BOSTON YOUTH LABOR SURVEY

CODING MANUAL

MAY 1989

1.00   Two Digits

1.01   03   KEEPING HOUSE includes: on welfare, looking after
              children, looking after other family members.

        05   UNABLE TO WORK/ATTEND SCHOOL - includes: disability
              injury, vacation, sick injured

        06   DOES NOT HAVE JOB/NOR LOOKING FOR WORK -
              includes: relaxing, nothing, athletics, laid off
              and waiting to be called back to work

        07   OTHER NON-PAID CONSTRUCTIVE ACTIVITIES - singing
              group, community action, church.

        08   ILLEGAL ACTIVITIES

1.05   Two digits

1.06   Two digits

1.07   Use industry codes; 01 = self, not agriculture

1.08   01   ROXBURY
        02   DORCHESTER
        03   SOUTH BOSTON
        04   JAMAICA PLAIN/MATTAPAN/WEST ROXBURY/ ROSLINDALE/
              HYDE PARK
        05   SOUTH END/COPLEY/BACK BAY/BEACON HILL
        06   DOWN TOWN BOSTON/GOVERNMENT CENTER/FINANCIAL
              DISTRICT/WASHINGTON CROSSING
        07   NORTH END
        08   ALLSTON/BRIGHTON
        09   EAST BOSTON/AIRPORT

        10   BOSTON

        11   NEIGHBORING SUBURBS (within Rt. 128)
        12   SUBURBS FURTHER THAN RT. 128

        13   CHARLESTOWN

1.09   Use Occupation Codes

1.10   Compute date in months, 3 digits

1.11	04	KEEPING HOUSE - includes: on welfare, looking after children, looking after other family member.
	05	NOTHING
	06	MILITARY
	07	JAIL
	08	ILLEGAL ACTIVITIES
	09	OTHER

1.12 05 RECRUITED BY EMPLOYER - includes: New job in same company, promotion, posted at work

08 SCHOOL COUNSELOR - includes: school info board, job programs, various school programs, work-study

10 BY SELF
11 STARTED OWN BUSINESS

1.14 Compute wage in amount per week, 3 digits
Divide monthly by 4,
Divide yearly by 52,
Multiply daily by 5

PUT IN TWO ANSWERS: W = weekly (asked for), then write just beneath it H = xx.xx for hourly (four digits, two decimals); if you know both, put in both.

REMEMBER TO CODE <u>BOTH</u> HOURLY AND WEEKLY WAGE;

NUMBER OF HOURS WORKED PER WEEK IS RECORDED IN 1.05

1.15 Compute in months, 2 digits, 1-4 weeks = 01 month, years x 12 = months, 98+ months coded as 98

1.17 4 digits, SELF = "0001"

1.18 77 = NA

1.21 Compute difference in months between start and end date. If only years given, compute the difference in whole years. Circle # for Data Enterers. 2 digits.
Consider a missing start month to be Jan and a missing end month to be Dec; Same year to same year = 12 months

1.23 SIC

1.24 SOC

1.25   Circle weekly amount for DE (See Chart), 3 digits
            round up

hr rate	$/wk	At 40 hours per week
3.35	134	
3.50	140	If hours per week unknown,
4.00	160	code "999"
4.50	180	
5.00	200	If earned $998 or more, code
5.50	220	"998"
6.00	240	
6.50	260	
7.00	280	
7.50	300	
8.00	320	
8.50	340	
9.00	360	
9.50	380	
10.00	400	

            PUT IN TWO ANSWERS: W = weekly (asked for), then
               write just beneath it H = xx.xx for hourly (four
               digits, two decimals); if you know both, put in
               both.

