

# INSTRUCTIONS

FOR TAKING THE

C E N S U S

OF THE

STATE OF NEW YORK,

IN THE YEAR 1865 ;

ISSUED BY THE SECRETARY OF STATE,

TO THE

OFFICERS CHARGED WITH THE DUTY OF TAKING IT.

TOGETHER WITH THE

LAWS RELATING TO THE SAME.

ALBANY:  
WEED, PARSONS & COMPANY, PRINTERS.  
1865.

## EXTRACT

*From Article Third, of the Constitution of the State of  
New York.*

“§ 4. An enumeration of the inhabitants of the state shall be taken, under the direction of the Legislature, in the year one thousand eight hundred and fifty-five, and at the end of every tenth year thereafter; and the said districts\* shall be so altered by the Legislature, at the first session after the return of every enumeration, that each senate district shall contain, as nearly as may be, an equal number of inhabitants, excluding aliens and persons of color not taxed; and shall remain unaltered until the return of another enumeration, and shall at all times consist of contiguous territory; and no county shall be divided in the formation of a senate district, except such county shall be equitably entitled to one or more Senators.”

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\* Referring to the Senatorial Districts, described in a preceding section.

## CENSUS LAW OF 1855 AS MODIFIED IN 1865.

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AN ACT in relation to the Census or enumeration of the inhabitants of this State.

PASSED March 12 ; Amended April 6, 1855 ; And Feb. 16, 1865.

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

§ 1. An enumeration of the inhabitants of this state shall be taken during the present year eighteen hundred and fifty-five, and during every tenth year hereafter.

§ 2. The Secretary of State shall, as soon as may be after the passage of this act, and also in every tenth year hereafter, cause uniform blank returns and abstracts, together with copies of this act, to be printed, for the purpose of taking such enumeration and obtaining other statistical information.

§ 3. The Secretary of State shall, on or before the first day of May next, and on or before the first day of May in every such tenth year hereafter, transmit, in such manner as he may think proper, to each of the County Clerks, twice as many of such blank returns and as many copies of this act as there are election districts in their respective counties.

§ 4. On or before the first Monday of May next, and on or before the first Monday of May in every such tenth year hereafter, the Secretary of State shall appoint one or more Enumerators in and for each town and ward in this state, as the case may be, and who shall have been a resident of such ward or town at least one year before such appointment, whose duty it shall be to enumerate the inhabitants therein, and to perform the other duties prescribed by this act. A certificate of such appointment, under the hand of the Secretary of State, shall be made, in which certificate the district assigned to the person so appointed shall be described ; and such certificate shall be delivered to the person appointed, and which shall be evidence of the facts therein contained.

§ 5. It shall be the duty of each County Clerk, on or before the fifteenth day of May next, and on or before the fifteenth day of May in every such tenth year hereafter, to forward to the Town Clerk of each of the towns in his county, and to the Clerk of the Common Council in each of the cities, a sufficient number of the blank returns and copies of this act, so as aforesaid transmitted to him by the Secretary of State, to supply each Enumerator of such town or city, on demand, of duplicate sets of said blank returns, and one copy of this act.

§ 6. On the first Monday of June next, and on the first Monday of June in every such tenth year hereafter, every such Enumerator shall proceed to enumerate, truly and accurately, the inhabitants residing in the ward, town or district for which he shall have been appointed, by making actual inquiry at every dwelling house, or of the head of every family residing therein, and to obtain the statistical information required by this act, by such convenient means as may be in his power.

§ 7. Each Enumerator shall enter in the blank return received, the particulars of the enumeration so made, and of the statistical information so obtained, in the manner and form prescribed by the Secretary of State.

§ 8. Every person whose usual place of abode shall be in any family, on the first day of June next, and on the first day of June in every such tenth year hereafter, shall be returned as of such family; and every person casually absent at the time of taking the enumeration, as belonging to that place in which he usually resides.

§ 9. The returns so made out shall be certified, by each Enumerator taking the enumeration, to be true and accurate to the best of his knowledge and belief, and shall state the number of pages of which it consists, which certificate shall be subscribed and sworn to by him before any officer authorized to administer oaths, who shall certify such attestation without charging any fee therefor.

§ 10. Each Enumerator shall, on or before the first day of July next, and on or before the first day of July in every such tenth year hereafter, cause the returns so certified, with a duplicate copy thereof carefully made and compared, and certified in the manner above specially provided, to be delivered to the County Clerk of the county in which such Enumerator resides.

§ 11. Each County Clerk shall immediately after receiving such certified statements of the enumeration, and other statistical information, and the duplicate copies of the same from the Enumerators in the several towns or districts or

his county, transmit to the Secretary of State at Albany, by express, all the duplicate returns filed in his office, carefully boxed in such a manner as to protect them; and if any Enumerator shall neglect for five days after the first of July to make his return as aforesaid, the Clerk of the county in which he shall reside, shall immediately proceed himself or dispatch a messenger to procure such return and duplicate, and the expense thereof shall be deducted from the account of such Enumerator, by the Board of Supervisors of the county in which he may reside, if they shall think proper.

§ 12. The Secretary of State, after receiving such duplicate returns, shall prepare and report to the legislature a general account of the enumeration, specifying the result thereof in the several towns, wards, cities and counties of the state, with a full recapitulation of the whole.

§ 13. [Act of February 16, 1865 (chapter 34, § 2.) The compensation of Enumerators shall be three dollars for each day actually and necessarily employed in making the enumeration and preparing the duplicate copy of the returns, which account shall be audited by the supervisors of the county where such services are performed, and shall be assessed, collected and paid as a part of the contingent expenses of such county; but no such account shall be allowed, unless the Secretary of State shall have notified the Clerk of the Board of Supervisors of the receipt and acceptance of the returns for which the compensation is claimed.

§ 14. The County and Town Clerks required to perform duties in relation to the census shall be allowed a just and reasonable compensation for their expenses and services, which shall be audited by the Supervisors of the county where such services are performed, and shall be assessed, collected and paid as a part of the contingent expenses of the county in which they reside.]

§ 15. In case of the inability or neglect of any Enumerator appointed under or by virtue of this act to perform his duties, the Secretary of State shall have full power, and it shall be his duty forthwith to appoint another Enumerator in his stead.

§ 16. Any person being the head of a family or member thereof, above the age of twenty-one years, who shall refuse to give to any Enumerator the information required by him, relative to any of the particulars which such Enumerator is required to state in his returns concerning such family or person, or who shall willfully give false information to such Enumerator concerning the same, shall forfeit and pay a

penalty of fifty dollars, to be sued for and recovered with costs of suit, by and in the name of the Supervisor of their respective towns, and shall be paid over to the Town Superintendent, for the benefit of the Common Schools of such town, except in the city of New York such suit and recovery shall be in the name of the Mayor, Aldermen and Commonalty of the said city, and such penalty shall be paid over to the Board of Education for the benefit of Common Schools in said city.

§ 17. It shall be the duty of the Secretary of State to appoint suitable persons to take the enumeration of the Indians residing on the several Reservations in this state, who shall, in respect to such Reservations, perform all the duties of Enumerator by this act, and shall also return the number of acres of land cultivated by such Indians, and such other statistics as it may be in their power to collect, and as the Secretary of State in his instructions shall prescribe; for which service they will be paid out of the treasury, upon the warrant of the Comptroller, such suitable compensation, not exceeding two dollars per day, as the Secretary shall certify to be just. All expenses incurred by the Secretary of State in executing this act shall be paid by the Treasurer, upon the warrant issued by the Comptroller.

§ 18. It shall be the duty of each County Clerk in this state, on or before the first day of January next, and the first day of January following such tenth year, to cause all the original returns filed in his office by the respective Enumerators, to be properly arranged by towns or wards and well bound up in one or more volumes, and carefully preserved among the records of his office; and if it has not already been done he shall cause the returns of the United States census of eighteen hundred and fifty to be bound and preserved in like manner, and also the returns of any future census which the United States may hereafter take.

§ 19. The third chapter of the fifth title of the first part of the Revised Statutes, entitled "of the census or enumeration of the inhabitants of the state," and also chapter two hundred and thirty-nine of the Laws of eighteen hundred and fifty-four, entitled "An act to amend an act relative to the census or enumeration of the inhabitants of this state, passed May 7, 1845," are hereby repealed.

§ 20. This act shall take effect immediately.

# INSTRUCTIONS.

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## **To County Clerks.**

County Clerks will receive by mail a copy of these Instructions, and by express, a supply of blank schedules, for distribution among the several towns and cities within his county.

In apportioning the blanks among the several towns and cities, the population of each may be presumed to increase in the same ratio since 1860, as it did during the five years previous to that year, to which twenty per cent may be added for contingencies. The County Clerks will, however, use their own discretion in increasing or reducing the allowance of blanks, in cases where cities or towns have decidedly increased or decreased in population. Should the County Clerks discover that there will be, from any cause, a deficiency of any of the blanks, they should forthwith make application to the office of the Secretary of State for a sufficient quantity to supply the several Enumerators with a duplicate set.

At the earliest possible moment the supply belonging to each of the towns, should be forwarded to the several Town Clerks, and the share due to cities, to the Clerks of the Common Council for distribution. About fifteen sheets of the population blank (containing the headings marked I, II, III, IV), will be needed to every thousand inhabitants; but as losses, errors, and parts of pages must occur, the number of blanks distributed will somewhat exceed this number. The excess of these should be distributed in the same proportion as the others.

