question only for those who answered yes in question 12.

[Below the text is a form.]

- 1) Write in the corresponding space the response that your interviewed person gives you, without changing or altering its content.
- 2) If more than one article is produced, register the articles in the order in which the person gives as a response.

[p. 38]

#### Question No. 14. Employed Personnel

[Below the text is a form.]

Write down in the corresponding space the number of persons who usually work in the manufacture of article(s) that are produced within a dwelling, if they are members of the Household or not.

## Section VI. Population Information

### Section A. General Characteristics

[Below the text is a form.]

Section A. General characteristics will be filled out for all the persons of a Census Household who spent the night of October 23 to 24 in the Dwelling.

Do not forget to include newborns, minors and the elderly.

[Applies to questions 1 - 9]

#### Question No. 1. Name and surname

The registering of Names and Surnames will be filled out in horizontal form.

Request from your interviewed person the name and surname of each one of the persons of the Household who spent October 23 to 24 in the Dwelling and register each one in a column.

[p. 39]

In the column of the "First Person", (01) register the name and surname of the Head of the Household.

[Below the text is a form.]

In the column of the "Second Person", (02) register the name and married surname of the wife (0) companion (0) of Head, if exists.

[Below the text is a form.]

Register the name and surname of the other members of the Household who spent October 23 to 24 in the Dwelling. Keep in mind the following order:

Sons and Daughters

Other relatives (siblings, aunt /uncle, cousins, brother/sisters-in-law)

Others not related (domestic employees, pensioned, etc.)

When you find newborns who still have no name, write down "NN" and the corresponding surname.

#### Question No. 2. Relationship

In the first column mark the box "Head" with an "X".

[Below the text is a form.]

[p. 40]

In the remaining columns, mark with an "X" the box that corresponds to the relation or relationship of each one of the members of the Census Household, with the Head of the Household.

[Below the text is a form.]

[Note: the Spanish explicitly refers to both male and female grammatical endings in this section.]

**Spouse:** Refers to the companion of the person who appears as Head of the Household, united by matrimonial ties or not.

**Child:** Includes both children of the current union as well as those of other unions and also adoptive or brought up, especially when they are recognized by the Head of the Household and are present at the moment of the Census.

**Parents and in-laws:** Refers to the blood related or adopted parents of the Head of the Household

and the parents of the companion.

**Grandchildren:** Refers to children of the children of the Head of the Household.

**Other Relatives:** They are all persons related to the Head of the Household and that do not appear in any of the previous alternatives, niece/nephew, cousins, aunt/uncles, brother/sister-in-laws, etc. In this category guests are included especially when they do not pay to eat and sleep.

**Domestic employees:** They are persons who dedicate their job to the service of the household in exchange for remuneration in money and /or in kind; nanny, housekeeper, cook, chauffeur, gardener, etc.

**Pensioner:** Is a person who pays for sharing meals with the Household and for occupying a space in the Dwelling.

**Other unrelated:** Includes all persons who have no relationship with the Head of the Household and who are not included in the previous definitions: Example: spouse or companion of domestic employees, children of domestic employees, minors in guardianship, etc.

Question No. 3. Sex

[Below the text is a form.]

Mark with an "X" the box corresponding to the sex of each person. In the case of names that are used indistinctively for both sexes, ask.

[p. 41]

Question No. 4. Age in complete years

[Below the text is a form.]

The information that should be obtained for each person is the number of completed years on the last birthday and not the age a person is about to be.

When a person declares that they do not know their age, try to help them, making reference to historical or personal deeds. For example if married, the current age can be estimated, on the basis of the age when married and the amount of time married; or based on their age when the first child was born and the child's age now. In the last case, the Collector should estimate the age related with any national, international or local event: the wars of One Thousand Days (1899-1902), (1939-1945), the death of Gaitán (1948), June 13. Only for persons from whom it is not possible to obtain information, should the space be left blank.

Write down in the corresponding space the age of the person in completed years.

Do not write down approximate ages in any case.

If the informed age is 99 years or more, always write down 99.

For persons younger than 1 year, write down in the corresponding space 00 (zero, zero).

If the informed age is between 1 and 9 years, write it down with a zero to the left.

Question No. 5. Current marital state

[Below the text is a form.]

Mark with an "X" the box that corresponds to the civil state of the person at the moment of the Census. Remember that the different alternatives are exclusive; therefore, you should not mark more than one of them.

[p. 42]

Read the question and the alternatives in their order until obtaining an affirmative response.