1.26   Voluntary
     06   QUIT BECAUSE OF EMPLOYMENT CONDITIONS -includes:
          Job too far/lack of transportation,not enough work/no
          enough security/ didn,t like job
     08   ILLNESS/DISABILITY - includes: accidents
     12   QUIT BECAUSE OF FAMILY ILLNESS - includes: personal
          problem, family did not cooperate, lack of family sup
          -port
     14   GOT TIRED OF WORKING

        Involuntary
     25   POOR PERFORMANCE, ABSENT, LATE
     26   DISCRIMINATION
     27   STRIKE
     28   GOT ARRESTED

     77   DID NOT LEAVE JOB (Have 2 currently, this one started
          before the one described in the "Current" section)

Why fired is not coded

1.27 05   RECRUITED BY EMPLOYER - includes: New job in same
             company, promotion, posted at work
     08   SCHOOL COUNSELOR - includes: school info board,
          job programs, various school programs, work-study
     10   BY SELF
     11   STARTED OWN BUSINESS

1.30	Four digits; "9998" = 9998+ people; "9999" = DK
1.31	DK = 99; NA = 77
1.32	Missing, DK or refused = write in 9 circled
1.33	DK = write in 99 circled
1.34	A = race, DK = write in 9 circled B = sex, DK = write in 9 circled
1.35	DK = write in 99 circled
2.02	SOC
2.04	G. MILITARY; code 1 = yes, 0 = no H. SELF; code 1 = yes, 0 = no I. OTHER; code 1 = yes, 0 = no
2.05	2 digits
2.06	Two decimals, 4 digits total
2.07	Circle 00 if none
2.08	Compute weekly wage, circle # for DE

2.08 PUT IN TWO ANSWERS: W = weekly (asked for), then write just beneath it H = xx.xx for hourly (four digits, two decimals); if you know both, put in both.

NONE TURNED DOWN: W = 777; H = 77.77

2.09 02   WORK UNPLEASANT - includes: Bad hours, circumstances do not fit life, I prefer the job I have now
07   DOESN,T START IMMEDIATELY
08   WANT FULL-TIME WORK
09   DOESN,T WANT FULL-TIME WORK
10   FAMILY DID NOT COOPERATE, DISAGREEMENT, NO FAMILY SUPPORT

2.10 02   LACK OF JOB SKILLS OR EXPERIENCE - includes: too young.
09   PROBLEMS WITH JOB SEARCH PROCESS - includes: not send out resume, problems with social security number, not looking in the right places
10   NOT LOOKING HARD - includes: lazy, not motivated, bad attitude
11   NOT ENOUGH EDUCATION - includes: lack of High School diploma
12   NO OPENINGS, NO INTEREST FROM EMPLOYERS
13   NEW TO BOSTON/ MOVING FROM BOSTON SOON

2.11 01   SATISFIED WITH PRESENT JOB/ALREADY EMPLOYED
     02   DON,T WANT A JOB/DON,T NEED A JOB
     03   DISABILITY/ILLNESS
     04   KEEPING HOUSE/CARING FOR CHILDREN/WELFARE
     05   IN SCHOOL/COLLEGE
     06   JUST QUIT A JOB
     07   DON,T KNOW
     08   MOVING FROM BOSTON
     09   TRANSPORTATION
     10   OTHER

2.12   Use Occupation Code
           If more than one answer, code the first one given

2.13   Two decimals, four digits total

2.15   Enter $ amount; 4 digits, 2 decimals; circle the $
           amount for DE;

2.16 01   MOTHER
     02   FATHER
     03   SISTER/BROTHER
     04   OTHER FAMILY MEMBER - including: cousins, aunts,
           uncles, grandparents, godparents
     05   FRIENDS, NEIGHBORS, BOY/GIRL FRIEND
     06   TEACHER/COUNSELOR CURRENT/PAST
     07   PAST EMPLOYER/CURRENT EMPLOYER/SUPERVISOR
     08   CHURCH MEMBER
     09   PAROLE/PROBATION OFFICER
     10   SOCIAL WORKER
     11   MILITARY
     12   YOUTH ADVOCATE
     13   NO ONE