Of the second sheet (containing the headings numbered V, VI, VII, VIII), only one sheet will be needed for each Enumerator, and they should be distributed, in most cases, in the proportion of one to each election district. In doubtful cases, the clerks will be informed, upon application to the Secretary of State, of the number of Enumerators appointed in each town. Any surplus that the county clerks may receive, should be distributed to the largest towns.

Of the third sheet (that of Agriculture, with the headings marked IX, and extending across four pages), in rural districts, one sheet of this may be used to every three of the population blank. It should be less in large villages, and the exact proportion must be left to the discretion of the County Clerks, whose acquaintance with the wants of localities, must govern in the distribution.

The fourth, and last, sheet (containing the miscellaneous entries, and oath of the Enumerator), should be distributed in the same proportion as the second, viz., one to each Enumerator. The County Clerks should forward one copy of the Instructions to each Town Clerk, with the blanks. A sufficient number for this purpose will be found in the box. All other officers, excepting Town Clerks, having duties in connection with the census, will receive copies of the Law and Instructions by mail.

The clerks will find it convenient to keep a memorandum of the date when the blanks are sent to the several Town Clerks, and the person by whom they were sent, and to take receipts upon their delivery.

The Enumerators will forward two sets of the returns, when completed, to the County Clerks, which the latter will carefully separate, laying aside the *copy* for this office, and retaining the *original* for preservation with the county records. No summaries are required to be made by County Clerks, and the law requires that the returns shall be forwarded early in July, by express. They should be carefully boxed, and distinctly marked. The set retained in the office of the County Clerk, must be bound for preservation, and this expense will be a county charge.

**To the Clerks of Towns, and of Common Councils of Cities.**

It is the duty of these officers to receive from the office of the County Clerks, the blanks for the several Enumerators appointed for taking the census, and to deliver them to these persons, whose duty it will be to apply for the same. Town Clerks will receive, with the blanks, a copy of the Law and Instructions for their own use.

When more than one Enumerator is appointed in a town or ward, the clerks should divide the blanks between them as nearly in proportion to the population as can be estimated, taking care that one of the second sheets (with headings marked V, VI, VII, VIII), and one sheet of the fourth, or final, sheets, be delivered to each. The commissions of the Enumerators will indicate the particular districts to which they are appointed, and the clerks should allow every facility which the records of their office afford, in determining the area of the several districts, to the end that no omissions, and no duplication of the enumeration may occur.

**To the Enumerators.**

These persons, when appointed, will receive, by mail, a commission, and a copy of the Law and Instructions. They should make timely application to the Town or City Clerk for the requisite blanks, and should make arrangements to begin their labors on the first Monday of June.

It is highly important that no delay should occur, and that, as soon as possible, the enumeration should be made, a copy prepared, and both original and copy separately wrapped, but in one parcel, be forwarded to the County Clerk direct. The original should be indorsed on its wrapper, "For County Clerk," and the copy "For the Secretary of State." The external wrapper should be marked with the name of the Enumerator, with his district and town.

Every page should be *signed, dated* and *numbered*, at the top, and before being sent off the two should be carefully

compared, and both original and copy authenticated by an affidavit before a Justice of the Peace, or other officer allowed by law to take an acknowledgment of a deed. The paging should begin with the population blank, and extend through the whole work. The date should be that on which the page was begun.

Should the Enumerator discover that his supply of blanks is not sufficient, he should immediately notify the Secretary of State, when the deficiency will be at once supplied by mail. In all communications addressed to the Secretary of State upon the business of the census, the word "Census" should be indorsed on the lower left hand corner of the envelope.

The Enumerators should arrange their labors so as to include all the inhabitants, taking particular care that none residing in courts and alleys in the cities, or on private roads or distant from any road in the country, be omitted.

The importance of a kind and conciliatory manner in securing the confidence and good will of families approached for information, is too obvious to require more than a suggestion. Persons of intelligence will readily understand the objects for which the census is taken, and will coöperate in facilitating the inquiries of the officers charged with the duty of making them.

The apprehensions of a military draft or of some scheme of taxation will, it is feared, lead to some misapprehension in the minds of persons not correctly informed upon the objects of the census, that it may have some connection with these dreaded measures. You will take care to remove as far as possible such erroneous impressions, by assuring those who may hesitate on these grounds, that the present census is ordered to be taken under a clause of our Constitution, and in pursuance to a law and usage that has existed since the revolutionary war. The facts will warrant you fully in affirming *that it has nothing to do with any military enrollment or plan of assessment whatever*, but that its purpose is to obtain the basis of a new apportionment of members in the Senate and Assembly of our state legislature,

and for collecting such information as may lead to a fair and equal administration of the laws throughout the state.

The inquiries concerning those who are or have been in the military service will, if fully obtained, assist materially in settling many facts now uncertain, in relation to the extent of aid afforded by localities in the present war, and tend to secure impartial justice to every town and county.

To any who may seem inclined to evade the inquiries of the Enumerators, or to give false answers to the questions, it may be necessary to read the section of the act that attaches a penalty to the refusal of answering the questions contained in the schedules. If necessary, the names of such persons should be promptly reported to the local authorities, that those incurring the penalty may be duly prosecuted.

The act provides, *that actual inquiry shall be made at every dwelling house, or by personal inquiry of the head of every family residing therein*, and this requirement must be strictly observed.

When the schedules, for any family, or business, are filled up, the Enumerator should read over and exhibit to the parties from whom he has received the same, the information obtained; to the end that any error may be corrected or deficiency supplied. This rule being followed, in all cases, will insure accuracy in the returns.

As the schedules are to be bound up in volumes for preservation, it is important that they should be *kept flat*, and not rolled or folded so as to render their binding and future use inconvenient. The greatest neatness and care should be had in making out the original, and especially the *copy* from which the results are to be derived.

The entries should be made with pen and ink, in all cases, and not with a pencil, the marks of which are easily obscured or entirely obliterated by use. To insure this convenience the Enumerators should be provided with good pens and black ink of the best quality.

Especial care should be taken, to make the *figures distinct*, so that there would be no possibility of mistaking

a 7 for a 9; a 3 for a 5, or of reading any other entry different from what was intended. A neat, fair copy, free from blots, scrawls or needless flourishes, and above all, bearing evidence of having been made *with care and accuracy*, should be returned by every Enumerator.

In cases where a district lies in an incorporated village, the fact should be stated in the margin. If a part of the district is within an incorporated village a memorandum should be made of the beginning and end of the village entries, so clearly that a person not acquainted with the names or localities can make no mistake in determining who reside within the village bounds.

If an incorporated village lies partly in other districts, or in two or more towns or counties, state the fact in the entry, and give the number of such district, if in the same town, or the name of such towns and counties, other than his own, in which such village is located, *but give only the population of the part which is in the district he is enumerating*. These parts being added together at this office, will give the aggregate population of the villages.

There are many villages of considerable size which have never been incorporated, and consequently have no definite limits. In all cases where such a village has a well established name, by which it is known in the country around, the Enumerator should enter its population in the "Remarks," on the last page, using his own discretion in deciding the limits of the village, and stating, if the fact, that it is situated partly in two or more districts, whose numbers or names he should give.

With the exception of noting the population of villages, the Enumerators will have no duties to perform in relation to the footing up or analysis of the schedules, as this duty will be performed in this office.

The schedules and columns are numbered for convenience of reference to the Instructions in any cases of doubt or uncertainty.

As soon as completed, copied, compared and authenticated by oath or affirmation, as required by law, the Enu-

merators should immediately forward their work to the County Clerks, or they will be liable to have them sent for at their expense. They will also be expected to correct any errors, or supply any deficiencies that may be required of them by the Secretary of State.

The payment of Enumerators being dependent upon the acceptance of the work at the office of the Secretary of State, great care should be taken to avoid future correspondence in correcting the returns.

**Table No. 1. — Population.**

**1.** *Dwellings numbered in the order of visitation.*—Under this head insert the number of the dwelling houses, as they are visited. The first house visited to be numbered 1; the second one visited, 2; and so on to the last house visited in the district. By a dwelling house is meant a separate inhabited tenement, having one or more families under one roof. Where several tenements are in one block, with walls either of brick or wood to divide them, having separate entrances, they are each to be numbered as separate houses, but where not so divided they are to be numbered as one house.

If a house is used partly for a store, shop, office, or for other purposes, and partly for a dwelling house, it is to be numbered as a dwelling house; but where used for lodging only, it is not. Hotels, poor-houses, hospitals (excepting military hospitals), asylums, jails, penitentiaries, houses of refuge, and other similar institutions, are each to be numbered as a dwelling house.

In these cases, write perpendicularly below the number the name or description, as "hotel," "poor-house," &c., as the case may be.

It is desirable to ascertain facts concerning *uninhabited houses*. You will therefore make the entries prescribed in columns 1, 2, 3, for all such, and leave the remainder of the line blank.

**2.** *Of what material built?*—In this column, write the material of which the house is built, as "stone," "brick,"

&c.; or, if built of different materials, as brick, faced with marble, freestone, &c., write the material of which the principal front is composed. If plastered in mastic, rough-cast or other imitation of stone, it is to be entered as of the material of which the wall is composed. As the term "wood" might be somewhat indefinite, the mode in which it is built, if of this material, should be stated, as "framed," "logs," "plank," &c., instead of the word "wood," which is to be implied when such terms are used.

