

CENSUS OF SCOTLAND, 1921.

INSTRUCTIONS

TO

REGISTRARS AND ENUMERATORS

*Issued by the Registrar-General pursuant
to the Census Act, 1920, Section 2 (1).*

*With Copies of Census Act, 1920, Census Order, 1920,
and Scottish Census Regulations, 1920.*



EDINBURGH: PRINTED BY J. & J. GRAY
FOR HIS MAJESTY'S STATIONERY OFFICE.

1921.

CENSUS OF SCOTLAND, 1921.

INSTRUCTIONS

TO

REGISTRARS AND ENUMERATORS

*Issued by the Registrar-General pursuant
to the Census Act, 1920, Section 2 (1).*

*With Copies of Census Act, 1920, Census Order, 1920,
and Scottish Census Regulations, 1920.*



EDINBURGH: PRINTED BY J. & J. GRAY
FOR HIS MAJESTY'S STATIONERY OFFICE.

1921.

TABLE OF CONTENTS

	PAGE
Letter to REGISTRARS (C.6)	3
Reprint of REGISTRAR-GENERAL'S Circular Letter to REGISTRARS, September 1920, and Enclosure, "Instructions to REGISTRARS as to Formation of Enumeration Districts" (C.1 and C.2.) . . .	5
Instructions to REGISTRARS as to their Duties in taking the Census	12
Instructions to ENUMERATORS as to their Duties in taking the Census	22
The CENSUS ACT, 1920 (10 & 11 Geo. V., c. 41)	33
The CENSUS ORDER, 1920	41
SCOTTISH CENSUS REGULATIONS, 1920	45
ALPHABETICAL INDEX	51
CENSUS CALENDAR	Ceter

Enclosures.

C.6.

NEW REGISTER HOUSE
EDINBURGH, 21st February 1921.

SIR,

CENSUS, SCOTLAND, 1921.

I beg to return herewith your Plan of Division in respect of the approaching Census, as also one of the duplicate Returns of Institutions and Large Establishments applicable to your Registration District ('Nil' Returns excepted). The Plan of Division has been examined and approved in the Census Office, and I have to request you to be good enough to scrutinise it carefully, with special regard to alterations therein which may have been made in the course of examination. You should satisfy yourself as to the accuracy of such alterations or pencil notes, if any,—giving effect to the latter in ink, if correct. If in doubt on any point, you should communicate with me without delay. I take this opportunity of acknowledging the care and promptitude which Registrars have exhibited in the preparation of their Plans of Division in accordance with the request contained in the Circular Letter of this Department of September last.

I enclose for your use two copies of the "Instructions to Registrars and Enumerators" which have been prepared in pursuance of Section 2 (1) of the Census Act, 1920. A copy of that enactment, of the Order in Council (dated 21st December 1920) made under the provisions of Section 1 (1) thereof, and of the Regulations made by the Secretary for Scotland in terms of Section 3, are appended to the "Instructions" for your information and guidance. Tables of Allowances to Registrars and Enumerators, as sanctioned by the Lords Commissioners His Majesty's Treasury, are also included.

Your duties consist briefly in making such arrangements as will enable you, with the assistance of Enumerators, to return an account of every person in your Registration District on the night of Sunday, 24th April 1921. With this in view it devolves on you (1) to nominate Enumerators for my approval; (2) to set them to work at the proper time in delivering and collecting the Schedules; and (3) finally to revise their work, for the due execution of which you will be responsible. These matters are referred to in detail in the Instructions, with which you must at once make yourself thoroughly familiar.

In addition to the enclosures already mentioned, I send you herewith two copies of Form E.1 (List of Enumerators), one copy of Form E.2 (Enumerators' Agreement), and an envelope for the transmission to me, not later than 10th March next, of your proposed List of Enumerators—prepared and submitted *in duplicate*, in accordance with Instruction No. 2 on page 13 of the 'Instructions to Registrars.'

Meanwhile I have to request you to be good enough to acknowledge the receipt of this Circular and of its several enclosures immediately they reach you, on the accompanying form of "Acknowledgment of Receipt of Documents." The other Books, Schedules and Forms mentioned in the Instructions will be transmitted to you in due course.

I am, SIR,

Your obedient Servant,

J. C. DUNLOP,

Registrar-General.

THE REGISTRAR OF BIRTHS, ETC.,

PARISH (OR DISTRICT) OF

(Reprint of Registrar-General's Circular Letter of September 1920.)

C.L.

REGISTRAR-GENERAL'S OFFICE,
NEW REGISTER HOUSE,
EDINBURGH, September 1920.

CENSUS OF SCOTLAND, 1921.

SIR,

I have to request you to be good enough, in preparation for the Census of the Population in April next year, to give your close attention to the suitable division of your Parish or Registration District into Enumeration Districts. It is essential that this important duty should be undertaken with the least possible delay.

I enclose herewith:—

- (1) A FORM of PLAN of DIVISION for the Census of 1921, in which is to be entered the description of each Enumeration District which you decide to recommend for adoption.
- (2) "INSTRUCTIONS to REGISTRARS as to FORMATION of ENUMERATION DISTRICTS."
- (3) The Plan of Division used at the Census of 1911.
- (4) Forms, *in duplicate*, for "Lists of Institutions and Large Establishments."
- (5) One addressed envelope.

Before proceeding with the compilation of your "PLAN of DIVISION" for the Census of 1921, you should read carefully the "Instructions to Registrars" above mentioned and make yourself familiar therewith.

In any case where you decide, after consideration of the boundaries adopted for Enumeration Districts in 1911, that they may be suitably retained on the present occasion, you should take particular care that the description of the contents is brought up to date, and is not merely copied from the old Plan of Division.

You are requested, after completion of the Plan of Division of your Registration District, to forward it to this office in the addressed envelope (postage free) not later than

The Plan of Division (1911) should at same time be returned, together with the duplicate "Lists of Institutions, etc." duly filled up.

The Plan of Division will be returned to you sufficiently in advance of Census Day to enable you to make any necessary alteration on account of new buildings, re-naming or re-numbering of streets, etc. One of the "Lists of Institutions, etc." will also be returned.

In compiling your Plan of Division you will kindly keep in

view any Notes which may be inserted below for your guidance with reference to alterations in the Local Sub-divisions in your District, or otherwise.

Further communications will be addressed to you in due course on the subject of remuneration for your services in connection with the forthcoming Census, and with respect also to any other matters relating to the Census enumeration with which you may be concerned.

I am, SIR,

Your obedient Servant,

R. H. GRAY,
Secretary.

To the Registrar of Births, etc.

(Enclosure.)

C 2.

CENSUS OF SCOTLAND, 1921.

PLAN OF DIVISION.

Instructions to Registrars as to Formation of Enumeration Districts.

1. GENERAL OBSERVATION.—It is desirable to retain, as far as suitable, the same Enumeration Districts as were used in the 1911 Census. Registrars are, however, invited to make suggestions as to rearrangements of Enumeration Districts where they consider that there are advantageous reasons justifying such changes.

2. RELATION TO LOCAL SUBDIVISIONS.—A list of Administrative Areas and Local Subdivisions into which the country is tabulated for Census purposes is given below, and the closer the boundaries of the Enumeration Districts agree with the boundaries of these Areas the better are they calculated to secure the accuracy of the enumeration and subsequent tabulation. **The various Local Subdivisions, therefore, must form the basis of the Plan of Division**, and it is of special importance that the Enumeration Districts should be formed with strict reference to the boundaries of these. It is an advantage to have the Enumeration Districts so constituted that they should not overlap Administrative Areas or Local Subdivisions; and endeavour should accordingly be made to avoid the inclusion in a single Enumeration District of parts of more than one Local Subdivision of the same character. Thus each Enumeration District should, if possible, be in one Ecclesiastical Parish (or *Quoad Sacra* Parish) only, in one Parish Ward or one

Burgh Ward only, etc. This, however, is not always practicable, and consequently Subdivisions of Enumeration Districts may sometimes be required. (*See* paragraph 8.)

LIST OF ADMINISTRATIVE AREAS AND LOCAL SUBDIVISIONS.

1. Civil Parishes and Parish Wards.
2. Ecclesiastical Parishes; *Quoad Sacra* Parishes.
3. Parliamentary Constituencies.
4. Burghs and Wards of Burghs.
5. Special Water Districts.
6. Special Drainage Districts.
7. Special Lighting Districts.
8. Special Scavenging Districts.
9. Inhabited Islands.

3. BOUNDARIES OF LOCAL SUBDIVISIONS.—If in doubt as to the boundaries of any of the Areas or Subdivisions comprising their Districts, Registrars should consult County Clerks, Town Clerks, Inspectors of Poor, and Parish Ministers or Session Clerks, as the case may be. As regards the boundaries of Special Water, Drainage, Lighting, and Scavenging Districts, the various County Clerks have been invited to afford the Registrars such information as may be required to enable the plans of enumeration to be formulated; and have kindly promised to render any necessary assistance in the matter.

It is desirable that particular attention should be paid to the following point with reference to the boundaries of Civil and Ecclesiastical Parishes. Owing to alterations in the area of various Civil Parishes having been made under authority of the Local Government Acts, by Orders of the Boundary Commissioners and of the Secretary for Scotland, the boundaries of Civil Parishes in a considerable number of cases do not now coincide with the boundaries of Ecclesiastical Parishes. An Enumerator who has not made himself thoroughly acquainted with the respective Civil and Ecclesiastical boundaries in his District is very likely in such cases to assume without enquiry that a house situated in a given Civil Parish is also situated in the Ecclesiastical Parish of the same name. In order to avoid this error the Registrar, in his description of any Enumeration District so affected should mention for the guidance of the Enumerator the existence of any detached portion of an Ecclesiastical Parish now situated in an adjoining Civil Parish, or of any part of a Civil Parish which was formerly another Civil Parish or part of another Civil Parish, so that the Enumerator may clearly distinguish such portions in making his Returns.

4. MAPS.—Registrars not already supplied with these are at liberty to requisition, through this Department, such Ordnance Maps, or reduced Ordnance Maps, as may be required by them to satisfy themselves that the whole of the Registration District for which they act is included in the relative

Enumeration Districts, and for the purpose of explaining to the Enumerators the exact boundaries of the Enumeration Districts to which they are individually appointed.

N.B.—In any case in which a Map is desired accordingly, a requisition for the same should be transmitted to the Registrar-General.

5. ARRANGEMENT OF ENUMERATION DISTRICTS.—Enumeration Districts should be so arranged that a group of *entire* Districts (exclusive of specially enumerated establishments—see paragraph (9) below) will constitute a complete local Subdivision, *e.g.* a complete Burgh, Burgh-Ward, Parish Ward, *Quoad Sacra* Parish or Special District.

6. SIZE OF ENUMERATION DISTRICTS.—The Enumeration Districts composing a Registration District should be as few as possible. The size of an Enumeration District should be determined by a consideration of the time required for the collection and checking of the Schedules; it should be such that the collection fully occupies the Enumerator for a whole day, but not for more than a day.

In urban areas each Enumeration District should contain about 200 families. In areas of a rural character no fixed limits of population can be laid down, and regard must be had both to the number of houses and the distance to be traversed by the Enumerator.