2.17 00   NO
     01   ROXBURY
     02   DORCHESTER
     03   SOUTH BOSTON
     04   JAMAICA PLAIN/MATTAPAN/WEST
           ROXBURY/ROSLINDALE/HYDE PARK
     05   SOUTH END/COPLEY/BACK BAY/BEACON HILL
     06   DOWN TOWN BOSTON/GOVERNMENT
           CENTER/FINANCIAL
           DISTRICT/WASHINGTON CROSSING
     07   NORTH END
     08   ALLSTON/BRIGHTON
     09   EAST BOSTON/AIRPORT
     10   CHARLESTOWN

(Any areas given which are subsets of these neighborhoods
give them the code of the neighborhood where they are
contained, example Dudley is a part Roxbury)

2.18 01   HIGH CRIME RATE - includes: Drugs, rumors about bad
           conditions, dangerous
     03   DON,T LIKE IT
     04   MORE THAN ONE RESPONSE CROSS OFF #'S
              FOR OTHER RESPONSES

3.00   CODE A-P W/ #; ONE DIGIT
        8 = 8+ PEOPLE
        9 = DK, REF, MISSING
        LIVE ALONE = A-P all 0s and cross off that option

3.01   01-99 ARE POSS. RESPONSES,
           Self = 14, DK = 99, Other = 15

3.02   01-99 ARE POSS. RESPONSES
3.03   TWO DIGITS

3.04   Through High School: 01 - 12
        College: 12 + N
        Technical school: 20 + N
        GED: 30 (+N)
        Graduate school   40 + N

3.05   02   KEEPING HOUSE - includes: on wel-
              fare, looking after children,
              looking after other family member.
        04   DISABILITY/RETIRED
        05   LOOKING FOR WORK
        06   NOTHING
        07   MILITARY
        08   JAIL
        09   ILLEGAL ACTIVITIES

3.06   Compute length of time had job in months, 3 digits

3.07   Use Occupation Codes

3.09   "Is any one else..." means anyone other than biggest
        contributor or head of household, who were already
        asked about in previous questions

3.10   Coder write in number 1-7

3.11   2 digits

3.12   Through High School: 01 - 12
        College: 12 + N
        Technical school: 20 + N
        GED: 30 (+N)
        Graduate school   40 + N

```
              07    MILITARY
              08    JAIL
              09    ILLEGAL ACTIVITIES

3.14          Compute length of time had job in months; circle for
                    DE; 3 digits; fill in space

3.15          Use Occupation Codes

3.17    I = 1 for HOUSING SUBSIDY - includes: Section 8, 707
              vouchers; OTHER SOURCE I = 1 also

        I = 0 if no other   (NOT 9 AS PREVIOUSLY INSTRUCTED)

3.19          Code # of Bros & Sis; 2 digits each, ignore "neither"

3.20          2 digits

3.21          Through High School:   01 - 12
              College:               12 + N
              Technical school:      20 + N
              GED:                   30 (+N)
              Graduate school        40 + N

3.22    01    BOSTON
        02    BOSTON SUBURB (to Rt. 128)
        03    REST OF MASSACHUSETTS (outside of Rt.128)
        04    NEW ENGLAND AND EAST STATES
              (Maine, New Hampshire,
              Vermont, Rhode Island, Connecticut, New
              York, New Jersey, Pennsylvania)
        05    SOUTH ATLANTIC AND CENTRAL (Delaware, Maryland,
               Washington D.C., Virginia, West Virginia,
               Carolinas, Georgia, Florida, Kentcky, Tennessee,
               Alabama, Mississippi)
        06    REST OF US
        07    CARIBBEAN (Puerto Rico, Haiti, Barbados etc.)
        08    REST OF WORLD
        09    MILITARY
```

3.24   Use Occupation Code, write in and circle "01", use separate field for SOC and circle it;

     03   KEEPING HOUSE includes: on welfare, looking after children, looking after other family members.

     05   UNABLE TO WORK/ATTEND SCHOOL - includes: disability injury, vacation, sick injured

     06   DOES NOT HAVE JOB/NOR LOOKING FOR WORK - includes: relaxing, nothing, athletics, laid off and waiting to be called back to work