For minors mark with an "X" the box "single".

**Consensual Union:** Persons are found in free union who without existing civil or religious matrimonial ties, live in marital union and are a family.

**Married:** They are persons who have been civilly or religiously legally married and live in this state at the moment of the Census.

**Single:** Persons are considered single who never have married and do not live in free union.

**Widowed:** They are persons who were married or in free union and have not married again and do not live in free union after the death of their companion.

**Separated or divorced:** In this category are included:

- a. - Persons who having lived in free union, at the moment of the Census do not live with their companion.
- b. - Persons married civilly and/or religiously, but who at the moment of the Census do not live with their companion
- c. - Persons whose marriage was dissolved by legal means and have not married again or live in free union.

Do not write down as separate of divorced persons who have to separate occasionally for reasons of work, vacation, sickness, etc.

Question No. 6. Place of birth

[Below the text is a form.]

Mark with an "X" the box "Here" if a person was born in the same municipality where enumerated. If a person was born in a different municipality from where enumerated, write the name of the municipality and the corresponding Department.

[p. 43]

Do not register administrative units, administrative sections, hamlets or sites as places of birth.

In case a person gives as place of birth the name of an administrative unit, administrative section, hamlet or site, ask what municipality it belongs to and write down the name of the municipality and corresponding Department.

If a person was born in another country, ask and write down the name of the country.

Fill out this question to all persons. Do not suppose that the place of birth of the children is the same as their parents.

Write clearly the names of the municipality and the Department and do not used the shaded space.

Always keep in mind the instructions of the form. Consult them.

Question No. 7. Current place of usual residence

[Below the text is a form.]

Mark an "X" in the box "Here" if a person currently lives in the municipality where enumerated.

If a person currently lives in a different municipality than where enumerated, write the name of the municipality and corresponding Department.

If a person currently lives away from Colombia ask and register only the name of the country.

Keep in mind the instructions given in the form. Consult them.

Living currently in the municipality is understood to mean the fact that a person is settled down in it, for

reasons of work, business, family life, etc. for a period of three months or more or for a period less, especially when the person has arrived with the intention of settling down in the municipality.

[p. 44]

#### Question No. 8. Time of residence

[Below the text is a form.]

Mark with an "X" the box "Always (all life)", when a person has lived their whole life, in the municipality where enumerated, without moving for large periods and without having ever lived in another place.

When the time that a person lived in another municipality other than where enumerated is more than one year, write down the years in the corresponding box.

Take into account that years of residence until the moment of the Census should be registered as time left.

When the time that a person lived in another municipality other than where enumerated is less than one year, mark with an "X" the box "Less than 1 years". In this category persons in transit are included.

Always put a zero to the left, when the number of years that a person lives in the municipality is less than 10 years.

Time left is considered living in a place, from the date in which a person lived for the last time in the place where enumerated, until the day of the Census.

For persons in transit, it will be taken as time of residence in which they lived in the municipality in which enumerated.

#### Question No. 9. Previous place of usual residence

[Below the text is a form.]

Mark with an "X" the box "Here", if a person never has lived in another municipality different than where enumerated.

[p. 45]

If a person lived in a municipality different from where enumerated ask and register the name of the municipality and of the Department in which the person lived immediately before moving to the municipality where they live currently.

If a person lived outside of Colombia ask and register only the name of the country.

Fill out this question to all persons. Do not suppose that persons enumerated in the same municipality of birth have always lived in it.

Always keep in mind the instructions of the form. Consult them.

#### Section B. Educational Characteristics

Fill out this section for all persons 5 years old or more.

[Applies to questions 10 - 13]

[Below the text is a form.]

#### Question No. 10. Do you know how to read and write?

[Below the text is a form.]

Mark an "X" in the box "Yes" when a person knows how to read and write correctly; that is, when they have the capacity to read, understand and write a text.

Mark "X" in the box "No", when that person does not read or write correctly.

[p. 46]

Question No. 11. School attendance

Mark "X" in the box "Yes" in the following cases:

When a person attends at the moment of the Census an educational establishment and follows programs of primary, secondary or superior education.

When a person does not attend an establishment of primary, secondary or superior education, for reasons transitory purposes like sickness, passenger, strike, vacation, etc.

Mark "X" in the box in the following cases:

When a person does not attend at the moment of the Census an establishment of primary, secondary or superior education.

When a person does courses that are not of primary, secondary or superior education like dictations classes in the SENA, in television or radio broadcast schools, literacy or those that are done by correspondence.

