1960 No. 1176 (S. 60)

The Census (Scotland) Regulations, 1960

Made - - - -	8*th July*, 1960
Laid before Parliament	18*th July*, 1960
Coming into Operation	19*th July*, 1960

In exercise of the power conferred on me by sub-section (1) of section 3, as read along with section 9, of the Census Act, 1920(a), and of all other powers enabling me in that behalf, I hereby make the following regulations :

PART I

PRELIMINARY

Citation and Commencement

1. These regulations may be cited as the Census (Scotland) Regulations, 1960, and shall come into operation on the 19th July, 1960.

Interpretation

2.—(1) In these regulations, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them :—

"the Act" means the Census Act, 1920;

"the Act and regulations" means the Act, these regulations and any other regulations made under the Act;

"census" means any census directed by a census order to be taken;

"census day" means the day upon which a census is to be taken;

"census district" means a district designated as a census district for the time being under regulation 4 of these regulations;

"census officer" means a registrar and includes any person for the time being appointed by the Registrar General to act in the place of a registrar for the purpose of these regulations;

"census order" means any Order in Council made under section 1 of the Act;

"enumeration district" means a district designated as an enumeration district in a scheme of division having effect for the time being under regulation 5 of these regulations;

"enumerator" means an officer appointed under regulation 6 of these regulations;

"prescribed person" means a person required by a census order to make a return;

"registrar" means a registrar of births, deaths and marriages and includes an interim registrar of births, deaths and marriages;

(a) 10 & 11 Geo. 5. c. 41.

CENSUS
ENGLAND & WALES 1961

Notes and Examples for Schedule S

The schedule which accompanies this leaflet is in two parts. The first part provides for particulars in respect of all persons who spend Census Night on board the ship, boat, barge or other vessel. The second part is a special sample enquiry which applies to one person only out of ten and thus relieves nine persons in every ten from giving these additional particulars.

In order that the sample enquiry may give a true picture of the whole country you are asked to observe a strict routine when entering the names in Part I of the schedule avoiding any pre-selection of the person for whom the additional sample particulars are required. This can be done, for example, by entering the names of the crew in the order in which they appear in the ship's articles and of the passengers by cabin or bunk numbers.

The notes will help you to give the particulars asked for. There is a reference to the number of each note in the column headings on the schedule. Please read the appropriate note and study the examples in this leaflet before you fill in the answers.

CONFIDENTIALITY.

No information about any individual person or family, will be given to anyone not employed on the Census.

EXAMPLES OF COMPLETED SCHEDULES

First Example

PART I. Name and Surname	Crew or Passenger	Usual Residence	Education	Science, etc.	Employer's Business	Occupation	Single, Married, etc.	Children	Date of Marriage	Previous Marriage	Country of Birth	Nationality	Language
A	B	C	O	Q	R	b	E	F	G	H	J	K	W
1. George F. Barton	Crew	53, Basford Rd., Portsmouth, Hants		(i) A.M.I. Mar.E. Marine (ii) Engineering		Chief Engineer	Married	—	—	—	England	—	—
2. John Baker	Crew	51, George St., Havant, Hants					Single	—	—	—	England	—	—
3. Henry James	Crew	Here					Single	—	—	—	England	—	—
4. Harvey McClurg	Crew	Here					Single	—	—	—	U.S.A.	(i) U.K. & Colonies By Descent (ii) —	—
5. Robert Maclean	Crew	21, West St., Airdrie, Lanark					Married	—	—	—	Scotland	—	—
6. Carl Ericsen	Crew	Here					Single	—	—	—	Denmark	(i) Danish (ii) —	—
7. Phillip Green	Passenger	56, Bradford St., Leeds, 1					Single	—	—	—	England	—	—
8. Ada Brown	Passenger	10, Andrew Drive, Derby					Divorced	(i) 1 (ii) No	—	(i) 2nd June, 1951 (ii) 18th October, 1960	England	—	—
9. Raymond Davis	Passenger	15, Southmill Rd., March, Cambs.					Married	—	—	—	Wales	—	—
10. Mary Davis	Passenger	15, Southmill Rd., March, Cambs.					Married	(i) 2 (ii) No	(i) 3rd May, 1950 (ii) —	—	England	—	—

PART II Name	Previous address, etc.	N	Education	Science, etc.	Employer's Business	Occupation	Place of Work		Hours	Males, part-time	Retired, etc.	Last employer	Last occupation	Housewife, Student, etc
P	N		O	Q	R	b	c		d	e	f	g	h	T
J. Baker	—	Yes 10	17	(i) A.M.I. Mar.E. Marine (ii) Engineering	a Orient Shipping Co., Ship Owners	Chief Engineer	Here		(i) Full-time (ii) —	—	—	—	—	—

Additional particulars for person on line 2:

Second Example

PART I.	B	C	D	E	F	G	H	J	K	W
1. Alex. F. Johns	Crew	2, Canvey Rd., Grimsby, Lincs.	39 M 7	Married	—		—	England	—	—
2. Thomas Barlow	Crew	14, Arthur Drive, Grimsby, Lincs	27 M 0	Single	—		—	England	—	—
3. Ronald Brooks	Crew	7, Station Road, Grimsby, Lincs	26 M 5	Single	—		—	England	—	—
4. Frank Granger	Crew	4, Church Street, Hull, Yorks	25 M 11	Single	—		—	England	—	—
5. John G. Jones	Crew	15, Bridge Street, Hull, Yorks	23 M 6	Single	—		—	England	—	—
6. David O'Reilly	Crew	17, Willesley Rd., Grimsby, Lincs.	28 M 7	Single	—		—	England	—	—
7. Michael Fox	Crew	52, Albion Rd., Cleethorpes, Lincs.	27 M 8	Single	—		—	England	—	—
8. Clive Willett	Crew	32, Lambert St., Cleethorpes, Lincs.	29 M 5	Single	—		—	England	—	—

PART II. P	N	Previous address, etc.	O	Q	R	a	b	c	d	e	f	g	h	S	T
J. G. Jones	No —	3, Hill St., Bangor, Caerns.	15	—		J. F. Brain, Trawler Owner	Deck Hand	Here	(i) Full-time (ii) —	—	—	—	—		—

Additional particulars for person on line 5

Third Example

PART I.	B	C	D	E	F	G	H	J	K	W
1. Joseph Price	Crew	Here	38 M 11	Married	—		—	England	—	—
2. Nancy Price	Passenger	Here	37 F 10	Married	(i) 3 (ii) Yes		—	England	—	—
3. John W. Price...	Passenger	Here	4 M 2	—	—		—	England	—	—
4. Patrick Price	Passenger	Here	2 M 2	—	—		—	England	—	—
5. Jane W. Price ...	Passenger	Here	— F 3	—	—		—	England	—	—

PART II. P	N	Previous address, etc.	O	Q	R	a	b	c	d	e	f	g	h	S	T
N. Price	Yes 6	—	15	—		—	—	—	—	—	—	—	—		Home duties

Additional particulars for person on line 2

NOTES

1. Names and surnames (Column A)

(a) Names are wanted only to help in taking the Census

(b) Write first the names of the crew, then the names of the passengers if any.

(c) If a husband and wife are both present on Census Night and neither is on the ship's articles, write their names on consecutive lines.

2. Usual address (Column C)

(a) For members of the crew who usually live on ship board write "Here'

(b) **Schoolchildren, students, etc.,** who live away from home during term should give their home address, not their term-time address

(c) **Members of H.M. Forces** should give the address of their married quarters or other home address.

(d) For persons with **no settled address** write "None"

3. Age (Column D)

(a) If the age is not known exactly, give it as accurately as possible.

