



1940 Census

Welcome to HistoryForge!

This is your guide to transcribing records from the 1940 Census for your community into the HistoryForge database.

The 1940 census captured information for each individual including:

Name, Address, and Personal Description—house number and street (where available), sex, race, age, marital status, place of birth and citizenship.

Household data—whether they owned or rented their home, the value of their home or monthly rental payment, and if they lived on a farm.

Education—whether they attended school or college, and their highest grade of school completed.*

Residence April 1, 1935—where they lived five years earlier.*

Employment Status—their occupation, industry, and worker class. In addition to these questions, the 1940 census also attempted to ascertain specific information about their employment, such as whether they were working for a private industry, non-emergency government work, or assigned to public emergency work.* If unemployed, it sought to record how they were spending their time such as whether they were seeking work, or if they were engaged in home housework, school, or were unable to work.*

Income—their wages or salary for 1939, and whether they had another source of income.*

In addition, the 1940 census was the first census to obtain additional information from five percent of the respondents. These supplemental questions asked about:

Nativity—parent's place of birth and the mother tongue spoken in their childhood home.

Veteran-Status—whether they were a veteran or related to a veteran*, and of which war or military status.

Social Security—if they had a social security number or had deductions taken from their wages for Old-Age Insurance or Railroad Retirement.*

Usual Employment—their usual occupation and industry.*

For women—whether they had been married more than once,* their age at first marriage, and the number of children born.

*New for 1940

The following pages will provide instructions on everything from how to find your census sheet online, to how to enter, save and review records in HistoryForge.

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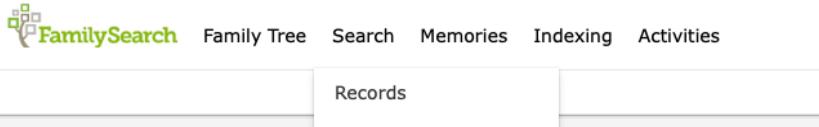
How to find your 1940 census sheet online:

Have your Enumeration District (ED), Ward, and Sheet Number ready. If you have a printed copy of the sheet, they are at the top of the census sheet.

Ward				ED, Sheet and Side			
State <u>New York</u>	Incorporated place <u>Ithaca</u>	Ward of city <u>1</u>	Unincorporated place <u>Other or unincorporated place having 500 or more inhabitants</u>	S. D. No. <u>27</u>	E. D. No. <u>55-26</u>	Sheet No. <u>1 A</u>	
County <u>Tompkins</u>	Township or other division of county	Block No. _____	Institution _____	DEPARTMENT OF COMMERCE—BUREAU OF THE CENSUS SIXTEENTH CENSUS OF THE UNITED STATES: 1940 POPULATION SCHEDULE			
				Enumerated by me on <u>May 1</u> , 1940 <u>Lawrence A. Culligan, Enumerator.</u>			

We recommend using Familysearch.org, a free genealogy website, to access your census sheet because it allows you to easily adjust the contrast and brightness of each census sheet so you can read the answers written in pencil as well as pen.

- Go to www.familysearch.org (create a free account if you don't already have one).
- Log on to Familysearch.org.
- Select the Search tab, then chose Records from the dropdown menu.



- On the bottom right of the screen enter Census, 1940 into the search field under Collection Title.

Research By Location

Click an area of the world to start researching in a specific location.

Find a Collection

Researching within a specific collection? Find it here.

Collection Title

Census, 1940

United States Census, 1940

- Select the option United States Census, 1940 from the dropdown menu.

(The following directions are based on Ithaca, New York, but can be substituted with specific directions and screenshots for any community.)

- Toward the bottom left of the screen select Browse through 3,814,151 images.



- Select New York from the list of states.

[New Mexico](#)

[New York](#)

[North Carolina](#)

- Select Tompkins from the list of counties.

[Tioga](#)

[Tompkins](#)

[Ulster](#)

- Select the Ward #.

[Ithaca City, Ithaca, Ward 1](#)

[Ithaca City, Ithaca, Ward 2](#)

[Ithaca City, Ithaca, Ward 3](#)

[Ithaca City, Ithaca, Ward 4](#)

[Ithaca City, Ithaca, Ward 5](#)

- Select the Enumeration District (ED) #.

Enumeration District

55-20 Ithaca City Ward 1 bounded by (N)
Cascadilla; (E) Park Pl, Esty, N Plain; (S) State;
(W) N Meadow; also Ithaca Children's Home

55-21 Ithaca City Ward 1 bounded by (N) city
limits; (E) city limits, ward line, N Meadow; (S)
State, Elm; (W) city limits

55-22 Ithaca City Ward 1 bounded by (N) Elm,
State; (E) S Meadow; (S) city limits; (W) city limits
limits; (W) S Meadow

(E) S Plain, Center, Six Mile Creek, S R
limits; (W) S Meadow

55-23 Ithaca City Ward 1 bounded by (N) State;

This will bring you to the first sheet in the ED. To get to your census sheet/side:

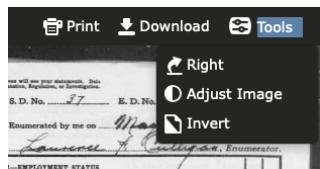
- Use the right arrow on the top left side of the screen to click forward until you see your sheet/side in the right-hand corner of the image.
OR
- Use the image box on the top left side of the screen and enter a number that likely corresponds to your sheet number (or will at least get you closer). Remember that census sheets have two sides, so if you are working on sheet 8B that usually corresponds with image 16.