Where, owing to increase of population, an Enumeration District, as formed in 1911, has grown too large, the Registrar should either divide it into two, or transfer parts of it to adjoining Districts, or if the increase has taken place in two or more adjoining Enumeration Districts, he should proceed to re-arrange them in the way most convenient for enumeration.

An unnecessarily small Enumeration District should, wherever possible, be amalgamated with another District, or be divided among other Districts.

7. BOUNDARIES OF ENUMERATION DISTRICTS.—In forming Enumeration Districts, the boundary line of a Civil Parish, Burgh Ward, Parish Ward, or other Local Subdivision should, wherever possible, be adopted. Subject to this consideration the boundaries adopted should, where practicable, be walking boundaries, *i.e.* they should preferably follow the middle of a thoroughfare.

8. DESCRIPTION OF BOUNDARIES AND CONTENTS.—The boundary of each Enumeration District should be very carefully and *fully* described.

The statement of contents must be an exhaustive list of all roads, streets, groups of houses, and isolated houses included within the Enumeration District, and should be entered as nearly as possible in the order in which the Enumerator is expected to deliver and collect the schedules.

If only part of a road or street is in an Enumeration District, the *numbers* or names of the houses in the part included should be clearly stated: but if the houses are not numbered or named, the limits of the part of the road or street within the District should be carefully indicated.

The names of the various local Subdivisions in which the Enumeration District is wholly or partly contained are to be inserted in the headings of each Enumeration District.

In cases where an Enumeration District unavoidably extends into more than one Local Subdivision, the *boundary and contents of each such part of the Enumeration District should be described on a separate page of the Plan of Division*, and only the names of the local Subdivisions constituting the particular part of the Enumeration District described on each page are to be given under the headings. In all such cases the words "Portion A," "Portion B," etc., should be inserted at the head of the page containing each such part in order that the different parts may be clearly distinguishable.

9. INSTITUTIONS AND LARGE ESTABLISHMENTS.—A return *in duplicate* should be made on the Forms transmitted herewith of:—

- (a) EVERY PUBLIC and CHARITABLE INSTITUTION (Prison, Poorhouse, Hospital, Asylum, Barrack, etc.)—regardless of size;
- (b) Every Large Establishment (Hotel, Lodging-House, etc.) estimated to contain more than 100 persons (including staff); and
- (c) Every Establishment (Hotel, Inn, Large Private House, etc.) in which there will probably be more than 12 persons but less than 100.

In the case of Public Institutions and Large Establishments included in (a) and (b), and of every Common Lodging-House irrespective of the number of occupants, the Chief Resident Officer of the Institution, the head of the Large Establishment, and the Keeper of the Common Lodging-House may be recommended for appointment as Enumerator.

An Institution or large Establishment in which the Chief Resident Officer or Head acts as the Enumerator must be numbered and dealt with in the Plan of Division as a separate Enumeration District, the number following consecutively after the *last* ordinary Enumeration District. The name of the Institution or Establishment should also, however, be entered in the contents of the ordinary Enumeration District in which it is locally situated, with a note stating that it will be enumerated separately by the Chief Resident Officer or Head.

The *duplicate* Returns of Institutions, etc., duly filled up, should be forwarded to the Census Office along with the completed Plan of Division. One of the *duplicates* will be retained

in the Census Office, and the other returned to the Registrar after examination and approval, for his information and use in the work of enumeration.

10. SHIPPING POPULATION.—Persons on board ships, barges, boats, etc., lying in ports, docks, and harbours, will be enumerated—in the case of H.M. Ships by the Admiralty, and in the case of other vessels by Officers of H.M. Customs; but Registrars must arrange that persons on board barges and boats lying in rivers, canals, or other inland waters are enumerated by the ordinary Enumerators of the several districts which include any water area. Further instructions will be issued with reference to the area in which Officers of H.M. Customs will enumerate the shipping population.

11. ESTIMATES OF NUMBER OF FAMILIES.—The estimated number of families, *i.e.* separate occupiers, in each Enumeration District should be inserted at the head of the several pages in the Plan of Division.

12. ADMINISTRATIVE AREAS AND LOCAL SUBDIVISIONS.—DEFINITIONS.—The following definitions may prove helpful in connection with the preparation of the Plan of Division:—

CIVIL PARISH is that area for which a separate Parish Council is elected, and for which a separate poor rate is or can be levied.

PARISH WARD is the ward of a parish for Parish Council election purposes. Parish Wards are the units composing Electoral Divisions for County Council election purposes.

ECCLESIASTICAL PARISH is the area under the care of the Parish Minister of the original Parish—exclusive of any portion of such original area of the Parish as may have been disjoined and annexed to another Parish for ecclesiastical purposes, or disjoined and erected into a separate *Quoad Sacra* Parish by the Teind Court. It must be borne in mind (as explained in paragraph 3) that the areas of Ecclesiastical Parishes were not affected by the Orders of the Boundary Commissioners, or of the Secretary for Scotland, issued under the provisions of the Local Government (Scotland) Acts, 1889 and 1894, and that, therefore, detached parts or former parts of the Ecclesiastical Parish may, in some cases, be found situated in adjacent Civil Parishes, and should be noted in the Plan of Division accordingly.

QUOAD SACRA PARISH is, as above indicated, an area delimited by the Court of Teinds and erected for purely ecclesiastical purposes under the Act 7 and 8 Vict. c. 44, into a *Quoad Sacra* Parish. A *Quoad Sacra* Parish comes in place of that part of the original Ecclesiastical Parish from which it was erected, and should be dealt with in the Plan of Division accordingly as a separate ecclesiastical area.

PARLIAMENTARY CONSTITUTENCY is a Parliamentary Division sending, or contributing to send, a Member or Members to Parliament.

BURGH.—The areas of all Burghs should be considered upon their boundaries as they exist at the present time for Municipal and Police administration.

BURGH WARD is the Ward of a Burgh for Municipal Election purposes.

SPECIAL WATER DISTRICT . . .	} Special Districts formed under Sections 122 and 131 of the Public Health Act, 1897.
SPECIAL DRAINAGE DISTRICT . .	
SPECIAL LIGHTING DISTRICT . .	
SPECIAL SCAVENGING DISTRICT	} Special Districts formed in rural communities for sanitary purposes under Section 44 of the Local Government (Scotland) Act, 1894.

INHABITED ISLAND.—Only islands that are inhabited are to be named in the Plan of Division.

INSTRUCTIONS

TO

REGISTRARS

AS TO THEIR DUTIES IN TAKING THE CENSUS.

1. Appointment of Enumerators.—On receipt of the Plan of Division in respect of his Parish or District as approved by the Registrar-General, the Registrar shall proceed to select competent persons to act as Enumerators in the various Enumeration Districts. In selecting Enumerators, Registrars must note that every person proposed for appointment as an Enumerator must be intelligent, trustworthy, and active; and he must write well, and have some knowledge of arithmetic; he must not be infirm, nor of such weak health as to render him unable to undergo the requisite exertion; he should not be younger than 18 years of age nor older than 65; he must be temperate, orderly, and respectable, and be such a person as is likely to conduct himself with strict propriety and civility in the discharge of his duties. It is not necessary that an Enumerator should reside within the Registration District of the Registrar who appoints him, but he must make himself well acquainted with the Enumeration District and the Local Sub-Divisions within which he will be required to act, and it will be a further recommendation if his occupation is such as adds to his fitness for the office. *Preference should be given to unemployed ex-Service men possessing the requisite qualifications.* Every Enumerator must be prepared personally to undertake the delivery of the Schedules in the week commencing 18th April, and their collection on Monday, 25th April, and to perform all other duties in connection with the enumeration as prescribed in the Census Regulations and relative Instructions issued by the Registrar-General. Any clergyman or professional man who takes an interest in the people of the place might be invited to act as an Enumerator. The Scottish Education Department has made suggestions to the Education Authorities by which the appointment of school teachers as Enumerators will be facilitated, and, as they are well qualified for the duties, Registrars should endeavour to secure their services where possible. Women are not ineligible for appointment as Enumerators. The Registrar of a Registration District containing more than five Enumeration Districts shall not himself

act as an Enumerator, except in case of emergency as referred to in Instruction No. 5; but the Registrar of a Registration District containing not more than five Enumeration Districts may himself act as Enumerator of one Enumeration District.

2. List of Enumerators.—Registrars will submit to the Registrar-General, not later than 10th March 1921, a complete List, in duplicate, on the Form E. 1 supplied, of the persons nominated by them for appointment as Enumerators.

3. Enumerators' Agreement.—After examination and approval by the Registrar-General, one of the duplicate Lists of Enumerators will be returned to the Registrars, and on receipt of it the Registrars must require the nominated persons to sign an Agreement to act as Enumerators, on the Form E. 2 supplied for the purpose.

4. Enumerators' Responsibility.—Registrars shall inform persons signing the Agreement to act as Enumerators that after such acceptance they are bound to act, that all Regulations and Instructions relative to the functions of Enumerators apply to them, and that any contravention thereof, or neglect or refusal to perform their prescribed duties, without reasonable cause, renders such persons liable to penalty.

5. Appointment of Enumerator in Emergency.—Should any Enumerator after nomination and approval be unable from any cause to act, the Registrar must select and appoint forthwith another person, and notify the same to the Registrar-General for his approval. If a vacancy in the staff of Enumerators should occur so near Census day as to prevent the obtaining of such approval, the Registrar must himself secure the services of a competent person to act as Enumerator, or, *if absolutely necessary*, must act himself. In terms of paragraph 7 of the Census Regulations it is open to the Registrar to requisition the services of an Inspector of Poor, or Assistant Inspector of Poor, to act as an Enumerator; but it is intended that this course should be adopted only as a last resort when all other means of obtaining an Enumerator have been exhausted. If the Registrar acts as an Enumerator himself, or if an Inspector of Poor or Assistant Inspector of Poor so acts, the Registrar or Inspector of Poor or Assistant Inspector of Poor will be entitled to remuneration as an ordinary Enumerator.

6. Supply of Documents to Enumerators.—Registrars shall supply to each Enumerator the following documents, viz.:—

- (a) **Enumerator's Instruction and Memorandum Book**, the instructions contained in which he must be enjoined to study attentively. A clear written description of the boundaries and contents of the Enumeration District must be inserted by the Re-

gistrar in the appropriate space on pages II. and III. of each Instruction and Memorandum Book. The form of Appointment of Enumerator on page 2 of the cover must also in each case be completed and signed by the Registrar.

- (b) **Enumeration Book**, bearing the number of the Enumeration District as set forth in the Plan of Division.
- (c) A sufficient supply of **Schedules**—including, where necessary, Schedules for use in the enumeration of large Establishments (including Institutions), and Schedules for the enumeration of Vessels.
- (d) **Postcard E. 3**, for reporting to the Registrar the completion of the collection of the Schedules.
- (e) **Form** of Enumerator's Claim for Allowances (B).

