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James

WAR RELOCATION AUTHORITY
Whitcomb Hotel Building
San Francisco, California

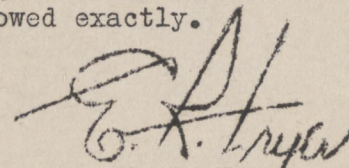
MEMORANDUM TO: Regional Staff and Project Directors

SUBJECT: Style Manual

The attached Style Manual, which is Part III of a Regional Manual of Correspondence Procedures in course of preparation, should be placed in the hands of every stenographer.

Attention is directed to the following points, which should be carefully observed:

- (1) The memorandum form is to be used for all correspondence between projects and the regional office.
- (2) Correspondence from the regional office to the projects is to be addressed in every instance to the Project Director, without attention line. Correspondence from projects to the regional office is to be addressed to the Regional Director, without attention line. Mail rooms will distribute incoming correspondence to those persons in whose jurisdiction the subject matter lies.
- (3) Some mechanical details, such as paragraph indentation, differ from the form hitherto in use in this region, changes having been made to conform with Administrative Instruction No. 15.
- (4) Instructions regarding the preparation and assembly of copies should be followed exactly.


E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY
San Francisco

October 26, 1942

PART III - W.R.A. Style Manual

A. GENERAL

This style manual is intended for use as a guide to all W.R.A. stenographers in the Pacific Coast Regional and Project Offices, in the preparation of letters, memoranda, telegrams, teletype messages, reports, and stencils.

Common usage throughout the W.R.A. is desirable in order to promote efficient handling of correspondence, facilitate a uniform filing system, and insure uniformity in W.R.A. communications with other agencies and the general public.

This manual is not exhaustive, and individual offices of the W.R.A. may issue their own supplements to provide for details not herein covered.

W.R.A. mail rooms are instructed to return to the preparing office, for rewriting, all correspondence which does not conform to these specifications. Furthermore, mail rooms should review correspondence for neatness and accuracy and return work which is smudged, contains strikeouts or noticeable erasures, is off balance on the page, or has uneven margins.

For further reference and details of composition, spelling, and punctuation, the U. S. Government Style Manual should be used. Every W.R.A. stenographer should have a working knowledge of this manual.

B. PAGE MAKE-UP

All material must be balanced on the page. Stenographers should plan the page make-up before commencing to type.

The left-hand margin must be at least one and one-quarter inches ($1\frac{1}{4}$ ") and the right-hand margin should be an inch (1"). Short letters may have margins of one and one-half inches ($1\frac{1}{2}$ "). The right-hand margin should be reasonably even.

The lower margin must be at least one inch (1"), and on the first page of a two or more page communication, one and one-quarter inches ($1\frac{1}{4}$ "). The second page of a letter must contain at least two lines besides the complimentary close, and stenographers should plan the first page accordingly. The second and succeeding pages should have a top margin of at least one inch (1") above the page number. These are minimum margin widths.

The date, if one is used, should be placed on the right at least three spaces below the printed heading; the address on the left at least three spaces below the date; the attention line, if any, two spaces below the address; the salutation two spaces farther down; and the beginning of the text two spaces below the salutation. See Exhibit I for illustration of these details.

Double spacing should be used between paragraphs.

Ordinarily letters and memoranda will be single-spaced in order to conserve paper, but short messages may be double-spaced in order to balance on the paper. The address is always single-spaced.

The complimentary close appears two spaces below the last line of the text and the name and title are typed in five spaces below, leaving space for the signature.

An indentation of seven (7) spaces should be made for all paragraphs.

The page number, on second and succeeding pages, should be centered at the top two spaces above the first line of the text.

C. DETAILS OF TYPING LETTERS

In the upper left-hand corner of the letterhead are the words "In reply, please refer to." Immediately under this phrase should be typed the name of the division preparing the letter, followed by the index number of the incoming letter being answered.

No letter or memorandum being sent outside the regional office will be dated by the stenographer; however, interoffice communications will be dated by the originating office. The date on an interoffice memorandum will be typed in at least two spaces below and flush with the printing on the right-hand side of the letterhead.

The words "AIRMAIL", "REGISTERED MAIL", "CONFIDENTIAL", or "FOR PERSONAL ATTENTION", if used, should be written in caps two spaces above the address, flush with the left margin. In such cases the words should be written at least six spaces below the printed heading.

Note that "PERSONAL" denotes material of personal or non-official character, which should not be delivered to a Government office. "FOR PERSONAL ATTENTION" is the acceptable usage. Outgoing letters under frank marked "PERSONAL" will be opened in the mail room and returned to the writer if the contents are non-official.

The address, single-spaced and in block style, should be typed flush with the left margin, except that when it is necessary to break a long line in the address, the portion carried over should be indented two spaces. No punctuation should appear at the ends of lines unless for abbreviation.

Letters to other agencies or individuals outside the W.R.A. should be addressed according to the letterhead and signature of the incoming letter, or according to the request for reply in the body of the incoming letter, if one is made.

Not more than one title should appear on one line. "Mr.", "Dr.", and "Col.", for example, are titles. Organizational titles should be written on the second line.

Names of organizations should be written as they appear on the incoming letterhead, including abbreviations only where used on the letterhead.

Names of numbered streets should be written out, except that figures may be used if above 10. If immediately following the house number a dash should separate the numbers, and the street number should be followed by "st", "nd", "rd", "th". Example: 417 - 32nd Street. The names of the city and state are ordinarily written on the same line, except where necessary to avoid a two-line address. They should then be on separate lines.

The first word of the salutation is capitalized; also the title and name. The salutation begins flush with the left margin.

Sample addresses and salutations are provided in Section M.

The complimentary close may be worded according to wishes of the signer of the letter. Most commonly used forms are "Very truly yours" and "Sincerely". The first word should be capitalized, with any succeeding words in lower case. A comma should appear at the end. It should be typed even with or slightly to the right of the center of the letter.

For signature, the name and title should be typed flush with the complimentary close.

D. ENCLOSURES

The word "Enclosure"(or "Attachment") should be written at least two spaces below the title at the bottom of the page flush with the left margin, and must be at least one inch (1") above the bottom edge. Note that "Enclosure" is used with outgoing correspondence and "Attachment" with interoffice memoranda.

Enclosure tags should be used, with the number of the tag typed in after the word "Enclosure". Thus the letter is identified with the enclosure which has the correspondingly numbered enclosure tag stapled or securely attached.

E. CARBON COPIES

The file room requires one chronological and one file copy of all outgoing correspondence. The file copy is white and the chronological copy a distinctive color, with the words "FILE COPY" or "CHRONOLOGICAL" printed on each.

Additional carbons are required as follows:

- (1) one white letterhead for correspondence between W.R.A. offices, to be stapled to the ribbon copy.
- (2) one white letterhead for Congressmen or Governors.
- (3) one yellow for the Regional or Project Director's file for all letters signed by the Regional or Project Director.
- (4) one white copy for originating office (optional).
- (5) one white letterhead "information copy" for each other person concerned.

Initials and last name of the dictator, and initials of the stenographer, together with the date of typing on undated work, should be typed on the two carbons which go to file, namely, the white "FILE COPY" and "CHRONOLOGICAL" file copies, and the white carbon copy which is returned to the dictator's office. Initials should never appear on the original, carbons which are mailed with the original, or on information copies for third parties.

If a letter is re-dictated, a second set of initials and a second date should appear on the proper carbons.