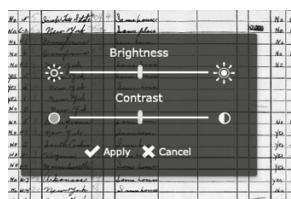
To adjust the image so you can read what's written in pencil as well as pen:

After the enumerator entered most of the records in pen, clerks used pencil to add or correct information. Often important, this information needs to be captured as well but it can be hard to read.

- Select Tools in the right corner above the image, then select Adjust Image.



- Use the sliders to adjust the Brightness and Contrast so you can read the pencil.



- Use the Zoom button on the left side of the screen to zoom in and check to see if you can read the code in Col. F toward the right side of the screen.



- Then zoom back out a little to make sure you can read everything else
- Select Apply at the bottom of the brightness/contrast window.
- View the sheet online or download it to your computer.

*If the first line on your census sheet does not start with the head of household, the street address, dwelling, and family numbers might be at the bottom of the previous page. In this case, use the arrow to the left of the image box to go to the previous page, then scroll down to the last head of household to find that information.

How to open a new data entry page on HistoryForge:

- Go to www.historyforge.net.
- Select Log In in the top right corner of the screen.

Log In The Forge Data ▾ About Contact Volunteer

- Enter your Email and Password.

Log in

Email

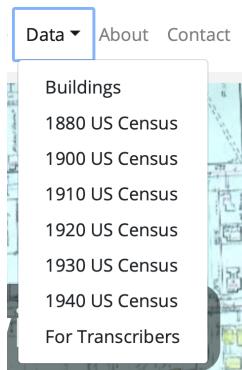
Password

Remember me

Log in

[Forgot your password?](#)

- Select Data in the top right corner of the screen, then 1940 US Census.

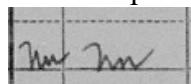


- Select Add New Record (Add New Record will only be visible if you are logged in).

CSV Map It Add New Reset

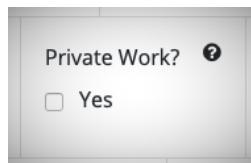
General instructions for data entry:

- For consistency, enter only what appears on the census sheet, do not enter information that does not appear on the sheet.
- Enter the information as written by the enumerator in the appropriate fields. The one exception is the Notes field.
- If you find additional or conflicting information about a person such as a different name spelling or address: In the Notes field indicate the problem, the alternative information, and the source(s) that led you to that conclusion, i.e. **Last name/Address is _____ in the 1940 city directory.**
- Enumerators used the shorthand “un” for unknown (see image below). This often looks like illegible scrawl but is important to recognize and record this answer.



Check the box for unknown where possible. In numerical fields like Age, enter 999 for unknown.

- We have employed check boxes for certain fields, check them only when the enumerator entered Yes as a response. In all other cases, leave the box unchecked.



- Pop-up help text is available for most fields on the data entry page. To access it, hover your mouse over the question mark icon to the right of the field name.

Helpful Resources:

In addition to the resources available on the Transcriber’s Corner here are a few other helpful places to check for more information:

- On HistoryForge
 - other census years
 - the maps on The Forge.
- Relevant sources from sites like www.familysearch.org.

**Please cite the sources of any additional/alternative information in the notes field.
i.e., Last name/Address is _____ in the 1940 city directory.**

Once you have your census sheet, the 1940 data entry page, and the city directory open
you’re ready to get started!

Specific data entry instructions:

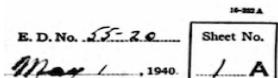
1.CENSUS SCOPE

a. Sheet/Line/Ward/Enumeration District

Sheet, Side

The Sheet or page number is in the upper right corner of the census sheet.

Each sheet has a Side A and a Side B.



Line

Each sheet has 40 lines*, they are located in the margin on the left and right side of the sheet. Side A usually contains lines 1-40 and Side B lines 41-80. Occasionally, the enumerator used the B side by mistake, crossing out the B and writing in an A. In this case the "A" side would comprise lines 41-80.

*Two lines per page are designated for supplemental questions.

SUPPL. QUEST.	13	14	15
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After transcribing each of those lines in the body of the census go to the bottom of the census sheet and transcribe the supplemental questions before moving on to the next line.

Ward

The ward is to the left of the center title "Sixteenth Census of the United States: 1940"

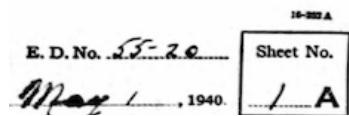
Enter the ward as a number.

