FORM **SC-117**
(12-15-2011) Draft 4

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

TL ENUMERATION RECORD
Special Census

SC ID | State | County | Tract

Block | AA | Map Spot

Barcode ID

APPLY PREPRINTED LABEL HERE

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C.

New TL (Mark **X** one)
☐ Yes ☐ No

Is the TL Facility open?
☐ Yes ☐ No

Enter the Block Numbers in TL

1. TL name

Street number | Street name | Zip Code

2. Type of TL (Mark **X** all that apply)
☐ RV Park ☐ Marina ☐ Campground ☐ Hotel or Motel ☐ Racetrack ☐ Carnival

3. Contact name

4. Contact telephone number
Area code | Telephone number

5. Delete reason (Complete only if TL should be deleted)
D1 ☐ Not a TL D2 ☐ Does not exist D3 ☐ Duplicate D4 ☐ Other – Describe

6. Best days and time to enumerate (Write in the days and time)
Days
Time ☐ a.m. ☐ p.m. TO Time ☐ a.m. ☐ p.m.

7. Is the enumeration scheduled? (Mark **X** yes or no) If yes, write in date and time.
☐ Yes ☐ No Month / Day
Time ☐ a.m. ☐ p.m. TO Time ☐ a.m. ☐ p.m.

8. Actual* number of spaces or units at location
*(Defined as actual number of possible spaces or units at TL)

9. Estimated** number of "occupied" spaces or units at location
**(Defined as an estimated number of spaces or units on which there is a portable housing unit or long-term occupancy (such as a boat, RV, room, tent)

10. Type of spaces or units at TL (Mark **X** all that apply)
☐ Units ☐ Sites ☐ Slips ☐ RV Pads ☐ Rooms ☐ Other – Describe

11. Is there a special situation that might be encountered when enumerating this TL? (Mark **X** all that apply)
☐ Gated community ☐ Locked entrance ☐ Language/interpreter needed ☐ Other – Describe

12. Supervisor's initials | Date (MM/DD/YYYY) | **13. Total SC-1s**

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Instructions for using Form SC-117, *TL Enumeration Record*

Form SC-117 *must be completed for each existing or added Transitory Location* in the Special Census (SC) area. Transitory Locations (TLs) are NOT Group Quarters (GQs), but if there is one or more existing TLs in the SC area, they will be listed under the GQ tab of the SC Operations Control System. A TL refers to specific designated locations of RV parks, marinas, campgrounds, racetrack, carnivals and some hotels/motels. (Only motels or hotels that confirm that they have long term residents will be treated as a TL and only the rooms identified by the manager will be contacted to ask if the residents have another *usual home elsewhere*.)

Note: No hotel or motel should be treated as an 'added' TL unless it is confirmed that the hotel/motel has long term residents. Existing hotels/motels on the address list that state they have no long term residents at the time of the preliminary contact should be deleted by completing the SC-117.

It does not refer to the individual sites/pads/boat slips/rooms within a TL. **Only the residents in units at any of these types of TL facilities who state they have no other *usual home elsewhere* will be asked to complete a SC-1 questionnaire**.

The purpose of the SC-117 is to serve as a preliminary contact information gathering tool to determine if and when enumeration at the TL will occur as well as to record the outcome of any enumeration.

Address Label section: The SC office will print a label for existing TLs or added TL. However, the SC supervisor or designee should visit the TL to gather information.

Is the TL facility open? Depending on when the SC is conducted, some TLs may not be open (seasonal) or may have closed permanently. For example, an RV park may be closed for the winter. Talk to an owner or manager and enter an ⊠ in the 'Yes', or 'No' box. If the facility is open, ask if they have a site map. The facility will not know what census block numbers are, but the site map will help the SC office determine which census block maps to provide for the enumeration.

New TL: If one of the designated types of facilities is not already on the address list and it is determined it should be, enter an ⊠ in the 'Yes' box.

1. Enter the name and address information for any added TL. *(Print legibly)*

2. Enter an ⊠ in the box for type of TL facility.

3. Enter the contact name. *(Print legibly)*

4. Enter the contact telephone number.

5. Enter an ⊠ in the box for the delete reason. If 'Other', enter an ⊠ in the 'Other' box and write in a description.

6. Enter the best days and time to enumerate TL. *(Print legibly)*

7. Enter an ⊠ in the box for enumeration appointment scheduled. If 'Yes', enter an ⊠ in the 'Yes' box and write in the date and time.

8. Enter the actual number of spaces or units at the TL.

9. Enter the estimated number of occupied spaces or units.

10. Enter an ⊠ for the type(s) of space or unit. If 'Other', enter an ⊠ in the 'Other' box and write in a description.

11. Enter an ⊠ for special situation that may be encountered when enumerating this TL. If 'Other', enter an ⊠ in the 'Other' box and write in description of a special situation.

12. Enter Supervisors initials and date.

13. Enter the total number of SC-1's.