If carbon copies or information copies are sent to third parties, this should be shown on all carbon copies by the notation "cc" followed by the names of all to whom copies are sent. The preparing stenographer should put a check mark, preferably in colored pencil, by the name of a person on each copy. This will enable the mail room to route them to their destination. If any of these copies are to go outside W.R.A. offices, the preparing stenographer should address an envelope and clip it to the carbon copy in assembling the letter.

E. ENVELOPES

The address on an envelope should be set up similar to the address at the heading of the letter, and centered on the envelope. Envelopes will not be made in the preparing office for mail to Washington, Regional, or Pacific Coast Project Offices of the W.R.A. Large envelopes already addressed will be kept in mail rooms, and several letters to the same destination mailed out together. Confidential letters, of course, will be inserted and sealed in envelopes in the preparing office.

F. MEMORANDA

The memorandum form is used for mail between project offices and the regional office, and for interoffice communications.

The rules for margins, spacing, paragraphing, preparation, and number of carbon copies are the same for memoranda as for letters.

The memorandum form shall be:

1. Date, when used on interoffice memoranda, at least three spaces below the level of the printed heading.
2. "MEMORANDUM TO:" followed by the name and title of the person addressed. (See Exhibit VI.) Mail between project and regional offices should be addressed to the Regional Director or to the Project Director. "Attention" lines should not be used.
3. A "Subject" line must be used on all memoranda, and should be written two spaces below the address.
4. The body of the memorandum. The first lines of paragraphs are indented seven spaces. An extra space must be left between paragraphs.
5. Name and title of the signer, without a complimentary close, five spaces below the bottom line of the text.

If the same memorandum is intended for several persons, the names of all, in a column or columns, shall be typed following "MEMORANDUM TO:", and the names of all persons shall appear on all carbons. In this case, sufficient carbons must be prepared to send one copy to each addressee and have enough remaining

for regular file requirements. The preparing stenographer shall check the name of the individual for whom each copy is destined.

G. ASSEMBLY

After a letter has been prepared the various parts should be assembled and clipped together in the order shown below, with the ribbon copy on top. The disposition of each copy is also shown.

1. Ribbon copy on letterhead - to be mailed.
2. Extra copy to go to addressee, when used - to be stapled to original and mailed.
3. Carbon copy on tissue marked "FILE COPY" (initialing copy) - to be kept in Mail and Files.
4. Carbon copy on tissue marked "CHRONOLOGICAL" - to be kept in Mail and Files.
5. Carbon copy on plain white tissue - to be returned to originating office to be used as a desk copy.
6. Carbon copy on colored tissue (to be used when correspondence is prepared for signature by other than the dictator) - to be returned to person signing.
7. Information copies on tissue letterhead, if any - to be mailed to persons indicated.
8. Enclosures, if any, to be placed at the bottom of the assembly, with the enclosure tag stapled on the upper left-hand corner - enclosure to be mailed.
9. The entire assembly is then clipped to the file of previous correspondence if there is such a file.

A pencilled notation of disposal, with date and initials, should be placed on correspondence being answered.

When correspondence is being returned to the file room without any answering letter, a pencilled notation to file, with date and initials, should be written on such correspondence.

Instruction tags specifying RUSH, SPECIAL, or AIR MAIL handling, etc., or used as file identification may be clipped on top of the work.

H. TELETYPE

Teletype messages should be prepared on the OEM green teletype form when this is available; otherwise, on plain bond. The word "TELETYPE", if not printed on the form, should be typed in the center at the top. The date, on the right-hand side, should be two spaces below and the sender's address two spaces farther down on the left, block form and single-spaced.

The text of a teletype, with paragraphs indented seven spaces, should be double-spaced, in ordinary lower-case type. Arabic numerals should be used for figures.

Signatures should consist only of the name, for economy in transmission, and the address should include only the name of the addressee, War Relocation Authority, and the name of the city and state.

Carbons should be in the same number and order as for a letter or memorandum.

I. TELEGRAMS

Telegrams should be prepared on Standard Form 14, on the smallest size of the form which will accommodate the message.

The words "War Relocation Authority" should appear in the box in the upper right-hand corner after "From".

Directly under the box, on the upper right-hand side, should be typed the names of the city and state where the message originates, with the date of sending.

On the left-hand side should appear the address, single-spaced, lower case, and in block style; and two spaces farther down the first line of the text.

The body of the telegram should be in ordinary lower-case letters, double-spaced, with paragraphs indented seven spaces. Arabic numerals should be used, also punctuation marks. Numbers should not be spelled out, except for the names of streets in addresses.

The name of the sender should be typed four lines below the last line of the message. A title should be used only where necessary to identify the sender or his authority.

The same number of carbon copies should be furnished for telegrams and teletypes as are furnished for letters.

J. MANUSCRIPTS AND REPORTS

The U. S. Government Style Manual contains instructions for setting up manuscripts and reports and should be followed. Each job is to be identified as to originating office and date. Drafts should be so marked in the upper right-hand corner.

Whenever possible, work should be double-spaced and every paragraph indented seven spaces. Left-hand margins must be at least one and one-quarter inches ($1\frac{1}{4}$ ") and other margins at least an inch (1").

The following style is preferred for outline:

I.

A.

1.

a.

(1)

(a)

This style follows a procedure of using a four-space indentation.

K. STENCILS

Stenographers should clean the type on their typewriters before and after cutting stencils. A cushion sheet should be used during the cutting.

Margin widths should be carefully observed since the job may have to be bound. One and one-quarter inches ($1\frac{1}{4}$ ") on the left-hand side, one and one-half ($1\frac{1}{2}$ ") at the top, one inch (1") at bottom and right-hand side are minimum margins.

If several stenographers cut stencils for the same job, they should be sure to use the same margin widths, according to numbers on the stencil, and use the same style and spacing.

The correction fluid bottle carries instructions for making corrections. Corrections need not be struck extra hard.

L. MISCELLANEOUS

W.R.A. expects neatness on all of its communications. This is primarily a responsibility of the stenographer who prepares the work.

All typewriters should be kept as clean as possible, and reported for repairs when out of order. The ribbon should not be kept until too faint, and heavily inked ribbons should not normally be used.

Whenever several stenographers work on the same job, they should, if possible, use ribbons of approximately the same darkness and machines with similar type.

If a first draft is corrected and rewritten it may, at the discretion of the revising official, be included in the file, folded lengthwise and attached at the bottom. If it contains initials of clearance it should be stapled, flat, to the white file copy of the corrected revision.

If an individual writes in, enclosing stamps for a reply, they should be returned if the reply goes out under frank, or used if the reply goes air mail.

Words should be hyphenated, if at all, at syllabic divisions. A dictionary will show these.

Congressmen who forward letters from their constituents want these letters returned with the reply. Stenographers who prepare such replies will make a copy, or copies, of the constituent's letter for W.R.A. files and place the original as an enclosure in the letter going back to the Congressman. The letter which the Congressman signs remains for W.R.A. files.

M. SAMPLE ADDRESSES

The following examples show some of the approved forms. Others may be followed if the writer prefers, but these may be used as a guide in the absence of specific instructions.

The White House

The President
The White House
Washington D. C.

Dear Mr. President:

Hon. Marvin H. McIntyre
Secretary to the President
The White House
Washington, D. C.

Dear Mr. McIntyre:

Members of the Cabinet

The Honorable
The Secretary of State
Washington, D. C.