7. Individual Instruction of Enumerators.—It is desirable that when the Enumerators have been supplied with their Books and Forms, the Registrar should interview each of them, in order to ascertain that each clearly understands the exact boundaries and contents of his Enumeration District, and his duties in all other respects; and the Registrar should afford all necessary explanation and guidance with this in view.

Where an Enumeration District extends into more than one Local Sub-Division, *i.e.* into more than one Civil Parish, Ecclesiastical Parish, Parish Ward, etc., the special attention of the Enumerator must be directed to the manner in which the Enumerator's Memorandum Book and the Enumeration Book are required to be entered up in such case, so that the different Portions into which the Enumeration District is thus divided may be carefully and separately set forth therein.

8. Enumeration Books for Institutions and Large Establishments.—(a) Registrars shall supply the Chief Resident Officer, Manager, or other person in charge of each Institution or Large Establishment which has been approved by the Registrar-General as a Special Enumeration District with an Institution Enumeration Book, for the enumeration of the Special Enumeration District. Registrars may at the same time furnish such Chief Resident Officer or other person with a supply of ordinary Schedules, should they be desired, for drafting purposes, or for the purpose of collecting the particulars to be transcribed into the Enumeration Book. The use of individual Schedules for this purpose is considered advisable and convenient in the enumeration of hotels and lodging houses, but need not be limited to such establishments.

When furnishing the Chief Resident Officer or other person with the necessary Enumeration Book or Schedules, it is the duty of the Registrar to explain their use, and to answer any enquiry respecting the enumeration.

(b) Before delivering Enumeration Books to the Chief Resident Officer, etc., Registrars shall inscribe in the appropriate spaces provided therein the name of the Institution or Large Establishment, and the names of the Local Sub-Divisions in which it is situated. Registrars must also insert in the appropriate space on the last page of the Enumeration Book the total number of Windowed Rooms, and this may be done either at the time of delivery or at the time of collection, whichever is found the more convenient.

9. Persons on board Vessels, etc., in Ports.—The Officers of His Majesty's Customs will be instructed to enumerate persons on board Ships, Fishing Boats, and Vessels of all kinds (except those belonging to the Royal Navy, which will be enumerated through the Admiralty) in the Ports, Harbours, and Docks in Scotland, on Monday, 25th April, and will forward the Returns collected direct to the Registrar-General.

10. Persons in Boats, Barges, etc., on Canals. Rivers and Inland and other Waters.—The enumeration of persons in Boats, Barges, and other small craft in inland and other waters not within the limits of any Port *within the jurisdiction of His Majesty's Customs*, must be provided for by making such canals and navigable waters well-defined parts of the Enumeration Districts, and must be performed by the Enumerator of the District in which the boats lay during the night of Sunday, 24th April.

In this connection it is desirable that Registrars should consult or communicate with the local Collector of Customs as to the precise limits within which the enumeration of persons on board Vessels on Census night will be conducted by his Officers, and they should instruct their Enumerators to overtake the enumeration in respect of Vessels beyond such limits. The Officers of Canal Companies, Piermasters, and others should also be communicated with, and requested to afford any aid they can.

11. Persons passing the night of Sunday, 24th April, in Barns, Sheds, Tents, etc.—The Police have been asked to assist in the enumeration of persons who passed the night of the Census in barns, sheds, caravans, tents, etc., or in the open air; and Registrars should accordingly confer with the local police with a view to securing their active co-operation in the enumeration of all such persons.

12. "Confidential" Returns.—Registrars, upon application by persons desiring to make separate Returns in terms of paragraph 4 of the Notice on the back of the Schedule, shall supply the necessary Schedules for the purpose—to be filled up and signed and handed under cover to the head of the household, manager of the establishment, etc., for delivery to the Enumerator.

13. Registrars shall generally watch the progress of their Enumerators and render such advisory assistance as may be required.

14. Collection of Schedules—25th April.—On Monday, 25th April—the date on which the Collection of the Schedules is to be made—Registrars must so arrange their movements that Enumerators may during the entire day have access to them for the purpose of reporting any difficulties which may arise, and obtaining without delay any necessary assistance and guidance.

15. Refusal to fill up Schedule.—In the event of an Enumerator reporting to a Registrar that a prescribed person refuses to fill up a Schedule, it shall be the duty of the Registrar to call on such person and by persuasion endeavour to obtain the necessary particulars and have a Schedule filled up and completed. If the Registrar's efforts are unsuccessful he shall immediately report, by telegraph or telephone if necessary, to the Registrar-General for further instructions.

16. Report by Enumerators.—Registrars must arrange to receive on or before the morning of Wednesday, 27th April, on Postcard E. 3, a report from each Enumerator as to the completion of the collection of the Schedules in his Enumeration District. If such report be not then received in any case, or if the Enumerator reports that he has been unable to collect all his Schedules, the Registrar must at once give the matter his personal attention, and take whatever steps may be necessary to secure the expeditious completion of the collection.

17. Delivery of completed Schedules, Enumeration Books, etc., to Registrars.—Enumerators are required, on or before Monday, 2nd May, to deliver to the Registrar :—

- (a) All Schedules collected by them, unfolded, and arranged in consecutive order, and fastened together by a piece of tape or twine passed through the hole pierced in each Schedule.
- (b) All Unused Schedules.
- (c) Their Enumeration Books completed in all details.
- (d) Their Instruction and Memorandum Books.
- (e) Their Claims for Allowances.

In the case of Institutions and Large Establishments enumerated as Special Enumeration Districts, it is the duty of the Registrar, in terms of paragraph 4 (i) of the Census Regulations, personally to collect from the Chief Resident Officer, Manager, or other person responsible, the Enumeration Book applicable to each such Special District, duly completed.

18. Examination and Revision of Enumeration Books.—On receipt of these Books and Documents, it is the duty of

Registrars to thoroughly examine and revise the Enumeration Books, and in doing this careful regard should be had to the following points—to which, however, the scrutiny must not be restricted :—

- (a) To see that the handwriting in each Enumeration Book is clear and legible.
- (b) That the names of the various Local Sub-Divisions are carefully and correctly entered in the appropriate compartments at the top of each page; and also that the population pertaining to all such Local Sub-Divisions is clearly indicated in the Enumeration Book in accordance with the Instructions prescribed therein.
- (c) That the lines for the purpose of distinguishing Houses and Holdings are correctly drawn as instructed in the Enumeration Book and indicated in the printed Examples prefixed thereto; that Housing figures are accurately entered; and that where Houses are divided into Holdings, the total number of Rooms and of Persons in the entire House and in the Holdings thereof in each case agree.
- (d) That Column 14 is filled up in every case in which a person is returned as born outwith the United Kingdom.
- (e) That in Columns 16, 17, and 18 the particulars respecting "Occupation and Employment" have been properly filled up in accordance with the relative Instructions.
- (f) That in Column 19 the Sex of Insured Persons is correctly entered as instructed in the Enumeration Book.
- (g) That the Totals of Schedules, etc., at the foot of each page are correct, and that the Summaries prefixed to the Enumeration Book have been accurately made up and completed.
- (h) That all the particulars ascertained respecting Houseless Persons are duly entered in the Enumeration Book.

The same process of examination must be pursued, as far as circumstances admit, with respect to the Enumeration Books collected from Institutions and Large Establishments.

19. Statutory Declaration by Enumerators.—Every Enumerator is to be required to make a Statutory Declaration to the effect that the Returns furnished by him are correct,

and that they have been truly and faithfully made in accordance with the prescribed Instructions to Enumerators. In pursuance of paragraphs 4 (g) and 10 of the Census Regulations, the Registrar is required to take a Declaration from each Enumerator accordingly. The form is provided on the last page of the Enumeration Book. The Declaration, which is exempt from stamp duty, should be made before the Registrar, when the Enumerator delivers to him the Schedules and other Census Documents. This Instruction does not apply in the case of a Registrar himself acting as an Enumerator. (See Instructions Nos. 1 and 5 *supra*.)

20. Registrar's Certificate.—Having completed the examination and revision of the Enumeration Books, and satisfied himself that the Instructions have been duly fulfilled by the Enumerator, and that all inaccuracies in the Book have been corrected and omissions supplied, the Registrar should sign the Certificate on the last page. In doing so, each Registrar should bear in mind that his claim to the additional bonus allowance to be awarded to Registrars at the discretion of the Registrar-General, will mainly depend on the thoroughness with which the examination and revision of the Enumeration Books have been accomplished.

21. "Registrar's Summary."—When all the Enumeration Books have been certified as indicated in the preceding Instruction, Registrars should proceed to make up the "Registrar's Summary" on the Form supplied. This should be done with the least possible delay, and after being carefully checked, the Summary should be forwarded immediately to the Registrar-General in the envelope specially provided. If the despatch of the Summary is delayed beyond Friday, 20th May, a memorandum explaining the cause of the delay should be transmitted to the Registrar-General.

22. Confidential Nature of Returns.—The special attention of Registrars is directed to the terms of paragraph 12 of the Census Regulations (*vide* p. 49 *infra*) which must be strictly observed. On no account must any of the information contained in the Census Schedules, Enumeration Books, Memorandum Books, Summaries, or other Documents, be communicated either to private individuals, to local officials, or to the Press. Should a Registrar be pressed to provide information respecting the Returns, the person making the enquiry may be referred to the Registrar-General. Registrars are also cautioned that any breach of this Instruction will render them liable to penalty under Section 8 (2) of the Census Act, 1920. It will also be taken into consideration in the subsequent allocation of the bonus to Registrars which has been authorised.

23. Claims for Allowances.—Registrars should obtain from each Enumerator, on the proper printed Form, his Claim for the Allowances to which he is entitled according to the authorised scale. This instruction applies also with regard to Claims in respect of certain Institutions and Large Establishments made in accordance with a scale to be prescribed (*see* page 21). In accordance with paragraph 4 (m) of the Census Regulations, it is the duty of Registrars to examine and certify the Enumerators' Claims, and special instructions will, in due course, be issued respecting their verification and settlement.

Registrars should also prepare their own Claims for Allowances on the appropriate Form (A).

24. Transmission of Schedules, Books and Documents to the Registrar-General.—After the revision and certification of the Enumeration Books in the manner prescribed, the following should be forwarded direct to the Registrar-General, Census Office, New Register House, Edinburgh, viz. :—

(a) **Registrar's Summary :** To be posted with the least possible delay, and not later than 20th May, in the special envelope provided: *See* Instruction No. 21.

(b) **Schedules :** All completed Schedules—unfolded and arranged in Enumeration District order.

In the smaller insular and rural Registration Districts, the Schedules may be forwarded by parcel post, in the envelopes provided for the purpose in such cases. Any **Shipping Schedules** used in enumerating persons on boats, etc., in inland waters should also be forwarded by post, in a separate packet, to the Census Office.

In all other cases the Schedules should be forwarded by rail (per passenger train), carrier, parcel delivery company, or by any other less expensive method compatible with safety and prompt delivery. The packets or parcels—marked "*Schedules*," and having the name of the Registration District written thereon—should be addressed as above; and the cost of transmission should be prepaid and included in the Registrar's Claim for incidental expenses, on Form A.

(c) **Unused Schedules.**—These should also be transmitted to the Census Office in a separate packet, by post or by rail (per Goods train) according to quantity. The packets should be marked "*Unused Schedules*"—with the name of the Registration District added.