**3. Value of dwellings.**—This value is to be estimated so as to include the lot on which such dwellings are built, if in a city or village, but not otherwise. It should not include buildings other than dwellings, unless so connected as to form an essential part of a dwelling. The estimate should refer to *present value*, with reference to location, but without reference to assessed value or original cost.

**4. Families numbered in the order of their visitation.**—Under this head insert the number of the families as visited, in the same manner as the dwellings. Many families in the great cities reside in cellars and basements. To ascertain the numbers thus exposed to insalubrious causes, you will note in the margin the fact of such residence.

By the term family, is meant either one person living separately in a house, or part of a house, and providing for him or herself, or several persons, living together in a house, or a part of a house, upon one common means of support, and separately from others in similar circumstances. A widow, living alone, and separately providing for herself, or two hundred individuals, living together, and provided for by a common head, should each be numbered as one family.

The resident inmates of an hotel, jail, prison, poor-house, asylum, house of refuge, or other similar institution, should be considered as one family. Prisons and hospitals are to be regarded as families, excepting those devoted to military purposes, whose inmates are enumerated with the families where they belong.

Rebel prisoners of war confined in this state will not be included in the census, as they can in no sense be regarded as a part of the population upon whom the basis of representation is to be based. The fact that a given number are found in the district should be noted in the margin, or in the remarks. The civilians and persons in the military service, found in camps or hospitals, should be included, but in every such case their home residence should be noted.

**5.** *Name of every person whose usual place of abode, on the first day of June, 1865, was in this family.*—In this column insert the name of every person in each family, of every age, including the names of those temporarily absent, on business, or in the military or naval service of the United States, as well as those that were at home on that day. The name of any member of a family who may have died *since the first day of June*, is to be entered and described as if living; but the name of any child born after that day is to be omitted. The names are to be written, beginning with the father and mother; or, if either or both be dead, beginning with some other ostensible head of the family, to be followed, as far as practicable, with the name of the oldest child residing at home, then the next oldest, and so on to the youngest; then the other inmates, lodgers and boarders, laborers, domestics and servants, having no other home at which they would be enumerated.

If such lodgers, boarders, laborers, domestics or servants are but temporary inmates, belonging to other families, they should be enumerated in the families to which they consider themselves permanently attached.

The inmates of jails, prisons, hospitals (except military hospitals), asylums, poor-houses, houses of refuge, and similar institutions, are to be enumerated in such institutions, and in no case in the families to which they belong when not so detained on account of poverty, crime or infirmity.

Persons traveling in foreign countries, if they have a home in this state at which they usually reside, are to be enumerated as if at home, providing that such absence is only temporary, and with the intention of returning. On

the other hand, foreigners and citizens of other states, or bodies of troops, casually present in this state, and only traveling or engaged on transient business, are not to be enumerated as citizens of the state.

Persons residing at hotels and boarding houses, and having no other homes, are to be considered as members of the family where they board; but if they are only temporary residents, and have other homes at which they usually reside, they should be enumerated at such homes.

All keepers of prisons, asylums and similar institutions are to be considered as the heads of their respective families, and the details concerning the inmates of each, should be entered in their proper columns.

By usual place of abode, is meant the house or usual lodging place of a person. In doubtful cases, where a person has no family, and is unsettled in his residence, you will inquire where (if an elector) he would claim the privilege of voting, and regard that place as his residence.

Students in colleges, academies or schools, when absent from the families to which they belong, are to be enumerated as if at home; but if such students have no other home they are to be counted as members of the family in which they board. Students belonging to families in this state, but attending school or college out of the state, are to be enumerated as if at home, and students residing out of the state, but temporarily attending within the state, are not to be enumerated.

Inquiries must be made at all stores, shops, eating houses, and other similar places, and the names and other facts concerning every person who usually slept there should be taken, provided such person is not otherwise enumerated.

Persons on board of vessels accidentally in port, those whose only habitation is the boat or vessel to which they belong, those who are temporarily boarding for a few days at a sailor's boarding or lodging house, if they belong to other places, are not to be enumerated as the population of a place.

The sailors and hands of a revenue cutter, ship of war or merchant vessel, other vessel or boat employed in navigating

the sea, lakes, rivers or canals, are to be enumerated as of the place where such boat belongs, unless they form parts of families otherwise enumerated; and any persons living on board of any vessel or boat, with no other home, must be enumerated as of the place where the vessel or boat is owned, licensed or registered.

Enumerators should make inquiries, at the offices of persons or agents of companies employing any boat or vessel in the internal navigation of the state, for all persons residing on boats or vessels in their employment, having no other homes, and not otherwise enumerated.

Where persons have removed since the first day of June, 1865, they are to be enumerated as of the district in which they lived on that day. In cases where such families or persons have removed from the district, the statistics concerning them are to be learned from the best means of information within reach, but no changes that have occurred since that date should be noticed.

**6. Age.**—In this column insert, in figures, the specific age of each person, at his or her last birthday previous to the 1st of June, opposite the name of such person. If the exact age in years cannot be ascertained, insert a number which shall be the nearest approximation to it.

The age, either exact or estimated, of every person is to be inserted.

If the person be a child under four years old, the entry is to be made by the fractional parts of a year, or a whole number for the year and a fraction for the months, thus: one month,  $\frac{1}{12}$ ; two months,  $\frac{2}{12}$ ; three months,  $\frac{3}{12}$ ,  $3\frac{1}{12}$ , &c. Unless the age be under four years there should be no fractions used, the whole number of entire years which the person has lived being given.

**7. Sex.**—In this column insert in all cases, opposite to each name, the letter M. or F., according as such person is male or female.

**8. Color.**—If the person be white, no entry is to be made, but if mulatto, write M.; or if black, B., opposite to the

name. In like manner if the person be an Indian, living apart from any tribe, and not on any reservation, write *Ind.* The number of Indians of this class is probably extremely small. Enumerators appointed for taking the census of the election districts of towns will have no duties to perform in relation to Indian settlements, but should include the whites residing on leased lands within their districts. Special Enumerators will be appointed to take the Allegany, Cattaraugus, Oneida, Onondaga, St. Regis, Tonawanda and Tuscarora Indians. All others should be taken by the Enumerators appointed in towns where they may reside.

**9.** *Relation to the head of the family.*—No entry should be made in this column opposite to the name of the head of the family, but opposite to *every other* name, write the relation to such head, as: “Wife,” “child,” “father,” “mother,” “aunt,” “servant,” “apprentice,” “boarder,” &c., as the case may be.

**10.** *In what county of this state, or in what other state or foreign country born?*—In this column, opposite to each name, write the *county* (but not town or city) in which each person was born, if he be a native of the State of New York, as “Erie,” “Oneida,” &c., but if of any other of the United States, write the name of the state, or a sufficient abbreviation thereof, as “Maine,” “Ohio,” “Mass.,” &c. If the person is a native of a foreign country, write the name of such country, as “Canada,” “England,” “Ireland,” “France,” &c.

**11.** *Of how many children the parent.*—This inquiry is to be made only of adult *females*, and usually of wives or widows. It should, in all cases, include the number of living children the woman has borne, *whether now living or dead*, and *whether present or absent* from the family. These children may perhaps be themselves the heads of families, and residents of another state, or they may have died in childhood. The object of the inquiry is to obtain data for determining the natural increase of the population in this state among the various classes, and it should be taken fully

and uniformly to possess value. Be careful to note in this column the number of children borne by females now aged, as well as that of those now surrounded by their families. We can thus determine the relative rate of increase of a former age, for comparison with the present.

**12.** *Number of Times Married.* — In this column write 1, 2, 3, or such other number as may indicate the number of times the person has married. It will be entered opposite the name of every person now married, widowed or divorced.

**13.** *Now Married.* — If the person is married and have a consort living, write the figure 1 in this column opposite the name.

**14.** *Now Widowed.* — If the person has been married but be now a widow or widower, write the figure 1 in this column opposite the name.

**15.** *Single.* — Write 1 in this column, if the person has never married. If formerly married, but left single by a legal divorce, write D. in this column, opposite the name, and in the margin the name of the state under whose laws the divorce was granted.

**16.** *Profession, Trade or Occupation.* — Opposite the name of every male person over fifteen years of age, and of every female having a distinct trade or employment other than the ordinary domestic duties of the household, write the name of the business which the person is known and reputed to follow, as “clergyman,” “physician,” “lawyer,” “shoemaker,” “student,” “farmer,” &c. When more convenient, the name of the article produced may be substituted.

When the individual is a clergyman, write the initials of the denomination or sect to which he belongs before his profession, as “Meth.” for Methodist, “R. C.” for Roman Catholic, “O. S. P.” for Old School Presbyterian, or other appropriate initials as the fact may be.

When a person follows several professions or occupations the name of the principal one only, and that by which he earns a livelihood (sometimes different from that to which he has been educated) should be given. But if the person is now in the military or naval service of the United States,

enter in this column his last employment before enlistment, and in column 17 and Table III, the additional facts required concerning his service. If a person follow no particular occupation, the space is to be filled with the word "none."