Question No. 12. Highest educational level that they have reached

[Below the text is a form.]

Always pick a single alternative.

Mark "X" in the box **none**, when a person does not attend nor has attended any establishment of primary, secondary or superior education.

[p. 47]

Also mark "X" in the box **none**, in the case of persons who only took literacy classes, or attended children's schools or kindergartens.

Mark "X" in the box **primary** in the case of persons who take or took classes for one year or many years of primary education but did not continue to secondary.

When a person has advanced to a higher educational level, **secondary**, "X" is marked in box three (3).

When the highest educational level reached by a person has been secondary in the **technical or vocational** branch, "X" is marked in box four (4).

When the highest educational in secondary is the **normal** branch, mark box five (5).

Mark "X" in box six (6) when a person takes or has taken classes for any years of **superior or university** education or has taken post-graduate classes.

When a person has taken classes of other studies that do not correspond to the concepts of primary, secondary or superior, mark "X" in box seven (7).

**Primary** is understood to be the first cycle of regular education, during which basic knowledge is imparted to continue to a secondary level of education. It consists of five courses or years.

**Secondary** is understood to be the second level or regular education, in which those who passed the first five years of primary can enter and who have the objective of being provided the necessary knowledge to continue to superior studies or to develop an occupation, art or craft.

Secondary education has many branches; Secondary; Technical or Vocational and Normal.

**Bachelor** is understood to be the branch of secondary education that has as its objective providing the necessary knowledge for the continuation of superior studies. This branch of secondary is called, generally, classic bachelor and has a duration of six (6) years when it is during the day and seven (7) when is it during the night.

[p. 48]

**Technical or vocational** is understood to be the branch of secondary education that looks to prepare students for the development of an occupation, art or craft in industry, arts and crafts, agriculture business, administration, etc. This branch is understood to be Commercial, Industrial and Technical Agricultural and Livestock bachelors; Poly-technical, Vocational, Artistic and Diversified Media (INEM). It has a duration of six (6) years.

**Normal** is understood to be the branch of secondary education that has as its objective the formation of teachers for pre-school or primary education or for continuing studies of superior level. Its duration is six (6) years.

**Superior** or University is understood to be professional formation whether in intermediate careers whose initiation is required, as a minimum, the passing of four years of bachelor, or in professional careers, that require having the grade of bachelor or normal.

The alternative of **others** means educational modalities like Special (for high gifted children or with physical or mental deficiencies), the Primary Functional of adults, etc.

Question No. 13. Highest year completed

[Below the text is a form.]

This question refers to the last classes taken and passed by a person in the highest educational level reached: Primary, Secondary or Superior.

Write down the last year passed in the corresponding space.

Point out with "X" the box "None".

a) When a person does not attend, and did not attend classes of primary, secondary or superior education.

b) When a person attends or attended classes of primary, secondary or superior education but has not passed any year in the highest educational level reached. So, for example, for a person who is in the first year of Primary, Secondary, or Superior and has not passed it, "X" will be marked in the box "None".

[p. 49]

Take into account the following

For educational levels that are divided by semesters, make the annotation in complete years: two semesters equal one year.

For persons who take or have taken more classes of a career of superior education, the year of the highest passed level should be registered.

Section C. Economic Characteristics

This section should be filled out only for persons 10 years old or older.

[Applies to questions 14 - 19]

[Below the text is a form.]

Question No. 14. Activity during the week previous to the day of the census.

[Below the text is a form.]

[P. 50]

Take into account the following:

The question refers to what a person did during the week understood to be October 14 to 20.

Mark an "X" in the box corresponding to the obtained information.

Two or more alternatives will never be marked for the same person. If someone had two activities, only

pick the alternative that is put first, in the form.

1. Mark "X" in the box "Worked" when a person did any labor during one or more hours during the week in exchange for remuneration. In this category persons who without receiving remuneration for their work are included, working in family businesses or exploitations for 15 or more hours in the week.
2. Mark "X" in the box "Did not work but had a job", when a person had employment during the week of October 14 to 20, but did not work for any temporary reason like sickness, passage, vacation, on leave, work conflict, machine injury, bad weather, etc.
3. Mark "X" in the box "Looked for work but worked before", in the case of persons who worked some time in their life, but did not have employment during the week of October 14 to 20, and spent this week looking for new employment.
4. Mark "X" in the box "Looked for work for the first time", when a person looked for work the week before the Census day, but had not worked previously.
5. Mark "X" in the box "Lived by their investments", when a person did not do any job, or did not look for employment during the week before the Census day and periodically receives income provided from interest on loaned money, participation in earnings of a business, stocks (dividends) or leasing of buildings, houses, lands, machinery or equipment.

