United States Marshal's Office,
Boston, August, 17th, 1850.

Sir:

From frequent inquiries which have been made, I am induced to call the attention of Assistants to the following suggestions:

1. In Schedule 5, "Products of Industry," all mechanics doing business for themselves, whose annual productions exceed five hundred dollars, are to be returned, as well as manufacturing establishments.

2. The Schedules are to be headed with the name of the Town, and are to be taken and kept separately for each Town. In all cases the Schedules of Inhabitants should be filled up to the last line of the page inclusive, except where the enumeration of a Town would terminate at some other point on the page; otherwise, much difficulty will be experienced in counting.

3. The statistics of Crime included in Schedule 6, may be left to the Assistants in whose sub-divisions their Towns are embraced, who should make particular inquiries at the County Records, and other proper sources of information.

4. All Assistants should return to the Marshal a certificate of the estimated number of Square Miles in their subdivisions.

5. In informing the Marshal of the progress made by them, the
Assistants should state the Number in each Town as often as a town is enumerated.

6 Some important Agricultural Productions in Massachusetts, such as Milk, Broom-Corn, &c. &c., have no place on Schedule 1, and are not, therefore, to be included in the return: in order to ascertain the amount of these agricultural productions thus omitted, however, it will be very desirable that the Assistants should preserve a private memorandum of them, which may be used for future reference.

7. In case any Assistant should doubt his ability to complete the work assigned to him by the time specified, he should employ some one to assist in the copying, or should resign a portion of his sub-division, in order that the necessary steps may be taken to ensure the completion of the work.

8. When Assistants find in their sub-divisions persons who have removed into them since the first day of June, and are not therefore to be returned by them, they are requested to take the names, ages, &c., of such persons, and the place where they resided upon a memorandum, and transmit the same to the Marshal, who will cause it to be again transmitted to the Assistants, in whose sub-divisions such persons resided at that time, if in the District of Massachusetts, in order that the enumeration of them there may be facilitated.

9. All Assistants before making their copies are requested to examine their schedules with great care, to be sure that they have not returned the name of the same person more than once.

Your ob't Seiv't.

CHARLES DEVENS, JR.,
Marshal of Massachusetts.
[1850-08-17 Census; printed form letter explaining how to fill out the census.]