Dear Mr. Secretary:

Hon. Frances Perkins
Secretary of Labor
Washington, D. C.

Dear Madam Secretary:

Members of the Cabinet (Cont'd)

The Honorable
The Attorney General
Washington, D. C.

Dear Mr. Attorney General:

Diplomatic and Consular Service

The Honorable John G. Blank
American Ambassador
London, England

Dear Mr. Ambassador:

His Excellency
The Ambassador of England
Washington, D. C.

Dear Mr. Ambassador:

The Honorable
Richard S. Blank
Minister of Switzerland
Washington, D. C.

Dear Mr. Minister:

James H. Blank, Esquire
American Consul General
London, England

Dear Mr. Blank:

The Vice President

The President of the Senate
United States Senate
Washington, D. C.

Sir:

(or)

The Honorable
The Vice President
Washington, D. C.

Dear Mr. Vice President:

The Judiciary

The Chief Justice
United States Supreme Court
Washington, D. C.

Dear Mr. Chief Justice:

Mr. Justice Blank
United States Supreme Court
Washington, D. C.

Dear Mr. Justice:

Members of Congress

The President of the Senate
United States Senate
Washington, D. C.

Sir:

Hon. James H. Blank
United States Senate
Washington, D. C.

Dear Senator Blank:

Hon. Carter Glass
Chairman, Committee on
Appropriations
United States Senate
Washington, D. C.

Hon. John Doe
United States Senator
1234 Buena Vista Street
Hillwood Oklahoma

Dear Senator Doe:

Hon. Sam Rayburn
Speaker of the House of
Representatives
Washington, D. C.

Dear Mr. Speaker:

Members of Congress (Cont'd)

Hon. James N. Blank
House of Representatives
Washington, D. C.

Dear Mr. Blank:

Hon. Mary T. Norton
House of Representatives
Washington, D. C.

Dear Mrs. Norton:

Hon. John Doe
Chairman, Committee on
Naval Affairs
House of Representatives
Washington, D. C.

Dear Mr. Doe:

Hon. John Doe
Member of Congress
1234 Buena Vista Street
Hillwood, Oklahoma

Dear Mr. Doe:

Independent Agencies

Hon. Paul V. McNutt
Administrator
Federal Security Agency
Washington, D. C.

Dear Mr. McNutt:

Administrator
Federal Loan Agency
Washington, D. C.

Sir:

The Comptroller General
of the United States
Washington, D. C.

Sir:

(or)

Hon. Lindsay Warren
Comptroller General
of the United States
Washington, D. C.

Dear Mr. Warren:

Independent Agencies (Cont'd)

Hon. James Blank
Commissioner, United States
Civil Service Commission
Washington, D. C.

Dear Mr. Blank:

Army and Navy

General John Doe, U.S.A.
Chief of Staff
Ft. Myer, Virginia

Sir: (or Dear General Doe:)

Major General John Doe
U. S. A.
Fort Knox, Kentucky

Dear General Doe:

Lt. Comdr. John Smith, U.S.N.
U.S.S. Pennsylvania
c/o The Postmaster
San Diego, California

Dear Commander Smith:

Second Lt. John Doe
U.S.M.C.
Quantico, Virginia

Dear Lieutenant Doe:

Professional Persons

John Doe, Ph. D.
Georgetown University
Washington, D. C.

Dear Doctor Doe

Prof. John J. Doe
University of Texas
Austin, Texas

Dear Professor Doe:

Dr. John Doe
1234 Clark Street
Madison, Wisconsin

Dear Doctor Doe

State and Municipal Officers

Hon. Herbert Lehman
Governor of New York
Albany, New York

Dear Governor Lehman:

Hon. John Doe
Mayor of Chicago
Chicago, Illinois

Dear Mayor Doe:

The Church

(Catholic)
The Reverend James Blank
1234 Wooten Street
Newark, New Jersey

Dear Father Blank:

(Protestant)
The Reverend James Blank
432 Milton Avenue
Tulsa, Oklahoma

Dear Mr. Blank:

(Jewish)
Rabbi Abraham Blank
25 East 45th Street
New York, New York

Dear Rabbi Blank:

WAR RELOCATION AUTHORITY
EXHIBIT I.

In reply, please refer to:

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

Mr. Dillon S. Myer
Director
War Relocation Authority
Barr Building
Washington, D. C.

Attention: Mr. Leland Barrows

Dear Mr. Myer:

One-page letters such as this should be centered on the sheet, with care taken to keep margins of the right width and evenness. The minimum widths are: An inch and a quarter on the left, an inch on the right, and at least an inch at the bottom. Margins may be wider where the letter is fairly short and can thus be arranged better on the page.

If the entire letter cannot be typed on one page without crowding the margins, it should be carried over to the second page, illustrated by Exhibit II. In such cases the bottom margin on the first page must be at least an inch and a quarter.

Notice the number of spaces between the elements of a letter. If the text of a short letter needs to be moved down on the page, more spaces may be left between the date and the address.

Sincerely,

E. R. Fryer
Regional Director

Enclosure #3456



EXHIBIT II.

- 2 -

and if a letter is carried over, at least two lines of text besides the complimentary close must appear on the last page. A good stenographer always plans her letter far enough ahead to ensure this without retyping.

Sincerely,

E. R. Fryer
Regional Director

WAR RELOCATION AUTHORITY

In reply, please refer to:

EXHIBIT III.

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

Mr. E. B. Whitaker
Regional Director
War Relocation Authority
Little Rock, Arkansas

Dear Mr. Whitaker:

Very short letters may be typed with the text double-spaced, but the address is always single-spaced. Margins may also be widened, and the letter dropped down on the page for best appearance.

Sincerely yours,

E. R. Fryer
Regional Director



EXHIBIT IV.

Mr. Joseph H. Smart
Regional Director
War Relocation Authority
Denver, Colorado

Dear Mr. Smart:

If you will observe this Exhibit you will see the make-up for file copies of an outgoing letter as it appears before being processed in the mail room. This letter was prepared for the signature of the Director, but was originally dictated by someone else several days prior to the date of signing.

Not shown in this Exhibit are the initials, written in ink on the white file copy by the Heads of Divisions who cleared the letter.

Very truly yours,

Director

Enclosure #1597

cc John Jones
Henry Horney

LBarrows:OD
6/25/42
Rewritten
EMRowalt:SG
6/30/42

FILE COPY

WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

In reply, please refer to:

EXHIBIT V.

July 1, 1942

MEMORANDUM TO: Russell T. Robinson
Victor L. Furth

SUBJECT: Style of W.R.A. Memoranda

Communications between members of the same office should be written in memorandum form. The use of a "Subject" line is helpful in identification of the memorandum by the recipient and for classification in the file room.

Duncan Mills
Administrative Officer

Attachment #4673



WAR RELOCATION AUTHORITY

In reply, please refer to:

EXHIBIT VI.

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

AIR MAIL

MEMORANDUM TO: Charles F. Ernst, Project Director
Central Utah War Relocation Project

SUBJECT: Style of W.R.A. Memoranda for Use between
Projects and Regional Office.

This illustrates the form to be used for memoranda between the projects and the regional office. The form is the same as for an interoffice memorandum, except that the interoffice memorandum is dated by the stenographer, whereas an outgoing memorandum is dated in the mail room.

R. B. Cozzens
Assistant Regional Director

Enclosure #3972



EXHIBIT VII

T E L E T Y P E M E S S A G E

July 1, 1942

Dillon S. Myer
War Relocation Authority
Washington, D. C.

