

### Head Office Processing

The processing of the enumeration area material when it arrives in Ottawa is organized, directed and implemented by a permanent staff consisting of statisticians, technical officers, clerks, typists, machine operators. Members are assigned to various operations according to their field of experience in the Census Division and form the nucleus of an operating staff. In addition, a temporary staff is hired and trained to assist in stages of the operation. As in the regional offices, the processing consists of a series of operations following each other closely, permitting flexibility in the sizes of staff, who may be assigned and re-assigned according to the requirements of the different stages of the processing.

A number of steps are required to process the material when it arrives in Ottawa from the regional offices. Shipments must be received, registered and controlled at all times. The documents must be sorted into processing units and cut to the correct size. Information from the questionnaires is transferred to magnetic tape by means of the electronic "document reader" at the rate of 150 documents (up to 600 persons) a minute. The records are then decoded into computer language and edited for omissions, inconsistencies and impossible codes. If the percentage of errors is unacceptable, all the documents in the enumeration area must be reviewed, corrected and re-taped. The final tape is fed into the computer, which re-arranges and summarizes the data to produce the tabulated results.

As the individual tabulations are received from the computer, the staff of the Census Population, Housing, Occupations and Agriculture Units check, analyse and evaluate the results and assemble the information in a series of tables and reports for publication.

### Publication Programme

The census publication programme is designed to make its statistical information readily available in the form in which it is most frequently wanted. The Publications Section of the Bureau maintains up-to-date mailing lists of users. This section also carries out the work involved in storing, packaging, mailing, invoicing and accounting the publications. There is a limited amount of free distribution to libraries, the press, certain government officials and co-operating organizations. The list of 1961 census publications contains some 225 titles, all of which are available at nominal cost. The Census Division and others within the Bureau frequently meet requests for statistical information not contained in its publications by the supply of data from its files. A charge based on the clerical time and machine processing involved is made for this service when it requires more than brief research and compilation.

The results of a census are issued in the form of individual reports as the information becomes available. The 1961 census reports comprise four main series and a preliminary series, as follows:

- (1) Preliminary Series - This series performs a useful function in making population totals available to municipal and other authorities as soon after the taking of the census as possible. These figures are not final and are subject to revision, but they can be compared with local estimates and differences investigated before the release of final census counts.
- (2) Advance Series - This provides information on basic topics for which there is a wide demand, and is published earlier than the regular series. The data provided are final, but the figures issued are in a summarized form.