- (d) **All Enumeration Books** pertaining to the Registration District (including those for Public Institutions and Large Establishments, if any) arranged in numerical order; and all Enumerators' **Instruction and Memorandum Books** similarly arranged. These should be forwarded by rail (passenger train) addressed as in the case of the Schedules; and the cost of carriage should be pre-paid as indicated in (b).
- (e) The **Plan of Division** of the Registration District. This should be posted separately to the Census Office, in the special envelope provided for the purpose.

Table of Allowances.

To be made to Registrars and Enumerators employed in the execution of the Act and relative Regulations and Instructions issued thereunder for the taking of the Census of Scotland, 1921.

Sanctioned by the Lords Commissioners of His Majesty's Treasury.

REGISTRAR.

For duly performing all his duties in taking the Census:—

	£ s. d.
A Fixed Fee of	6 0 0

And an additional Fee at the rate of *Four Shillings and Sixpence* for every 100 persons properly enumerated, counting from zero up to 3000, and at the rate of *Two Shillings* for every 100 persons properly enumerated above 3000.

And an additional Bonus not exceeding *Sixpence* per 100, counting from zero, may be conferred, at the sole discretion of the Registrar-General in those cases where the Registrar has by attention in the arrangement of Enumeration Districts, by care in the selection and supervision of Enumerators, and by accuracy in revision of their work, facilitated the compilation of the Census Returns at the Central Office.

[Proportional parts of 100 will be paid for at the same rates in each case.]

[The payment of the Bonus will be deferred until the tabulation at the Census Office has sufficiently advanced to afford a test of the general character of each Registrar's work.]

ENUMERATOR.

For delivering and collecting the Schedules, copying the Schedules correctly into the Enumeration Book, and duly performing his other duties in taking the Census:—

	£ s. d.
A Fixed Fee of	2 0 0

And an additional Fee at the rate of *Eight Shillings* for every 100 Persons duly enumerated over and above the first 200 in his District.

[A proportional fraction of 8s. to be paid for each part of 100 over and above 200.]

And an additional Allowance of *One Shilling* for every mile above five miles necessarily traversed by the Enumerator within his District in visiting every house for the purpose of *delivering* the Schedules; and a further sum of *One Shilling* for every mile above five miles necessarily traversed by him within his District in *collecting* the said Schedules.

[In reckoning the Mileage, only the number of miles above five necessarily traversed within the Enumeration District must be taken into account. No charge will be allowed for any fractional part of a mile.]

"SPECIAL ENUMERATION DISTRICTS."

Allowances to Enumerators.—This matter will be dealt with in a special Instruction which will be issued shortly.

J. C. DUNLOP,
Registrar-General.

CENSUS OFFICE,
NEW REGISTER HOUSE, EDINBURGH.
14th February 1921.

INSTRUCTIONS TO ENUMERATORS.

(As contained in the Enumerator's Instruction and Memorandum Book.)

1. The Books, Forms and Schedules to be supplied to an Enumerator by the Registrar are as follows :—

- (a) An Instruction and Memorandum Book, including Form of Appointment.
 - (b) An Enumeration Book.
 - (c) Postcard (E. 3) on which to report to the Registrar when all the Schedules have been collected.
 - (d) Form on which the claim for payment of Enumerator's fees must be made.
 - (e) A supply of Schedules (A).
- If necessary, the Enumerator will also receive supplies of—
- (f) Large Schedules (A) for use of families and establishments exceeding 10 persons. These Schedules are of a size suitable for enumerating up to 30 persons.
 - (g) Schedules (B) for Institutions and Large Establishments. These Schedules are in two sizes with spaces for 50 names and 110 names respectively.
 - (h) Schedules (D) for Vessels, &c.

2. Personal Responsibility.—An Enumerator after signing an Agreement to act as such is responsible, under the direction and control of the Registrar, for the performance of all the duties in person, and is liable to a Fine not exceeding Ten Pounds for any neglect or refusal to perform those duties.

DUTIES BEFORE SATURDAY, 16th APRIL.

3. Study of Instruction and Memorandum Book, Enumeration Book and Schedules.—The first duty of an Enumerator is to read carefully the instructions in this Book, in the Enumeration Book and on the Schedules, and to consult the Registrar if any point is not quite clear. The Enumerator should also carefully study all examples on the Schedules and acquaint himself with the manner in which the several Columns should be filled up, in order that he may be competent to answer questions put to him by householders, and to revise the Schedules when collected.

Attention is directed to the following points :—

The Schedule **must include** :—

- (a) Every person who passes the night of Sunday, 24th April, in the dwelling, and is alive at midnight.
- (b) Any person who, although not in the dwelling during the Census night, arrived on the morning of Monday, 25th April, and had not been enumerated elsewhere. For example, Policemen, Railwaymen, Watchmen, and others on night duty, and persons travelling on the Census night, must be included in the Schedule for the dwelling to which they return, or at which they arrive, on the Monday morning.

The Schedule **must not include** :—

- (a) Any person who had died before midnight on the Census night.
- (b) Any child born after midnight on the Census night.
- (c) Any resident who was absent on the Census night and did not return in the morning.
- (d) Any person who had been enumerated elsewhere.

4. Boundaries and Contents of Enumeration District.—The Enumerator must acquaint himself thoroughly with the boundaries and contents of his District, as set out on pages II. and III. of this Book, and make certain that he knows exactly the area for which he is responsible. If in any doubt or difficulty in the matter, he should refer to the Registrar. In the larger Burghs it is advisable for the Enumerator to go over the ground before beginning to deliver the Schedules so as to familiarise himself with the District.

Should a District extend into more than one local subdivision, as, for instance, into more than one civil parish, or into more than one ecclesiastical parish, or be partly in one parish ward and partly in another, or be partly within a Special Lighting District and partly outwith it (see pages II. to IV.), the Enumerator should ascertain from the Registrar precisely what houses are included in each local subdivision.

5. Preparation of Schedules.—The Enumerator shall enter on the back of each Schedule, in the space provided for the purpose, the Official Number of the Registration District, and of the Enumeration District. This duty must be completed before he commences to deliver the Schedules. (For these Numbers, see cover of this Book.)

DELIVERY OF SCHEDULES.*Monday, 18th April, to Saturday, 23rd April.*

6. Route to be taken.—Care should be taken to arrange a convenient route by which every dwelling can be visited and every person within the District enumerated. Special attention to separately occupied back premises and basements is essential. If the District extends into more than one civil parish, parish ward, ecclesiastical parish, municipal ward, &c. (see pages II. to IV.), the Registrar should be consulted as to the order of delivering the Schedules.

7. Articles to be carried by an Enumerator.

- (1) This Instruction and Memorandum Book.
- (2) A supply of Schedules of each kind.
- (3) A fountain pen, indelible pencil, or pen and ink with blotting paper.
- (4) A suitable bag in which to carry the Schedules.

8. Distribution of Schedules.

- (1) An ordinary Schedule (A) with space for 10 names to be delivered to every householder, lodger, or other subtenant, unless the family—visitors, servants, and boarders included—consist of more than 10 persons.
- (2) A Large Schedule (A) with space for 30 names is to be delivered to the heads of households containing more than 10 persons other than lodgers or subtenants.
- (3) An ordinary Schedule (A) with space for 10 names is to be delivered to every *resident* caretaker of a public building, of a shop or other business premises, or of any building not in ordinary occupation as a dwelling-house.
- (4) An Institution or Large Establishment Schedule (B) containing spaces for 50 or 110 names is to be delivered to the head of an establishment containing more than 30 persons, as also to the Chief Resident Officer, Manager or Head of all Institutions, Hotels, Lodging-houses, Clubs, Military and Naval Establishments, and other establishments of a public or semi-public character, except such as are being enumerated specially by the Chief Resident Officer, Manager, &c., himself. The Registrar will notify the Enumerator of such cases, if any, within the District.
- (5) Should an Enumerator's supply of larger-sized Schedules be found insufficient, he may substitute

two or more smaller Schedules, but if in any case he does so he must ensure that such Schedules are distinctly marked and pinned together at the time of collection, and that the particulars respecting the Number of Windowed Rooms in the House are entered on the back of only one of such conjoined Schedules.

- (6) A Shipping Schedule (D) shall be delivered to the master or other person in charge of every vessel, boat, or barge, within the Enumeration District, other than vessels in any port within the jurisdiction of His Majesty's Customs. *Note.*—Boats, barges, &c., may change their position during the time of delivery, and it may be necessary for an Enumerator to make a special delivery early on the morning of Monday, 25th April.

- (7) Should a person, who would otherwise be returned in a household Schedule, be desirous of making a confidential return (see paragraph 4 of Notice on back of Schedule) but have failed to apply to a Registrar for a Schedule for that purpose, an Enumerator may supply him with a Schedule either at the time of delivery or at the time of collection.

Note.—Where a confidential return is made, the householder is required, in terms of Regulation No. 9 (see page I.), to indicate on the face of the household Schedule that such person is making a confidential return. This should be done by filling up Columns (A) and (B) only, and adding the words "Making separate Return".

9. At the time of delivery, and most particularly in the case of Hotels and Lodging-houses, attention should be directed to the fact that the Schedule must include every person who arrives on the morning of Monday, 25th April, not having been enumerated elsewhere.

10. Insufficient supply of Schedules.—If during delivery the number of Schedules furnished is found insufficient, the Enumerator must at once apply to the Registrar for a further Supply.

11. Enumeration of Houses and Holdings.—In the course of the delivery of the Schedules the Enumerator shall note in his Memorandum Book all dwelling-houses in his District, whether inhabited, uninhabited or in course of construction, and also, when a house is subdivided into holdings, the number of such holdings in each house.

For the purpose of the Census a **House is defined** as a dwelling (1) with a distinct outside entrance from a street,

lane, road, &c., or (2) with a door opening directly into a common stair or passage, and such a dwelling must, therefore, be counted as one house even although it is subdivided and occupied by more than one family or separate occupier.

For the like purpose **a Holding is defined** as an entire house, or a portion of a house, occupied by one family or by one separate occupier. When an entire house is occupied by one family the house is one holding, but when occupied by two or more families, it constitutes two or more holdings. A room, or rooms, in the occupation of a subtenant or of a lodger should be counted as a separate Holding.

Note.—A Boarder is for the purpose of the Census to be counted as a member of the family, but a Lodger is not to be so counted—the distinction for this purpose being that the former lives, and has his meals in common, with the family, while the latter does not.

12. Entries in the Memorandum Book and on Schedules at time of Delivery.—Before the delivery of a Schedule, the Enumerator shall enter the name and the address of the Head of the Family or Occupier for whom it is left, and also such other information as is required, on the back of the Schedule. At the same time the appropriate entries shall be made in the "Memorandum Book." (*See* Directions on page XII., and Examples on pages XIII. to XV.)

13. Courteous and Conciliatory Manner Essential.—It is of the utmost importance that the manner of an Enumerator should be courteous and conciliatory both when delivering and when collecting the Schedules. When delivering the Schedules it is the duty of the Enumerator to give any explanation that may be asked for, and to request that each Schedule may be ready with the answers written in the proper columns early on the morning of Monday, 25th April.