Teletype facilities of OEM can be very valuable to WRA if properly used in place of telegraph or long distance telephone.

E. R. Fryer

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM _____

EXHIBIT VIII

BUREAU _____

War Relocation Authority

CHG. APPROPRIATION _____

(list number) _____

San Francisco, Calif.
July 1, 1942

NIGHT LETTER

E. L. Shirrell
Tule Lake War Relocation Project
Newell, California

Use telegrams where air mail facilities will not suffice and where
teletype facilities are not available.

H. M. Coverley

EXHIBIT IX

(Suggested sample for manuscripts and reports)

USEFUL INFORMATION FOR STENOGRAPHERS

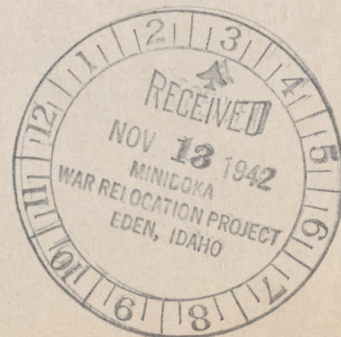
PART I.

The following will give the stenographer a few hints which will aid in gaining neatness in all of her work.

Use of the Typewriter

Repairs and cleaning.--When your typewriter needs to be repaired, you should immediately report this fact to the officer designated to handle such matters.

You can keep your typewriter clean. It is imperative that the type be cleaned frequently, and especially when cutting stencils at which time the type should be cleaned at least for every stencil.



WAR RELOCATION AUTHORITY

San Francisco, California, Office
Whitcomb Hotel Building

May 30, 1942

612-4/7

B

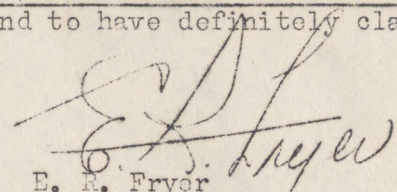
MEMORANDUM TO: The Regional Staff

SUBJECT: Correspondence

The War Relocation Authority is an emergency organization operating for a definite and extremely important purpose for the duration of the war. The records of its activities, however, are far from temporary and for many years after our present job is done, these records will have a permanent place in the United States Archives.

The efficient handling of our correspondence, therefore, cannot be overemphasized. Close coordination between office personnel, the Stenographic Pool, and the Mail and Files Section is essential, and you are urged to study and follow the procedures to be outlined, which become effective June 1.

All secretaries and stenographers are requested to attend a meeting in the conference room, 2:00 PM June 1st, to discuss the procedures in detail and to have definitely clarified any questions which may arise.


E. R. Fryer
Regional Director

Attachment

PROCEDURE

As a general policy, incoming correspondence will be transmitted by the mail room to that subordinate unit of the regional organization in whose field of responsibility the subject matter of the correspondence falls. Unless the correspondence is marked "Personal" or "For Personal Attention," or for some other reason clearly should be brought to the attention of the person to whom it is addressed, it will be routed to the appropriate division according to subject matter as well as to the addressee.

In general, the subject matter for which each division and section of the organization is responsible is as follows:

I. Information Division

- A. All press releases and other duplicated informational matter.
- B. Requests for books, pamphlets, press releases of the Authority, and other general information of a published or duplicated character.
- C. All inquiries about the program and policies of the Authority in general.
- D. All correspondence of an administrative character in the field of information from the Washington office or from projects.

II. Service of Supply

- A. All requisitions from projects for the purchase of equipment and supplies, and all follow-up inquiries concerning purchases.
- B. Correspondence from common carriers concerning the transportation of persons or goods.
- C. Correspondence from vendors offering goods or services for sale.
- D. Correspondence regarding evacuee property.

III. Education and Recreation Division

- A. Correspondence from educators, schools, colleges, State departments of education, libraries, recreation associations, etc.; circulars and general advertising matter (but not specific bids) concerning school, library, and recreational equipment and supplies.

- B. Correspondence from Japanese students or parents regarding school facilities for evacuees.
- C. All correspondence from projects and the Washington office in the field of education.

IV. Health Division

- A. All correspondence from individual citizens, State boards of health, public health services, and so forth, regarding medical services or health conditions in the Relocation program.
- B. Circulars and general advertising (but not specific bids) concerning medical supplies.
- C. Correspondence from the Washington and project offices in the field of health, diet, hospital administration, and so forth.

V. Community Enterprises Division

- A. Correspondence, reports, and inquiries from Washington and the projects regarding community stores, barber shops, beauty parlors, and similar community enterprises.
- B. Correspondence from cooperative organizations.

VI. Community Organization Division

- A. Correspondence and reports from projects regarding community government, block organization, community councils, etc.
- B. Requests for information concerning social or community organization in projects.
- C. Correspondence concerning religious life of evacuees.

VII. Public Works Division

- A. Correspondence and reports from projects regarding land subjugation, irrigation development, road and building construction, soil conservation problems and operations, and equipment repair and maintenance.
- B. Circulars and advertising (but not specific bids) concerning construction machinery and supplies.

VIII. Industrial Management Division

- A. Inquiries and proposals from the general public concerning manufacturing in the projects.
- B. Reports and correspondence from the projects concerning manufacturing in the projects.
- C. Correspondence incident to specific contracts or agreements with private or governmental agencies for manufacture by the projects of specific industrial products.

IX. Agricultural Management Division

- A. Correspondence and reports from projects or the Washington office concerning agricultural production and marketing.
- B. Correspondence incident to the participation of projects in government agricultural programs.
- C. Inquiries, proposals, contracts, or other arrangements concerning agricultural production and marketing.

X. Lands Division

- A. Proposals for the acquisition of land for the establishment of War Relocation projects.
- B. Information concerning sites.
- C. Correspondence regarding the permanent relocation of Japanese outside projects.
- D. Correspondence regarding sale of houses and other property.

XI. Reemployment Division

- A. Requests for the release of Japanese for private employment.
- B. Correspondence from the Washington office or projects regarding wage policy for evacuees or policy concerning their employment within or outside of projects.
- C. Inquiries or reports concerning census data or vital statistics of the projects.
- D. Circulars or advertisements (but not specific bids) concerning punch card and tabulating machines.

E. All correspondence concerning the War Relocation Work Corps.

F. Requests from Japanese for work on projects.

XII. Administrative Services Division

A. Personnel Section

1. All inquiries and applications for employment in the War Relocation Authority.
2. All requests from projects for reclassification or changes in the assignment of personnel; for the promotion, transfer, or removal of personnel on projects.

B. Fiscal Section

1. All financial reports from projects.
2. All requests for the allotment or reallocation of funds.
3. All requests from Washington for budgetary information and fiscal reports.

C. Office Management Section

1. All correspondence regarding the leasing of space and the providing of communications, mail and file, and similar services in the regional office.
2. All correspondence regarding property records.

XIII. Office of the Regional Attorney

- A. All correspondence from projects regarding questions of law, legal codes for the management of the projects, and project courts.
- B. All correspondence concerning legal cases in which the War Relocation Authority is interested.
- C. All correspondence from persons presenting claims against evacuees.

XIV. Office of the Regional Director

- A. All telegrams and teletype messages addressed to the Regional Director or a member of his immediate staff.