**17.** *Usual Place of Employment, if out of the City or Town where the Family Resides.*—Where a person is habitually employed away from the place where his family resides, enter the name of such place. In such cases his residence is to be reported with the family. If in the army or navy, write one of these words in this column. If an employee on a railroad, write the initials of the company, as "N. Y. C. R. R." It is desirable, among other facts, to ascertain from this inquiry, the number of persons residing in the suburbs of cities and beyond their boundaries, but habitually doing business in town.

**18.** *Native Voters.*—If the person be a legally qualified voter without having been naturalized, write the figure 1 opposite to his name in this column.

**19.** *Naturalized Voters.*—If the person shall have acquired the right of voting at elections by virtue of our naturalization laws, write 1 in this column opposite to his name. It will be borne in mind that a person convicted of a crime punishable by confinement in state prison loses his right of voting until it is restored to him by a formal act of restoration by the Governor. This privilege does not return to the individual when released or when pardoned, unless the restoration is expressly named in the pardon.

**20.** *Aliens.*—The Constitution of the state (Art. III, § 4), requires this and the next inquiry to be made. Opposite to the name of each alien, of whatever age, write in this column the figure 1. The naturalization of a man confers the right of citizenship upon his children but not upon his wife.

**21.** *Colored Persons not taxed.*—Opposite the name of every such person, of whatever age or sex, write the figure 1.

**22.** *Owner of land.*—If the person be the owner of real estate, write the figure 1 in this column opposite his name. He is to be considered owner, if he holds land by deed, contract or perpetual lease, whether in this state or elsewhere.

**23.** *Persons over 21 years, who cannot read and write.*—In this column, write the figure 1 opposite the name of every person who cannot read and write. If the person can read and write a foreign language, he is to be considered as able to read and write. If the person reads German *and not English*, write G.; if French, F.; if Spanish, S.; and if Italian, I. If a person can read but not write, insert the letter R in this column instead of the figure 1.

**24.** *Deaf and Dumb, Blind, Insane and Idiotic.*—Enter the figure 1 in this column opposite the name of every person coming under either of these designations. The great importance of obtaining statistics concerning these classes in connection with the benevolent institutions that have been founded for their relief, has led to the introduction of a special blank, which will be found on the last page of each sheet. Enter all the facts previously required in the population blank, and in columns 29 to 44, in Table II, the additional information therein required.

**25, 26, 27, 28.** *Employment in the Military or Naval Service of the United States since 1860.*—Every officer and enlisted man now living, and who now is, or who has formerly been in the service during the present war, should be here noted in the appropriate column by the figure 1 opposite his name, and the additional details required in Tables III and IV should be entered on the last page of each sheet. If still in the service, use Table III (columns 45 to 58), but if now out of the service, use Table IV (columns 59 to 77).

It is desirable that Tables III, IV or VII should embrace every individual belonging to the state, who now is or who has been engaged in the present war, whether now living or dead, and whether the service has been in a New York or other Regiment.

**Table No. II.—Additional Inquiries Relating to the Deaf and Dumb, Blind, Insane and Idiotic.**

In addition to the items entered in Table I, those stated in the headings of this table should be filled. Column 29 is for

the page of *this sheet* and 30 the marginal number of the line on *that page*, where the name of the person will be found entered. If persons belonging to the family are residents at any special institution within the state devoted to the treatment of the infirmity to which he is subject, they should only be taken by the Enumerators of the district in which such institution is located.

**31.** A person is to be noted as "*Deaf and Dumb*" who was born without the sense of hearing, and consequently has not acquired the use of speech, or who lost the sense of hearing before the faculty of speech had been acquired. If a person is mute from disease, or any other cause than deafness from childhood, no entry should be made in this table. In like manner, if a person has become deaf from age or disease, but retains the faculty of speech, or if he is partly deaf, or entirely deaf in one ear only, no notice should be taken of the case in the census.

*Blindness* is to be noted, if found now existing at whatever age, or from whatever cause it may have occurred. Partial blindness or a loss of one eye only, should not be noted. In the column of "remarks" state the age at which blindness occurred, and any fact of interest.

*Insanity* exists in every degree, from a slight aberration on some particular subject to raving madness; and the Enumerator may find it difficult at times to decide whether or not a person should be classed with the insane. In general, if a person is reputed to be erratic on some particular subject, yet attends regularly to his business and provides for his family, without evincing to any ordinary observer special symptoms of insanity, he should not be entered as insane. Eccentricity and enthusiasm often border upon insanity, and the dividing line is sometimes obscure. The subject is left to the discretion of the Enumerator, who, with the facts before him, will in most cases draw a just inference. If insane persons are in asylums, poor-houses or similar institutions, they should only be enumerated there, and not in the families to which they belong when at home.

*Idiocy* is a natural want of development of the mental faculties. *Dementia* is a loss of faculties once possessed. Either of these terms may be used, but where the latter occurs in old age, by the natural decay of the vital powers, and after a life of intelligence, it should not be entered in this table. In general, a person capable of self support and the transaction of ordinary labor, should not be classed with the idiotic, although his grade of intellect may be below the general average. Many idiots are capable of a useful degree of education; it is, therefore, desirable to obtain full statistics of this class, although a certain degree of delicacy may attend the inquiry.

**32.** *Duration of Infirmary (if recent, in Months).*— The month should be stated in fractions as  $\frac{1}{2}$ , &c. If congenital, write, “from birth.”

**33.** *Cause, if known.*— This should be stated as fully as can be known; if from injury, state the particular mode, as (in case of blindness) “explosion of powder,” &c. If from disease, the particular disease, as “small pox,” “scarlet fever,” &c. If a case of insanity, the exciting cause should be mentioned, as “puerperal insanity,” “loss of property,” “intemperance,” &c.

**34.** *What Relatives, if any, have been similarly affected.*— The object of this is to determine the extent of hereditary influences, and should be entered for so many as can be learned upon inquiry, as “father, grandfather, paternal aunt,” &c., abbreviating and using two lines or marginal notes, when necessary, but getting all the relatives of the person known thus to be affected, into the table.

**35, 36, 37.** *Treatment in an Asylum.*— This is to be entered if ever under treatment in a special institution, whether public or private, or whether in this or another state. In the 35th column the number of months the person has been under treatment should be entered. In column 36 or 37 note the months since discharged.

**38, 39, 40.** *Dependence for Support.*— Enter the figures 1, or  $\frac{1}{2}$ ,  $\frac{1}{4}$ , &c., in the column that shall express the facts of the case.

**41.** *Able to earn a living by Labor.*— If wholly unable, write 0, if wholly able, write 1. In intermediate cases write  $\frac{1}{2}$ ,  $\frac{1}{4}$ , &c.

**42.** *Living in a Poor-House or Alms House.*— Enter 1, if affirmative; if not, leave blank.

**43.** *Accustomed to solicit Alms.*— This will apply most frequently to the blind; enter 1 if affirmative, if not leave the column blank.

**44.** *Remarks.*— In this column, enter whatever peculiarity the case may present, as, of insane, the characteristic hallucination, or whether gentle, violent or destructive. If an idiot, note whether the parents were blood relations, and if so what degree, or whether they were intemperate.

**Table No. III.—Additional Inquiries relating to Officers and Enlisted Men NOW in the Military or Naval Service of the United States.**

**45, 46.** *Place on this sheet, where the Name is given.*— These refer back, as in the last table, to where the name, &c., may be found.

**47.** *Regiment, Battery, Battalion, &c.*— Where the person first entered, as a *volunteer, conscript* or *substitute*. If the person was formerly in the militia on a short term in the field, state the facts in the column of remarks.

**48.** *Date of entering the Service.*— State, if possible, the exact date in year, month and day, or as nearly as the information can be obtained.

**49.** *First term of Enlistment.*— State this in years, or, if in months, the fraction of a year, as  $\frac{9}{12}$ ,  $2\frac{6}{12}$ , &c.

**50.** *First rank.*— Enter the words “private,” “corporal,” “sergeant,” &c., or, if commissioned, the first rank.

**51.** *Promotions, Transfers and Re-enlistments.*— When there has been a change of regiment or service, the facts should be concisely stated. If re-enlisted, when, where and for what terms.

**52.** *Unexpired Term, June 1, 1865.*—Enter in this column, in years and fractions, the remainder of time the person has to serve, as  $2\frac{1}{2}$ ,  $\frac{1}{2}$ , &c.

**53.** *Name of present Regiment (or vessel, if in the Navy).*—Add, where convenient, the company, designated by letter, if known, as “Co. C., 97th N. Y.”

**54.** *Present Rank.*—If by brevet, mention the fact.

**55, 56, 57.** *Drafted Man, Substitute or Representative Recruit.*—Enter 1, if either of these be proper. In the absence of an entry, it will be understood that he is a *volunteer*.

**58.** *Remarks.*—Here note any particular item of information that may have interest—number of times wounded, loss of limbs, congressional medals received, &c.

**Table No. IV.—Additional Inquiries relating to Officers and Enlisted Men, WHO HAVE BEEN in the Military and Naval Service of the United States, in the present war.**

This table to include those who have served in the *militia*, as well as in the *volunteers* and *regular service*. None should be included but those who were actually mustered in. Sutlers and their clerks, relief agents, &c., should not be entered. Those who have been in the Rebel service, and are now residing in this state, should have the fact entered opposite their names in the margin of the Population blank, but not in Table IV.