(b) Even where the birthday is only a few days after Census day, the required age is the number of years at the last birthday and 11 months

(c) For babies under one month old write "Under 1 month"

4. Marriage, etc., (Column E)

If a person is legally separated, not divorced, write "Married"

5. Children (Column F)

Include in the number of children born alive to the mother in marriage, any children of a previous marriage and any that have died.

6. End of first marriage (Column H)

Write at (ii) the date of her first or only husband's death or date of divorce.

7. Country of birth (Column J)

For the purposes of the Census, persons born in Monmouthshire should write "Wales".

8. Citizenship or nationality (Column K)

(a) For citizens of the Irish Republic write "Irish"

(b) For British protected persons give the protectorate or trust territory, e.g., Uganda, Tanganyika.

(Notes 9 and 10 do not apply to this Schedule).

11. Change of address, etc. (Column N)

(a) "Years" means completed years, e.g., for 4 years 11 months write "4 years"

(b) Give the whole period since the person moved to the address indicated in column C even if he or she has since been temporarily away, e.g. owing to National Service, other war service, or evacuation

12. End of full-time education (Column O)

For persons not now receiving full-time education, but intending to resume it later, state the age at which education was discontinued For students actually enrolled in a course of full-time study which involves spending part of the time in employment, make no entry in this column.

13. Scientific qualifications (Column Q)

(a) The information required is in respect of all persons, irrespective of present occupation, who hold one or more of the qualifications listed below in a branch of science or technology excluding medicine, dentistry, pharmacy, optics, veterinary science, architecture, economics, geography and the social sciences.

(b) For all persons holding one or more of the following qualifications in a branch of science or technology, give particulars for the type of qualification as indicated below—

Qualifications	*Examples*
University degree or University Diploma of equivalent standard. (It is not necessary to list qualifications higher than a First degree or diploma)	B.Sc. *or* B.A. *or* University Diploma
Associateship or Diploma of University Degree standard awarded by an educational institution other than a university.	Dip. Tech. (N.C.T.A.) *or* A. *of* Camborne School of Mines, *or* A. of Manchester College of Science and Technology, *or* A. *of* Heriot-Watt College.
Graduate or Corporate membership of a professional institution.	Grad. M. of Institution of Electrical Engineers, *or* Corp. M. of Institution of Civil Engineers.

(c) One of the following branches of science or technology should be entered at (ii) of column Q.

Agriculture (including dairying, estate management, forestry and horticulture).

Biology (all branches)	Chemical Engineering
Chemistry (other than pharmacy) including Biochemistry	Civil and Structural Engineering
Geology	Electrical Engineering
Mathematics	Mechanical Engineering
Physics	Mining Engineering
General Science	Metallurgy

Any other science, engineering or technology (please specify) except those excluded by definition in para. (a) above.

Industry and Occupation (Sections R, S and T)

14. In employment means that the person had a job during the week ending Saturday, 22nd April, 1961, even if he was away from work because of holidays, sickness, strikes, etc. That is, a sick person is in employment if his job is waiting for him when he gets well.

For persons temporarily laid off by their employer throughout the week, answer the questions in Section R and not in Section S.

For persons who retired or became out of work during the week, complete Section S and not Section R.

"Employment" includes any service in the Armed Forces, and also jobs at which a person worked for only a few hours; e.g. for a housewife who helped in her husband's shop or did some office cleaning, answer the questions in Section R and not Section T.

For persons who are at **school or university** full-time during term answer Section T and not Section R, even if they did paid work during the holidays.

15. "Part-time" means less than the normal hours in the employment. Employment which is normally full-time but which was interrupted by sickness, holidays, short-time working, strikes or lockouts, or which was started or stopped part way through the week, should be returned as "full-time" in Section R, column (d).

Hours worked. For part-time workers whose employment was interrupted by sickness, etc., state the hours usually worked.

16. More than one employment. If the person changed his employment during the week give details of the employment in the later part of the week.

If the person normally follows more than one employment during the week give details of the main employment only.

17. For sick persons who were off work but still have their job write "full-time" or "part-time" in Section R, column (d), according to whether they would have worked full or part-time if they had not been ill.

If they have been discharged by their employer answer the questions in Section S, and not in Section R.

18. For persons who have **never had full-time employment,** write in Section S details of the last part-time employment. If the person is **looking for a first job,** write "Out of work" in Section S, column (f), and "None" in columns (g) and (h).

19. Employer and employer's business

These details are required only to help in classifying the industry or service. Describe the business fully and try to avoid using abbreviations or initials. The following are examples of terms insufficient by themselves:—

Manufacturer, Merchant, Agent, Broker, Factor, Dealer, Engineering, Iron Works, etc.

20. Employs others means having one or more employees other than his (her) relatives living in the same household.

21. Occupation. Full and precise details of the occupation should be given in columns (b) or (h). Terms such as scientist, technician, engineer, machinist, foreman, inspector, checker, civil servant, are too vague and should not be used by themselves. Managers or foremen should give the department where applicable; civil servants and other public officials should give their rank and the department or branch in which they are serving.

If a job is known in the trade or industry by a special name, use that name.

22. Apprentices, trainees, etc. An entry should be made at (ii) of column (b) only if persons are undergoing training for a period fixed in advance, leading to recognition as a skilled worker or technician and/or to a recognised technical, commercial or professional qualification or managerial post. Boys undergoing probationary training who have not yet entered into formal apprenticeship or learnership should be excluded.

23. Domestic servants. If in private domestic service give the occupation (e.g. Cook) in columns (b) or (h) but write only "Private" in columns (a) or (g). But complete these columns as required by the questions for persons employed in hotels, restaurants, boarding houses, etc.

24. Place of Work

Persons with no regular place of work such as **sales representatives, inspectors,** and **building workers,** who do not work daily from or at a fixed address or depot, should state "No fixed place". Those working daily from or at a fixed address or depot, e.g. certain **transport workers,** and **building workers** employed on a site for a long period, should give the address of the depot or site or other fixed address.

Dock workers registered under the National Dock Labour Scheme, who are in possession of a Pay Voucher Book issued by the National Dock Labour Board, should give the address of the call stand or control point where they are required to prove attendance. Registered dock workers not issued with a Pay Voucher Book by the Board, and other dock workers should give the name and address of the dock or wharf at which they are usually employed.

"Registrar General" means the Registrar General of births, deaths and marriages in Scotland;

"registration district" means a district in which a registrar exercises his functions in relation to the registration of births, deaths and marriages.

(2) The Interpretation Act, 1889(a), applies for the interpretation of these regulations as it applies for the interpretation of an Act of Parliament.

Revocation

3. The Census (Scotland) Regulations, 1950(b) are hereby revoked.

PART II

PROVISIONS FOR TAKING A CENSUS

Census Districts

4. A census district for the purpose of these regulations shall comprise the area of a registration district or such part of a registration district or such combination of registration districts or of parts of registration districts as the Registrar General may determine.

Enumeration Districts

5.—(1) A census officer shall, when so required by the Registrar General, prepare and submit to the Registrar General, in such manner and within such period as the Registrar General may direct, a scheme for the division of his census district into enumeration districts for the purpose of a census.

(2) The Registrar General may approve any such scheme with or without modifications, and the divisions shown in any such scheme shall, until that scheme is superseded by a further scheme approved as aforesaid, be enumeration districts for the purposes of any census.

(3) Any scheme made under any regulations revoked by these regulations shall continue to have effect until superseded by a scheme prepared and approved under the foregoing provisions of this regulation.

Enumerators

6. For the purposes of a census:—

(*a*) the Registrar General may appoint, or authorise a census officer to appoint, for any enumeration district an officer who shall perform in that district the duties of an enumerator under the Act and regulations;

(*b*) if, in any case, there is only one prescribed person in an enumeration district, the census officer shall, if so required by the Registrar General, act as enumerator for that district, and the said prescribed person may, at the discretion of the census officer, be authorised to issue separate forms of return for use by persons within that district who desire to make confidential returns as provided by regulation 11 of these regulations.