Ward of city _____ Unincorporated place _____
(Name of unincorporated place having 100 or more inhabitants)

DEPARTMENT OF COM
SIXTEENTH CENSUS

Enumeration District

The Enumeration District (ED) is in the upper right corner next to the sheet number. Enter the last 2 digits only.



For example, the above would be entered as:

Ward *



1



Enum dist *



20



***Note:** If the first person on the census sheet is not the Head of household, some of the following information, like street address and household number, might be listed on the bottom of the previous

census sheet. On Familysearch.org use the back arrow before the image number on the top left side of your census sheet to go back to the previous sheet.

b. Street Address:

On the data entry page, the street address is divided into four fields: House No., Prefix, Street Name, and Suffix. This information can be found in columns 1 and 2 on the census.

For example, 106 N Tioga St would be entered as:

House No.	Prefix	Street Name	Suffix
106	N	Tioga	St

House No.

Column 2. Enter the number.

If the number includes a fraction leave a space between the number and the fraction. i.e., 102 ½.

If the number indicates rear (as in rear apartment) enter the number followed by a space and the word Rear, i.e., 313 Rear.

If the number includes a range enter as written, i.e., 102-104.

Prefix

Column 1. North, South, East, or West preceding the street name.

If North, South, East, or West precedes the street name (i.e., the N in N Tioga St), select N, S, E, or W from the dropdown menu.

***Exception:** On occasion the street name will include North, South, East or West, as in South Hill Terrace. In this case you would include South in the street address, not the prefix.

Street Name

Column 1. The name of the street itself (i.e., Tioga). The street name is written horizontally in this column.

***Note:** Street names can change at least once on the sheet. If there are multiple street names in column 1 look for a hand-drawn line separating the buildings on one street from the next.

Suffix

Column 1. Ave, Rd, St, etc., following the street name.

Select the appropriate suffix from the dropdown menu.

***Note:** Some streets share the same names but have different suffixes, entering the wrong suffix could result in the wrong address and location. If the enumerator omits the suffix, please check the city directory for the address and enter accordingly.

Apt.

Enter only when applicable. If no apartment number, leave blank.

c. Building/Locality/Household No.

Building

There is no corresponding field on the census, however, this field allows us to link the people in the census to a mapped building. Once you have entered the address in the above fields, select the building with the same address from the dropdown menu.

Building

Select a building

The dropdown menu lists the following buildings:

- ✓ Select a building
- 108 W Buffalo St
- 109 W Buffalo St
- 111 W Buffalo St
- 111 1/2 W Buffalo St
- 113 W Buffalo St
- 113 1/2 W Buffalo St
- 114 W Buffalo St
- 115 W Buffalo St

No.

If the building does not appear, check to make sure that the street name is spelled correctly and does not have a space after it, and that the prefix and suffix are correct. If the building still does not appear, check the box for Add building with address. This will add the building for this and future records.

Add building with address

Yes

Locality (where applicable)

This field is also not on the census but will allow for the inclusion of multiple locations (cities, towns, villages, etc.) in one database. If applicable, select the correct locality from the dropdown menu.

Household Number

Column 3. Enter as written.

Enumerators were asked to number the households in order of visitation.

***Note:** Household numbers are generally sequential. If it is hard to read the number check the number above and below.

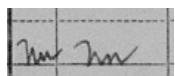
2. CENSUS RECORD

a. Household Data

Generally, for the head of household only, but in some cases the answers will be entered on another person's line. Only enter once for the household.

Home owned or rented

Column 4. Select the option that corresponds to the answer indicated. If un (unknown), see image below, chose Unknown.



Value of home or monthly payment

Column 5. Enter as written. If un (unknown), enter as 999. If blank, leave blank.

Live on a farm

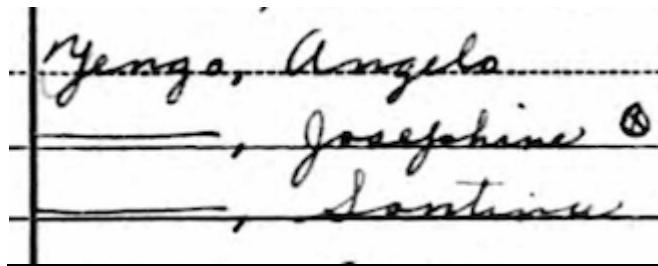
Column 6. Check the box if the response is yes, leave blank in all other cases.

***Note:** If the response is hard to read, check to see if there is a farm schedule number in Column 34. If there is a farm schedule number in that column, check the box in Column 6 for yes.

b. Name/Relation to head

Last name, First name, Middle name, Title, Suffix

Column 7. Names are listed in the following order: Last, First, Middle. If several members of a family have the same last name (see image below), the last name will be listed in the first record only and in following records it might be replaced by a line or a blank space.



*Note: If the record is in the same household as the previous record, the last name will be automatically populated after saving the previous record as in this family. If the new record contains a different last name, highlight the last name and type in the correct one.

If there is no middle name or initial leave the field blank.

Title, Suffix

Enter a title or suffix only if it is on the census sheet.