COLLECTION OF SCHEDULES.

Monday, 25th April.

14. Articles to be carried by an Enumerator.

- (1) This Instruction and Memorandum Book.
- (2) A supply of Schedules.
- (3) A fountain pen, indelible pencil, or pen and ink with blotting paper.
- (4) A suitable bag in which to place the Schedules as collected.

15. All Schedules should be collected on Monday, 25th April.—The collection of the Schedules must begin early on the morning of Monday, 25th April. If at the end of the day any Schedules unavoidably remain uncollected, they must be collected as early as possible on Tuesday, 26th April.

16. Entries in the Memorandum Book at time of Collection.—In the course of the collection of the Schedules the "Memorandum Book" is to be used in the manner indicated in the Directions prefixed thereto. (*See* page XII.)

17. Schedules Lost, or omitted to be supplied.—Should an Enumerator find that an Occupier has not received a Schedule, or that the Schedule delivered has been lost or mislaid, he shall supply one from his reserve stock, and request the Occupier or person in charge of the premises to fill it up. If necessary, the Enumerator shall enter the particulars himself.

18. Examination of Schedules.—On collecting a Schedule it is the duty of the Enumerator to thoroughly examine it and to satisfy himself that it has been fully and correctly filled up and signed by the householder or other responsible person. This is a matter of great importance as on it the accuracy of the Census largely depends. The Enumerator must see and scrutinise any confidential return made in accordance with the instructions printed on the back of the Schedule, but shall not communicate the contents of such a return to the head of the household. (*See* also Instructions 8 (7) and 26.)

19. Incomplete or Inaccurate Information.—If the Schedule is obviously incomplete, inaccurate, or illegible, the Enumerator must ask such questions as will enable him to complete or correct it. When making corrections a line should be drawn through the erroneous entry and the correction written legibly. No erasures must be made. The Enumerator must not omit to take an account of persons because he cannot get *all* the information required respecting them. If, for example, he can learn no more than that a person had slept in the house, on the night of 24th April, who had since gone away and whose name was unknown, he must not fail to enter such a person in the Schedule of the house, or in a separate Schedule, stating the *sex*, the *probable age*, and other particulars if ascertained, and writing "Not Known," or "N. K.," where the name and other unascertained particulars should be.

20. When examining the Schedules the Enumerator shall pay special attention to the following points, viz. :—

Column C—Ages.—The age of every person, one year old and upwards, should be entered in years and months, and those of children less than one year old in months only.

Column E—Marriage. Orphanhood.—An entry is required in this column in respect of all persons. In the case of persons fifteen years of age or over, the entry should describe their condition as to marriage; but if less than fifteen years of age the entry should state whether the parents are alive or dead. The entry "D" is intended to indicate that the marriage of the person has been dissolved by divorce, and applies equally to both of the divorced spouses irrespective of by which of them the relative Action for divorce was instituted.

Column G—Nationality.—No entry is required in this column in respect of a person born within the United Kingdom. In all other cases the entry must state whether the person is a visitor or a resident, and also if born outwith the British Empire (Dominions overseas included), whether a British subject by parentage or by naturalisation, or, if a foreign subject, the nationality.

Column H—Gaelic.—No entry in this column is required in the case of children less than three years of age, or in the case of persons unable to speak Gaelic. The Gaelic referred to is Scottish Gaelic, and no entry need be made in the case of persons able to speak Irish or Welsh Gaelic.

Column K—Occupation.—It is of importance that the occupation of every person should be fully described, and that vague terms be not used. In this connection Enumerators should carefully study the instructions printed on the back of the Schedules.

Column L—Employment.—This column has been devised to show two distinct facts, viz. the Industrial status, and the Industry to which workers are attached. It should be noticed that no answer in this column is required when no answer is required in column K, nor when the answer in that column is either "N" (no occupation), or Household Duties, or Scholar; and also that the name of the employer and the nature of the employer's business are asked for only in the case of employees. In the case of domestic servants the name and business of the employer should not be stated, but the one word "Private" entered instead. Care should be taken to see that there is no confusion between the entries made by those engaged in non-remunerative household duties and domestic servants. In the former case column L should be left blank, and in the latter the word "Private" should be entered.

Column N and O—Dependents.—Care should be taken to see that the number of children whose ages are recorded in the appropriate spaces agrees with the total recorded in column N. The number should include all children and all step-children under sixteen years of age, *whether resident in the house and named on the Schedule or not*. In the case of bachelors, spinsters, married women, and divorced women these columns should be left blank, or, if filled up in error, the figures and crosses should be cancelled by drawing the pen through them.

Number of Windowed Rooms.—The Enumerator should note that in the spaces provided on the back of the Householders' Schedules three figures are asked for: (1) the number of windowed rooms in the house; (2) the number of rooms let to lodgers or subtenants, and (3) the number of rooms in occupation by the householder along with his family, boarders, visitors and servants; while in the Schedule of a lodger or a subtenant only (3), the number of rooms in his exclusive occupation, is asked for. It is important that this be carefully attended to, as if not, there may be confusion when the Enumerator comes to transcribe the figures in the Enumeration Book. In reckoning the number of windowed rooms in houses or in holdings, kitchens are to be counted, but not rooms with borrowed lights, nor lobbies, closets, sculleries, bathrooms, nor any rooms occupied for office or other business purposes.

21. Refusal to fill up the Schedule.—Should anyone refuse to fill up the Schedule or to answer the prescribed questions the Enumerator shall read to such person Section 8, Sub-section 1 of the Census Act, printed on the back of this Book. Should the person still refuse to give the information, the Enumerator must not engage in any dispute but write in his Memorandum Book "Information Refused," and report to the Registrar as soon as possible.

22. Persons in Barns, Sheds, Caravans, Tents, etc.—The Enumerator must endeavour to enumerate any persons who may have been sleeping in barns, sheds, caravans, or tents, &c., or in the open air in his District during the Census night. Schedules should be filled up for such persons with the best particulars the Enumerator is able to obtain.

The police have been asked to assist as far as possible in the enumeration of persons who pass the night of the Census in barns, sheds, &c., or in the open air, and the Enumerator should accordingly place himself in communication with the local officers with a view to securing their active co-operation in the enumeration of all such persons.

23. Shipping Population.—If instructed by the Registrar

to enumerate persons on board vessels of any kind, the Enumerator must be careful to include every such vessel that may be within his District on the morning of 25th April, even though it was not within the District when the Schedules were delivered. (See Instruction 8 (6) above.)

24. Contents of Schedules Strictly Confidential.—Special attention is directed to Regulation No. 12 of the Statutory Regulations (see page I. of this book) which forbids an Enumerator, under any circumstances whatsoever, to disclose to any person, other than the Registrar, the contents of any Schedule, or any statistical, or other information acquired by him in the course of his Census duties. Any breach of this instruction will render him liable to heavy penalties.

DUTIES AFTER THE ENUMERATION.

25. Report to Registrar.—When the Enumerator has collected all the Schedules in his District he shall at once fill up and dispatch to the Registrar the Postcard (E. 3) stating that he has completed the enumeration of the population in his District. This Postcard should be posted on the night of Monday, 25th April, but in any case not later than Tuesday, 26th April. If any Schedules remain uncollected on Tuesday, 26th April, the Enumerator must call on the Registrar **without delay**, and explain the circumstances and ask for further instructions.

26. Final Revision of Schedules.—After completing the enumeration, the Enumerator shall proceed to very carefully arrange and number his Schedules in accordance with the Instructions set forth on the last page of the Enumeration book. Before commencing to transcribe them into the Enumeration Book, he shall finally revise the Schedules, and if he finds that any information is defective or is obviously erroneous, it is his duty to complete or correct it. Where circumstances require it, he should revisit the house for the purpose of getting the correct information. In this revision the Enumerator should specially note whether the answers in Columns B and D are compatible.

"Confidential" Returns.—Where a member of a household or establishment, other than a lodger or sub-tenant, has made a "Confidential" Return on a separate Schedule, in terms of Paragraph 4 of the Notice on the back of the Schedule (see also Instruction No. 18), the Enumerator must place such Schedule immediately after that relating to the household or establishment in question, in order that it may be transcribed in the Enumeration Book as if the particulars had been originally

entered on the Schedule of the household or establishment. Such confidential Schedule should receive the same number as the Schedule of the household to which it belongs, with the letter (a), (b), etc., added, thus:—5 (a), 16 (a), 57 (b), etc., as the case may be; and must not be separately counted as a Schedule in the Total of Column (1) of the Enumeration Book.

27. Transcription of Schedules into Enumeration Book.—The requisite information concerning all the houses and inhabitants of the District having been obtained, the Enumerator shall legibly transcribe the particulars into the ENUMERATION BOOK in strict conformity with the instructions given therein.

28. Delivery of Schedules and Documents to the Registrar.—Having completed the Enumeration Book, including the Summaries on pages II. and III., the Enumerator shall, on or before Monday, 2nd May 1921, deliver the following documents to the Registrar:—

- (a) All the Schedules unfolded and arranged in order from No. 1 to the last as entered in the Enumeration Book, fastened together with a piece of tape or twine passed through the hole pierced in each Schedule.
- (b) All the unused Schedules in a separate parcel.
- (c) The Enumeration Book.
- (d) The Instruction and Memorandum Book.
- (e) A claim for payment of Enumerator's Fees (Form B).

29. Statutory Declaration.—In pursuance of the Census Regulations (see Regulation No. 10) the Enumerator is required to make a Statutory Declaration before the Registrar to the effect that the returns furnished by him are correct, and that they have been truly and faithfully taken in accordance with instructions. The Form of Declaration is given on the last page of the Enumeration Book.

30. Certification of Enumeration Book and Claim.—It is the duty of the Registrar to examine the Enumeration Book and other returns, and, after satisfying himself that they are in all respects accurate and complete, to certify them accordingly in the form prescribed at the end of the Enumeration Book. Similarly it is the duty of the Registrar to examine and certify the Enumerator's Claim for Payment, and such Certificates, subject to homologation by the Registrar-General, shall entitle the Enumerator to payment for his services according to the scale authorised by the Lords Commissioners of H.M. Treasury, as follows:—

Scale of Fees Payable to Enumerator for Delivering and Collecting the Schedules, Copying the Schedules correctly into the Enumeration Book, and duly performing his other Duties in taking the Census:—

	£	s.	d.
A fixed Fee of	2	0	0

An additional Fee at the rate of *Eight Shillings* for every 100 persons duly enumerated over and above the first 200 in Enumeration District.

[A proportional fraction of 8s. to be paid for each part of 100 over and above 200.]

An additional Allowance of *One Shilling* for every mile above five miles necessarily traversed in visiting every house within the Enumeration District, for the purpose of *delivering* the Schedules; and a further sum of *One Shilling* for every mile above five miles necessarily traversed by him within his District in *collecting* the said Schedules.

[In reckoning the Mileage, only the number of miles above five necessarily traversed within the Enumeration District must be taken into account; the distance traversed by the Enumerator in going to the Enumeration District and coming from the Enumeration District to his own home, must therefore, not be included in either calculation. No charge will be allowed for any fractional part of a mile.]

