

# Population Census Documentation

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# Functions of Documentation

- **Quality control:** promote/enforce uniformity in operations distributed over space/staff
- To document decisions, considerations, rationales for **institutional memory** to facilitate future statistical work
- To **realize full value of census data**

# How to Learn About Population Census Documentation

- Easy method: **study published census volumes**, your own and other country's
- Harder method: **think through what is important**
- **Older censuses** sometimes better documented than more recent censuses
- The **US Bureau of the Census** is a leader in good documentation

# Public *versus* Internal Documentation

- Documentation required to realize full value of the census data should be public
- Documentation for quality control and institutional memory may be internal, but may also be public
- Making documentation public exerts pressure to complete it and get it right

# The Intranet as an Internal Documentation Tool

- Print publication is costly and time consuming
- Intranet publication (once facilities are in place) is (relatively) inexpensive and fast
- With wide area networking, documentation for quality control may be transmitted throughout the country

# Key Documentation Items: 1

- The questionnaire
- Enumerator/supervisor training manual
- Lists of administrative units and codes
- Supplementary documentation of questionnaire and coding/classification
- The ‘Administrative Report’

# Key Documentation Items: 2

- Coding/Classification manuals
- Sample design (if applicable)
- Manual editing specifications
- Machine editing specifications
- What else?

Questions?  
Comments?  
Discussion?