- B. All correspondence marked "Confidential," "Personal," or "For Personal Attention" addressed to the Regional Director.
- C. Correspondence regarding permits for Japanese to enter or leave the restricted zone in the coastal area.
- D. Correspondence regarding voluntary evacuation of Japanese or regarding Japanese who evacuated prior to the "freezing" order.
- E. Correspondence registering complaints or protests regarding the basic policies of the Authority.

This guide to the routing of correspondence will be revised from time to time as experience indicates the need for it. All regional office personnel will be requested to examine this schedule carefully and be governed by it. If, in any detail, the routing proposed here seems inappropriate, please recommend changes in routing by addressing the suggestions to Chief of Administrative Services Division. If, in the application of this schedule, any office receives correspondence which it should not properly handle, the correspondence should be returned immediately to the Head of Mail and Files with appropriate comment.

Mail and Files Procedure

For your information there follows a brief resume of Mail and Files procedure. The mail is received and separated into official and personal or confidential categories, as marked upon the envelopes. All mail is considered official, unless the envelopes show clearly that it is personal or confidential, and is opened in the mail room. Personal and confidential mail will be delivered unopened to the person to whom it is addressed.

Official mail, with certain exceptions, is opened, numbered, time-and-date stamped, indexed, routed, and delivered. All envelopes are saved for a period of three days for the purpose of checking for addresses, enclosures, etc.

Official mail is indexed on an assembly of six cards of various colors in the following order: Green (original), pink, orange, and three plain white cards. The name and address of the sender is typed in the upper left-hand corner. The date of the correspondence follows the sender's name; the date on which the correspondence was received follows the date of the correspondence. The serial number, i.e., the number placed upon the correspondence by the mail receiving clerk, is typed in the upper right-hand corner. A brief digest of the contents of the correspondence is typed in the body of the card. This digest is for the purpose of identification only, and is not intended to serve as a substitute for the original letter or to indicate the

final disposition of a case. The original routing, which is determined by the Head of Mail and Files, is typed in below the digest.

Two of the assembly of six cards remain in Mail and Files, namely the pink and the orange. The orange card is filed as a cross reference when applicable; otherwise, it is destroyed. The pink card sets up in the Mail and Files a temporary charge against the divisions to whom the incoming mail is routed. The green card is the original and remains with the correspondence with which it is identified from the time it is attached to the incoming correspondence until it is returned to Mail and Files. This card also serves as a routing slip, but must be returned with the case, regardless of the action taken on the incoming letter.

When returned to Mail and Files, the green card then becomes a permanent numerical record and automatically relieves the charge against the division to which the correspondence was assigned. This charge release is accomplished by removing the pink card (which sets up the charge) and filing it in a permanent alphabetical file. The pink and orange cards do not leave the mail room at any time. The three white card copies are provided for use of the divisions that wish to keep a record of the correspondence passing through their hands. If not used, these white copies may be destroyed.

Incoming correspondence will be delivered as soon as processed by the mail room. Mail is received at 8:00 A.M., 12:15 P.M., and 3:15 P.M.

If an incoming letter contains a reference to previous correspondence, the file will be withdrawn and sent with the incoming letter to the appropriate division.

Telegrams, teletypes, air mails, special deliveries, etc., are processed by Mail and Files as explained above, but have priority in handling and delivery, and no particular schedule is followed.

Preparation of Outgoing Correspondence

All correspondence directed to offices and establishments above the regional level shall be prepared for the signature of the Regional Director; for example, all correspondence directed to the Military, to the Washington office of the War Relocation Authority, and all correspondence directed to other Federal, State, county, or municipal organizations. The use of "Attention" lines is encouraged, since that may expedite the routing of mail in receiving offices.

All correspondence directed to the Washington headquarters of another Federal agency should be addressed to the Director of the War Relocation Authority, and signed by the Regional Director.

Correspondence directed to projects, which is concerned with project management and administration or which is in the nature of instructions to the project directors, should be addressed to the Project Director (with an "Attention" line, if necessary) and should be prepared for the signature of the Regional Director.

Correspondence directed to the projects may be signed by Regional Division Chiefs, if such correspondence relates to the functions of their divisions at the regional level not previously treated.*

Certain officials of the regional office, however, shall be designated and authorized to sign in behalf of the Regional Director and they will use the notation "For the Regional Director."

The practice of one officer signing another's name should be discontinued.

The word "correspondence" as used above pertains to telegrams, teletypes, and memoranda as well as to letters and other documents.

In the preparation of correspondence there are certain general rules which must be followed:

- I. Letters must show the name of the originating division (which may be abbreviated) and the serial number (which appears on incoming mail) in the upper left-hand corner of the letterhead under "In reply, please refer to." The original or ribbon copy of an outgoing letter of transmittal must show the enclosure number in the lower left-hand corner. All carbon copies must show, in addition to the above, the name or initials of the writer.
- II. All carbon copies of an outgoing letter must show to whom information copies are directed.
- III. In order that those most concerned, both in the regional office and on the projects, can be kept informed of current events, the practice of furnishing information copies on outgoing letters and memoranda is important.
- IV. All correspondence prepared for another's review or signature must be initialed on the file copy by the writer and reviewing officer (full last name is preferred).
- V. Outgoing correspondence will no longer be dated by the stenographer for the reason that it will be dated in the mail room on the day it is mailed, and one carbon copy (desk copy) of the letter will be returned to the writer stamped "signed."

*All correspondence directed to projects will be addressed to the Project Director.

All correspondence must be assembled as follows:

- I. Original or ribbon copy on top.
- II. Initialing or file copy.
- III. Chronological copy.
- IV. Desk copy (to be returned to the writer for his information and personal reference).
- V. Yellow copy, when used.
- VI. Information copies checked in colored pencil, when used.
- VII. Letterhead carbons, when used.
- VIII. Enclosures, if any.

Where previous correspondence is attached, such correspondence file should be placed on the bottom of the assembly

The mail room has envelopes addressed to all projects and the Washington office of the War Relocation Authority. Window envelopes are provided for communications to other Federal agencies and to outside concerns and individuals. Therefore, the only envelopes that need be prepared by the stenographer are for confidential letters, etc., or where the enclosures would require the use of a large envelope. Further information on assembly and style will be discussed in the following instructions to stenographers only.

Outgoing mail will be collected periodically by messengers and delivered to the mail room where it is dated, stamped, copies distributed, and original and enclosure mailed.

Outgoing correspondence originating in the regional office on which there is no previous correspondence shall be indexed and numbered in Mail and Files, as in the case of incoming mail.

The War Relocation Authority Filing System

The War Relocation Authority filing system is a modified adaptation of the Dewey decimal system, which has proved most successful and efficient in old-line agencies over a period of many years.

Briefly, the correspondence is filed by subject matter, identified, and broken down as indicated in the attached schedule. The file classification number should not be confused with the serial number. The serial number is always used in referring to previous correspondence. By that serial number the classification or subject matter can be readily identified. The serial number which appears on incoming and outgoing mail is consecutive for all indexed

correspondence, but may not necessarily be found consecutive within subject classification. For those who may be more interested in the operation of this system, an explanation will be given by the file clerks.

There are certain accessories or forms that will be used after June 1 that are essential to the successful and efficient operation of the new procedures. The use of each form will be carefully explained to all secretaries and stenographers and any officials who may be interested.