Relation to head

Column 7. Enter as written. If this field is blank enter the word Blank so you can save it.

This field indicates the relationship of each person to the Head of the household, i.e., Head, Wife, Mother, Father, Son, Daughter, Grandson, Daughter-in-Law, Aunt, Uncle, Nephew, Niece, Boarder, Lodger, Servant, etc. For the census, a household is defined as “a family or any other group of persons living together, with common housekeeping arrangements, in the same living quarters.”¹

c. Personal Description²

Sex

Column 9. Select the option that corresponds to the answer indicated.

Color or race

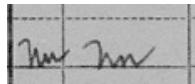
Column 10. Select the option that corresponds to the answer indicated.

¹ Sec. 420, United States, Bureau of the Census, *Instructions to Enumerators Population and Agriculture, 16th Census (1940)*, Washington: Government Printing Office, 1940, 37, accessed October 6, 2020, <https://www.census.gov/history/pdf/1940instructions.pdf>.

² The options for race and sex in the 1940 Census are defined in sections 452-457 of the *Instructions to Enumerators Population and Agriculture, 16th Census (1940)*.

Age, Age (months)

Column 11. Enter as written. If the response is un (unknown), see image below, enter 999 in the Age field.



Age (months)

Children under 1 year of age will generally be listed by their age in months, i.e., 5/12, though some enumerators entered the age in months for children over 1 as well. If the enumerator included the age in months, enter the age in years in the Age field if there is one, and the age in months in the Age (months) field.

For example, a child who is listed on the census as 1 3/12 should be entered as:

Age	?	Age (months)	?
<input type="text" value="1"/>	<input type="button" value="^"/>	<input type="text" value="3"/>	<input type="button" value="^"/>

A child who is listed on the census as 11/12 should be entered as:

Age	?	Age (months)	?
<input type="text"/>	<input type="button" value="^"/>	<input type="text" value="11"/>	<input type="button" value="^"/>

*Occasionally, for children under one year, their age will be listed as a V with a number or another letter after it.

For example: or

This had to do with the coding for those under 1 year of age.

Here is how to decipher that code to enter it in the Age (months) field:

V0=0/12 Enter 0 in the Age (months) field

V1=1/12 Enter 1 in the Age (months) field

V2=2/12 Enter 2 in the Age (months) field

This pattern continues through

V9=9/12 Enter 9 in the Age (months) field

VX=10/12 Enter 10 in the Age (months) field

VV=11/12 Enter 11 in the Age (months) field

Do not note anything in the Notes field.

Marital status

Column 12. Select the option that corresponds to the answer indicated.

*Note: M7 or M7 indicated that the spouse of the married person did not reside in the household at the time.

For example:



We will be adding M7 as an option under marital status. Until then, select M under Marital status and enter M7 in the Notes field. This will allow me to search for M7 in the Notes so I can change those records (and delete M7 from the notes) when this option becomes available.

Once there is an option for M7 under Marital status select that option.

d. Education

Attended school or college

Column 13. Check the box if the response is yes, leave blank in all other cases.

Highest grade of school completed

Column 14. Check the option that corresponds to the answer indicated.

*Note: If you come across a grade that is not an option, check the box for the highest grade appropriate that is an option.

For 9 check the box for H1.

For H5 check the box for H4 and enter in the Notes field Highest grade of school=H5.

e. Place of Birth/Citizenship

Place of birth

Column 15. New York is the default which can be overwritten by highlighting the field and typing the correct response.

If the enumerator abbreviated the State, Territory, or Country of birth, write it out in full.

If the place of birth was unknown the enumerator was supposed to enter United States.

Enter US or variants as United States

Enter Washington D.C. as District of Columbia.

If the enumerator wrote Canada English or Canada French for those born in the English or French speaking parts of Canada, or distinguished between Irish Free State and Northern Ireland, record those responses as written.

Foreign born

There is no corresponding field on the census. Check the box if the individual was not born in the United States except if the person has the designation Am Cit under Citizenship.

Citizenship

Column 16. Check the option that corresponds to the answer indicated.

***Note:** A 4 written in pencil under citizenship (rather than Na, Al, etc.) indicated that the citizenship status was unknown and could not be verified.

For example:



Select the option for Unknown.

f. Residence April 1, 1935

1935 Town

Column 17. Enter as written. If blank, leave blank.

Some common answers are:

Same House-lived in the same house in 1935. Enter Same House.

Same Place-lived in a different house in the same town or city in 1935. Enter Same Place.

R-lived in a rural area in 1935. Enter R.

1935 County

Column 18. Enter as written. If blank, leave blank.

1935 State

Column 19. Enter as written. If blank, leave blank.

1935 Farm

Column 20. Check the box if the response is yes, leave blank in all other cases.

g. Employment Status (14 and over)

i. Type of work/Seeking work/No work reason

Private Work

Column 21. Check the box if the response is yes, leave blank in all other cases.

Public Emergency Work

Column 22. Check the box if the response is yes, leave blank in all other cases.

Seeking Work

Column 23. Check the box if the response is yes, leave blank in all other cases.