**59, 60.** *Place on this sheet where Name is given.*—This refers to page and line, as above in 29, 30 and 45, 46.

**61.** *Regiment, Battery, &c., where first entered.*—If the person has only served with the militia, enter the name of regiment here. If both in militia and volunteer or regular service, enter the name of the latter here, and note the militia service in column of Remarks, No. 77.

**62.** *Date of first entering the U. S. Service.*—Give year, month and day, when practicable.

**63.** *First rank.*—Enter as in column 50.

**64.** *Promotions and Transfers.*—See directions No. 51.

**65.** *Months in service of United States.* — If years and months reduce the time to months in all cases.

**66.** *Discharged at expiration of Term.* — Enter 1, if yes; otherwise leave blank.

**67.** *Resigned, discharged, mustered out, &c.* — Under this head enter 1 for any of these modes of leaving the service. It would have been desirable to learn specifically how many had left the army by discharge, on account of wounds, or from disability, or by dismissal, desertion, &c. But as some of these are disgraceful, and as all of them are to be ascertained by inquiry of the persons themselves, or their families, it was thought not practicable to depend upon data thus obtained. The simple fact that the person is out of service, is all that is required in this column.

*Present Condition.*

**68.** *Health good.* — Enter 1, if affirmative, otherwise leave blank.

**69.** *Health permanently impaired.* — Enter 1, if yes, if not leave blank.

**70.** *With loss of Fingers.* — Write "1 R.," "2 L.," &c., to indicate the number of fingers lost, and whether on the right or left hand.

**71.** *With loss of Hand.* — If the right hand, write "R." If the left hand, write "L."

**72.** *With loss of Arm.* — Write "R." or "L." if "right" or "left," if there be occasion.

**73.** *With loss of Foot.* — Write "R." or "L." if "right" or "left" foot is lost.

**74.** *With loss of Leg.* — Write "R." or "L." if there be occasion.

**75.** *With other Wounds.* — Enter "1," "2," "3," &c., to indicate the number of wounds received of sufficient severity to render admission to a hospital necessary. Slight injuries will not be noted. Any peculiarity in these wounds may be noticed in column 77.

**76.** *Without Wounds.*—Enter 1, if there be occasion, otherwise leave blank.

**77.** *Remarks.*—Under this head make such entries as the facts may suggest.

**Table No. V. — Marriages.**

This should include the marriages that have occurred within the year ending June 1, 1865, and the inquiries should be made in the families where they occurred. Cases will occur where both parties have removed from the state, still they should be entered in this table, the facts being obtained from relatives or others in the district where the marriage took place.

**78, 79, 80.** *Name, Age and previous Civil Condition of Husband.*—Enter the name in full, and the age in nearest exact years. If before marriage he was single mark "S.," or if a widower "W.," in column 80.

**81, 82, 83.** *Name of Wife before Marriage, her Age and previous Civil Condition.*—The name should be in full. If a widow, her maiden family name may be stated in parenthesis, as Mrs. Jane (Smith) Johnson. In column 82 enter nearest exact year, and in 83 the letter "S.," if single, or "W.," if a widow.

**84, 85.** *Date of Marriage.*—Enter the exact month and day. It will not be necessary to enter the year, because the record embraces only the last seven months of 1864, and first five of 1865.

**86.** *Place of Marriage.*—Here name the city or town where the marriage occurred. It may often be a different one from that in which the inquiry is answered.

**87, 88, 89.** *How solemnized.*—In column 87 write the initials or a sufficient abbreviation of the denomination of the officiating clergyman, as "R. C.," "O. S. Presb.," "Bap.," "Cong.," "R. P. D.," "Prot. Epis.," "Meth. Epis.," &c. In column 88 enter the official title of the magistrate, as "J. P.," "Judge," "Recorder," &c. In column 89 enter "Friends," if the wedding was between parties of this sect.

**Table No. VI.—Deaths occurring during the year preceding June 1, 1864, excepting those in the Military or Naval Service of the United States, and those from Wounds or Sickness acquired in said Service.**

This table should include ordinary or accidental deaths in civil life, during one year. The inquiries should be answered by surviving members of the family, if the death occurred at home, but not otherwise. They should in all cases be reported in the town where they occurred. Strangers, travelers and persons not residing in the state, should be reported as belonging to the hotel or family where they died.

The superintendents, keepers or managers of prisons, hospitals, asylums, or similar establishments, should give the number that have died during the year in their respective institutions. Enumerators should take care to learn by inquiries of Coroners, and otherwise, the whole number that have been found dead. The end of these inquiries being to ascertain the whole number of deaths within the state during the year ending June 1, 1865, care should be taken by each Enumerator to embrace all such as have died in his district; but in no case, except that in the following paragraph, should a death be noted that has occurred out of his district, although of a person belonging to a family residing within the state, or even of those whose remains have been brought home for interment.

In cases where families have removed from the town or city in which the death occurred, the inquiry should still be made of the family of such person if dying in such family, within the state, and a note should be made in the margin giving the name of the town or city in which such family resided at the time of the death of such person. Under the head of "remarks," on the last page, state any local or epidemic causes which may have varied the results from those of common years, and any epidemic diseases to which the district may be subject.

**90.** *Name of deceased to be entered in full.*

**91. Age.**—In this column insert the number of entire years a person may have lived at the time of death, omitting fractional parts of a year, in all cases, unless the age be less than five years, when the age in months may be entered in fractions as directed for the ages of persons living.

**92. Sex.**—If the person who died was a male, write M. If a female, write F., in this column.

**93. Color.**—If the person who has died was white, write W.; if black, B.; if mulatto, M.; if Indian, and not residing on reservations or in Indian settlements, write *Ind.*

**94. Civil Condition.**—If the person at the time of death was single, write S.; if married, write M.; if a widow or a widower, write W.

**95, 96. Time of death.**—Write in these columns the month and day on which the death occurred.

**97. Native Country.**—Write the name of the state or country, or a sufficient abbreviation thereof. If the native country is not known, write in this column the word “unknown.”

**98. Trade or Occupation.**—In this column, write the name of the principal business which a person who has died within the year was reputed to follow. If this cannot be ascertained write “unknown.”

**99. Disease or cause of death.**—Great care should be taken to get reliable information from the best sources within reach, and if necessary, by consulting the physician who attended upon the case, as to the particular disease of which the person died.

If the death shall have been produced by any other cause than disease, the cause of death should be stated, as “drowning,” “railroad accident,” “falling from a building,” “suicide by hanging,” “legal execution,” “murdered by shooting,” “accidental shooting,” &c., as the case may be.

If unable to learn the cause of death, as in cases of some persons found dead, write “unknown,” “found dead,” &c., using such term of expression as shall suit the case.

Enumerators having hospitals or other institutions of unusual mortality in their districts, should at once notify the Secretary of State, when they will be furnished by mail with blanks for fuller entries of deaths, than the average supply.

**Table No. VII.—Deaths of Officers and Enlisted Men, which have occurred while in the Military or Naval Service of the United States, or from Wounds or Disease acquired in said Service since April, 1861, reported by the families to which the deceased belonged when at home.**

This table, as the title implies, should include all who have died since the beginning of the present war, either in the field or hospitals, or at home, from wounds or disease acquired in the service. As many have been enlisted and credited in this state who had no homes, and left no friends in families to report the facts concerning their death, it is not expected that the census will secure a record of the full losses of New York troops. But with the most diligent and careful inquiry the greater part can be obtained, and the greatest care is enjoined upon Enumerators to make this return as full as possible.

**100.** *Name of Deceased.*—Give full name if known.

**101.** *Age at time of Death.*—This should be the nearest full year, without using fractions.

**102.** *Civil Condition.*—Write M., W. or S. according as he was married, widower, or single.

**103.** *Citizen.*—If a native or naturalized voter write 1 in this column.

**104.** *Alien upon Enlistment.*—Write 1 if the man was an alien when he entered the service.

**105.** *Date of Entering the Service.*—Give the year, month and day (if known) when he enlisted. If the day cannot be ascertained give the month and year, or if the year only is known, that should be given.

**106.** *Regiment he First Entered.*—Name the Regiment (by a sufficient abbreviation) in which he first entered the

service after 1st of April, 1861. Earlier service, except in the Regular Army and which has since been continuous, is not to be regarded. It may often occur that the deceased belonged to troops of another state, or to the Regular army. State all of these facts. If in the Navy name the vessel. If this be unknown write "Navy."

**107.** *Original Rank.*—Write "Private," "Sergeant," "1st Lieutenant," or, as the case may require.

**108.** *Regiment to which he belonged at time of Death.*—This should be as definite as can be ascertained. If in the Navy write the word "Navy," or the name of the vessel.

**109.** *Rank at time of Death.*—Enter as required in column.

**110,** 111, 112, 113, 114. *How Classed on Entering the Service.*—Write 1 in the appropriate column. The original entry into service since the beginning of the present war, and not any prior or subsequent enlistment, is the one required.

**115.** *Promotions while in Service.*—Here enter the intermediate grades of promotion between the first and last rank.

It will be noticed that this table (VII) extends twice across the page; the first being inquiries relating to the person while living, and the second relating to the facts concerning his death. You will be careful to use a line of the same marginal number in both entries, as they relate to the same man.