     07   OTHER NON-PAID CONSTRUCTIVE ACTIVITIES - singing group, community action, church.

     08   ILLEGAL ACTIVITIES

3.27 05   CONTRIBUTES AND RECEIVES A LITTLE
     06   CONTRIBUTES AND RECEIVES A LOT

3.28 08   ALL OTHERS

3.29   Compute length of time in months 3 digits

3.30   L   SOCIAL SECURITY INSURANCE (SSI) (SSI=Supplemental Security Income!) CODE 1 for YES
      M   STIPEND FROM PROGRAM PARTICIPATION (Upward Bound) CODE 1 for YES
      K   ANY OTHER; Circle 1 for yes and 0 for no

    Amount - 4 digits, ignore last line with $ sign, only code $ for line that K is on

3.31   Five digits, no decimals

3.32   3 digits, no decimals; "998" = $998+
"999" = DK, missing, refused

3.33   3 digits, no decimals, "998" = $998+
"999" = DK, missing, refused

4.04   2 digits

4.05   2 digits

4.06   2 digits

4.07   Single = 00

4.09 01   PLANNED TO HAVE CHILD - includes:
                    just wanted one

4.10 06   NOTHING, HANGING OUT
     07   DOING ILLEGAL ACTIVITIES
     08   ALL OTHERS

4.11 06   NOTHING, HANGING OUT
     07   DOING ILLEGAL ACTIVITIES
     08   ALL OTHERS

4.14   Compute length of time in months; 3 digits

4.16   PUT IN TWO ANSWERS: W = weekly (asked for; 3 digits)
                    then write just beneath it H = xx.xx for hourly
                    (four digits, two decimals); if you know both,
                    put in both.

4.17   PUT IN TWO ANSWERS: W = weekly (asked for; 3 digits)
                    then write just beneath it H = xx.xx for hourly
                    (four digits, two decimals); if you know both,
                    put in both.

4.19 06   ALL OTHERS

4.20   Compute length of time in months, 2 digits

4.21 05   ALL OTHERS

4.22 03   BABYSITTER includes girl/boyfriend if PAID
     04   RELATIVE includes girl/boyfriend if UNPAID
     05   SELF
     06   NONE

4.23   3 digits, no decimal

5.00 01   ROXBURY
     02   DORCHESTER
     03   SOUTH BOSTON (Southie)
     04   D STREET
     05   MISSION HILL
     06   GROVE HALL
     07   UPHAMS CORNER
     08   DUDLEY
     09   ORCHARD PARK
     10   COLUMBIA POINT (Harbour Point)
     11   MATTAPAN
     12   JAMAICA PLAIN
     13   REST OF BOSTON
     14   OUTSIDE OF BOSTON

5.01   Compute length of time in months, circle response for
                    DE, 3 digits

5.02   Cross off the 04 before coding any of these:

04   REST OF MASSACHUSETTS (outside of
         Rt.128)
05   NEW ENGL#ND AND EAST STATES (Maine, New Hampshire,
         Vermont, Rhode Island, Connecticut, New York, New
         Jersey, Pennsylvania)
06   SOUTH ATLANTIC AND CENTRAL (Delaware, Maryland,
         Washington D.C., Virginia, West Virginia, North and
         South Carolina, Georgia, Florida, Kentucky, Ten-
         nessee, Alabama, Mississippi)
07   REST OF U.S.
08   CARIBBEAN (Puerto Rico, Haiti, Barbados, etc.)
09   REST OF WORLD
10   MILITARY
11   RURAL/COUNTRY
12   ELSE NOT SPECIFIED
99   ENTIRE QUESTION IS REF, MISS, DK