Undertakings

7. Every census officer and enumerator and every person assisting any such officer or enumerator in the performance of his duties shall—

(i) in the case of a census officer, when the Registrar General directs, and

(ii) in any other case, before he acts as or performs any duties as enumerator or assistant,

grant an undertaking in the form set out in the First Schedule to these regulations, or in a form substantially to the like effect, faithfully to perform his duties under the Act and regulations.

(a) 52 & 53 Vict. c. 63. (b) S.I. 1950/2034 (1950 I, p. 247).

Forms of return

8.—(1) The return to be made by a prescribed person shall be made on the form prescribed by Part III of these regulations which is appropriate in his case, and a prescribed person shall comply with any instructions contained in or delivered to him with that form.

(2) Every prescribed person who is required to make a return in respect of persons mentioned in articles 2, 3 or 5 of the First Schedule to the Census Order, 1960(a) (which relate to persons in hotels, boarding houses, hospitals, schools, prisons, etc. and to persons on board certain vessels) shall complete Part I of the appropriate form of return by entering on consecutive lines the required particulars with regard to such persons and, in respect of the person (being one person in every ten) whose name is entered on the line designated for that purpose on the form, shall complete Part II of the form.

Provision of forms etc. for enumerators

9.—(1) Every census officer shall enter in the enumeration books provided for the purpose of a census by the Registrar General such particulars as the Registrar General may require and shall, not later than fourteen days before the census day, provide every enumerator appointed to act for an enumeration district within his census district with an enumeration book and a sufficient number of forms of return and such other forms as may be necessary for the purpose of that census.

(2) Every census officer shall, before delivering to an enumerator the forms of return for private households, arrange the forms in accordance with instructions given by the Registrar General so that, starting from a number specified by the Registrar General for each enumeration district, every tenth form is the form No. 1 in the Second Schedule to these regulations and every enumerator shall distribute these forms of return in the order in which they were delivered to him.

Delivery of forms of return

10.—(1) Subject to the provisions of the last foregoing regulation the enumerator shall, not earlier than eight days before and not later than the day before the census day, deliver the appropriate form of return to each prescribed person in his district, or to a person acting on his behalf, and on delivering the said form, shall enter thereon and in the enumeration book such particulars as the Registrar General may require.

(2) The enumerator shall, if so requested by any prescribed person or by any person acting on his behalf, give such explanations as are reasonably necessary to enable the prescribed person to make a proper return.

(3) Where a census order requires a return to include—

(*a*) particulars of the rooms occupied by the person in respect of whom the return is to be made, and

(*b*) particulars as to the use of kitchen sinks, cooking stoves or ranges in dwellings occupied by more than one household,

the enumerator shall make such enquiries as are reasonably necessary to ascertain such particulars, and shall enter the particulars so ascertained on the form of return.

Confidential returns

11.—(1) Where a census order provides for the making of confidential returns, any person who is aged 16 years or over on the census day, and is not a person specified in the next succeeding paragraph of this regulation, may make such a return if he fulfils the conditions and complies with the procedure hereinafter prescribed, so far as applicable to him.

(a) S.I. 1960/1062 (Pt. I, p. 475, of this vol.).

(2) For the purposes of the last foregoing paragraph a specified person is:

(*a*) a prescribed person;

(*b*) a member of the naval, military or air forces of the Crown present in any barracks, station or other premises under naval, military or air force discipline;

(*c*) a person detained in a prison, remand centre, detention centre or borstal institution; and

(*d*) a person receiving treatment in a hospital or nursing home who, in the opinion of the medical practitioner for the time being in charge of his treatment, is unfit by reason of mental disorder or other illness to make a return.

(3) Subject to the foregoing provisions of this regulation any person wishing to make a confidential return as aforesaid (hereafter in this regulation referred to as "the applicant") or a person acting on his behalf shall apply for a separate form of return either—

(*a*) to the enumerator, when he attends to deliver the form of return to the prescribed person who, but for the provisions of this regulation, would be required to make a return in respect of the applicant, or

(*b*) to the person authorised by virtue of paragraph (*b*) of regulation 6 of these regulations to issue such a form at the premises at which the applicant expects to be on the census day:

Provided that if the applicant cannot reasonably obtain a form of return from either of these persons, he may apply in person to a census officer.

(4) The census officer, enumerator or other person referred to in sub-paragraph (*b*) of paragraph (3) of this regulation, shall then issue to the applicant or the person acting on his behalf a separate form of return, and shall, if so requested, give such explanations as are reasonably necessary to enable the applicant to make a proper return.

(5) The applicant shall enter on his separate form of return—

(*a*) the required particulars in respect of himself (other than particulars relating to living accommodation), save as provided in paragraph (7) of this regulation, and

(*b*) the name and address of the prescribed person who, but for the making of the separate return, would have been required to make a return in respect of him,

and shall comply with any instructions contained in or delivered to him with that form, so far as they are applicable to him.

(6) The said prescribed person shall enter on his form of return in respect of the applicant no particulars other than his name and the relation in which he stands to the prescribed person and, if his form of return is made in respect of persons mentioned in articles 2, 3 or 5 of the First Schedule to the Census Order, 1960, he shall inform the applicant whether or not his name has been entered on a line designated for the purpose mentioned in paragraph (2) of regulation 8 of these regulations.

(7) If the applicant has been informed that his name has been entered as mentioned in the last preceding paragraph the applicant shall complete his separate form of return in accordance with paragraph (5) of this regulation, but if the applicant has been informed that his name has not been so entered it shall not be incumbent upon him to state the particulars specified in Part II of the Second Schedule to the Census Order, 1960.

Collection of returns

12. The enumerator shall, in the course of the day following the census day, or as soon as may be thereafter, collect all forms of return delivered by him, and all confidential returns made in accordance with the last foregoing regulation by persons within his enumeration district, and shall examine each return and satisfy himself that the entries thereon are appropriate and sufficient, and shall make all such enquiries as are reasonably necessary for that purpose.

Further duties of enumerators

13. The enumerator shall, on receiving a return, enter on it and in his enumeration book such particulars as the Registrar General may require and shall within eight days after the census day—

(*a*) enter in the enumeration book and in all forms of return collected by him such further particulars as the Registrar General may require; and

(*b*) deliver to the census officer the enumeration book and all returns collected by him duly completed as aforesaid.

Further duties of census officers

14.—(1) The census officer shall examine the enumeration books and returns delivered to him, and where it appears to him that any book or return is incomplete or that any entry on a return is insufficient or is inconsistent with any other entry, he shall require the enumerator from whom the book or return was received to take such steps as may be reasonably necessary, whether by enquiry from the person who made the return or otherwise, to complete the book or return, and to send or deliver the book or return duly completed to the census officer within the period specified by the census officer for that purpose.

(2) The census officer shall within such period as the Registrar General may direct, send to the Registrar General the enumeration books duly completed in respect of all the enumeration districts within his census district, together with the returns delivered to him as aforesaid.

Giving of information

15.—(1) Every person in respect of whom it is the duty of a prescribed person to make a return shall give to that prescribed person such information as he may reasonably require for that purpose.

(2) Every prescribed person shall give to the enumerator such information as he may reasonably require for the proper performance of his duties under this part of these regulations.

(3) No person shall use, publish or communicate to any other person otherwise than in accordance with these regulations any information given under the provisions of this part of these regulations.