000 PROGRAM

- 001 Organization (general)
 - 001.1 Charts and Outlines
- 002 Policy
- 003 Executive Orders (by number)
- 004 Boards and Committees
 - 004.1 War Boards
 - 004.2 Defense Migration
 - 004.3 Advisory Council
- 005 Cooperation
 - 005.1 War Department
 - 005.2 Department of Interior
 - 005.3 Department of Agriculture
- 006 Legal
 - 006.1 Legislation
 - 006.2 Opinions
 - 006.3 Claims
- 007
- 008
- 009

100 ADMINISTRATION

101 Delegation of authority and responsibility

101.1 Identification and signature cards

102 Meetings and Itineraries

103 Complaints, Criticism

103.1 Violence Cases

104 Handbooks and Manuals

105

106

107

108

109 Reports (general)

109.1 Daily Project

109.2 Project Inspection

109.3 Annual

110 PERSONNEL

111 Job Descriptions

112 Recruitment

113 Applications and Appointments
(detail, assignment, etc.)

114 Training

115 Leave

116

117

130 FISCAL (general)

131 Funds and Budgets

132 Travel (Tax Exemption Certs.)

133 Payroll (checks, deductions for quarters)

134 Purchase Payment

135 Bills and Collections

136 Accounts

137 Bonding

138

139 Reports

139.1 Audit

139.2 Annual

150 OFFICE MANAGEMENT

151 Supplies and Equipment
(forms, office equipment only)

152 Inventory

153 Space

154 Bids and Contracts

155 Freight, Bills of Lading

156 Printing, Mimeographing

157

158

160 COMMUNICATIONS

- 160.1 Teletype
- 160.2 Confirmations
- 160.3 Telephone conversations
- 160.4

170 FILES

180 STENOGRAPHIC POOL

200 PUBLIC RELATIONS

210 INFORMATION (general)

- 211 Photographs
- 212 Motion Pictures
- 213 Exhibits
- 214 Publications
- 215 Articles and Speeches
- 216 Press Releases
- 217 Radio
- 218 Public Reactions
- 219 Reports
 - 219.1 Daily Information Bulletin

230 LIBRARY

- 231 Documents
- 232

300 SITE SELECTION

310 PROPOSALS

311 Suggestions (by State)

330 ACQUISITION

331 Purchase

332 Lease

333 Transfer

350 SURVEYS AND MAPS

351

352

400 TRANSPORTATION AND SUPPLIES

410 ORDERS

411 Movement

412 Exclusion

413 Travel Permits (in and out of project)

414 Enrollment

415

430 TRANSPORTATION

431 Facilities and Equipment For

432 Freight

433

450 PROPERTY OF EVACUEES

- 451 Disposition of
- 452 Receipts for (Federal Reserve Bank)
- 453

470 SUPPLIES AND EQUIPMENT

- 471 Subsistence (food, clothing)
- 472 Building Construction (cement, wire, lumber)
- 473 Heavy Equipment
 - 473.1 Garages and Repair Shops
 - 473.2 Motor Pools
- 474 Tools
- 475 Storage and Warehousing
- 476 Surplus and Transfer of
- 477
- 478
- 479 Reports
 - 479.1 Daily ~~Q~~

490

500 COMMUNITY MANAGEMENT

510 CIVIC ORGANIZATION AND GOVERNMENT

- 511 Organization
- 512 Elections
- 513 Councils

- 514 Police
- 515 Fire Protection
- 516 Cooperatives
- 517
- 518

520 EDUCATION (general, plans)

- 521 Schools
 - 521.1 Nursery
 - 521.2 Colleges and Universities
 - 521.3 Supplies
- 522 Adult Education
- 523 Americanization and Literacy (Boy Scouts, etc.)
- 524 Libraries
- 525
- 526

530 RECREATION (general, plans)

- 531 Parks and Playgrounds
- 532 Theaters
- 533 Clubs
- 534

540 HEALTH (general, plans)

- 541 Medical Facilities and Supplies
- 542 Hospitals
- 543
- 544

550 HOUSING (general, plans)

551

552

553

560 UTILITIES

561 Sewer

562 Electricity

563 Water

564 Communications

565

570 INSTITUTIONS

571 Churches and Welfare Organizations

572 Newspapers

573 Banks

574

575

600 ECONOMIC MANAGEMENT

610 AGRICULTURE

611 Family Gardens

612 Experimental Farming

613 Irrigation

614 Truck Gardens

615

616

619 Marketing of Products

630 INDUSTRY

631 War Works

632 Stores

633 Factories

634

635

639 Marketing of Products

650 PUBLIC WORKS

651 Irrigation

652 Conservation

653 Roads

670 ENGINEERING AND CONSTRUCTION (general)

671

679 Reports

679.1 Daily Construction

700 REEMPLOYMENT

710 GENERAL

711 Wages

712 Requests for Labor (by State)

713 Private Placement

714 Project Labor (registration)

715

800 RECORDS AND STUDIES

810 RECORDS

811

812

813

830 STUDIES

831

832

INSTRUCTIONS TO STENOGRAPHERS

The War Relocation Authority is establishing an objective of perfection and standardization of all correspondence and typewritten work. Accuracy, of course, is the responsibility of the stenographer. The following procedure and samples have been prepared for the purpose of standardization, and all stenographers must use this procedure when writing letters, memoranda, telegrams, etc. The mail room has been given authority to return to the stenographers all correspondence which does not fall within these specifications. These specifications include accuracy and neatness of the typewritten work itself. In other words, no strikeovers, noticeable erasures, smudgy-appearing letters, etc., will be permitted to leave this office.

The following style procedure is based on the OEM Stenographers Manual. It is merely a brief resume of procedures insofar as they apply to the War Relocation Authority, and omits much valuable information contained in the OEM Manual with which every War Relocation Authority stenographer should be acquainted.

For further reference and detail, the U. S. Government Printing Office Style Manual should be used. This Manual gives very clearly and concisely just what capitalization, punctuation, etc., the Federal Government prefers. It is requested that every stenographer make herself acquainted with this Manual, study it, and acquire a working knowledge of it.

General Style and Make-up of Correspondence

(Note: Correspondence as referred to in this instruction includes letters, memoranda, telegrams, and teletypes.).

Straight block style generally should be followed throughout. Margins on the sides should have a minimum width of 1-1/4 inches. The letter should be centered and balanced on the page so that it is neatly framed by the white of the margins. The edge of the right margin should not be ragged.

The lower margin of a one-page letter should be at least 1 inch, and the bottom margin of the first page of a two-page letter should be approximately 1-1/4 inches. The body of the letter on the second and succeeding pages should begin about 2 inches from the top of the page to allow for binding and clipping, and should contain at least two lines of the text of the letter.

Note that the suggested widths of margins are given as the minimum. Very short letters may have wider margins, and in any case, the important point is to balance the letter on the page.

Letters

Reference notation.--In the upper left-hand corner of the letterhead are the words "In reply, please refer to." Immediately under this phrase should be typed the name of the division preparing the letter followed by the index number of the incoming letter being answered. In the case of correspondence originating in a division, the name of the division should be typed in but the index number will be stamped on the letter in the mail room.

When an incoming letter requests such a file reference, if answered in letter form the word "Re:" followed by the file reference given on the incoming letter will be placed on the right-hand side of the outgoing letter parallel to the first line of the address. If an outgoing memorandum requires such a file reference, it will be typed in after the word "Re:" at least four spaces below, and flush with, the printing on the right-hand side of the letterhead.