CENSUS OFFICE,
NEW REGISTER HOUSE, EDINBURGH,
14th February 1921.

J. C. DUNLOP,
Registrar-General.

ARRANGEMENT OF SECTIONS.

A.D. 1920.

Section.

1. Power to direct taking of census.
2. Duty of Registrar-General to carry out census, and provision for expenses.
3. Regulations with respect to proceedings for taking census.
4. Preparation of reports and abstracts.
5. Preparation of statistics in respect of periods between one census and another.
6. Provision with respect to local census.
7. Expenses of local authorities.
8. Penalties.
9. Application to Scotland.
10. Short title and extent.

SCHEDULE.



CHAPTER 41.

An Act to make provision for the taking from time to time A.D. 1920. of a Census for Great Britain or any area therein and for otherwise obtaining Statistical Information with respect to the Population of Great Britain. [16th August 1920.]

BE it enacted by the King's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows :—

1. (1) Subject to the provisions of this Act, it shall be lawful for His Majesty by Order in Council from time to time to direct that a census shall be taken for Great Britain, or for any part of Great Britain, and any Order under this section may prescribe—

- (a) the date on which the census is to be taken ; and
- (b) the persons by whom and with respect to whom the returns for the purpose of the census are to be made ; and
- (c) the particulars to be stated in the returns :

Provided that—

- (i) an Order shall not be made under this section so as to require a census to be taken in any part of Great Britain in any year unless at the commencement of that year at least five years have elapsed since the commencement of the year in which a census was last taken in that part of Great Britain ; and
- (ii) no particulars shall be required to be stated other than particulars with respect to such matters as are mentioned in the Schedule to this Act.

(2) Before any Order in Council is made under this section, a draft thereof shall be laid before each House of Parliament for a period of not less than twenty days on which that House has sat, and, if either House before the expiration of that period presents an address to His Majesty against the draft or any part thereof, no further proceedings shall be taken thereon,

A.D. 1920. 6. (1) If an application is made to the Minister of Health by a local authority to which this section applies asking that a census may be taken for the whole or any part of the area of the authority, or for an area consisting of the whole or any part of that area and of the whole or any part of an adjoining area, the Minister may, if he thinks fit, submit the application to His Majesty, and His Majesty may by Order in Council, if it appears to His Majesty expedient so to do for the purpose of facilitating the due performance by the local authority of its statutory duties, direct that a census shall be taken for the area specified in the application, or for any part of that area.

Provision with respect to local census.

(2) The provisions of this Act with respect to the taking of a census for Great Britain (other than the provision with respect to the interval between one census and another) shall, subject to such exceptions, modifications and adaptations as may be specified in the Order, apply to the taking of a census under this section.

(3) The local authorities to which this section applies are the common council of the City of London, metropolitan borough councils, the councils of counties, the councils of boroughs, and urban district councils:

Provided that, without prejudice to the power of any other authority being a local authority to which this section applies to make an application under this section, an application may be made by the council of a county and an order may be made under this section with respect to the whole of the area of the council, including the areas of any authorities which are local authorities for the purposes of this section.

Expenses of local authorities.

7. Any expenses incurred in connection with the taking of a census under this Act in pursuance of an application made by a local authority, including the publication of any reports or returns relating to the census, shall be paid by the local authority by which the application for the census was made, and any expenses so incurred, and any other expenses incurred by a local authority under this Act, shall be defrayed in the case of the common council of the City of London and a metropolitan borough out of the general rate, in the case of a county council as expenses for general county purposes, and in the case of other councils as expenses incurred in the administration of the Public Health Acts, 1875 to 1908.

Penalties.

8.—(1) If any person—

- (a) refuses or neglects to comply with or acts in contravention of any of the provisions of this Act or any Order in Council or regulations made under this Act; or

- (b) being a person required under this Act to make a statutory declaration with respect to the performance of his duties, makes a false declaration; or
- (c) being a person required by any Order in Council or regulations made under this Act to make, sign, or deliver any document, makes, signs, or delivers, or causes to be made, signed, or delivered a false document; or
- (d) being a person required in pursuance of any such Order in Council or regulations to answer any question, refuses to answer or gives a false answer to that question;

he shall for each offence be liable on summary conviction to a fine not exceeding ten pounds.

(2) If any person—

- (a) being a person employed in taking a census, without lawful authority publishes or communicates to any person otherwise than in the ordinary course of such employment any information acquired by him in the course of his employment; or
- (b) having possession of any information which to his knowledge has been disclosed in contravention of this Act, publishes or communicates that information to any other person;

he shall be guilty of a misdemeanour, and shall on conviction be liable to imprisonment with or without hard labour for a term not exceeding two years or to a fine, or to both such imprisonment and fine.

9. In the application of this Act to Scotland—

Application to Scotland.

- (1) The Secretary of Scotland shall be substituted for the Minister of Health and the Registrar-General for Scotland shall be substituted for the Registrar-General;
- (2) The local authorities to which the section of this Act relating to the taking of a local census applies shall be the councils of counties and burghs, and any expenses incurred by such councils under this Act shall be defrayed in the case of a county council out of the general purposes rate, and in the case of a town council out of the burgh general improvement assessment or any other assessment leviable in equal proportions on owners and occupiers, provided that the ratepayers of a police burgh shall not be assessed by the county council for any such expenses;

A.D. 1920.

(3) Sheriffs, sheriff clerks, chief magistrates, county clerks, town clerks, inspectors of poor, and assistant inspectors of poor, shall, in connection with the taking of a census, perform such duties as may be prescribed by regulations made under this Act.

Short title and
extent.

10.—(1) This Act may be cited as the Census Act 1920.

2. This Act shall not extend to Ireland.

Section 1.

SCHEDULE.

MATTERS IN RESPECT OF WHICH PARTICULARS MAY BE REQUIRED.

1. Names, sex, age.
2. Occupation, profession, trade or employment.
3. Nationality, birthplace, race, language.
4. Place of abode and character of dwelling.
5. Condition as to marriage, relation to head of family, issue born in marriage.
6. Any other matters with respect to which it is desirable to obtain statistical information with a view to ascertaining the social or civil condition of the population.

STATUTORY RULES AND ORDERS, 1920, No. 2440.

CENSUS. Great Britain.

THE CENSUS ORDER, 1920.

At the Court at Buckingham Palace, the 21st day of
December 1920.

PRESENT,

The King's Most Excellent Majesty in Council.

Whereas by sub-section (1) of Section one of the Census Act, 1920, (a) it is provided that His Majesty may by Order in Council from time to time direct that a Census shall be taken for Great Britain, and any Order so made may prescribe the date of such Census, the persons by whom and in respect to whom the returns for the purpose of such Census are to be made and the particulars to be stated in the returns, subject in the case of the particulars aforesaid to the provisions of sub-section (2) of the said Section :

Now, therefore, His Majesty, by and with the advice of His Privy Council, in pursuance of sub-section (1) of Section one of the Census Act, 1920, and of all other powers enabling Him in that behalf, is pleased to order, and it is hereby ordered as follows :—

1.—(1) This Order may be cited as the Census Order, 1920.

(2) The Interpretation Act, 1889, (b) applies to the interpretation of this Order as it applies to the interpretation of an Act of Parliament.

2. A Census shall be taken on the 24th day of April 1921 (hereinafter called "the Census day"), in respect of all persons in Great Britain who are alive at midnight on that day.

3. The returns for the purpose of the Census shall be made with respect to the classes of persons mentioned in the first column of the First Schedule to this Order by the persons specified opposite each such class in the second column of that Schedule :

Provided nevertheless that any person claiming in the prescribed manner to make a confidential return shall, subject to the prescribed conditions, be deemed to be the person by whom the return is to be made with respect to himself.

4. The returns shall state—

- (a) in the case of all persons with respect to whom returns are to be made in England and Wales, the particulars specified in Part I. of the Second Schedule to this Order ;
- (b) in the case of all persons with respect to whom returns are to be made in Scotland, the particulars specified in Part II. of that Schedule ; and
- (c) in the case of all persons with respect to whom returns are to be made in Wales (including Monmouth), the additional particulars specified in Part III. of that Schedule.

Almeric FitzRoy.

FIRST SCHEDULE.

Persons with respect to whom Returns are to be made.

Persons by whom Returns are to be made.

1. Persons present at midnight on the Census day in a dwelling, lodgings or rooms, separately occupied by any private household of which they are members, guests (including paying guests or boarders), or employees.

2. Persons present at midnight on the Census day on the premises of any hotel, club, boarding-house or common or other lodging-house.

3. Persons present at midnight on the Census day on the premises of any public or private hospital, sanatorium, convalescent or nursing home, work-house, poorhouse, infirmary, asylum, religious or charitable community, residential school or college, or residential institution of any other kind.

4. Persons belonging to the naval, military, or air forces of the Crown, and any other persons, present at midnight on the Census day on any vessel or in any barracks, station, or other premises, under naval, military, or air force discipline.

1. The head, or person for the time being acting as the head, of the household.

2. The manager or other person for the time being in charge of the premises.

3. The chief resident officer or other person for the time being in charge of the institution.

4. The officer or other person appointed for the purpose in pursuance of arrangements made by the Admiralty, Army Council, or Air Council.

5. Persons present at midnight on the Census day on any ship, boat, barge or other vessel in any inland waters or engaged in any coast-wise or fishing voyage, or lying moored or anchored in any place.

6. Persons present at midnight on the Census day on the premises of any civil prison, lock-up or other place of detention.

7. Persons who, not having been enumerated elsewhere for the purpose of the Census, arrive at any of the places or premises above mentioned after midnight on the Census day and before the returns in respect of persons present on or in such premises or places are required to be delivered up.

8. Persons not included among any of the classes of persons above mentioned.

5. The captain, master, or other person for the time being in charge of the vessel.

6. The governor or other person for the time being in charge of the premises.

7. The person specified above as the person by whom the returns are to be made with respect to the persons present at midnight on the Census day on or in any of the premises or places above mentioned.

8. The person with respect to whom the return is to be made.

SECOND SCHEDULE.

PART I.

Particulars to be stated in the Returns made in England and Wales.

1. Full name.
2. Relation to head of family.
3. Sex.
4. Age in years and months.
5. In respect of persons aged 15 years or over, whether single, married, widowed or divorced.
6. Profession, trade, manufacture, service or other occupation, stating precise branch, and whether still engaged therein, or retired ; and if occupied in trade or manufacture, the particular kind of work done, of material worked in and of article, if any, made or dealt in.
7. Whether occupied in (a) full-time or in (b) part-time attendance at an educational institution.
8. Place of work, stating address or whether working at no regular address or at home.
9. Whether ordinarily occupied as employer, employee, or on own account.
10. If ordinarily occupied as employee, whether employed or unemployed, stating present or last employer, as the case may be, and employer's business.
11. Place of birth, stating :—
 - (a) If born in the United Kingdom, the name of the county and town or parish ;
 - (b) If born outside the United Kingdom, the name of the country and the state, province, or district ;
 - (c) Whether born at sea.
12. If not born in the United Kingdom, whether visitor or resident, and whether (a) natural born or (b) naturalized British subject, or (c) of foreign nationality, stating nationality.
13. Number of living rooms dwelt in by the persons in respect of whom particulars are included in any separate return.