PART III

FORMS OF RETURN FOR 1961 CENSUS

16. Subject to provisions of the next succeeding regulation the appropriate form of return to be made by a prescribed person belonging to any of the classes set out in the first column of the table hereunder shall be the form set out in the Second Schedule to these regulations which bears the identification particulars shown opposite to the class in the second column of the table hereunder or a form substantially to the like effect:

Provided that

(i) the Registrar General may cause any such form or parts thereof to be translated into Gaelic or any other language if it appears necessary for the purpose of the census;

(ii) the form to be used in respect of a person mentioned in article 6 of the First Schedule to the Census Order, 1960, (which relates to persons in transit at the time when the census is taken) shall be the form which would have been appropriate had he arrived at the premises before midnight ending the census day;

(iii) the Registrar General shall cause to be inserted in every copy of form No. 3 and form No. 5 in the Second Schedule to these regulations a number, being any number from 1 to 10 inclusive, designating the line in Part I of the form which is relevant for the purpose mentioned in paragraph (2) of regulation 8 of these regulations.

TABLE

Classes of Persons	*Identification Particulars of Form*
(*a*) The heads or persons for the time being acting as the head of every tenth household to whom the enumerator, pursuant to paragraph (2) of regulation 9 of these regulations, delivers such a form of return.	Form No. 1 marked "S.10"
(*b*) Persons belonging to the classes mentioned in article 1 or article 7 of the First Schedule to the Census Order, 1960, (which relate to private households and persons not included in other classes).	Form No. 2 marked "S.90"
(*c*) Persons belonging to the classes mentioned in article 2 or article 3 of the First Schedule to the Census Order, 1960, (which relate to hotels, boarding houses, hospitals, schools, prisons, etc.) or the officers or other persons required to make returns in respect of persons mentioned in article 4 of that Schedule who are present on premises for which the Registrar General is satisfied on the grounds of security that special arrangements ought to be made.	Form No. 3 marked "I(Sc.)"
(*d*) Persons mentioned in article 4 of the First Schedule to the Census Order, 1960, (which relates to the naval, military and air forces of the Crown) other than persons living in married quarters or mentioned in paragraph (*c*) of this table.	Form No. 4 marked "NMA(Sc.)"
(*e*) Persons mentioned in article 5 of the First Schedule to the Census Order, 1960, (which relates to persons on board certain ships, etc.).	Form No. 5 marked "S(Sc.)"

17. The form to be used in respect of a person making a confidential return under regulation 11 of these regulations shall be—

(*a*) in the case of a person belonging to a private household, the form appropriate to that household;

(*b*) in the case of a person belonging to any of the classes mentioned in paragraph (*c*) of the table set out in regulation 16 of these regulations, the form No. 3 in the Second Schedule to these regulations;

(*c*) in the case of a person belonging to any of the classes mentioned in paragraph (*e*) of the table set out in regulation 16 of these regulations, the form No. 5 in the Second Schedule to these regulations.

PART IV
MISCELLANEOUS

Giving of instructions by Registrar General

18. The Registrar General may give to a census officer, and may himself give or authorise a census officer to give to an enumerator, such instructions or directions, whether particular or general, as he may think necessary for the due performance by census officers or enumerators of their duties under the Act and regulations, and any such instructions or directions shall be complied with by any census officer or enumerator to whom they are given.

Replacement of census officer or enumerator

19. Where a census officer or enumerator is, for reasons of health or otherwise, unfit to perform his duties under the Act and regulations, the Registrar General, and in the case of an enumerator a census officer, may appoint some fit and proper person in his place to perform such duties.

Making of statutory declaration by census officer or enumerator

20. The Registrar General may, if he thinks fit, require a census officer or enumerator to make a statutory declaration that he has properly and sufficiently performed his duties under the Act and regulations, and may authorise a registrar to take such a declaration from an enumerator acting within his registration district.

Safe custody of forms and documents

21. A person having the custody, whether on his own behalf or on behalf of any other person, of any forms of return, enumeration books or other documents containing confidential information relating to a census shall keep such forms, books and other documents in such manner as to prevent any unauthorised person having access thereto.

Dated this eighth day of July, 1960.

John S. Maclay,
One of Her Majesty's Principal Secretaries of State.

St. Andrew's House,
Edinburgh.

FIRST SCHEDULE

FORM OF UNDERTAKING TO BE GRANTED BY CERTAIN PERSONS

I, , being
*the census officer of the census district of
for the purposes of the Census (Scotland) Regulations, 1960,
*an enumerator appointed for the purposes of the census,
*an assistant employed by for
the purposes of the census,
hereby undertake and promise faithfully to perform the duties and carry out the obligations imposed by the Census Act, 1920, and the Census (Scotland)

* Strike out the words which do not apply.

53—1959

PLEASE WRITE IN INK. BEFORE YOU ANSWER EACH QUESTION PLEASE READ CAREFULLY THE COLUMN HEADING, THE NOTES FOR THAT COLUMN AND THE EXAMPLES IN THE ENCLOSED LEAFLET.

STRICTLY

CONFIDENTIAL

CENSUS, SCOTLAND, 1961

S.10

SCHEDULE

Prescribed by Regulations under the Census Act, 1920, as the form to be used for approximately one tenth of the population in Scotland, for the purpose of returns in respect of (a) Private Households, and (b) Other persons in respect of whom no other form of schedule is prescribed.

For Enumerator's Use

No. of Census Dist.	Name of Census District	No. of Enumeration Dist.

Name and postal address of householder or other person responsible for making the return . . . . . .

NOTICE

1. The Head, or person acting as Head, of a private Household is required by law to make a return in this form in respect of all persons (members of the household, including visitors, employees and boarders) who are present at midnight on the night of Sunday, 23rd April, 1961, in the dwelling, and all persons who arrive at the dwelling and join the household on Monday, 24th April, 1961, before the collection of the schedule, and who have not been enumerated elsewhere, and all other persons normally living in this dwelling.

Note. Any one or more persons separately occupying a house or part of a house, flat, apartment, etc., will be regarded as a separate household for Census purposes. Persons who usually have at least one meal a day provided by the household while in residence will be regarded as part of the household.

2. Every person is required by law to give to the person responsible for making the return such information as may be necessary to enable the return to be made. No use may, however, be made of such information by the person to whom it is given except for the purpose of making the return.

3. A person who has applied in the prescribed manner to make a separate confidential return will not be liable to give information to the Head; and in such case the person responsible for making the return will only be liable to include in his return in respect of that person the particulars required in Columns A and B within.

4. **The schedule will be called for on MONDAY, 24th April, by the appointed enumerator; in order that he may not be delayed it must be ready with the answers written in the proper columns early on the morning of that day. If the answers appear to be incomplete or inaccurate, the enumerator must ask any questions necessary to complete or correct the schedule.**

5. The person responsible for making the return may, if unable to deliver the schedule to the enumerator personally, arrange for some other person to do so on his behalf. If desired, the schedule may be handed to the enumerator under cover.

6. If any person whose duty it is to make a return or to give information refuses to do so, or wilfully gives false information, or uses otherwise than for the purpose of making the return any information given him for that purpose, he will be liable to a fine not exceeding **Ten Pounds.**

7. **The contents of the schedule are strictly confidential.**

ALEX. B. TAYLOR,
Registrar General.

Include in Part I of this schedule and in Part II on the back all persons who are **alive** at midnight on the night of Sunday, 23rd April, 1961 (Census Night), and who spend the night in this household. If anyone who has not been enumerated elsewhere arrives the next day include him or her also.

If any person usually living in this household is absent on Census Night, write his (her) name and particulars in Part III on the back of this schedule.