Date.--No letter or memorandum being sent outside the regional office will be dated by the stenographer. However, all interoffice communications will be dated by the originator. The date on an interoffice memorandum will be typed in at least two spaces below and flush with the printing on the right-hand side of the letterhead.

Letters requiring special attention.--Frequently letters are designated as confidential, or they require special mailing, or the stenographer is asked to write them with subject or attention lines.

An Attention line is used only where an individual other than the addressee will attend to the correspondence. The word "Attention:" as shown, followed by the name of the person or his title should be placed two spaces below the address and two spaces above the salutation, beginning flush with the left margin.

A Subject line may be used if the writer requests. The subject line should be placed two spaces below the salutation and two spaces above the text of the letter. This line should begin flush with the edge of the left margin of the letter.

The words "CONFIDENTIAL," "AIR MAIL," "SPECIAL DELIVERY," "REGISTERED MAIL," or "AIR MAIL-SPECIAL DELIVERY" should appear as shown at least two spaces above the address and should begin flush with the edge of the left margin.

Address.--The address should be single-spaced, in block style, and each line should be flush with the left margin, except that where it is necessary to break a long line in the address, the part carried over should be indented two spaces. No punctuation should appear at the ends of the lines unless abbreviations are used. Letters addressed to the Washington office or field offices of the War Relocation Authority should be addressed as shown on the attached list.

Letters to any agency or individual other than War Relocation Authority should be addressed as requested by the incoming letter, if such a request is made. Otherwise, it should usually be addressed to the signer of the incoming letter by his name, title, and the firm, agency, or other organization shown in the letterhead.

The following general rules should be followed in the address:

- I. Titles and names should not appear on the same line, but the title should be on the next succeeding line after the name line.
- II. Names of organizations should be written as they appear in the organization letterhead, including abbreviations.
- III. Street numbers should usually be written out, particularly if they immediately follow the house number. However, figures may be used with "st," "nd," or "th," if the street number is above 10, and if it does not immediately follow the house number.
- IV. The city and the State should ordinarily be written on the same line with a comma between them and no punctuation after the State. If the whole address is made up of the name of the addressee and his city and State, the city and State should appear on separate lines with no punctuation.

Salutation.--The salutation is written two spaces below the last line of the address and flush with the edge of the left margin. The first word is always capitalized, and the title and name are capitalized. The title should never be abbreviated except when using "Mr." or "Dr." Intervening words are not usually capitalized.

Body.--The body of the letter should be set up in block form, single-spaced, and without paragraph indentations. Double spacing should be used to separate paragraphs. The text should begin two spaces below the salutation or below any lower intervening line such as a subject line. A short one-paragraph letter may be double-spaced and no indentation should be made.

Complimentary Close.--To some extent the complimentary close is a matter of taste and is subject to the preference of the signer of the letter. It also depends somewhat upon the tone of the letter. It should be written two spaces below the last line of the body of the letter, even with or slightly to the right of the center of the letter.

The first word of the complimentary close is capitalized but the succeeding words are written in lower case. A comma should follow the complimentary close. The preferred form for Washington correspondence is "Sincerely yours." Other preferred and most commonly

used forms are: "Very truly yours," "Cordially yours," and "Respectfully," although the latter two are usually used only for letters to high officials.

Signature.--The name of the signer of the letter should be typed four spaces below the complimentary close and blocked with it. The title of the signer appears on the line below his typed name, also blocked. It is the length of the title which usually determines the distance to the right of the center of the letter to begin the complimentary close, since the complimentary close, the typed name, and the title should help balance the appearance of the letter.

Enclosures.--The word "Enclosure" ordinarily should appear two spaces below the last line of the title of the signer and flush with the edge of the left margin. The enclosure tag number must be indicated and will appear "Enclosure-296." Note that the word "Enclosure" applies only to material being sent outside this office, while the word "Attachment" applies to material attached to interoffice memoranda.

(Note: The above instructions pertain only to that which is written on the ribbon copy of the letter.)

Copies to persons other than the addressee.--Where it is desired to send copies of a letter or memorandum to persons other than the addressee, "cc:" followed by the name(s) of the person(s) should appear two spaces below the signature flush with the left margin of the letter or two spaces below the word "Enclosure" if such is used. This "cc:" indication should appear only on carbon copies unless the dictator of the letter desires the addressee to know who has received copies. Such carbon copies must be clearly checked for rerouting by the mail room. (These copies are commonly referred to as "Information copies.")

Name, initials, and date to appear on carbon copies.--All carbon copies for file or office purposes should be identified by the initials and last name of the dictator or the originator of the letter, by the initials of the person who typed it, and the date written. The form to be followed is this: ERFryer:CKD 5/25/42.

This identification should be placed in the lower left-hand corner of the carbon copies of the letter or memorandum beneath the notations of "Enclosure" and "cc:," if any. It should begin flush with the left margin.

In some instances, a letter may be dictated to one person and redictated to another or redictated by another. In such cases the file and office carbons should also bear the second dictator's and/or second stenographer's initials.

The initials, in handwriting, of the dictator and reviewing officer(s) shall appear on the File Copy (full last name is preferred).

Memoranda

The memorandum style is to be used when addressing mail to the projects and also for interoffice communications.

In general, the rules specified for ordinary letter correspondence for margins, paragraphs, style, etc., should be followed.

The form to be used is, "MEMORANDUM TO: Mr. Wade Head, etc."
(Please refer to samples attached.)

Where the memorandum is directed to several persons, the names should be written in block style one under the other. If a copy is to go to each person, a distinguishable check mark should be made on each copy. If the ribbon copy is to be passed successively from one to the other, the names may be in the order in which the addressees should receive the memorandum.

The Attention line, when used, should be two spaces below the address and should be written as shown in the attached sample.

A Subject line must be used on all memoranda and should be written two spaces below the address or two spaces below the Attention line when it is used.

The address, attention, and subject lines must all begin flush with the left margin, and the information following these words will begin flush with each other.

The body of the memorandum should begin three spaces below the subject line.

The signature will be typed without a complimentary close, four spaces below the last line of the body, and even with or slightly to the right of the center of the page. The title should be typed in block style immediately under the name.

The word "Enclosure" or the word "Attachment" shall be typed as previously explained in the section dealing with Enclosures under Letters.

Envelopes

Envelopes will be prepared by the stenographer only when a large envelope is needed for bulky material and when the mail is of a confidential nature.

The same style will be used for addressing an envelope which is used for the address on a letter as taken up in the section dealing with Addresses under Letters.

If an envelope is to be marked CONFIDENTIAL, it should be written as shown in the lower left-hand corner of the envelope.

Number of Copies and Assembly

The following number and type of copies will be prepared on each item of correspondence. The disposition of each copy is also shown.

- | | |
|---|--|
| 1. Ribbon copy on letterhead | - to be mailed |
| 2. Carbon copy on tissue marked "FILE COPY" (initialing copy) | - to be kept in Mail and Files |
| 3. Carbon copy on tissue marked "CHRONOLOGICAL" | - to be kept in Mail and Files |
| 4. Carbon copy on plain white tissue | - to be returned to originating office to be used as a desk copy |
| 5. Carbon copy on yellow tissue (to be used when correspondence is prepared for signature of the Regional Director) | - to be returned to Regional Director's office and to be used as his desk or redistributing copy |

If carbon copies are prepared which will be sent to individuals other than the addressee (the information copy), such carbon copies will be on letterhead tissue, with proper distribution clearly marked, and will be placed in the assembly after the yellow copy when the yellow is used and after the white copy (No. 4) when no yellow copy is used.

