

# Persons Enumerated Twice in the Same Census Year

When a person has been enumerated twice in the same census year, HistoryForge's policy is usually\* to keep both census records for the same person, rather than trying to choose the "best" record or creating a blended record of the two census records. It is normal for there to be minor discrepancies between possible double enumerations, such as inconsistencies in age and spelling. Keeping the two census records preserves all of the information, correct or incorrect, collected about the person.

\*Exception for ICR records in the 1950 census: <u>How to Transcribe ICRs-Individual Census</u>
<u>Reports</u>

Transcribers may or may not have noticed the duplicate and made a note about it on their census record. It is up to the reviewer to follow through and complete these guidelines, noting the duplication on each census record and the person record.

## **HistoryForge's Duplicate Detection**

Sometimes a transcriber discovers their person has already been enumerated on a different census record only when the computer refuses to save the new census record because "a person with the same name, age and address" is already in the database. This is HistoryForge's duplicate detection program in action. While generally used to ensure the same census sheet isn't transcribed twice by mistake, it also catches people who were enumerated twice, making it initially hard to save the second record.

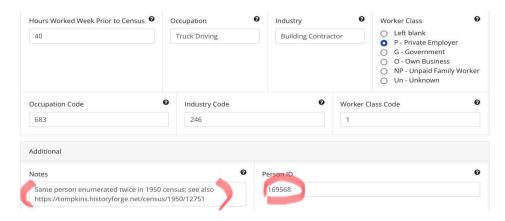
To circumvent HistoryForge's duplicate detection in these special cases, input the person's name with a small, deliberate, obvious typo to get the record to save, then edit the record, remove it, and save the record again. For example, for a lady named Leafy Wolcott enumerated twice: input the second Leafy Wolcott as ALeafy Wolcott. After saving the record, open it again and edit it to remove the "A" in "ALeafy." Duplicate detection is not activated in the second save.

# **Noting the Duplicate**

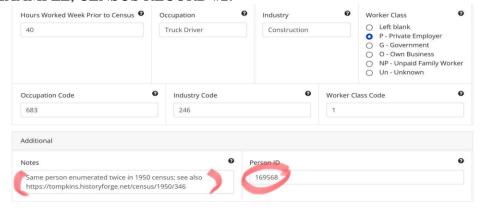
### On Each Census Record

- For each census record, make a brief note in the Notes field and give a link to the HistoryForge URL of the other census record.
- The basic formula of the notes for the census records is: "Same person enumerated twice in [1XXX] census; see also [the other HF URL]."
- Check that the same Person ID number is assigned to each census record.

### EXAMPLE, CENSUS RECORD #1:



### EXAMPLE, CENSUS RECORD #2:

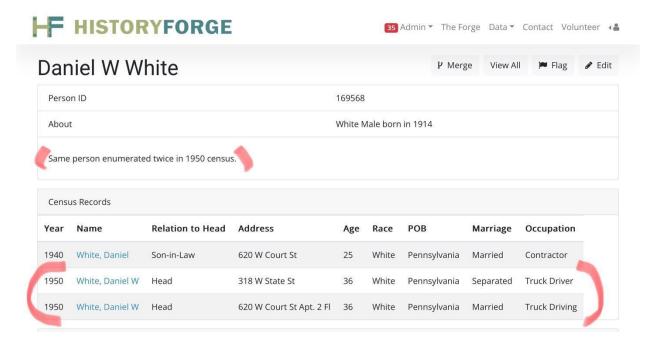


• More complicated notes may be needed for more complicated situations, but it is not necessary to give a reference to the other census record's ED/Sheet/Side or to elaborate on the differences between the two census records.

#### On the Person Record

- Make sure that there is a single Person Record for the person and make a note in the Description box acknowledging the situation.
- The basic formula of the note for the person record is: "Same person enumerated twice in [1XXX] census."

#### EXAMPLE, PERSON RECORD:



• HistoryForge plans an enhancement where the HistoryForge URL in the census record Notes field will be clickable. Until then, users will have to cut the HistoryForge URL out and paste it into their browsers.