PART I

A	B	C	D	E	F	G	H	J	K	X	N	O
Write in this column the **names and surnames** of all the persons to be included before you go on to the other columns. *See Note 1.* Babies should be included. If they have not been given a name, write "Baby" and the surname.	**Relationship to the head of the household,** e.g. "Head", "Wife", "Son", "Visitor", "Visitor's Wife", "Boarder", "Employee".	If this dwelling is the person's usual address write "Here"; if not write the more usual address in full. *See Note 2.*	**Sex** "M" or "F" and **Age** in years at last birthday and completed months since then. *See Note 3.*	**Persons 16 years or over.** Write "Single", "Married", "Widowed", or "Divorced". *See Note 4.*	**All married, widowed or divorced women.** Write at (i) the total number of children born alive to her in marriage. *See Note 5.* Were any of these children born after 23rd April, 1960? Write "Yes" or "No" at (ii).	**All married women.** Write at (i) the date of her present marriage. Has she been married more than once? Write "Yes" or "No" at (ii). If "Yes" fill in column H.	**Widowed or divorced women; OR women married more than once.** Write at (i) the date of first or only marriage. Write at (ii) the date when that marriage ended. *See Note 6.*	**Birthplace.** If born in Edinburgh, Glasgow, Dundee or Aberdeen City write name of City. If born elsewhere in Scotland write county of birth, e.g. Aberdeenshire. If born outside Scotland write country of birth, e.g. England, Wales, Northern Ireland, Irish Republic, Canada, Poland or if born at sea write "At Sea". *See Note 7.*	**Nationality.** *For persons born OUTSIDE Great Britain and Northern Ireland.* (a) If a citizen of the Commonwealth state at (i) citizenship, e.g. United Kingdom and Colonies, Indian, Canadian. (b) If a citizen of the U.K. and Colonies state at (ii) whether citizen by birth, descent, naturalisation, registration, marriage, etc. (c) For other persons state at (iii) nationality, e.g. Italian, Polish, Yugoslav. *See Note 8.*	**Gaelic.** Write "G" opposite the name of each person, 3 years of age and upwards, who speaks Gaelic * only. Write "G & E" opposite the name of each person who speaks both Gaelic and English. * Gaelic means Scottish Gaelic.	**For all persons.** Was the person's usual address a year ago (i.e. on 23rd April, 1960) the same as that indicated in column C? Write "Yes" or "No" at (i). If "Yes" state at (ii) how many years ago he (she) moved to that address. (If he (she) has lived there since birth write "birth"). *See Note 11.* If "No" state at (iii) the full usual address on 23rd April, 1960. *See Note 2.*	**For all persons aged 15 and over not now receiving full-time education at school, college, university, etc.,** write the age at which such education ended. *See Note 12.*
			Sex: Years / Months		(i) / (ii)	(i) / (ii)	(i) / (ii)		(i) / (ii) / (iii)		(i) (ii) / (iii)	
			Sex: Years / Months		(i) / (ii)	(i) / (ii)	(i) / (ii)		(i) / (ii) / (iii)		(i) (ii) / (iii)	
			Sex: Years / Months		(i) / (ii)	(i) / (ii)	(i) / (ii)		(i) / (ii) / (iii)		(i) (ii) / (iii)	
			Sex: Years / Months		(i) / (ii)	(i) / (ii)	(i) / (ii)		(i) / (ii) / (iii)		(i) (ii) / (iii)	
			Sex: Years / Months		(i) / (ii)	(i) / (ii)	(i) / (ii)		(i) / (ii) / (iii)		(i) (ii) / (iii)	
			Sex: Years / Months		(i) / (ii)	(i) / (ii)	(i) / (ii)		(i) / (ii) / (iii)		(i) (ii) / (iii)	

L

State how this household occupies its accommodation (house, flat, rooms, etc.) by writing "Yes" at (a), (b), (c), (d) or (e) or by giving details at (f).
See Note 9.

(a) as owner-occupiers . . . . . (including purchase by mortgage)

(b) by renting it with a farm, shop or other business premises . . . . . .

(c) by virtue of employment . . . . . .

(d) by renting it from the Council, New Town Corporation, S.S.H.A., First or Second Scottish National Housing Company . . . . . .

(e) by renting it from any other landlord—
furnished . . . . . .
or
unfurnished . . . . . .

(f) in some other way—please give details:

. . . . . .

. . . . . .

. . . . . .

M

Has this household the use of the following in the building?

Write "Sole use" if used only by this household, or

"Shared" if shared with any other household, or

"None".

See Note 10.

(a) Cold water tap . . . . . .

(b) Hot water tap . . . . . .

(c) Fixed bath . . . . . .

(d) Watercloset (in the building or attached to it) . . . . . .

PLEASE TURN OVER FOR PARTS II AND III

Declaration to be made by the head of the household or other person making the return.

I declare that this schedule including Parts II and III overleaf is correctly filled up to the best of my knowledge and belief.

(Signature) . . . . . .

Information to be given to enumerator.

Whether sharing stove and sink in shared dwellings . . . . . .

Number of rooms . . . . . .

Number of persons . . . . . .

Males . . . . . .

Females . . . . . .

Schedule No. . . . . .

Regulations, 1960, so far as applicable to me, and I hereby state that I have read and understand the relevant provisions of the said Act and regulations and in particular of section 8 of the said Act and regulation 21 of the said regulations a copy of which section and regulation are annexed hereto.

Signed: . . . . . .

In the Presence of: . . . . . .

Section 8 of the Census Act, 1920 is as follows:—

"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."

Regulation 21 of the Census (Scotland) Regulations, 1960, is as follows:—

"A person having the custody, whether on his own behalf or on behalf of any other person, of any forms of return, enumeration books or other documents containing confidential information relating to a census shall keep such forms, books and other documents in such manner as to prevent any unauthorised person having access thereto."

SECOND SCHEDULE

Prescribed Forms of Return

Form No. 1

The form (marked "S.10") appropriate to persons belonging to the one household in ten to whom the enumerator delivers such a form of return.

START ON OTHER SIDE.

PART II FOR PERSONS AGED 15 AND OVER

Fill in ONE of the sections R, S, or T for every person aged 15 and over.

If in the week ending 22nd April, 1961 the person was—in employment at any time (including any part-time or casual employment), whether or not actually at work, fill in Section R, but if the person became unemployed or retired during the week fill in Section S;
—not in employment but intending to get work, or **wholly retired**, fill in Section S;
—none of these, fill in Section T. } *See Note 14.*