5.07 $ amt; 2 DECIMALS; 4 DIGITS; Do not circle the "1"s o
              "0"s, just circle a dollar amount for 30 minutes
              and a dollar amount for 90 minutes
            "77.77" = just won't do it no matter how much it paid

5.09 1   ATHLETIC CLUBS OR LEAGUE
      2   FRATERNITY OR SOCIAL CLUB
      3   SERVICE GROUP (Boy or Girl Scouts, 4H Club)
      4   COMMUNITY OR TEEN CENTERS

5.10 07   HELPS KEEP R OFF STREETS/STAY OUT OF TROUBLE
      08   KEEP R OCCUPIED/SOMETHING TO DO/LOOK FORWARD
              TO/MEET NEW PEOPLE
      09   COUNSELLING/GET ADVISE/SOMEONE TO TALK TO
      10   FUN/KEEP IN GOOD HEALTH/ATHLETICS
      11   NO EFFECT/NOT IMPORTANT TO R
      12   IF MORE THAN ONE RESPONSE RECORDED

5.13 07   ALL OTHERS

5.15   FEEL FREE TO OVERRIDE INTERVIEWER'S SELECTION IN
              FAVOR OF VERBATIM RESPONSE; Be sure to cross off
              wrong response and circle correct number

06   NO EFFECT
07   MAKES ME FEEL GOOD/HAPPY
08   GIVE R SPIRITUAL/MORAL STRENGTH
12   IF MORE THAN ONE RESPONSE RECORDED

5.17   90 NOBODY/SELF
            99= MISSING, DK, REF

            Use SOC Codes for rest

5.18   2 DIGITS

5.21 TY = 02; If CI indicates that R is too young but s/he
      answers no, leave answer as "NO"

6.01   Through High School: 01 - 12
            College: 12 + N
            Technical school: 20 + N
            GED: 30 (+N)
            Graduate school   40 + N

6.02   SAME AS 6.01

6.03   2 DIGIT YEAR, 99= DK, MISS, REF

6.07   Technical = vocational; Any "special" program is 01

6.11 F. MDC - includes: Parks & Recreations and the Lottery
            for City Jobs;   CODE 1 = YES;
     G. JOBS FOR YOUTH; CODE 1 = YES;
     H. WORK/STUDY; CODE 1 = YES;
     I. SCHOOL JOB SERVICE - includes: counselors, advice;
            CODE 1 = YES
     J. "YES" Program; CODE 1 = YES
     E. OTHER not specified; CODE 1 = YES

     You do not need to write in each letter. If no other,
simply code E. as "0". If any of the others listed here (F.-J.
selected, be sure to just write the letter and circle a "1" nex
to it.

6.12   YES ANSWERS:
     07   SUMMER WORKS
     08   COMPACT/PIC
     09   MAYOR'S PROGRAM
     10   ABCD
     11   OTHER (DON'T SPECIFY, WE KNOW IT RELATES TO
                PREV. Q
     12   MORE THAN ONE ANSWER GIVEN
     13   SAID YES BUT PROGRAM NAME NOT RECORDED

            NO ANSWERS:
     01   UNAWARE OF ELIGIBILITY - includes: didn,t know the
                programs existed
     02   PROGRAMS NOT EFFECTIVE - includes: those who applied
                and didn,t get it (except for those who didn,t
                qualify because of income); those who "could not
                find them" (i.e. program inaccessible) or lived
                too far away

"NO" answers continued on next page

eligible because lived in non-participating area
or in an area where they did not exist; in-
eligible because of age; programs did not exist
in area or at that time

05 DID NOT NEED/WISH TO WORK OR ALREADY OCCUPIED
Includes: those busy with some other activity
(other than work); had no interest in working;
did not want to be involved; had no time; did no
think of it; did not need a job; did not need to
earn money; did not enroll for no given reason

06 WAS SEEKING LONG TERM WORK
14 NO, BUT NO REASON LISTED

6.13   Through High School: 01 - 12
College: 12 + N
Technical school: 20 + N
GED: 30 (+N)
Graduate school   40 + N

If checked "degree": If currently in High school = 12,
If currently in college = 16