Has Work

Column 24. Check the box if the response is yes, leave blank in all other cases.

No work reason

Column 25. Check the option that corresponds to the answer indicated.

If there is no response on the census, leave the field blank on the form.

ii. Number of hours worked/Duration of unemployment

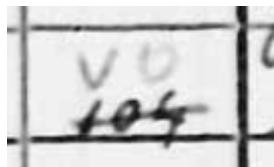
Hours worked week prior to census

Column 26. Enter as written. If blank, leave blank.

Duration of unemployment

Column 27. Enter as written. If blank, leave blank.

***Note:** This question seeks to find out the total amount of weeks someone has been unemployed. In some cases, when the number of weeks out of work is more than 100 you might find it crossed out with a code that starts with a V entered above.



Write the total number of weeks out of work written in the field rather than the code.
For example, enter the above as 104.

iii. Occupation/Industry/Worker class

Occupation

Column 28. "None" is the default which can be overwritten by highlighting the field and typing the correct response. Enter as written, do not spell out abbreviations. For consistency, capitalize the first letter of each word, and do not include periods after abbreviations.

***Note:** If this field is blank, but there is an industry listed or there are other indicators that the person was employed, enter the word Blank in this field.

Industry

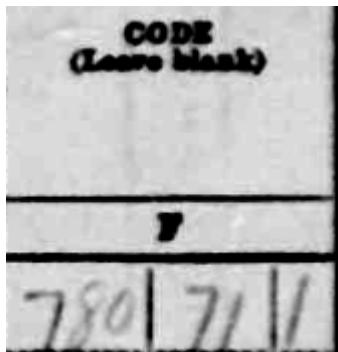
Column 29. Enter as written, do not spell out abbreviations. For consistency, capitalize the first letter of each word, and do not include periods after abbreviations. If blank, leave blank.

Worker class

Column 30. Select the option that corresponds to the answer indicated. If blank, select Left blank.

iv. Occupation code/Industry code/Worker class code

Column F. Enter as written. If blank, leave blank.



This is a three-digit occupation code, followed by a two-digit industry code, and a 1-digit worker class code.

For example, the above would be entered into HistoryForge as:

Occupation code ?	Industry code ?	Worker class code ?
<input type="text" value="780"/>	<input type="text" value="71"/>	<input type="text" value="1"/>

The occupation code and industry code can contain a “V” or “X” as well as numbers.*

The worker class code is a number from 1 to 6.

*For help verifying the occupation and industry codes see Appendix B.

v. Weeks worked (1939)/Amount of wages/Salary/Other income source

Weeks Worked in 1939

Column 31. Enter as written. If 0, enter 0. If blank, leave blank.

Income

Column 32. Enter as written. If 0, enter 0. If blank, leave blank.

Other income source

Column 33. Check the box if the response is yes, leave blank in all other cases.

h. Farm schedule

Farm schedule No.

Column 34. Enter as written, leave blank if blank.

3. SUPPLEMENTAL RECORD

a. Place of birth of father and mother/Mother tongue (native language)

Place of birth of Father and Mother

Column 36 and 37. Enter the State/Territory/Country name as written by the enumerator, if the enumerator abbreviated, spell out the place of birth.

Enter US or variants as United States

Enter Washington D.C. as District of Columbia

Make sure to capture whether Canada French or Canada English,
Irish Free State or Northern Ireland

Mother tongue

Column 38. Enter as written. If blank, leave blank.

b. Veteran/Veteran-related

Veteran or veteran-related

Column 39. Check the box if the response is yes, leave blank in all other cases.

Veteran father deceased

Column 40. Check the box if the response is yes, leave blank in all other cases.

Military Service

Column 41. Check the option that corresponds to the answer indicated.

c. Social Security

Social security number

Column 42. Check the box if the response is yes, leave blank in all other cases.

Old age or railroad insurance

Column 43. Check the box if the response is yes, leave blank in all other cases.

Other deductions

Column 44. Check the option that corresponds to the answer indicated.

d. Usual occupation/Industry/Worker class

Usual Occupation

Column 45. Enter as written. If blank, leave blank.

Usual Industry

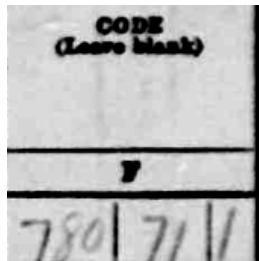
Column 46. Enter as written. If blank, leave blank.

Usual worker class

Column 47. Check the option that corresponds to the answer indicated.

e. Usual Occupation/Industry/Worker Class Code

Column J. Enter as written. If blank, leave blank.



This is a three-digit occupation code, followed by a two-digit industry code, and a 1-digit worker class code.

For example, the above would be entered into HistoryForge as:

Occupation code ?	Industry code ?	Worker class code ?
780	71	1

The occupation code and industry code can contain a “V” or “X” as well as numbers.

The worker class code is a number from 1 to 6.

f. For all women who are or have been married

Woman-married more than once

Column 48. Check the box if the response is yes, leave blank in all other cases.