Please repeat here the names of all persons aged 15 years or over in the same order as you have written them overleaf.	Persons with qualifications in science and technology. *See Note 13.* State at (i) the academic and/or professional qualifications held. State at (ii) the main branch of science or technology in which the qualifications are held.	**R** For persons who in the week ending 22nd April, 1961, were in employment at any time (including any part-time or casual employment), whether or not actually at work, fill in this section in respect of that employment. If the person became unemployed or retired during the week, do not fill in this section, but fill in Section S. *See Note 16.*					**S** For persons who, at the end of the week ending 22nd April, 1961, were not in employment but intending to get work or wholly retired, fill in this section in respect of the last full-time employment. *See Note 18.*			**T** For other persons.
		State the name and business of the employer but if self-employed write either "self-employed employs others" or "self-employed without employees", and also the nature of the business: if a trading name is used give that name as well. *See Notes 16, 19, 20 and 23.*	For the employment given in column (Ra) give at (i) the precise occupation showing where appropriate the material worked or dealt in, and for workers at mines whether employed mainly above or below ground. *See Note 21.* If applicable write at (ii) "Apprentice", "Learner" (only if in skilled craft), "Articled Pupil", "Student Apprentice", "Graduate Apprentice", or "Management Trainee". *See Note 22.*	State the full postal address of the place of work. (For transport workers, building workers, dockers, seamen, and persons with no regular place of work, see Note 24.) If the work is carried on mainly at home write "at home".	State at (i) whether this employment was full-time or part-time. *See Notes 15 and 17.* If part-time state at (ii) the number of hours, excluding meal breaks, worked in this employment during the week ending 22nd April, 1961. *See Note 15.*	**MALES ONLY** If you have written "part-time" in column (Rd) give details of the last full-time employment, showing at (i) the business of the employer or details of self-employment and at (ii) the occupation.	Write "Wholly retired" or "Out of Work" or if out of work and sick or injured for the whole week, write "Out of work, sick." (*See Note 17*).	State the name and business of the last full-time employer but if self-employed write either "self-employed employs others" or "self-employed without employees", and also the nature of the business: if a trading name is used give that name as well. *See Notes 16, 19, 20 and 23.*	For the employment given in column (Sb) give the precise occupation showing where appropriate the material worked or dealt in, and for workers at mines whether employed mainly above or below ground. *See Note 21.*	Write "Housewife", "Home duties", "at school", "Student", etc. as applicable.
P	**Q**	**Ra**	**Rb**	**Rc**	**Rd**	**Re**	**Sa**	**Sb**	**Sc**	
	(i)		(i)		(i)	(i)				
	(ii)		(ii)		(ii)	(ii)				
	(i)		(i)		(i)	(i)				
	(ii)		(ii)		(ii)	(ii)				
	(i)		(i)		(i)	(i)				
	(ii)		(ii)		(ii)	(ii)				
	(i)		(i)		(i)	(i)				
	(ii)		(ii)		(ii)	(ii)				
	(i)		(i)		(i)	(i)				
	(ii)		(ii)		(ii)	(ii)				
	(i)		(i)		(i)	(i)				
	(ii)		(ii)		(ii)	(ii)				

PART III PERSONS ABSENT FROM THIS HOUSEHOLD

(If no one is absent write "NONE" in column A below).

FILL IN ONE OF THE SECTIONS BELOW FOR EACH PERSON ABSENT AND AGED 15 YEARS AND OVER—*See Note 14.*

Write here the names and surnames of all persons usually living in this household who are absent on Census Night, except those arriving next day who have been included in Part I. *See Note 25.*	Relationship to the head of the household. e.g. "Head", "Wife", "Son", "Boarder", "Boarder's wife", "Employee".	Sex "M" or "F" and Age in years at last birthday and completed months since then. *See Note 3.*	Persons 16 years or over. Write "Single", "Married", "Widowed", or "Divorced". *See Note 4.*	Place of abode on Census Night; if abroad give the name of the country.	**R** For persons who in the week ending 22nd April, 1961, were in employment, whether or not actually at work, fill in this section in respect of that employment.		**S** For persons who at the end of the week ending 22nd April, 1961, were not in employment but intending to get work or wholly retired, fill in this section in respect of the last full-time employment.			**T** For other persons.
					State the name and business of the employer etc. (See the heading to column (Ra) above).	For the employment given in the foregoing column (Ra) state the precise occupation etc. (See the heading to column (Rb) above).	Write "Wholly retired" or "Out of Work".	State the name and business of the last full-time employer etc. (See the heading to column (Sb) above).	For the employment given in the foregoing column (Sb) give the precise occupation etc. (See the heading to column (Sc) above).	Write "Housewife", "Home duties", "at school", "Student", etc. as applicable.
A	**B**	**D** Sex: Years / Months	**E**	**U**	**Ra**	**Rb** (i) (ii)	**Sa**	**Sb**	**Sc**	
		Sex: Years / Months				(i) (ii)				
		Sex: Years / Months				(i) (ii)				

NOTES

1. **Names and surnames** (Column A)
   (a) Names are wanted only to help in taking the Census.
   (b) Write first the name of the head of the household (if present) or acting head and then the names of relatives, visitors, boarders, employees, etc.
   (c) If a husband and wife are both present or both absent on Census Night write their names on consecutive lines in the appropriate parts of the schedule.
2. **Usual address** (Column C)
   (a) **School children, students, etc.,** who live away from home during term should give their home address not their term-time address.
   (b) **Members of H.M. Forces** should give the address of their married quarters or other home address.
   (c) **Resident staff** should regard the private house, boarding house, or other premises where they live as their usual address.
   (d) For persons with **no settled address** write "None".
   (e) For **boarders** who have a settled residence with this household write "Here".
3. **Age** (Column D)
   (a) If the age is not known exactly, give it as accurately as possible.
   (b) Even where the birthday is only a few days after Census day, the required age is the number of years at the last birthday and 11 months.
   (c) For babies under one month old write "Under 1 month".
4. **Marriage, etc.,** (Column E)
   If a person is legally separated, not divorced, write "Married".
5. **Children** (Column F)
   Include in the number of children born alive to the mother in marriage, any children of a previous marriage and any that have died.
6. **End of first marriage** (Column H)
   Write at (ii) the date of her first or only husband's death or date of divorce.
7. **Birthplace** (Column J)
   If born in Scotland write the County of birth (or the name of the City if born in Edinburgh, Glasgow, Dundee or Aberdeen City). For persons born elsewhere write only the name of the Country of birth, or "At Sea" if born at sea.
8. **Citizenship or nationality** (Column K)
   (a) For citizens of the Irish Republic write "Irish".
   (b) For British protected persons give the protectorate or trust territory, e.g., Uganda, Tanganyika.
9. **Ownership and renting** (Panel L)
   Crofters and Smallholders who occupy their own houses, write "Yes" at (a). Those whose rent includes the dwelling house write "Yes" at (b).
   By virtue of employment. If the accommodation is provided in connection with the employment of a member of the household and ceases to be provided after the employment comes to an end (e.g. a tied cottage, caretaker's flat) write "Yes" at (c) whether rent is paid or not.
   By renting from housing authority. If the house is rented from a Town or County Council, a New Town Development Corporation, the Scottish Special Housing Association, the Scottish National Housing Company Ltd., or the Second Scottish National Housing Company (Housing Trust) Ltd., and is not occupied by virtue of employment with any of these bodies, write "Yes" at (d).
10. **Household arrangements** (Panel M)
   (a) **Cold water tap.** This refers to a tap within the building. It does not include a tap in an open yard or a public standpipe. If only the latter are available, the answer "None" should be given.
   (b) **Hot water tap.** This means water piped to any form of heating appliance which will allow hot water to be drawn from a tap within the building, e.g. a boiler, tank with immersion heater, geyser, or sink heater.
   (c) **Fixed bath.** This means a bath permanently installed with a waste pipe leading outside the building. It does not matter for this purpose whether there is water piped to it or whether the room where it is installed is used only as a bathroom or not.