CHECK SKIP PATTERN HERE:

IF has GED but no college, skip as though R graduated high
school (to 6.15)

6.14 02 NEEDED TO EARN MONEY TO SUPPORT FAMILY/SELF -
includes: had to work
07 DON,T LIKE SCHOOL - includes: didn,t want to go
08 THE TEACHERS WERE NOT TRYING TO TEACH - Includes:
trouble with teachers; didn,t get along
11 ARRESTED/PUT IN JAIL
12 ALCOHOL/DRUG - RELATED FRUSTRATION
13 PROBLEMS PREVENTED IT - Includes: family problems;
unexplained other problem
14 ILLNESS/HOSPITALIZATION
15 OTHER

6.15 01 NEEDS TO EARN MONEY/WANTED TO EARN MONEY -
Includes: it would require too much money
09 FELT INADEQUATE/UNEDUCATED - Includes: feeling not
ready; unprepared; stupid

6.17   Not Coded

6.18		3 digits

6.19 03   Still in

6.21   Occupation Codes

```
90    BASIC SKILLS
91    GED (High school diploma equivalency)
92    ESL (English as a Second Language)
93    Military program
```

6.23   CODE IN MONTHS; UP TO 1 MONTH = 01; 2 digits
HAD JOB IN SCHOOL = 77 (NOT 03)
For rest use Occupation codes

6.25   Use Occupation Codes

6.26   months, 3 digits

6.27 10   SUMMER WORKS
     11   OTHER
     12   MORE THAN ONE

7.00 01   BOSTON
     02   BOSTON SUBURB (to Rt. 128)
     03   REST OF MASSACHUSETTS (outside of Rt.128)
     04   NEW ENGLAND AND EAST STATES (Maine, New Hampshire, Vermont, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania)
     05   SOUTH ATLANTIC AND CENTRAL (Delaware, Maryland, Washington D.C., Virginia, West Virginia, North and South Carolina, Georgia, Florida, Kentucky, Tennessee, Alabama, Mississippi)
     06   REST OF U.S.
     07   CARIBBEAN (Puerto Rico, Haiti, Barbados, etc.)
     08   REST OF WORLD

7.02   2 digits

7.03   2 digits

7.04   A-P; FILL IN 0'S

7.05   01 - 11, DK = 99, NO ONE = 12, OTHER = 13, WRITE IN, # AND CIRCLE IT; 2 digits

7.06

Through High School:	01 - 12
College:	12 + N
Technical school:	20 + N
GED:	30 (+N)
Graduate school	40 + N

7.07	03	KEEPING HOUSE - includes: on welfare, looking after children, looking after other family member.
	05	DISABILITY/RETIRED
	06	LOOKING FOR WORK
	07	NOTHING
	08	MILITARY
	09	JAIL
	10	ILLEGAL ACTIVITIES

7.08   Use Occupation Codes

7.09 14 Guardian/Foster Parents

7.10

Through High School:	01 - 12
College:	12 + N
Technical school:	20 + N
GED:	30 (+N)
Graduate school	40 + N

7.11	03	KEEPING HOUSE - includes: on welfare, looking after children, looking afterfamily member.
	05	DISABILITY/RETIRED
	06	LOOKING FOR WORK
	07	NOTHING
	08	MILITARY
	09	JAIL
	10	ILLEGAL ACTIVITIES

7.12   Use Occupation Codes

8.00   Do not code other activity

8.02   4 DIGITS, NO DECIMAL, "9998" = $9998+

8.03	06	OTHER
	77	DIDN'T MAKE ANY MONEY

8.05   3 digits, no decimal

     200 ALL DAY

8.06   2 DIGITS

8.07	04	JUST DID IT
	05	NECESSITY

8.08   DK = 9 CIRCLED

8.09   DK = 9 CIRCLED

8.11   06 = OTHER

8.13   Compute time in months, circle answer

8.16   Circle the first verbatim response given

            01   SELLING DRUGS
            02   LOOK OUT FOR DRUGS
            03   DELIVERIES
            04   STEALING
            05   SELLING FENCE OR STOLEN GOODS
            06   MUGGING OR PURSE SNATCHING
            07   CON GAMES, SWINDLES, FRAUDS
            08   NONE