Enclosures, if any, will be placed at the bottom of the assembly with the enclosure tag stapled on the top left-hand corner.

The entire assembly is then clipped to the file of previous correspondence if there is such a file.

If there are special mailing instructions, such as Air Mail, Special Delivery, etc., the proper mailing tag will be clipped on the face of the assembly on top of the green index card, which card has been explained in the Mail and Files procedure.

Telegrams

The ribbon copy of a telegram should be typed on Standard Form 14. All carbon copies should be prepared on tissues and with the same number of copies as instructed in the above section. The entire telegram should be typed in capital letters with any numbers in arabic numerals.

In the upper right-hand corner of Standard Form 14, in the box provided, the words "WAR RELOCATION AUTHORITY" will be typed in, if not already printed on the form. After "Appropriation," stamp or type in the appropriation number.

Directly under the box in the upper right-hand corner, type in the name of the city and State from which the telegram is being sent. The date should be typed in one space below and flush with the return address.

The type of service should be written in capital letters and underlined two spaces above the address and flush with the left-hand margin of the telegram.

The address should be typed in block form and single-spaced.

The body of the telegram should be written two spaces below the address, double-spaced, with paragraphs indented five spaces. Words should never be divided at the end of a line in telegrams. Punctuation marks should be written as they are actually used and should not be spelled out. Avoid unnecessary punctuation.

The name of the person signing the telegram should be typed four spaces below the body of the telegram. A title will be used only when the telegram is being sent outside the War Relocation Authority or when otherwise deemed necessary.

Teletypes

Teletypes will be used only when this office has direct teletype facilities available. This information can be secured from the Mail and Files Section.

The ribbon copy of a teletype should be typed on heavy white bond. All carbon copies should be typed on tissues and with the same number of copies as instructed in the section dealing with the Assembly.

The entire teletype should be typed in capital letters with all figures in arabic numerals.

The word TELETYPE in capital letters and underscored as shown must be typed about two inches from the top of the paper and at least two spaces above the address, and should be flush with the left margin of the body of the teletype.

The address on a teletype needs to include only the addressee's name, War Relocation Authority, and the city and State.

The date should be typed on the right-hand side parallel with the word TELETYPE.

The body of a teletype shall be written in the same style as a telegram.

In the signature, only the name need appear. A title is not necessary or desirable.

Copy Work

When making identical copies of any correspondence, the word C O P Y as shown should be typed in the upper left-hand corner. To show signatures, the word "(Signed)" must be written before the name, and the signature itself typed in capital letters. Enough of the letterhead of a letter being copied should be typed in to properly identify the letter.

Manuscripts and Reports

In writing manuscripts and reports, use the rules in the Government Printing Office Style Manual unless otherwise instructed. Every manuscript and report should be identified as to the originating office and by date.

Suggested types of titles are shown in the attached sample. Wherever possible, a double-spaced style, with indentation of five spaces, should be used for the sake of clarity and consistency. Left-hand margins should be at least 1-1/4 inches wide, with a minimum margin of 1 inch at the top, right, and bottom.

In using an outline, the following style is preferred.

- I.
 - A.
 - 1.
 - a.
 - (1)
 - (a)

This style follows the general procedure of using a five-space indentation.

List of Proper Addresses to be Used

WASHINGTON

Letters:

Mr. M. S. Eisenhower
Director, War Relocation Authority
Barr Building
17th and Eye Streets, N. W.
Washington, D. C.

Teletypes:

M S EISENHOWER
WAR RELOCATION AUTHORITY
WASHINGTON D C

PROJECTS

Memoranda:

Mr. Wade Head, Project Director
Colorado River War Relocation Project

Mr. Eastburn R. Smith, Project Director
Gila River War Relocation Project

Mr. Harry L. Stafford, Project Director
Gooding War Relocation Project

Mr. Elmer L. Shirrell, Acting Project Director
Tule Lake War Relocation Project

Mr. Roy Nash, Project Director
Manzanar War Relocation Project

Telegrams:

EASTBURN R SMITH
GILA RIVER WAR RELOCATION PROJECT
SACATON ARIZONA

HARRY L STAFFORD
GOODING WAR RELOCATION PROJECT
GOODING IDAHO

ELMER L SHIRRELL
TULE LAKE WAR RELOCATION PROJECT
C/O TWAITS, MORRISON AND KNUDSEN
STRONCHOLD CALIFORNIA

ROY NASH
MANZANAR WAR RELOCATION PROJECT
MANZANAR CALIFORNIA

Teletypes:

WADE HEAD
WAR RELOCATION AUTHORITY
PARKER ARIZONA

Fls.

November 14, 1942

Routing of inter-office communications

Incoming - First to Mr. Ingham, to be distributed to different departments for proper action. The original to be returned to Florence for filing in the central files.

Outgoing - Original and one duplicate to Mr. Ingham. After approval, the original to be sent out and the duplicate to be filed by Florence.

WAR RELOCATION AUTHORITY

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

In reply, please refer to:

Econ. Mgt.
259-42

Mr. M. S. Eisenhower
Director, War Relocation Authority
Barr Building
17th and Eye Streets, N. W.
Washington, D. C.

Re: 168-42

Attention: Mr. Leland Barrows

Dear Mr. Eisenhower:

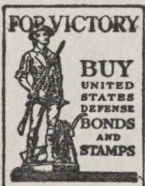
All letters sent to the Washington office of the War Relocation Authority will be addressed to Mr. M. S. Eisenhower. If a letter is for the attention of any other individual, use an Attention line. This example shows the exact address and style which is to be used.

These letters directed to the Washington office will also be prepared for the signature of Mr. E. R. Fryer, Regional Director, as illustrated.

Sincerely yours,

E. R. Fryer
Regional Director

Enclosure-161



WAR RELOCATION AUTHORITY

In reply, please refer to:

Personnel
561-42

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

Re: 767-42

MEMORANDUM TO: Mr. Wade Head, Project Director
Colorado River War Relocation Project

ATTENTION: Mr. Norris James

SUBJECT: Form to be used for correspondence
directed to project offices

All correspondence to be directed to project offices will be in a memorandum form and addressed to the Project Director. If the memorandum is to be called to the attention of another individual in the office, use an Attention line as illustrated.

E. R. Fryer
Regional Director



WAR RELOCATION AUTHORITY

In reply, please refer to:

SAN FRANCISCO, CALIFORNIA, OFFICE
WHITCOMB HOTEL BUILDING

April 1, 1942

MEMORANDUM TO: Mr. E. R. Fryer, Regional Director

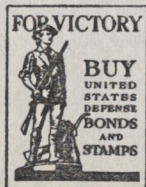
SUBJECT: Interoffice memoranda

When writing an interoffice communication to any member of the regional office in San Francisco, California, this type and style of memorandum should be used.

Please remember that interoffice memoranda must be dated by the stenographer.

Edwin Bates
Chief, Information Service

Attachment



(Suggested sample for manuscripts and reports)

USEFUL INFORMATION FOR STENOGRAPHERS

PART I.

The following will give the stenographer a few hints which will aid in gaining neatness in all of her work.

Use of the Typewriter

Repairs and cleaning.--When your typewriter needs to be repaired, you should immediately report this fact to the officer designated to handle such matters.

You can keep your typewriter clean. It is imperative that the type be cleaned frequently, and especially when cutting stencils at which time the type should be cleaned at least for every stencil.