Continued overleaf

EXAMPLES OF COMPLETED SCHEDULES

FRONT

	Name and Surname (A)	Relationship (B)	Usual Residence (C)	Sex (D)	Age (D)	Single, Married, etc (E)	Children (F)	Date of Marriage (G)	Previous Marriage (H)	Birthplace (J)	Nationality (K)	Gaelic (X)	Previous Address, etc. (N)	Education (O)
1st Example	John Simpson	Head	Here	M	62	Married	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Aberdeen City	(i) — (ii) — (iii) —	-	(i) Yes (ii) 23 (iii) —	23
	Mary Simpson	Wife	Here	F	51	Married	(i) 1 (ii) No	(i) 2nd Apr., 1938 (ii) No	(i) — (ii) —	Aberdeen-shire	(i) — (ii) — (iii) —	-	(i) Yes (ii) 23 (iii) —	16
	Linda Simpson	Daughter	Here	F	20	Single	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Aberdeen City	(i) — (ii) — (iii) —	-	(i) Yes (ii) birth (iii) —	18
	Jane C. Cooper	Visitor	92 Bridge St., Penge, Kent	F	40	Married	(i) 3 (ii) No	(i) 3rd Nov., 1951 (ii) Yes	(i) 8th May, 1941 (ii) 9th June, 1942	England	(i) — (ii) — (iii) —	-	(i) Yes (ii) 2 (iii) —	14
2nd Example	Jean Murray	Head	Here	F	21	Single	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Stirling-shire	(i) — (ii) — (iii) —	-	(i) No (ii) — (iii) 8 Fort Street, Alloa, Clackmannanshire	16
	Clara Gibbons	Friend sharing	Here	F	20	Single	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Jamaica	(i) U.K. & Colonies (ii) By birth (iii) —	-	(i) No (ii) — (iii) Queen St., Kingston, Jamaica	14
3rd Example	George Mackenzie	Head	Here	M	50	Married	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Inverness-shire	(i) — (ii) — (iii) —	G & E	(i) Yes (ii) 15 (iii) —	18
	Marie L. Mackenzie	Wife	Here	F	42	Married	(i) 1 (ii) No	(i) 3rd Apr., 1956 (ii) Yes	(i) 9th May, 1940 (ii) 6th June, 1950	France	(i) U.K. & Colonies (ii) By registration (iii) —	-	(i) Yes (ii) 10 (iii) —	15
	Paul M. Dupont..	Stepson	8 Rue de Paris, Versailles	M	19	Single	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	France	(i) — (ii) — (iii) French	-	(i) Yes (ii) 3 (iii) —	—
	Terence O'Leary	Visitor	301 Kings Road, Glasgow, S.2	M	23	Single	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Irish Republic	(i) — (ii) — (iii) Irish	-	(i) Yes (ii) 5 (iii) —	18
	Margaret Morrison	Employee	Here	F	54	Widowed	(i) None (ii) No	(i) — (ii) —	(i) 1st Mar., 1939 (ii) 2nd Apr., 1942	Ross and Cromarty	(i) — (ii) — (iii) —	G & E	(i) Yes (ii) 11 (iii) —	14
4th Example	Katherine Saddler	Acting Head	Here	F	49	Married	(i) 2 (ii) No	(i) 1st May, 1930 (ii) No	(i) — (ii) —	Edinburgh	(i) — (ii) — (iii) —	-	(i) Yes (ii) 26 (iii) —	14
	William Saddler	Son	Here	M	23	Married	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Edinburgh	(i) — (ii) — (iii) —	-	(i) Yes (ii) birth (iii) —	16
	Janet P. Saddler	Daughter in law	Here	F	21	Married	(i) 1 (ii) Yes	(i) 2nd Jan., 1960 (ii) No	(i) — (ii) —	Dundee	(i) — (ii) — (iii) —	-	(i) No (ii) — (iii) Married Quarters, Wilhelmstrasse, Hamburg, Germany	16
	Baby Saddler ..	Grandson	Here	M	Under 1 mth.	—	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Germany	(i) U.K. & Colonies (ii) By descent (iii) —	-	(i) No (ii) — (iii) None	—
	Hugh Rees ..	Boarder	Here	M	30	Married	(i) — (ii) —	(i) — (ii) —	(i) — (ii) —	Wales	(i) — (ii) — (iii) —	-	(i) Yes (ii) 2 (iii) —	14
	Blodwen Rees ..	Boarder's Wife	Here	F	29	Married	(i) None (ii) No	(i) 2nd Nov., 1955 (ii) No	(i) — (ii) —	Wales	(i) — (ii) — (iii) —	-	(i) Yes (ii) 2 (iii) —	14

BACK

	Names (P)	Science, etc. (Q)	Name and business of Employer (Ra)	Occupation (Rb)	Place of Work (Rc)	Hours (Rd)	Males, part-time (Re)	Out of work, etc. (S)	Last Employer (Sb)	Last Occupation (Sc)	Housewife, Student, etc. (T)
1st Example	J. Simpson ..	(i) B.Sc. (Eng.) (ii) Electrical Engineering	—	(i) — (ii) —	—	(i) — (ii) —	(i) — (ii) —	Retired	Associated Engineering Co. Ltd. Consulting Electrical Engineers	Research Electrical Engineer	—
	M. Simpson ..	(i) — (ii) —	—	(i) — (ii) —	—	(i) — (ii) —	(i) — (ii) —	—	—	—	Housewife
	L. Simpson ..	(i) — (ii) —	Aberdeen General Hospitals Board of Management. Hospital Service	(i) Radiographer (ii) Student	The Royal Hospital, Ferry Viaduct, Aberdeen	(i) Full time (ii) —	(i) — (ii) —	—	—	—	—
	J. C. Cooper ..	(i) — (ii) —	—	(i) — (ii) —	—	(i) — (ii) —	(i) — (ii) —	—	—	—	Housewife
2nd Example	J. Murray ..	(i) — (ii) —	C. Jones & Co., Textile Machinery Makers	(i) Shorthand Typist (ii) —	Broad Works, Falkirk, Stirlingshire	(i) Full time (ii) —	(i) — (ii) —	—	—	—	—
	C. Gibbons ..	(i) — (ii) —	—	(i) — (ii) —	—	(i) — (ii) —	(i) — (ii) —	Out of Work	District Transport Co. Bus Company	Bus Conductress	—
3rd Example	G. Mackenzie	(i) — (ii) —	Self-employed, employs others. Solicitors	(i) Solicitor (ii) —	15 Netherby St., Inverness.	(i) Full time (ii) —	(i) — (ii) —	—	—	—	—
	M. L. Mackenzie	(i) — (ii) —	Mackenzie & Robertson Solicitors	(i) Clerkess (ii) —	15 Netherby St., Inverness	(i) Part time (ii) 24	(i) — (ii) —	—	—	—	—
	P. M. Dupont..	(i) — (ii) —	—	(i) — (ii) —	—	(i) — (ii) —	(i) — (ii) —	—	—	—	Medical Student
	T. O'Leary ..	(i) — (ii) —	Globe Insurance Co., Insurance Brokers	(i) Accountant (ii) Articled Pupil	Globe House, Bath Street, Glasgow, C.2.	(i) Full time (ii) —	(i) — (ii) —	—	—	—	—
	M. Morrison ..	(i) — (ii) —	Private	(i) Housekeeper (ii) —	At home	(i) Full time (ii) —	(i) — (ii) —	—	—	—	—
4th Example	K. Saddler ..	(i) — (ii) —	—	(i) — (ii) —	—	(i) — (ii) —	(i) — (ii) —	—	—	—	Housewife
	W. Saddler ..	(i) — (ii) —	Dominion Engineering Ltd. Office Machinery Mfrs.	(i) Maintenance Electrician (ii) —	Lambert Road, Sighthill, Edinburgh, 11.	(i) Full time (ii) —	(i) — (ii) —	—	—	—	—
	J. P. Saddler ..	(i) — (ii) —	—	(i) — (ii) —	—	(i) — (ii) —	(i) — (ii) —	Out of Work, Sick	J. Watt, Dairy Farmer	Dairymaid	—
	H. Rees ..	(i) — (ii) —	Dominion Stores Departmental Store	(i) Hardware Dept. Assistant (ii) —	14 River Walk, Edinburgh, 2.	(i) Part time (ii) 20	(i) National Coal Brd. Coal Mining. (ii) Back Ripper, below ground.	—	—	—	—
	B. Rees ..	(i) — (ii) —	Ministry of Works	(i) Temp. Clerical Officer (ii) —	16 Skye Street, Edinburgh, 1.	(i) Full time (ii) —	(i) — (ii) —	—	—	—	—

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Notes (continued)

(*d*) **Watercloset.** This means any watercloset emptying into a main sewer, septic tank or cesspool. It does not include a chemical closet or earth closet. It must be within the building or attached to it.

e.g. For a household which shares the use of a fixed bath and watercloset and has the sole use of the cold water supply but has no hot water supply the entries would be—

(*a*) Cold water tap— Sole use.
(*b*) Hot water tap— None.
(*c*) Fixed bath— Shared.
(*d*) Watercloset— Shared.