Woman-age at first marriage

Column 49. Enter as written. If blank, leave blank.

Woman-number of children born

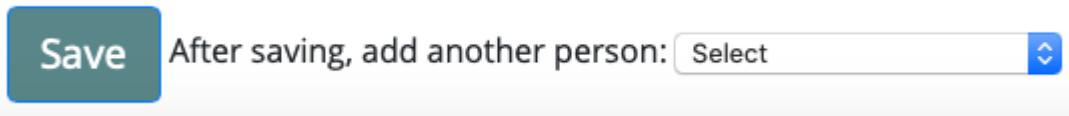
Column 50. Enter as written. If blank, leave blank.

4. Before hitting Save:

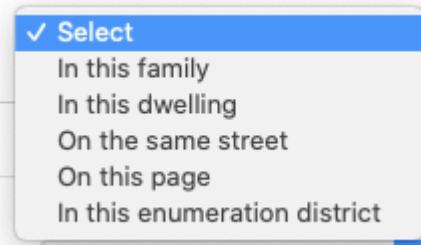
Determine if the individual on the next line of the census is in the same family (as defined by the census), lives in the same dwelling, lives on the same street, or lives on another street.

Before saving each record, you will be given options for how to save the record so that the program will automatically populate some of the fields at the beginning of the next record.

At the bottom of each record, you will see:



Before saving, click the blue arrows select from one of the following options:



Saving as In this family will automatically repopulate the fields respective to all members of the same family in the next record including the Building and the last name. In this case all of the fields under Census Scope plus the last name field.

***Note:** When the person in the next record has a different last name: highlight the last name and type in the correct one.

Saving as In this dwelling will automatically repopulate the fields respective to all members of the same dwelling in the next record including the Building. In this case all of the fields under Census Scope except Household No.

Saving as On the same street will automatically repopulate the fields respective to the same street. In this case all of the fields under Census Scope except House No, Building, and Household No.

Saving as On this page will automatically repopulate the fields respective to the census sheet. In this case Sheet, Side, Ward, and Enum dist.

Saving as In this enumeration district will automatically repopulate the fields respective to the Enumeration District (ED). In this case Ward, and Enum dist.

***Note:** If you stop for the day in the middle of a sheet you can use the Save options to pick up where you left off without having to enter all the information in the Census Scope again. Follow the instructions for reviewing your work below to find and edit the last record you entered then Save as (the appropriate option for the next record).

5. Reviewing your work:

a. Finding the records you entered

- In the top right corner of the page, select People, then choose 1940 US Census from the drop-down menu. This will display all the records from the 1940 census which have been entered into HistoryForge alphabetically.
- To find the records you entered, filter for the Enumeration District (ED), Sheet, and Side.

For example, to find Sheet 3B in ED 20:

- Select 0 Filters, then select Add Filter.

Name	Sex
Abbott, Abraham	M
Abbott, Abraham S	M
Abbott, Anna	F

- Click Select field name to reveal the drop-down menu, then select Enum dist.

Add Filter

Select field name

✓ Select field name

- Locality
- Name
- Place of Birth
- Occupation
- Industry
- First name
- Middle name
- Last name
- Sheet
- Side
- Line
- County
- City
- Ward

Enum dist

Street address

Dwelling No.

Family No.

Submit

- Enter the ED number, then select Submit.

Enum dist equals 20

Submit

- Repeat to filter for the Sheet number.

Sheet equals 3

Submit

- and for the Side.

Side is one of

A
 B

- This will display the records from that ED, Sheet, and Side.

1940 U.S. Census

15 Fields		3 Filters		All	Unhoused	Unreviewed	Unmatched	CSV	Map It	A
Name	Action	Sh...	Side	Line	Street address	Locality	Relation to h...	Sex	Race	Age
Austin, Betty	View	3	B	68	617 W Court St	City of Ithaca	Daughter	F	White	15
Austin, Elizabeth	View	3	B	67	617 W Court St	City of Ithaca	Wife	F	White	39
Austin, Mary	View	3	B	69	617 W Court St	City of Ithaca	Daughter	F	White	13
Austin, Ward	View	3	B	66	617 W Court St	City of Ithaca	Head	M	White	42
Caroca, Joseph	View	3	B	72	615 W Court St	City of Ithaca	Son	M	White	15
Caroca, Joseph	View	3	B	70	615 W Court St	City of Ithaca	Head	M	White	42
Caroca, Patricia	View	3	B	71	615 W Court St	City of Ithaca	Daughter	F	White	17
Chle, Mary Jane	View	3	B	54	620 W Court St	City of Ithaca	Mother-in-Law	F	White	91
Cigaretti, Dominia	View	3	B	78	609 W Court St	City of Ithaca	Son	M	White	17
Cigaretti, Michael	View	3	B	80	609 W Court St	City of Ithaca	Son	M	White	4
Cigaretti, Michael	View	3	B	76	609 W Court St	City of Ithaca	Head	M	White	43

Found 40 records

The fields displayed across the top of the results are initially limited to the 15 default fields, but they can be changed to include any of the fields on the census.