[p. 51]

6. Mark "X" in the box "Retired or Pensioned", when a person does not work or look for work during the week of October 14 to 20 and receives pensions of widow, physical incapacity, etc., or retirement by leaving a job after becoming a certain age or certain number of years of service.
7. Mark "X" in the box "Studied" when a person did not work, or look for work in the week before the Census, and attended educational classes of any type.
8. Mark "X" in the box "Domestic duties", when a person did not work or did not look for work in the week of October 14 to 20, and did domestic activities (washing, cooking, taking care of children, etc.) in their own household without receiving remuneration.
9. Mark "X" in the box "Without Activity", for persons who are not located in any of the previous alternatives.

#### **How to continue the filling out of the form**

For persons who are in the alternatives 1 (Worked), in 2 (Did not work but looked for work) or 3 (Looked for work but worked before) ask all the other questions in Section C. about **Economic Characteristics**.

For persons who are in the other alternative (4, 5, 6, 7, 8 or 9) go directly to questions 18 and 19, without filling out questions 15, 16 and 17.

Question No. 15. Occupation

[Below the text is a form.]

[p. 52]

This question refers to the occupation, craft, profession or type of work that was done during the week of October 14 to 20 by persons who worked in that week.

For persons who did not work but had a job and for those who worked before and looked for work during the week before the Census, the occupation or trade refers to the last job worked.

If a person had more than one job write down only the principal occupation. Principal Occupation is understood to be one that provides the largest quantity of income.

Do not accept responses like "employee", "office worker", "laborer", "operator", "farmer", "commercial worker", etc. Always write down the responses that completely specify the occupation that the person had.

Write down the responses clearly and without writing the in the shaded square.

Question No. 16. Activity of the company

[Below the text is a form.]

Fill out this question for persons 10 years old or older who belong in the alternatives 1, 2 or 3 of question 14.

Write down clearly and without writing in the shaded space, the activity of the business, factory, exploitation, or establishment in which a person did their principal job, craft or profession.

To fill out this question correctly take into account the following criteria:

If the company where a person works their principal occupation has many branches, agencies or establishments that do different activities that which the establishment does where the person works will be written down. So, if someone worked in the store of a company that produces dresses, "wholesale commerce of dresses" will be written down.

[p. 53]

If an establishment does many activities, write down only the principal activity.

Do not accept vague responses like "exploitation", "business", "company", "factory", "agency", or simply write down the name of a product or company. When they give you this type of response ask for more details.

Examples of correct responses are: livestock worker, exploitation of sugar cane, coal mine, wooden furniture factory, retail furniture commerce, passenger transportation.

Question No. 17. Occupational position

[Below the text is a form.]

Fill out this form for persons 10 years old or older who belong in alternatives 1, 2 or 3 of question 14.

This question refers to the work position that a worker had in carrying out their principal occupation

Mark with "X" only one of the boxes in accordance with the following definitions:

**1 Worker or day laborer:** is a worker who is occupied directly in the production of goods or services under the dependence of an employer (or their representative) from whom they receive a salary in money or in kind.

**2 Employee:** A person who carries out functions in the direction, administration, organization, planning or vigilance of a company and receives remuneration in the form of a salary, wage, commissions, etc.

**3 Employer:** A person who works and has under their dependence one or more salaried persons, for carrying out an economic activity, in a company of which they are owner.

[p. 54]

Those not considered **employers:**

Heads of Household who have domestic employees in their private Dwelling.

Persons who manage a family company in which no- remunerated family members work exclusively.

Persons who have directive positions in the companies (managers, bosses of personnel, etc.) if they are not owners of the company where they work.

**4 Independent Worker:** is a person who works in their own company or who runs a profession or craft for their own account, with help or not from non remunerated family workers, but without using

any salaried worker (office worker or manual laborer).

Persons who work with associates, in equal conditions, without relations of dependence with an employer are also considered **independent workers**.

**5 Family worker without remuneration:** is a person who helped at a job in a family agricultural or livestock exploitation or business, without obtaining a salary, for 15 hours or more a week.

A person who works in a family company and receives any amount of money that could be considered salary should be classified as "office worker" or "manual laborer".

**6 Domestic Employee** is a person who works on their own activities in the service of the household, in a private house and receives for their work a salary in money or in kind. They are understood to be servants, private chauffeurs, gardeners, superintendents of houses, nannies, housekeeper, etc.