11. Change of address, etc. (Column N)

(*a*) "Years" means completed years, e.g., for 4 years 11 months write "4 years".

(*b*) Give the whole period since the person moved to the address indicated in column C even if he or she has since been temporarily away, e.g., owing to National Service, other war service, or evacuation.

12. End of full-time education (Column O)

For persons not now receiving full-time education, but intending to resume it later, state the age at which education was discontinued. For students actually enrolled in a course of full-time study which involves spending part of the time in employment make no entry in this column.

13. Scientific qualifications (Column Q)

(*a*) The information required is in respect of all persons, irrespective of present occupation, who hold one or more of the qualifications listed below in a branch of science or technology excluding medicine, dentistry, pharmacy, optics, veterinary science, architecture, economics, geography and the social sciences.

(*b*) For all persons holding one or more of the following qualifications in a branch of science or technology, give particulars for the type of qualification as indicated below—

Qualifications	*Examples*
University degree or University Diploma of equivalent standard. (It is not necessary to list qualifications higher than a First degree or diploma.)	B.Sc. *or* M.A. *or* University Diploma.
Associateship or Diploma of University Degree standard awarded by an educational institution other than a university.	Dip. Tech. (N.C.T.A.) *or* A. of Camborne School of Mines, *or* A. of Manchester College of Science and Technology, *or* A. of Heriot-Watt College.
Graduate or Corporate membership of a professional institution.	Grad. M. of Institution of Electrical Engineers, *or* Corp. M. of Institution of Civil Engineers

(*c*) One of the following branches of science or technology should be entered at (ii) of column Q.

Agriculture (including dairying, estate management, forestry, and horticulture.)

Biology (all branches)	Chemical Engineering
Chemistry (other than pharmacy) including Biochemistry	Civil and Structural Engineering
Geology	Electrical Engineering
Mathematics	Mechanical Engineering
Physics	Mining Engineering
General Science	Metallurgy

Any other science, engineering or technology (please specify) except those excluded by definition in para. (a) above.

Industry and Occupation (Sections R, S and T)

14. In employment means that the person had a job during the week ending Saturday, 22nd April, 1961, even if he was away from work because of holidays, sickness, strikes, etc. That is, a sick person is in employment if his job is waiting for him when he gets well.

For persons temporarily laid off by their employer throughout the week, answer the questions in Section R and not in Section S.

For persons who retired or became out of work during the week, complete Section S and not Section R.

"Employment" includes any service in the Armed Forces, and also jobs at which a person worked for only a few hours; e.g. for a housewife who helped in her husband's shop or did some office cleaning answer the questions in Section R and not Section T.

For persons who are at **school or university** full-time during term answer Section T and not Section R, even if they did paid work during the holidays.

15. "Part-time" means less than the normal hours in the employment. Employment which is normally full-time but which was interrupted by sickness, holidays, short-time working, strikes or lockouts, or which was started or stopped part way through the week, should be returned as "full-time" in Section R, column (Rd).

Hours worked. For part-time workers whose employment was interrupted by sickness etc., state the hours usually worked.

16. More than one employment. If the person changed his employment during the week give details of the employment in the later part of the week.

If the person normally follows more than one employment during the week give details of the main employment only.

17. For **sick persons** who were off work but still have their job write "full-time" or "part-time" in Section R, column (Rd) according to whether they would have worked full or part-time if they had not been ill.

If they have been discharged by their employer answer the questions in Section S, not those in Section R.

18. For persons out of work who have **never had full-time employment,** write in Section S details of the last part-time employment. If the person is **looking for a first job,** write "Out of work" in Section S, column (Sa), and "None" in columns (Sb) and (Sc).

19. Employer and employer's business.

These details are required only to help in classifying the industry or service. Describe the business fully and try to avoid using abbreviations or initials.

The following are examples of terms insufficient by themselves:—

Manufacturer, Merchant, Agent, Broker, Factor, Dealer, Engineering, Iron Works, etc.

20. Employs others means having one or more employees other than any relatives employed by him and living in the same household.

21. Occupation. The occupation should be fully described in columns (Rb) and (Sc) (*See examples overleaf*). Vague or indefinite terms such as engineer, machinist, labourer, fitter, should not be used. More precise descriptions should be given such as chartered electrical engineer, envelope machinist, builder's labourer, blacksmith's fitter. Where appropriate, particulars of article made or dealt in, or material worked in should be given, e.g. cycle fitter, wood turner, brass moulder, etc. Civil Servants and other public officials should give their rank and the department or branch in which they are serving. Foremen, chargehands, etc., should include their rank in the description of their occupations, e.g. foreman plumber.

22. Apprentices, trainees, etc. An entry should be made at (ii) of column (Rb) only if persons are undergoing training for a period fixed in advance, leading to recognition as a skilled worker or technician and/or to a recognised technical, commercial or professional qualification or managerial post. Boys undergoing probationary training who have not yet entered into formal apprenticeship or learnership should be excluded.

23. Domestic servants. If in private domestic service give the occupation (e.g. Cook) in columns (Rb) or (Sc) but write only "Private" in columns (Ra) or (Sb). But complete these columns as required by the questions for persons employed in hotels, restaurants, boarding houses, etc.

24. Place of work

Persons with no regular place of work such as **sales representatives, inspectors** and **building workers,** who do not work daily from or at a fixed address or depot should state "No fixed place." Those working daily from or at a fixed address or depot, e.g. certain **transport workers,** and **building workers** employed on a site for a long period, should give the address of the depot or site or other fixed address.

Dock workers registered under the National Dock Labour Scheme, who are in possession of a Pay Voucher Book issued by the National Dock Labour Board, should give the address of the call stand or control point where they are required to prove attendance. Registered dock workers not issued with a Pay Voucher Book by the Board, and other dock workers, should give the name and address of the dock or wharf at which they are usually employed.

Seamen should give the name of their ship and the port in which it is lying.

25. Absent members of the household (Part III)

Include in Part III only those persons who usually live in this household but are temporarily away, e.g. include a schoolboy who lives at home during the holidays but is now away at boarding school, a son away on National Service or any one temporarily away on his job (e.g. a seaman), on holiday or in hospital (including a new-born baby).

Do not include in Part III any one who is living in an institution such as an old people's home where he is staying permanently or for many months.

Wt. 70590 220M P & I Ltd. G186

CENSUS, SCOTLAND, 1961

NOTES AND EXAMPLES FOR SCHEDULE S.10

The schedule S.10 which accompanies this leaflet is being issued only to 10 per cent. of the householders in Scotland. The allocation of these 10 per cent schedules has been made on a numerical, automatic and quite impersonal basis. This arrangement will provide sufficient information on certain topics which can be used for the country as a whole. These are the topics contained in columns N to T of the schedule. By this arrangement 90 per cent of the householders are relieved from giving these particulars.

In your case all the particulars are needed. Your co-operation is sought in providing accurate answers to these questions so that reliable statistics for the whole population may be obtained.

The notes will help you to give the particulars asked for. There is a reference to the number of each note in the column headings on the schedule. Please read the appropriate note and study the examples in this leaflet before you fill in the answers.

CONFIDENTIALITY

No information about any individual person, family or dwelling, will be given to anyone not employed on the Census.

FORM No. 2

The form (marked "S.90") appropriate to persons belonging to the classes mentioned in article 1 or article 7 of the First Schedule to the Census Order, 1960, other than persons for whom Form No. 1 is appropriate.