- To choose which fields will display:

- Select 15 Fields.

15 Fields

- Then add or remove fields by checking the boxes next to the fields you wish to display and select Submit. Suggested fields for the Self-Review Checklist you will use to review your work are included in Appendix A.

Records will initially display alphabetically by last name, but they can be changed to display by line number for an easier comparison to the census sheet.

- To display the records by line number, click Line in the grey header.

Name	Acti...	Sh...	Side	L ↑	Street address
Tompkins, Percy	View	3	B	41	614 W Court St
Tompkins, Orrin	View	3	B	42	614 W Court St
Senno, Norma	View	3	B	43	614 W Court St
Senno, Donald	View	3	B	44	614 W Court St
Maloney, Mary	View	3	B	45	616 W Court St
Maloney, Peter	View	3	B	46	616 W Court St

b. Reviewing your work

Use the Self-Review Checklist to review your work. See Appendix A on p27.

c. Editing your records

- To edit a record, right click on View (next to the name) and select Open Link in New tab. This will create a new tab which you can close when you are finished while retaining the original tab with all the records you entered.

Name	Acti...	Sh...	Side	L ↑	Sex	Race	Age	Marital status
Tompkins, Percy	View	3	B	41	M	left blank	56	S
Tompkins, Orrin	View	3	B	42	M	White	53	S
Senno, Norma	Vi	Open Link in New Tab Open Link in New Window Download Linked File Download Linked File As... Add Link to Bookmarks... Add Link to Reading List Copy Link Share ►	43	F	White	35		
Senno, Donald	Vi		44	M	White	26	M	
Maloney, Mary	Vi		45		White	54	S	
Maloney, Peter	Vi		46	M	White		S	
Corgel, Joseph	Vi		47	M	White	51	M	

- At the top of the individual's record select Edit.

Senno, Norma

Flag Edit Actions ▾ Select Add Record

Census Scope								
Year	County	City	Ward	Enum Dist	Page	Line	Dwelling	Family ID
1940	Tompkins	Ithaca	1	20	3B	43		53

Personal Details					
Address	614 W Court St	Marital Status	blank	Occupation	Office Clerk (266)
Relation to Head	Daughter	Home Value	blank	Industry	NYA

This will open the data entry page for that record.

- Scroll down to the field and add the correct information. Select Save and close out the individual record tab.
- Return to the main results tab containing all the records from your sheet and repeat as necessary.

Appendix A: 1940 Census Self-Review Checklist

1. Are all the people “Housed” (attached to a building)?
 - To see if any records are not attached to a building, select Unhoused above the grey header. Attach people to buildings if possible. If records are unhoused because there is no corresponding building in the building dropdown menu leave them unhoused.
 - To return to all the records on your sheet select All.
2. Checking Individual Records

Enabling the following fields on HistoryForge will help with the self-review:

<input checked="" type="checkbox"/> Census Scope	<input checked="" type="checkbox"/> Place of Birth	<input checked="" type="checkbox"/> Other Income Source
<input type="checkbox"/> Location	<input checked="" type="checkbox"/> Foreign born	<input type="checkbox"/> Farm Number
<input type="checkbox"/> Sheet	<input checked="" type="checkbox"/> Naturalization	<input checked="" type="checkbox"/> Place of Birth - Father
<input type="checkbox"/> Side	<input type="checkbox"/> Residence 1935 town	<input checked="" type="checkbox"/> Place of Birth - Mother
<input type="checkbox"/> Line	<input type="checkbox"/> Residence 1935 county	<input checked="" type="checkbox"/> Mother Tongue
<input type="checkbox"/> County	<input type="checkbox"/> Residence 1935 state	<input checked="" type="checkbox"/> Veteran
<input type="checkbox"/> City	<input type="checkbox"/> Residence 1935 farm	<input checked="" type="checkbox"/> Father is deceased veteran?
<input type="checkbox"/> Ward	<input checked="" type="checkbox"/> Private Work?	<input checked="" type="checkbox"/> War fought
<input type="checkbox"/> Enum dist	<input checked="" type="checkbox"/> Public Work?	<input checked="" type="checkbox"/> Social Security Number
<input checked="" type="checkbox"/> Street address	<input checked="" type="checkbox"/> Seeking Work?	<input checked="" type="checkbox"/> Old Age or Railroad Insurance
<input type="checkbox"/> Locality	<input checked="" type="checkbox"/> Has Work?	<input checked="" type="checkbox"/> Deduction rate
<input checked="" type="checkbox"/> Household No.	<input checked="" type="checkbox"/> No work reason	<input checked="" type="checkbox"/> Usual Occupation
<input checked="" type="checkbox"/> Owned or rented	<input type="checkbox"/> No work code	<input checked="" type="checkbox"/> Usual industry
<input checked="" type="checkbox"/> Home value	<input checked="" type="checkbox"/> Hours Worked Week Prior to Census	<input checked="" type="checkbox"/> Usual worker class
<input type="checkbox"/> Lives on farm	<input checked="" type="checkbox"/> Duration of Unemployment in Weeks	<input checked="" type="checkbox"/> Usual occupation code
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Occupation	<input checked="" type="checkbox"/> Usual industry code
<input type="checkbox"/> Relation to head	<input checked="" type="checkbox"/> Industry	<input checked="" type="checkbox"/> Usual worker class code
<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Worker Class	<input checked="" type="checkbox"/> Multi marriage
<input checked="" type="checkbox"/> Color or Race	<input checked="" type="checkbox"/> Occupation code	<input checked="" type="checkbox"/> First marriage age
<input checked="" type="checkbox"/> Age at Last Birthday	<input checked="" type="checkbox"/> Industry code	<input checked="" type="checkbox"/> Children born
<input checked="" type="checkbox"/> Marital status	<input checked="" type="checkbox"/> Worker class code	<input type="checkbox"/> Notes
<input checked="" type="checkbox"/> Attended school	<input type="checkbox"/> Weeks Worked in 1939	<input type="checkbox"/> Latitude
<input checked="" type="checkbox"/> Highest grade of school completed	<input type="checkbox"/> Income	<input type="checkbox"/> Longitude