**116.** *Date of death, year, month, and day.*—Give this as definitely as can be ascertained.

**117.** *Place of death.*—Give the name of the battle, hospital, camp, town, or place where the death occurred.

**118.** *Died after leaving the service.*—Include in this column only those who die in consequence of service, and not accidentally or by natural deaths, not resulting from wounds or disease acquired in the Army or Navy.

**119.** *Died while a Prisoner of War.*—Enter 1 if affirmative. Any facts known concerning wounds, starvation, &c., may be noted in the column of remarks.

**120,** 121, 122, 123, 124, 125, 126. *Manner of death.*—Write 1 in that column that shall describe the manner of death, as “killed in battle,” “died of wounds received in battle,” “killed by accident,” “died of accidental wounds,” “died of sickness acquired in service,” “died of sickness not acquired in service,” or “unknown.”

**127.** *Surviving Friends; Widow.*—Write 1 if the man left a widow.

**128.** *Parents dependent.*—Write F., M. or 2, if the father, mother, or both, were left dependent.

**129.** *Parents not dependent.*—Write F., M. or 2, according as his father, mother, or both, were left not dependent upon the deceased for their support. It may happen that one parent may be entered in 128, and one in 129.

**130.** *Number of minor Children.*—Write 1, 2, 3, or such other number as may indicate the number of children under 21 years of age left by the deceased.

**131.** *Left no Children.*—Write 1 if the deceased left no surviving children.

**132.** *Dependent Sisters.*—Write 1, 2, 3, &c., according to the number of sisters left dependent.

**133.** *Left none dependent.*—Write 1 if the deceased left no one dependent upon him for support.

**134.** *Unknown.*—Write 1 if the facts relative to surviving friends required in the preceding inquiries are unknown.

**135.** *Body sent to Friends for Burial.*—Write 1 if the body has been sent home for burial.

**136.** *Place of Burial.*—Write the name of the town or place where the body is buried.

**137.** *Remarks.*—Under this head record any interesting facts that the case may present, as service in the militia

at the seat of war, rewards, medals, honorable mention, or other notice for meritorious services as that the case may present.

**Table No. VIII. — Agricultural Statistics.**

**138.** *Name of the Owner, Agent or Manager of the Farm.*—In case where a person owns more than one farm, carried on by different individuals, the persons in charge will give the statistics of each. A careful observance of this rule will prevent any farms from being twice taken.

**139.** *Acres improved.*—In this column write the number of acres of land under cultivation or improvement, including pasture, meadow, arable land, and, in short, every thing that has been reclaimed from a state of nature, deducting highways, lakes and ponds of water, when the latter exceed ten acres in area, but not otherwise.

**140.** *Acres unimproved.*—In this column enter the number of acres in the state of nature, as woodland, uncultivated swamps and marshes, and lakes and ponds of water over ten acres in area, providing the latter are considered private property. Inquiries should be made for non-resident lands, the owners of which are unknown, and the number of acres of wild land, according to the best means of information that can be reached by the Enumerator, should be entered. In this case, instead of the name in column 138 write “non-resident,” and in column 140 the whole number of acres of this description in the district.

If unimproved lands in any district be in charge of a reputed owner or agent, they should be set opposite the name of such owner or agent, in the several districts in which they lie, whether the agent or owner reside in such district or not. If a farm lies in two election districts, without being separated by intervening lands, it should be reported only by the Enumerator in whose district the occupant resides. Detached parcels of land should be entered in the district where they lie. In cases where the last year's

tenant has removed, the statistics must be obtained from the best sources of information within reach.

It is highly important that columns 139 and 140 should together show the aggregate quantity of land in each district, and their general sum, together, that in the whole state.

**141.** *Cash value of Farms.*—The value of the whole farm, including buildings and improvements, as well as wild or unimproved land, should be entered in this column in dollars. In making the estimate, reference should be had to the price which such farm would ordinarily bring if sold, without reference to its assessed value. In the Remarks, at the end of the last schedule, should be noted the general rise of farm property since the beginning of the war.

**142.** *Cash value of Stock.*—In estimating the value of the domestic animals on the farm, the Enumerator should have reference to the current price of property of this kind in the vicinity on the first day of June, 1865. Like other values, it will, in some degree, be relative, and depend upon nearness to market, and other circumstances.

**143.** *Cash value of Tools and Implements.*—In this column include all machinery used for agricultural purposes only, as cider mills and presses, steam or other power, and machinery for threshing, sawing, churning, &c., fixtures for making maple sugar, vehicles, and the tools, machines and implements of farm labor generally. Pleasure carriages should not be included among vehicles.

**144.** *Acres Plowed in 1864.*—This should include the acres in crop the year previous. It sometimes happens that the land after bearing a summer crop may be plowed and sowed with winter wheat. This should only be entered once in this column. It includes the acres plowed for spring sowing or planting.

**145.** *Acres Plowed in 1865.*—Include in this the acres planted or sowed at the time of making the enumeration.

**146.** *Acres in Fallow in 1864.*—This column should include the number of acres plowed, but not put in spring or summer crops in 1864.

**147.** *Acres in Fallow in 1865.*—This relates to the farm at the time of making the enumeration.

**148,** 149. *Acres in Pasture in 1864 and 1865.*—In these columns enter the number of acres on which stock was allowed to range in the summer of 1864, and that now in use, exclusive of highways, fallow, and land entered as unimproved.

**150,** 151. *Acres in Meadow in 1864 and 1865.*—These inquiries should include the amount of land reserved for mowing, grass or clover, whether upland or intervale, and the term “meadow” will not be used in its strictly literal sense as given in dictionaries.

**152.** *Tons of Hay harvested in 1864.*—In many instances this will be but vague approximation, since farmers seldom weigh the hay collected for their own use. The Enumerators should estimate as nearly as practicable, having reference to the amount of stock kept, and the average quantity required in common seasons in the locality, for their support through the winter, making allowance for the other food used. The term “hay” is understood to be grass and clover used for fodder.

The wants of the army have led to the exportation of hay from many districts which before had only a home market. Any facts of this kind may be noted in the remarks on the last page of the schedules.

**153.** *Bushels of Grass Seed harvested in 1864.*—In this include the aggregate amount of grass seed, specially harvested, or screened from grain in the preceding year. Clover, lucerne and other seeds of plants not gramineæ or true grasses, raised for feeding stock, should not be included in this column, but in the unenumerated articles in columns 214, 215, 216.

**154,** 155, 156. *Acres of Spring Wheat sown in 1864 and 1865, and bushels harvested in 1864.*

**157,** 158, 159. *Acres of Winter Wheat sown in 1863 and 1864, and bushels harvested in 1864.*—The number of acres sown, should be entered, whether the whole was harvested or not. In some instances, the whole quantity may have been so injured by the drought, or by insects, as not to be worth the labor of harvesting. The quantity so lost will be shown if entered in the manner directed, while the comparative yield, indicated in the bushels harvested, will show the relative failure of the crop in different sections of the state. The acres sown in 1864, will be of course the crop on the ground in June, 1865.

**160,** 161, 162. *Acres of Oats sown in 1864 and 1865, and bushels harvested in 1864.*

**163,** 164, 165. *Acres of Winter Rye sown in 1863 and 1864, and bushels harvested in 1864.*—Spring rye may be entered in the columns of unenumerated crops, 214, 215, 216.

**166,** 167, 168. *Acres of Barley sown in 1864 and 1865, and bushels harvested in 1864.*

**169,** 170, 171. *Acres of Buckwheat sown in 1864, and 1865, and bushels harvested in 1864.*

**172,** 173, 174. *Acres of Corn planted in 1864 and 1865, and bushels harvested in 1864.*

**175,** 176. *Acres of Corn sown for Fodder in 1864 and 1865.*

**177,** 178, 179. *Acres of Potatoes planted in 1864 and 1865, and bushels harvested in 1864.*

**180,** 181, 182. *Acres of Peas sown in 1864 and 1865, and bushels harvested in 1864.*

**183,** 184, 185. *Acres of Beans planted in 1864 and 1865, and bushels harvested in 1864.*

**186,** 187, 188. *Acres of Turnips planted in 1864 and 1865, and bushels harvested in 1864.*

**189,** 190, 191, 192. *Acres of Flax sown in 1864 and 1865, and the bushels of Seed and tons of Lint, raised in 1864.*

In many instances small crops of flax are raised for household manufacture. In such cases the amount of land cultivated may be expressed in fractions, and the quantity of flax dressed out given in pounds. In such cases write the word "pounds," with their number, in column 192. The heading of "tons" was intended to apply to cases in which flax is raised in quantities for cordage, &c.

**193,** 194, 195. *Acres of Hemp sown in 1864 and 1865, and tons of Hemp produced in 1864.*—The weight refers to the hemp when rotted and dressed for manufacturing.

**196,** 197, 198. *Acres of Hops in crop in 1864 and 1865, and pounds harvested in 1864.*—Include in column 196 the acres of land from which a crop was taken in 1864, and in column 197 the acres actually under cultivation for hops in June, 1865, both that recently planted, and that which will yield a crop the present year.