*[14. *In respect of married men, widowers, and widows, the number and ages of all living children and stepchildren under 16 years of age.*

15. *In respect of persons under 15 years of age, whether both parents alive, mother dead, father dead, or both parents dead.*]

PART II.

Particulars to be stated in the Returns made in Scotland.

1. Full name.
 2. Relation to head of family.
 3. Sex.
 4. Age in years and months.
 5. In respect of persons aged 15 years or over, whether single, married, widowed, or divorced.
 6. Profession, trade, manufacture, service, or other occupation, stating precise branch and whether still engaged therein or retired; and if occupied in trade or manufacture, the particular kind of work done, of material worked in, and of article, if any, made or dealt in.
 7. Whether ordinarily occupied as employer, employee, or on own account.
 8. If ordinarily occupied as employee, whether employed or unemployed, stating present or last employer, as the case may be, and employer's business.
 9. Place of birth, stating:—
 - (a) If born in the United Kingdom, the name of the county and town or parish;
 - (b) If born outside the United Kingdom, the name of the country and state, province, or district;
 - (c) Whether born at sea.
 10. If not born in the United Kingdom, whether visitor or resident and whether (a) natural born, or (b) naturalized British Subject, or (c) of foreign nationality, stating nationality.
 11. Number of living rooms dwelt in by the persons in respect of whom particulars are included in any separate return.
 12. In respect of persons aged three years or over, whether speaking Gaelic only or speaking both Gaelic and English.
- *[13. *In respect of married men, widowers, and widows, the number and ages of all living children and stepchildren under 16 years of age.*
14. *In respect of persons under 15 years of age, whether both parents alive, mother dead, father dead, or both parents dead.*
15. *Whether entitled to medical benefit under the National Insurance (Health) Acts.*]

PART III.

Additional particulars to be stated in Returns made in Wales (including Monmouth).

1. In respect of persons aged three years or over, whether able to speak English only, Welsh only, or both.

*Note.—In accordance with subsection (2) of Section one of the Census Act, 1920, no Order in Council can be made requiring the particulars enclosed in brackets to be stated in the Census returns, unless both Houses of Parliament by resolution have approved their inclusion.

SCOTTISH CENSUS REGULATIONS, 1920.

REGULATIONS, DATED 21ST DECEMBER 1920, MADE BY THE SECRETARY FOR SCOTLAND UNDER SECTION 3 (1) AS READ WITH SECTION 9 OF THE CENSUS ACT, 1920 (10 & 11 GEO. V., C. 41), FOR THE PURPOSE OF ENABLING THE CENSUS ORDER, 1920, TO BE CARRIED INTO EFFECT IN SCOTLAND.

I, the Right Honourable Robert Munro, K.C., M.P., His Majesty's Secretary for Scotland, in pursuance of the powers conferred on me by Sub-section (1) of Section 3 as read with Section 9 of the Census Act, 1920, and of all other powers enabling me in that behalf, do hereby make the following Regulations:—

1. (1) These Regulations may be cited as the Scottish Census Regulations, 1920.

(2) In these Regulations, unless the context otherwise requires—

“Registrar-General” means the Registrar-General for Scotland.

“Registrar” means a Registrar of Births, Deaths, and Marriages and includes an Interim Registrar.

“Special Enumeration District” means an institution or other large establishment approved by the Registrar-General for separate enumeration.

(3) The Interpretation Act, 1889, applies to the interpretation of these Regulations as it applies to an Act of Parliament.

2. It shall be the duty of a Registrar if so required by the Registrar-General—

(a) To prepare and submit for the approval of the Registrar-General a scheme for the division of his Registration District into Enumeration Districts.

(b) To appoint, subject to the approval of the Registrar-General, competent persons to act as enumerators in such Enumeration Districts and to instruct such enumerators as to their duties.

3. (1) The Schedules to be used in the taking of the Census shall be in the forms set forth in the Appendices to these Regulations or in forms substantially to the like effect, viz.:—

Appendix A. (Householder's Schedule.)

Appendix B. (Public institution and large establishment Schedule.)

Appendix C. (Schedule for H.M. Ships.)
 Appendix D. (Schedule for other vessels.)

(2) Any person responsible for entering the prescribed particulars on a Schedule shall comply with the instructions shown on the Schedule.

4. It shall be the duty of a Registrar—

- (a) To prepare and submit to the Registrar-General a list of all public institutions and other large establishments within the Registration District in accordance with the Registrar-General's directions.
- (b) To prepare and submit to the Registrar-General a list of the principal employers of labour within the Registration District in accordance with the Registrar-General's directions.
- (c) To instruct the chief resident officer, manager or other person in charge of each Special Enumeration District, as to his duties.
- (d) To furnish each enumerator timeously with a sufficient number of Schedules, Enumeration Books, Memorandum Books and such other forms and books as may be necessary for the purpose of the Census enumeration.
- (e) To make arrangements for the enumeration of persons on boats, barges, and other small craft in waters within his Registration District but outwith the limit of any port within the jurisdiction of H.M. Customs and Excise.
- (f) To make arrangements for the enumeration of all persons within his Registration District not dwelling in houses but passing the night in barns, sheds, caravans, and tents, or in the open air.
- (g) To take, if the Registrar-General so requires, a statutory declaration from each enumerator in respect of the due and faithful performance of his duties.
- (h) To receive and examine the completed Schedules, Enumeration Books and Memorandum Books delivered to him by the enumerators after the Census Day.
- (i) To collect personally the Enumeration Books completed in accordance with the Registrar-General's instructions from the chief resident officer, manager, or other person responsible in respect of each Special Enumeration District.
- (j) To certify the Enumeration Books as complete and correct.

- (k) To prepare a summary in accordance with the Registrar-General's instructions of the enumeration applicable to his entire Registration District.
- (l) To transmit to the Registrar-General all Schedules, Enumeration Books, Memorandum Books and other returns pertaining to the Registration District.
- (m) To examine and certify the enumerators' claims for remuneration.
- (n) Failing any other enumerator for any Enumeration District himself to act as enumerator for such District.

5. It shall be the duty of an enumerator—

- (a) To deliver a Schedule to every householder or separate occupier (including every lodger or sub-tenant occupying a separate portion of a house) within the Enumeration District.
- (b) To give such explanations as may be reasonably required to householders and separate occupiers as to the method in which the Schedule should be filled up.
- (c) To fill up the spaces on the Schedule which are headed "to be filled up by the enumerator."
- (d) To collect the Schedules punctually from all householders and separate occupiers, to examine each Schedule and satisfy himself that the particulars are properly and sufficiently entered, to make all such enquiries as are reasonably necessary for that purpose and himself to make such corrections as appear to him, on enquiry, to be necessary.
- (e) If necessary, owing to the unsatisfactory nature of the entries, to fill up in the presence of the householder or separate occupier or his representative a fresh Schedule to be substituted for the original.
- (f) To transcribe the particulars contained in the Schedules into the Enumeration Book furnished by the Registrar.
- (g) To complete the Memorandum Book in accordance with the Registrar-General's instructions.
- (h) To summarise the particulars included in the Enumeration Book in accordance with the Registrar-General's instructions.
- (i) To deliver punctually to the Registrar the completed Schedules and the completed Enumeration Book and Memorandum Book applicable to his Enumeration District.

6. Officers in charge of barracks, stations, or other premises under naval, military, or air force discipline, chief resident officers or other persons in charge of public or charitable institutions, masters or other persons in charge of vessels and managers or other persons in charge of hotels, clubs, boarding-houses, lodging-houses, or similar establishments shall make returns with respect to the persons to be enumerated on appropriate Schedules, or, if the Registrar-General so directs, in special Enumeration Books substantially to the like effect.

7. Subject to any instructions or directions by the Registrar-General, it shall be the duty of an Inspector of Poor or Assistant Inspector of Poor, if called upon by a Registrar, to act as enumerator within any Enumeration District or Districts.

8. All persons shall give all necessary information to the persons responsible for making returns with respect to them and to any Registrar or enumerator who is responsible for examining, completing or correcting such returns or for entering any particulars on the Schedules.

Provided that no person shall use, publish or communicate any information so given otherwise than in accordance with the Census Act and these Regulations.

9. Any person who objects to give information to the head of a household or other person responsible for the entering of the prescribed particulars on the Schedule may obtain a separate Schedule from any Registrar and may make a confidential return by filling in the necessary particulars thereon and handing it under cover to the head of the household or other person responsible for the filling up of the Schedule pertaining to the household, vessel, institution, establishment, or other premises for delivery to the enumerator or the Registrar as the case may be. In such a case the householder or other person responsible shall indicate on the face of the Schedule filled up by him that such person is, in terms of this Regulation, making a confidential return.

10. The Registrar-General may, if he thinks fit, require a Registrar or enumerator to make a statutory declaration that such Registrar or enumerator has duly and faithfully performed the duties imposed on him by these Regulations. In such event, the Registrar shall have authority to take such declaration from the enumerators acting within his Registration District.

11. Registrars, enumerators, and other persons employed for the purposes of the Census shall comply with such instructions or directions as may be given by the Registrar-General for the purpose of securing the proper taking of the Census.

12. Registrars, enumerators, and all other persons employed for the purposes of the Census shall treat all information collected in the course of their duties as being strictly confidential and shall not without lawful authority exhibit or permit the exhibition of any of the Schedules, Enumeration Books, Memorandum Books, summaries, or other documents to any other person or give any information to any other person regarding the contents of such Schedules, books, summaries or other documents.

Given under my hand and seal at Whitehall, this Twenty-first day of December 1920.

(L.S.)

Robert Munro,

His Majesty's Secretary for Scotland

INDEX

TO

INSTRUCTIONS.