8.17   4 DIGITS, NO DECIMALS, "9998" = $9998+

            IF DAILY given, multiply daily by 20 to get monthly

8.18   DK = 99 CIRCLED

8.19   DK = 99 CIRCLED

8.20   OK TO RECODE TO MATCH RESPONDENT'S VERBATIM ANSWER,
            CROSS OUT CIRCLED # IF INTERVIEWER CHOICE DOES NOT
               AGREE WITH VERBATIM

            01   COULD GET CAUGHT - includes: not stupid
            02   TOO DANGEROUS - includes: Don't have the nerve/
                    scared/ don't want trouble
            10   DON'T WANT TO DO ILLEGAL THINGS
            11   I WORK/ ALWAYS HAD A JOB
            12   ON PROBATION
            13   MORE THAN ONE ANSWER GIVEN

9.03   3   digits, no decimals

9.04   01   LEGAL EMPLOYMENT - includes: Work /Myself
            07   Savings

10.04   Take top 3 listed 10.04A, B & C.   IF ONLY ONE,
            10.04 B & C WILL BE "00"

            01   LESS DRUGS AND VIOLENCE
            02   MORE POLICE/SAFETY
            03   BETTER HOUSING
            04   CLEAN UP NEIGHBORHOOD, incl traffic, parking issues;
                       also social improvements as well as physical one
            05   IMPROVE EDUCATION
            06   MORE PARKS/ACTIVITIES FOR YOUTHS
            07   COMMERCIAL DEVELOPMENT
            08   MORE JOBS
            09   LESS BLACKS
            10   NO IMPROVEMENTS
BE SURE TO OBLITERATE TELEPHONE NUMBER AFTER COPYING IT TO C.I.

REMARKS SECTION:

ID # =

KA	= Karen Aho	AJ	= Donna James
LA	= Leslie Allen	DJ	= David Jones
MA	= Mike Amato	RK	= Robert Karwic
GB	= Gregory Pinson Baker	KM	= Ken Marquis
DB	= Donna Burke	JM	= James Middleton
DC	= Donna Clendenin	TP	= Tina Patrice
GD	= Gertrude DiNatale	AP	= Toni Picariello
CE	= Craig Edlow	DR	= Mildred Reid
TE	= Thomas Egan	MR	= Margaret Reilly
SE	= Sixto Escobar	NR	= Marvin Robinson
PF	= Pam Flynn	TS	= Takako Salvi
PG	= Patrick Gill	HS	= Heidi Selig
EG	= Edward Goldberg	OS	= Oliver Spencer
LG	= Leon Graves	KS	= Katharine Stockman
HH	= Helen Hall	JT	= Joseph Taliaferro
VH	= Vinnie Haynes	ST	= Susan Targett
MH	= Mike Hickey	VV	= Vinay Varughese
JH	= John Hurst	XX	= Missing