**199,** 200, 201. *Acres of Tobacco planted in 1864 and 1865, and pounds harvested in 1864.*

**202.** *Apple Orchards, number of Trees in Fruit.*—This refers to the number of apple trees owned in 1865 that habitually bear fruit, and from which a crop was harvested in 1864. Orchards of other fruit should be entered in columns 214, 215 and 216.

**203,** 204. *Bushels of Apples and Barrels of Cider produced in 1864.*

**205,** 206, 207. *Acres of Market Gardens cultivated in 1864 and 1865, and value of product in 1864.*—Most families in the country cultivate small gardens for domestic use, of which the Enumerators are expected to take no account, except as their product may appear in the preceding columns. But in the vicinity of cities and large villages there are large gardens devoted to the raising of culinary vegetables for sale, for which these columns were intended. In column 207 the aggregate value alone is to be entered,

without specifying items. Where fields are devoted to a single kind of vegetable, they should be entered in 214, 215 and 216.

**208.** *Pounds of Maple Sugar made in 1865.*

**209.** *Gallons of Maple Molasses made in 1865.*

**210.** *Gallons of Grape Wine made in 1864.*—Other kinds of wine should be entered among the unenumerated domestic manufactures, columns 257, 258 and 259.

**211.** *Pounds of Honey collected in 1864.*

**212.** *Pounds of Wax collected in 1864.*—These should include both that collected from domestic and wild bees.

**213.** *Silk, pounds of Cocoons raised in 1864.*—If silk be manufactured on the premises, the business may be entered under its appropriate headings on the last page of this schedule, or among the unenumerated domestic manufactures.

**214,** 215, 216. *Kind, quantity and value of unenumerated articles of Farm Produce in 1864.*—These columns are intended for the entry of any product made the subject of special cultivation, and not embraced in any of the preceding columns. In some localities large amounts of capital are invested in the raising of vegetable products, which form very unusual subjects of general culture, but of which it is desirable to obtain the most ample details. The following is a list of the principal of these, but should the Enumerators meet with any special crops not included in the list, they should nevertheless be entered:

Apricots,	Carrots,	Madder,
Asparagus,	Celery,	Mangolds,
Artichokes,	Cherries,	Medicinal Herbs,
Beets,	Clover for seed,	Melons,
Blackberries,	Cranberries,	Millet,
Black Raspberries,	Cucumbers,	Mints for oil,
Broom Corn,	Currants,	Mulberry trees,
Cabbages,	Grapes,	Okra,

Onions,	Rape Seed,	Sugar Beet,
Osier Willow,	Raspberries,	Sweet Corn,
Peaches,	Saffron,	Sweet Potatoes,
Pears,	Seeds for gard'n use,	Teasels,
Plums,	Sorghum,	Tomatoes,
Pop Corn,	Spring Rye,	Trees for market,
Quinces,	Strawberries,	Wood.

In these columns those articles that are reared for sale, and not for domestic use only, are to be inserted. The denomination in which the quantity is represented, or a sufficient abbreviation thereof, should be written, whether it be bushels, quarts, pounds, dozens or other denominations.

**217,** 218. NEAT CATTLE.—*Calves of 1864 and 1865.*—Include those which were raised on the farm for stock, and not for slaughter.

**219.** *Over one year, exclusive of Working Oxen and Cows.*—In this column enter the number of bulls, heifers, young and fattening cattle, &c., not included in the 217th, 218th, 220th, or 222d column.

**220.** *Number of Working Oxen owned in 1865.*

**221,** 222. *Number of Milch Cows owned in 1864 and 1865.*—This should be the average number in 1864, and the actual number in June, 1865.

**223.** *Number of Cattle killed for Beef in 1864.*—This is to include only those slaughtered on the premises, and not those sold for market and driven off, or killed at slaughter houses. The latter should be entered in this schedule in this column opposite the name of the person at whose slaughter house such cattle were killed. By observing this rule, the aggregate results will represent the whole amount of cattle killed for beef. If under one year old they are not to be counted.

**224,** 225. *Number of Cows milked for Butter in 1864 and 1865.*—This is to include the average number of cows kept for making butter exclusively. Where both butter and

cheese are made at a dairy, the entry of number of cows should be made opposite to the article chiefly manufactured, but the quantity of both should be entered in their proper columns.

In estimating the amount of butter and cheese made, that used in the family should be included, as nearly as can be estimated.

**226.** *Pounds of Butter made in 1864.*

**227,** 228. *Number of Cows milked for Cheese in 1864 and 1865.*

**229.** *Pounds of Cheese made in 1864.*—The remarks made under column No. 225 apply to these columns also. In cases where cheese is made at factories, in which the milk is received from several farms, the quantity of cheese allowed to each of the partners in the business, or, at least, the sum of money received, and rate at which the cheese was sold, are known, and will enable one to calculate the proportion with facility. To avoid confusion, the product of such partnerships will be reported separately by the farmers who compose them. A special circular for obtaining the statistics of this manufacture will be issued.

**230,** 231. *Number of Cows milked for market in 1864 and 1865.*

**232.** *Gallons of Milk sold in 1864.*—This is intended to include milk sold for the market, and not that sold for the manufacture of butter and cheese.

**233,** 234. HORSES.—*Colts of 1864 and 1865.*

**235.** *Number of Horses 2 years old and over, 1865.*

**236.** *Number of Mules owned, 1865.*

**237.** SWINE.—*Pigs of 1865.*

**238.** *Swine Season of 1864 and older.*

**239.** *Number of Swine slaughtered in 1864.*

**240.** *Pounds of Pork made in 1864.*

**241,** 242. *Number of Sheep shorn in 1864 and 1865.*

**243,** 244. *Number of Lambs raised in 1864 and 1865.*

**245,** 246. *Pounds of Wool shorn in 1864 and 1865.*

**247,** *Number of Sheep slaughtered in 1864.*—This includes those slaughtered upon the farm. Those sold to butchers should be reported opposite their names, in the district where their business is carried on. This should be done, even if they have nothing else to report in this schedule besides what appears in the columns numbered 223, 239, 240, and 247.

**248.** *Number of Sheep killed by Dogs in 1864.*

**249.** *Value of Poultry owned in 1865.*

**250.** *Value of Poultry sold in 1864.*

**251.** *Value of Eggs sold in 1864.*

**252.** *Value of Special Manures used.*—Under the head of special manures, should be included, guano, gypsum, poudrette, saline compounds, and other substances prepared or sold as fertilizing agents, aside from those ordinarily produced upon farms. The period embraced should be one year, ending June 1, 1865.

**253,** 254, 255, 256. **DOMESTIC MANUFACTURES.**—*Yards of Fulled Cloth, Flannel, Linen, Cotton and mixed Cloths made.*—These inquiries should be made for the year ending June 1, 1865, and include the quantities of the above cloths woven by hand in families, although the carding, spinning, dyeing and dressing may have been done elsewhere. These inquiries are made to correspond with those of former state censuses for many years, and will probably show a relative diminution of this class of products from the introduction of machinery, and the consequent cheapening of these articles. The quantity is to include the whole amount made, whether sold, or consumed in the family.

**257,** 258, 259. *Kind, quantity and value of other articles of Domestic Manufacture.*—In these columns write the

name, quantity, and worth, of such objects of household industry as may have been manufactured for sale only, but not for domestic use in the family where made.

*Diseases among Cattle, &c.*—Enumerators, while obtaining agricultural statistics, are instructed to make particular inquiries concerning any epidemic diseases that may have occurred among horses, neat cattle, sheep or swine, during the past year, and are requested to embody in a letter to be addressed by mail, to the Census Department of the Secretary's Office, all the facts and details they may observe or learn from farmers concerning these subjects. These facts should embrace the number of deaths and recoveries, the season when they occurred, the symptoms of disease, the treatment practiced and its results, the degree to which contagious, and the causes so far as can be known.

These statements, made with care and intelligence, may afford a large amount of useful information of practical value to the agricultural interests of the state, and it is earnestly hoped that this opportunity will not be lost, in contributing to our knowledge upon this subject.

Include also, in this connection, any cases of Hydrophobia that may come under your notice as having occurred in your district during the past year, with all the facts connected therewith.

**Table No. IX. — Industry other than Agricultural.**

This schedule is designed to contain the returns of all the products of Industry (excepting agriculture and domestic manufacture) of each producer or establishment, excepting those obtained by special blanks.

Should any one object, on the ground of *not wishing to expose the nature of his business*, the Enumerator should state that it is not desired to elicit any information which will be used or published as concerning the operations of any individual or company. The facts are confidentially imparted and received, and will only be published as part of a great body of similar facts, from which it will be impossible to abstract or distinguish the original items. Small mechani-

cal operations, not pursued as a regular employment but incidentally followed, and producing less than \$500 worth of product annually, should not be entered.

All kinds of mercantile, commercial or trading business, where no specific article is produced or manufactured, but which are limited to dealing and exchange of merchandise or manufacture, are *not to be included* in this schedule.

If an establishment consists of several mills, or branches of manufacture, or is carried on in several different places in the same Enumerator's district, but for the same concern, it is to be considered as one, being owned by one individual or company. Where the same concern has branches in the districts of different Enumerators, they are to be included in the district in which they lie, or in which the business office is located.

**260.** *Name of Persons or Company owning the Shop, Factory, Mine, Quarry, or other object of Industry.*—In this column, insert the name of the individual, firm, or corporation, owning or conducting the business.