Persons dedicated to the care of a private household, without receiving remuneration should not be classified in this or any other alternative of this question.

**7 Others.** This box will be marked with "X" for persons who have an occupational position different than those previously defined. For example, members of religious cults.

Question No. 18. Months worked

[Below the text is a form.]

This question refers to the months worked by a person during the year 1973, from January 1 to October 24.

[p. 55]

A month worked is considered during which a person carried out a trade that reported earnings or worked in a family business, during 15 days of the week or more, together or in intervals.

Mark "X" in the box "did not work" when a person worked less than 15 days during this year or did not work at all.

If a person claims to have worked more than 15 days during this year write down the number of months worked. The minimum to write down is 01 and the maximum 10.

As time worked also those who correspond to vacations, temporary absence due to sickness and other causes should be considered, especially a person who had received remuneration in money and/or kind.

When the information is given in months or fractions of months, specify if the days worked were 15 or more and write the entire number of months. If a person worked less than 15 days of the month it will not count as a month worked.

In the case of persons who did not work 15 days during a single month but who from January to October worked more than 15 days, the days worked will be calculated and the months that are equal to those days will be written down.

Question No. 19. Monthly income in pesos

[Below the text is a form.]

The wage of a person during last month (September) is asked.

What a person receives as income includes:

1) Income by concept of salaried work received during the month.

Wages and salaries, premiums, vacations, bonuses, incentives, extra hours, subsidies, gratuities, traveling expenses, payments, etc.

[p. 56]

Deductions that are taken out because of taxes (retention in the source), Social Security or Prevision Fund, union dues, employee or cooperative funds are included.

2) Income from Independent work:

That which is obtained by private jobs, professional fees or earnings by the sale of domestic products. Of these incomes the expenses that cause these activities should be deducted.

3) Income by Capital:

Interests received by money loaned, utility profits of owned businesses, dividends, etc.

4) Income by Leases:

Of buildings, lands, equipment or machines.

5) Income by Other Manners Like:

Retirement payments, pensions, raffles, etc.

Do not include as income of the person:

1) What is received in kind (food, cloths, dwelling, products, etc.).

2) Do not consider as income the amounts of money that a person receives by way of gifts, donations, presents, without having given any work or service in exchange. The sum of money received from a family member for expenses of food, clothing dwelling, education, transportation, etc and that does not correspond to salary should not be considered income.

3) Moneys that persons receive for their care or administration which they cannot have also should not be considered income.

[p. 57]

After asking the question, write down in the corresponding space the number that the interviewed person gives to you.

Always write down the response in pesos. If they give you a responses with "centavos", discard the fraction and write down whole numbers.

For persons who do not have income mark an "X" in the box "Does not have income".

When a person does not know the information, explain to them that the census information has a confidential character. If they persist in not answering mark an "X" in the box "no ANSWER".

#### Section D. Fertility Characteristics

These questions will be asked to all women 15 years old or older. It does not matter if they are single, married, united, widowed or separated.

[Applies to questions 20 -22]

[Below the text is a form.]

Question No. 20. Total number of children born alive

[Below the text is a form.]

Mark with an "X" the box corresponding to "None" when a woman has not had any children born alive.

Write down in the box corresponding to "Number" the total number of children born alive that the woman has had during her whole life. It does not matter if they live or not in the Household that is being enumerated of if they have died.

When for a particular woman one does not know or has no idea of the number of children born alive that

she has had, leave the space blank. These cases are presented as an exception.

[p. 58]

**Born Alive:** is a child who when being born breathes, cries or moves. If it showed any of these signs of life and then died it is a life birth. If upon being born that child does not show any of the signs mentioned previously, it is a still birth.

Question No. 21 Number of children currently alive

[Below the text is a form.]

Mark "X" in the box "None" when the woman says that she has no children currently alive.

Write down the number of children currently alive in the corresponding box.

When she does not say or know the number of children currently alive, leave the space blank. These cases are presented as an exception.

**Children currently alive:** Are those who on the day of the Census, were found with life, they live or not with their parents either in another part of the country or abroad.

Question No. 22. Date of birth of the last child

This question will be asked to all women, understood to be between 15 and 49 years of age, it does not matter if they are single, married, united, widowed or separated.

[Below the text is a form.]

Write down the number of the month and year in which the woman had her last child born alive, in the corresponding spaces.

When the woman has not had children or is older than 50 years, leave the corresponding spaces blank.

---