Don't forget to click Submit.

If anything below is missing from HistoryForge check the census sheet and enter the missing information. However, if the field is blank on the census it should be left blank on HistoryForge (except occupation which should be left as the prefilled term “None”). No note needs to be left to explain that the field was blank.

- a. Did you add the Supplemental record information in the appropriate records?
- b. Does each Street address have a full address including Prefix (if applicable), House Number, and Suffix?
- c. Does each Household (records with the same Household Number) have information about whether their home is Owned or rented and the Value of home or monthly payment?
- d. Does each record have an entry under the following fields?
Sex
Race
Age
Marital Status
- e. Does every individual listed as having Attended school or college on the census sheet have a Yes for Attended school or college on HistoryForge? (Check against census sheet.)
- f. Do all Foreign born have a Yes under Foreign born?
- g. Do all Foreign born have a Naturalization? (Don’t forget, if you see a “4” under Naturalization check the box for Unknown.)
- h. Does everyone (approx. age 14 and over) have a Yes under Private Work/Public Work/Seeking Work or Has work? Or, if not, a No work reason?
- i. If a record has a Yes under Private work is there a number under Hours worked week prior to census (the column after no work reason)?
- j. If a record has a Yes under Seeking work is there a number under Duration of unemployment in weeks (the second column after no work reason)?

- k. Do all people with an Occupation/Industry/Worker Class also have an Occupation/Industry/Worker Class code?

*Remember, if a person does not have an Occupation listed but has an Industry or Worker Class, enter the word Blank for their Occupation rather than None.

- l. Do the people with an “Other income source” on the census have a Yes on the data entry page for Other income source? (Check against census sheet.)

For easy comparison to the right side of the census sheet which includes other income source and the line number, you can return to the list of fields and remove most or all of those fields listed between Name and Other Income Source.

Name	Acti...	Sh...	Side	L ↑	Street address	Other Income Source
Fredrick, Maud	View	1	A	21	505 Cascadilla St	Yes
Fredrick, Robert	View	1	A	22	505 Cascadilla St	
Fredrick, Thomas	View	1	A	23	505 Cascadilla St	Yes

Appendix B: How to verify Occupation and Industry Codes

If the occupation and/or industry codes on your sheet are hard to read, here are two handy sites to use to verify them. Note that the occupations/industries listed on these sites are general occupational categories and that the terms on your census sheet will occasionally differ.

For occupation and/or industry codes: <https://stevemorse.org/census/ocodes1940.htm>

- To verify either occupation or industry codes on this site you will need to enter your best guess at the occupation and/or industry code from the census sheet on the site and check the general occupation or industry names that appear against those on the census.
- The list of occupation codes on this site is not complete. If your occupation code is not there, check the IPUMS site below.

For occupation codes: <https://usa.ipums.org/usa/volii/occ1940.shtml>

- This site has two columns of occupation codes, use the column labeled OCC1940.
- Search by the code or occupation name manually or use the search bar and enter the code or term (press and hold down the “Control” and “F” keys on a Windows computer or the “Command” and “F” keys on a Mac).

(Note that the occupation code “XVX” which appears on the 1940 Census should be entered into HistoryForge even though it cannot be verified on either site.)

Appendix C: Additional Information about the 1940 Census

U.S. Census Bureau³

Historical overview of the 1940 Census

https://www.census.gov/history/www/through_the_decades/overview/1940.html

1940 Instructions to Enumerators

<https://www.census.gov/history/pdf/1940instructions.pdf>

General information and reports based on the 1940 Census

<https://www.census.gov/programs-surveys/decennial-census/decade/decennial-publications.1940.html>

Robert Jenkins, *Procedural History of the 1940 Census of Population and Housing*, The Center for Demography and Ecology, University of Wisconsin-Madison, 1983

<https://www.census.gov/history/pdf/1940proceduralhistory-12617.pdf>



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³ These links were accessed October 6, 2020.