**261.** *Name of Business or Manufacture.*—As many lines of this column are to be filled, as there are distinct branches of manufacture carried on.

**262.** *Capital invested.*—In this column, insert the present value of the premises, considered with reference to location and surrounding advantages, and without reference to original cost, together with the tools and machinery employed. It is intended to represent the price for which the property might be sold in the ordinary course of business, and not the assessed value, which is unequal in the several counties and towns of the state, and generally below the price for which it could be sold.

**263, 264, 265.** *Quantity, kind and value of Raw Materials used.*—In these columns insert the aggregate quantity, kind and value of the articles used in the manufacture, including fuel used in generating steam power, or otherwise. Where several important items enter into the account,

they should be separately stated, using as many lines for that purpose as may be necessary.

An article produced at one establishment, may be the raw material at another, as the ore, is the product of the mine, and the raw material at the furnace. The pig iron, which is the article produced at the latter, is the raw material at the forge for the manufacturing of bar iron, and the latter the raw material of the blacksmith, or the machinist. So in almost every kind of manufacture, a material has to pass through many processes of different establishments before it reaches its ultimate use.

The object of the census in this schedule, being to ascertain the aggregate value of labor aided by machinery, there will generally be no difficulty in filling these columns. In quarrying, mining and similar business, no raw materials being used, these columns will be blank.

**266, 267, 268.** *Quantity, kind and value of Manufactured product.*—In these columns enter the aggregate of the several distinct classes of manufacture, using as many lines as are requisite. It is not necessary that these entries generally should range on the same horizontal lines with those in the three preceding columns, but the first one should be on the same line with the name of the person or company. The remarks under the preceding head concerning what are relatively raw materials and manufactured products apply to this.

By *Quantity* is meant the usual mode and terms of expressing weights, measures or amount, as pounds of tallow, bales of cotton, reams of paper, tons or bushels of coal, barrels or bushels of salt, &c. The initials of the term used should be written after the figures representing the quantity, as *B.* for bales, *Bush.* for bushels, *Bbl.* for barrel, &c.

By *Kind* is intended to include the name of the articles used or produced. Where different articles of the same class are manufactured, a general term should be used, as, "cutlery," "hollow ware," "furniture," "glass ware," &c.; but where the manufacture is limited to a single article it

should be specified, as "knives," "kettles," "chairs," "window glass," &c.

The *Value* of the whole amount of each article, whose kind and quantity are given, should be entered in the aggregate for the year ending June 1, 1865, to which date all inquiries in this schedule should refer.

The value of raw materials as well as of the manufactured product, is to be estimated at the place of manufacture, and will include the cost of transportation of the former to where used, but not of the latter to the market.

**269.** *Kind of Motive Power.*—In this column write "steam," "water," "horse power," &c., as the case may be. Where more than one kind of power is employed, each should be entered. As hand power is more or less used in connection with machinery, it is not to be specified, unless forming the only or principal motive power of looms, printing presses or other machinery.

**270,** 271, 272, 273. *Persons employed.*—In these columns enter the average number of persons engaged in the manufacture or business, including agents, overseers, clerks and employees of every class, directly and principally employed, but not those transiently engaged for brief periods. If the nature of the business is such that it cannot be carried on throughout the year, but only for a season, the average number of persons engaged in such season is to be entered.

**274,** 275. *Wages exclusive of Board.*—In these columns insert the average wages, reduced to months, of persons employed. Where different rates are paid, those only of persons of the most numerous class are to be included, without reference to the compensation of agents, overseers or officers charged with the superintendence of the business. It is designed to get the average earnings of the laboring classes, in the several departments of industry throughout the state. As the price of board is sometimes included in the wages and sometimes not, be careful to keep this uniformly as the rate *exclusive of board*.

The object of the inquiry being to arrive at the *cost of labor*, care should be taken to get uniformity in results, which can only be obtained by observing the above rule. In these columns include the individual labor of a producer working on his account, whose productions are separately enumerated.

**Table X. — Miscellaneous Statistics.**

*Places of Public Worship.*—These questions may be answered by the pastor, clerk, trustees or other officers of the church.

**276.** *Corporate Name of Society Owning.*—In this column enter the legal name of the society owning the property, as it is given in the instrument of incorporation, recorded in the county clerk's office.

**277.** *Denomination.*—In this column write the name of the sect, or religious denomination worshipping in the church. If several denominations have an interest, their names may be written, unless it be the common property of more than three, when the term "several," may be entered.

**278.** *Value of Church and Lot.*—This should include the present value of the church and furniture, including bell, organ, &c., having reference in estimating the lot, to its location and value, if partly applied to secular uses.

**279.** *Value of other Real Estate.*—This is to include the value of any parsonage, glebe, lands, or other real estate, belonging to the particular religious society of whom the inquiry is being made, whether they be located within the same election district or not, provided that they are within the state. If the church belongs to a society that holds its property in common, the Enumerators should procure an estimate of the value of the church property within their districts only.

**280.** *Number capable of being Seated.*

**281.** *Usual Number Attending.*—These inquiries may be made of the person having charge, or any one familiar with the arrangement, and the ordinary attendance at the church.

**282.** *Number of Communicants.*—This should be ascertained from the pastor, or of some officer of the church qualified to give the information correctly.

**283.** *Salaries of Clergy.*—This should include the use of real estate, perquisites, donations, and all other pecuniary resources connected with, and dependent upon, the pastoral relation.

**284.** *Literary, Benevolent, or Charitable Institutions.*—Include all such as are found in the districts, whether incorporated or not, and whether owned by individuals, societies, or companies; for some of these, special blanks will be issued, and those that are reported in them should not be included in this.

**285,** 286. *Incorporated or Unincorporated.*—Write 1 in the column representing the facts of the case.

**287.** *When Founded.*—The year will be sufficient.

**288.** *For what Purpose Used.*—In this column, write "school," "asylum," "infirmary," or other terms that shall express the use to which the premises are applied.

**289.** *Value.*—This should be learned from the parties concerned, unless known to the Enumerator. It should include lot, furniture and fixtures.

#### **Newspapers and other Periodicals.**

In the blank space provided for this purpose, insert the title, and the number of copies printed in one edition in June, 1865. The name of publishers, terms of subscription, interval of publication, size, &c., can be ascertained from the specimen copy, without special inquiry. Care should be taken to include all newspapers, magazines and other periodicals issued at intervals. If nominally issued at two places, they should be returned only from the town or city

where they are printed. Where daily, semi-weekly, weekly, or other editions are issued from the same press, they should be reported as separate publications, and the circulation of each should be given.

The Enumerators should send in the package intended for the Secretary's Office, one number of the periodical last issued, marked "specimen number." These will be bound into volumes and placed in the state library, as an indication of the extent and character of this class of literature in the State of New York, in the present year.

*Inns, Stores and Groceries.*—This inquiry is inserted simply to keep up an uniformity with former state censuses, and the numbers inserted in these spaces, should show the aggregate number in the district. Places for the sale of any article of merchandise or manufacture, are to be counted as stores.

*Remarks on the Harvest of 1864.*—The subject of inquiry is stated in the blank. If space allowed in this and the following remarks is not sufficient, they should be written out at length, and attached to the copy intended for the Secretary's office.

The Enumerators in villages and cities, some of whom will have no Agricultural Schedule, should make inquiry for all *horses, mules and cows* kept for use by those who occupy no land, and enter the total number found in their district in the blank spaces on the line following "Remarks on Harvest of 1864."

*Remarks on the Mortality for the Preceding Year.*—If there be occasion this may be extended as in the last. Notice in this connection causes of remarkable salubrity, or sickness, &c.

*Remarks on the Influence of the War upon Prices.—General Remarks.*—On these lines write the names and population of villages, or parts of villages, as directed on page 12, and such other memoranda as may be deemed necessary for an understanding of the preceding schedules.

If there has been enumerated an unusual number of inhabitants, occasioned by the construction of railroads, canals, or other works, or from the presence of camps, or garrison, or hospitals, in which the inmates are not otherwise reported; or a deficiency of the usual number exists from any cause, the fact should be here stated.

*The Oath or Affirmation* should be filled as indicated by the blanks, and subscribed both to the original and the copy, before a magistrate, judge or other person authorized to administer the same, who is not allowed by the law to charge any fee for this service.

Immediately upon completing this, the schedules should be done up in two packages, marked as before directed, and forwarded in one cover without delay, to the office of the County Clerk. Care should be taken that they be sent in a safe and direct manner, without the least liability of detention or miscarriage, and, if necessary, the Enumerator himself should carry them to the County Clerk's office, or send them by a special messenger.

These facts will hereafter possess great historical value, and they should be presented with the greatest uniformity and precision, in order to give value to the generalizations that may be made from the returns. Any additional facts relative to the war or its influences may be transmitted in a letter by mail to the Census Department of the Secretary's office, or appended to the copy intended for this office.

#### **Indian Census.**

Special Enumerators will be appointed for taking the census of the Indians residing in the Allegany, Cattaraugus, Oneida, Onondaga, St. Regis, Tonawanda, and Tuscarora settlements. All Indians residing elsewhere should be entered by the Enumerator in whose district they live, who should be careful to denote such persons in column 8, as heretofore directed.

CHAUNCEY M. DEPEW,  
*Secretary of State.*



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