A. 2 digits, minutes only
"98" = 98+ minutes

B. Format is: xx/xx/xx

C. LOOK AT CONF. ID,
03 = REPLACEMENT

E. OTHER - CODE AS 05; DO NOT WRITE IN TYPE

F. OTHER - CODE ALL AS 04

H. 05   OTHER

K. DO NOT CODE OR ENTER BUT WRITE IN PROBS FOUND WHILE CODING
& INITIAL

Word	Char.	Characteristic	Universe	Description	
87	6)	Detailed Industry	Same as I23E	Never worked	00
88	1)			Goods-producing industries	
				Agriculture	
				Agricultural services	01
				Other agricultural	02
				Mining	03
				Construction	04
				Manufacturing	
				Durable Goods	
				Lumber & wood products except furniture	05
				Furniture & fixtures	06
				Stone, clay, glass & concrete products	07
				Metal Industries	
				Primary metals	08
				Fabricated metals	09
				Not specified metals	10
				Machinery, exc. electrical	11
				Electrical machinery, equipment and supplies	12
				Transportation equipment	
				Motor vehicles & equipment	13
				Other trans. equip.	14
				Professional & photo equip.	16
				Toys, amusement & sport. goods	17
				Misc. & nec. mfg. industries	18
				Nondurable Goods	
				Food & kindred products	19
				Tobacco manufacturers	20
				Textile mill products	21
				Apparel & other finished textile products	22
				Paper & allied products	23

-more-

Word	Char.	Characteristic	Description
88	1	Detailed Industry (continued)	Same as I23E
		Universe	

Printing, publishing & allied industries — 24
Chemicals & allied products — 25
Petroleum & coal products — 26
Rubber & misc. plastics — 27
Leather & leather products — 28
Service-producing industries
Transportation, communication & other public utilities — 29
Communications & other public utilities
Communications — 30
Utilities & sanitary service — 32
Wholesale & retail trade
Wholesale trade — 33
Retail trade — 32
Finance, insurance & real estate
Banking & other finance — 34
Insurance & real estate — 35
Services
Private household — 36
Miscellaneous services
Business & repair services — 37
Repair services — 38
Personal services, except private household — 39
Entertainment & recreation — 40
Professional & related serv.
Professional & related serv. — 41
Health services, except hospitals — 42
Educational services — 43
Social services — 44
Other professional serv. — 45
Forestry & fisheries — 46

Characteristic	Universe	Description	
Detailed Industry (continued)	Same as I23E	Public Administration	
		Justice, public order & safety	47
		Admin. of human resource programs	48
		National security & internal affairs	49
		. . . .	
		Military	50

ar.	Characteristic	Universe	Description
-5	Detailed Occupation	Same as I23E	

Never worked 00

Managerial & professional specialty
Executive, admin. & managerial
Officials & admin., public admin. 01
Other exec., admin. & managerial 02
Management related 03

Professional specialty
Engineers 04
Mathematical & computer scientists 05
Natural scientists 06
Health diagnosing 07
Health assessment & treatment 08
Teachers, college & university 09
Teachers, exc. college & univ. 10
Lawyers and Judges 11
Other professional specialty 12

Technical, sales & admin. support
Technicians & related
Health technologists & related tech. 13
Engin. & science technicians 14
Other technicians 15

Sales
Supervisors & proprietors 16
Sales reps., finance & business 17
Sales reps., commodities, except retail 18
Sales workers, retail & personal 19
Sales related 20

Administrative support, inc. clerical
Supervisors 21
Computer equip. operators 22
Secretaries, stenog., typists 23
Financial records processing 24
Mail & message distributor 25
Other admin., incl. clerical 26

-more-

	Characteristic	Universe	Description	
r.				
5	Detailed Occupation (continued)	Same as I23E	Service	
			Private household	27
			Protective service	28
			Other service	
			Food	29
			Health	30
			Cleaning & building	31
			Personal	32
			Precision production, craft & repair	
			Mechanics & repairers	33
			Construction trades	34
			Other precision prod., craft and repair	35
			Operators, fabricators & laborers	
			Machine oper., assemb. & inspec.	
			Machine oper. & tenders, except precision	36
			Fabricators, assemblers, inspectors & samplers	37
			Transportation & material moving	
			Motor vehicle operators	38
			Other trans. & material moving	39
			Handlers, equip. cleaners, helpers, laborers	
			Construction laborers	40
			Freight, stock & material handlers	41
			Other handlers, equip. cleaners, helpers & laborers	42
			Farming, forestry & fishing	
			Farm operators & managers	43
			Farm workers & related	44
			Farm workers & related	45
			Armed Forces	46