	PAGE
AIR FORCE ESTABLISHMENTS—Enumeration of	9, 24, 42, 48
ALLOWANCES :—	
Claims for	19, 31
Table of, to Registrars	20
to Enumerators.	21, 32
To Enumerators of Special Enumeration Districts	19, 21
APPOINTMENT of Enumerator	12
BARGES, &c., in Inland Waters—Persons on Board, how to be enumerated.	10, 15, 25, 29
BARRACKS—Enumeration of persons in.	9, 14, 24, 42, 48
BOARDERS, how to be enumerated	24, 26
BOUNDARIES of local Sub-divisions to form basis of Plan of Division	6
BOUNDARIES of Enumeration Districts—To be fully described, &c.	8
BURGHs. (See "LOCAL SUB-DIVISIONS.")	
CANALS, BOATS, BARGES in Inland Waters	10, 15, 25, 29
CARAVANS, TENTS, &c., persons in	15, 29
CENSUS ACT (10 & 11 Geo. V., cap. 41)	33
CENSUS DAY, 24th April	41
CENSUS ORDER, 1920	41
CIVIL PARISH—Boundaries of	7
CLAIMS FOR ALLOWANCES. (See "ALLOWANCES.")	
CLERGYMEN and PROFESSIONAL MEN to be invited to act as Enumerators	12
COMMON LODGING-HOUSES	5, 9, 14, 24
CONFIDENTIAL NATURE of Schedules and Returns	18, 30, 48, 49
CONFIDENTIAL RETURNS by individuals—How to be made	15, 25, 30
CUSTOMS, ENUMERATION BY OFFICERS OF. (See "SHIPPING.")	
DATES. (See "CENSUS CALENDAR" on cover.)	
DETACHED PARTS OF PARISHES, &c., to be clearly distinguished	7
DISTRIBUTION of Schedules	24, 25
"DIVIDED" Enumeration Districts, Descriptions of Portions, &c...	9, 14, 23
DOCUMENTS :—	
To be furnished by Registrar to Enumerator before Census Date	13, 22
To be received by Registrar from Enumerator between 26th April and 2nd May	16, 31
To be forwarded to Registrar-General by Registrar before 20th May	19
ECCLESIASTICAL PARISH—Boundaries of	7, 10
EMPLOYERS, List of Principal—To be prepared and submitted by Registrar	46

ENUMERATION BOOKS :—Examination and Revision of	PAGE 16, 17
ENUMERATION DISTRICTS :—	
Formation of	6
No unnecessary changes to be made in their constitution	6
Inconveniently large or small Districts to be re-arranged	8
ENUMERATOR :—	
Appointment of—Qualifications, &c.	12
Females not ineligible	12
Form of Agreement	13
Instructions as to his Duties	14, 22
Books and Documents to be received from Registrar	13, 22
Personal Responsibility for discharge of Duties	22
Duties before Saturday, 16th April	22
Careful study of Instructions, &c., necessary	22
Persons to be enumerated	23
Boundaries and contents of District, Enumerator to familiarise himself with	23
"Divided" District—Portions to be carefully ascertained	23
Preparation of Schedules	23
Delivery of Schedules	24
Route to be taken	24
Articles to be carried on Delivery of Schedules	24
Distribution of Schedules; Schedules for Institutions and large Establishments; Shipping Schedules	24
Confidential returns—Supply of Schedules for	25
Persons arriving in dwelling on Monday, 25th April, and not enumerated elsewhere	25
Insufficient supply of Schedules	25
Houses and Holdings—Enumeration of	25
Boarder and Lodger—How distinguished	26
Memorandum Book—Use of, at time of Delivery of Schedules	26
Courteous and conciliatory manner essential	26
Collection of Schedules—Monday, 25th April	26, 27
Articles to be carried	26
Memorandum Book—Use of, at time of Collection of Schedules	27
Schedules lost or omitted to be supplied	27
Examination of Schedules—Points to be observed	27, 28
Incomplete or inaccurate information	27
Windowed Rooms—Notation of	29
Refusal to fill up Schedule	29
Persons in Barns, Sheds, Tents, &c.—How to be enumerated	29
Shipping population—Enumeration of	29
Contents of Schedules strictly confidential	30
Duties after Enumeration	30
Report to Registrar—Not later than Tuesday, 26th April	30
Final Revision and numbering of Schedules	30
"Confidential Returns"—How to be dealt with	30
Transcription of Schedules into Enumeration Book	31
Books and Documents to be delivered to Registrar on or before 2nd May	31
Statutory Declaration to be made by	31
Certification by Registrar of Enumeration Book and Claim for Allowances	31
Table of Allowances	31
EXPENSES. (See "ALLOWANCES.")	32
FAMILY. (See "HOLDING.")	
FEMALES, eligible for appointment as Enumerators	12

	PAGE
HOLDING—Definition of, for Census purposes	26
HOLDINGS—Notation of	17, 25
HOTELS—Enumeration of	9, 14, 24
HOUSE—Definition of, for Census purposes	25
HOUSES—Notation of, distinguishing those, Occupied, Unoccupied, and Building	17, 25
INLAND WATERS, Boats and Barges on	10, 15, 25, 29
INSPECTORS AND ASSISTANT INSPECTORS OF POOR, liability to serve in case of deficiency of Enumerators	13
INSTITUTIONS. (See "PUBLIC INSTITUTIONS.")	
INSTRUCTIONS :—	
To Registrars	12
To Enumerators	22
ISLANDS, INHABITED	7, 11
LIST OF ENUMERATORS	13
LOCAL SUB-DIVISIONS, Definitions of	10
LOCAL SUB-DIVISIONS, to be set out in Plans of Division	6, 9
LODGERS, how to be enumerated	24, 26
LODGING-HOUSES, Common, Persons in	5, 9, 14, 24
MAPS to be consulted in formation of Enumeration Districts	7
MILITARY ESTABLISHMENTS—Enumeration of	9, 14, 24, 42, 48
NAVY, ROYAL—Enumeration through Admiralty	10, 15
—Establishments, Barracks, &c., Enumeration of	9, 14, 24, 42, 48
PARCELS to be sent to Registrar-General by Railway, Carrier, or otherwise	19
PARISHES and PARISH WARDS. (See "LOCAL SUB-DIVISIONS.")	
PAYMENT. (See "ALLOWANCES.")	
PENALTIES for default	38
PERSONS NOT DWELLING IN HOUSES, how to be enumerated	15, 29
PLAN OF DIVISION :—	
To be prepared by Registrar	5
To be submitted to Registrar-General for examination and approval	5
To be returned to Census Office after Census is taken	20
PUBLIC INSTITUTIONS and LARGE ESTABLISHMENTS :—	
Return of, to be prepared and sent to Registrar-General	5, 9
Special Schedules for	14, 22
Enumeration of, as "Special Enumeration Districts"	14, 45, 46
QUALIFICATIONS of Enumerators	12
QUOAD SACRA PARISHES. (See "LOCAL SUB-DIVISIONS.")	
REFUSAL to fill up Schedule	16, 29
REGISTRAR :—	
General Letter to	3
Preparation of Plan of Division	5
Formation of Enumeration Districts	6
Plan of Division to be submitted to Registrar-General for examination and approval	5
Return of Institutions and Large Establishments	5, 9
Employers, List of Principal—To be prepared and submitted to Registrar-General	46
Appointment of Enumerators, Qualifications, &c.	12

	PAGE
Appointment of Enumerators—Completion of Form of Appointment	14
Females not ineligible as Enumerators	12
List of Enumerators—to be submitted to Registrar-General	13
Enumerator's Agreement—to be signed after approval of List	13
Enumerator's Responsibility	13
Appointment of Enumerator in Emergency	13
Liability of Inspector or Assistant Inspector of Poor to act .	13
Registrar, in certain circumstances, may act as Enumerator .	12, 13
Books and Forms to be supplied to Enumerators	13, 14
Individual instruction of Enumerators	14
"Divided" Enumeration Districts—special instruction to Enumerator	9, 14, 23
Institutions and Large Establishments: Supply of Books and Schedules to Chief Resident Officers, &c.	14, 48
Institutions and Large Establishments—Notation of Windowed Rooms	15
Persons on board vessels, &c., in Ports—Enumeration by Customs Officers	10, 15
Royal Navy—Enumeration through Admiralty	10, 15
Persons on Boats, Barges, &c., on Inland Waters—Enumeration of	10, 15, 25, 29
Houseless Persons—Enumeration of	15, 29
Progress of Enumerators—to be carefully observed	16
Collection of Schedules—25th April. Registrars to be available to Enumerators throughout	16
Report to be received from Enumerators on Tuesday, 26th April	16
Refusal to fill up Schedule—how to act	16
Books and Documents to be received from Enumerators on or before 2nd May	16
Institutions and Large Establishments—Duty of Registrar to collect Enumeration Books	16, 46
Examination and Revision of Enumeration Books—points to be carefully observed	16, 17
Statutory Declaration to be made by Enumerator	17, 31
To Attest by Certificate correctness of Enumeration Books .	18
"Registrar's Summary"—To be transmitted to Registrar-General at earliest possible date	18
Confidential nature of Census Returns	18, 30, 48, 49
Claims for Allowances	19
Books and Documents—Transmission to Registrar-General.	19, 20
Table of Allowances	20, 21
REGULATIONS, SCOTTISH CENSUS—made by Secretary for Scotland	45
Rooms with Windows, notation of	15, 26, 29

SCHEDULES :—

Distribution of	24, 25
Lost, or omitted to be supplied	27
Refusal to fill up	16, 29
Transmission to Registrar-General of completed Schedules .	19
Transmission to Registrar-General of unused Schedules .	19
To be treated as confidential	18, 30
SHIPPING POPULATION	10, 15, 25, 29
"SPECIAL ENUMERATION DISTRICT," Definition of, &c.	14, 45, 46
SPECIAL WATER, DRAINAGE, &c., DISTRICTS. (See "LOCAL SUB-DIVISIONS.")	
STATUTORY DECLARATION by Enumerator as to discharge of duties.	17, 31

	PAGE
SUMMARY—"Registrar's Summary," Transmission of, to Registrar-General, without delay	18
TEACHERS, to be invited to act as Enumerators	12
TRAMPS. (See "PERSONS NOT DWELLING IN HOUSES.")	
TRAVELLERS on Census Night	23, 43
UNINHABITED HOUSES, Notation of	25
VAGRANTS. (See "PERSONS NOT DWELLING IN HOUSES.")	
VESSELS :—	
Persons on board of, in Home Ports, to be enumerated by Customs Officers	10, 15
Persons on board of, of Royal Navy, to be enumerated through the Admiralty	10, 15
Schedules for	14, 22, 25
WARDS, BURGH AND PARISH. (See "LOCAL SUB-DIVISIONS.")	
WINDOWS. (See "ROOMS.")	
WOMEN—eligible for appointment as Enumerators.	12

CENSUS CALENDAR, 1921.

March 10	Thursday	Registrars to transmit Lists of proposed Enumerators to Registrar-General <i>before</i> this date. ✓
April 18	Thursday ^{MONDAY}	Enumerators to deliver their Schedules during the week beginning at this date. ✓
April 23	Saturday	Enumerators to complete the delivery of all Schedules <i>on or before</i> this date. ✓
April 24	Sunday	THE CENSUS DAY.—EVERY PERSON ALIVE IN SCOTLAND AT MIDNIGHT to be enumerated on the morrow.
APRIL 25	MONDAY	Enumerators to collect Schedules.
April 26	Tuesday	Enumerators to report collection of Schedules.
May 2	Monday	Enumerators to deliver to Registrars all their Schedules, their Enumeration Books, their Instruction and Memorandum Books, and their Claims for Allowances, <i>before</i> this date.
"	"	Registrars to procure from Chief Resident Officers or Heads of Institutions and Large Establishments, their Enumeration Books, etc., <i>before</i> this date.
May 20	Friday	Registrars to forward to the Registrar-General the "Registrar's Summary" <i>before</i> this date.
"	"	Registrars to forward to the Registrar-General all Schedules, Enumeration Books, Enumerators' Instruction and Memorandum Books, Plans of Division, Enumerators' Claims for Allowances, Registrars' Claims for Allowances, and Abstracts of Total Expenses for their Districts <i>before</i> this date, or with least possible delay thereafter.