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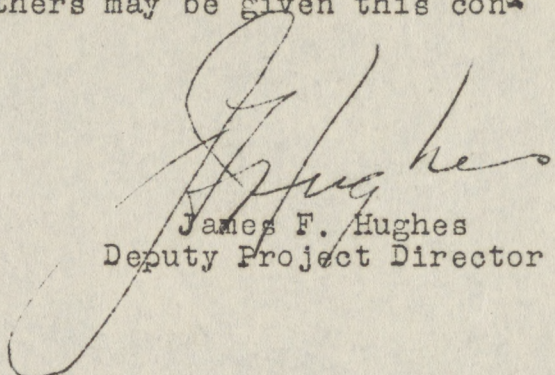
WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

September 7, 1943

MEMORANDUM TO: Appointed Personnel

All members of the appointed staff who are using sheets, pillows, or pillow cases belonging to the WRA are asked to turn them in to Mr. Henry Mayeda, foreman of Block 2 as soon as convenient. Our regulations do not contemplate the furnishing of these items to members of the appointed staff residing on the Project.

There is a shortage of curtains and other items of household furnishing which is making it difficult for us to equip the dwellings of staff people who are arriving at the project at the present time. Everyone is asked to relinquish any items of this nature which may be in excess of their normal allotment so that others may be given this consideration.



James F. Hughes
Deputy Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

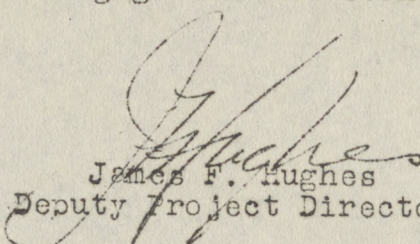
September 7, 1943

MEMORANDUM TO: Appointive Staff

Many of the residents in the new staff housing have asked as to what arrangements can be made for miscellaneous improvements of the buildings and grounds.

A landscape plan has been prepared for the block and copies are being distributed to each building representative on the staff council. These plans are not intended to be arbitrary but rather to make it possible for us to develop our landscaping along harmonious lines. Arrangements have been made for a resident member of the landscape staff, Mr. Chiaki Kojimoto, to be on duty afternoons and evenings until 9 o'clock to assist in planning the improvements and in staking out the location of various plantings, walks, etc. He will be able to provide the tools and plant materials which are available and advise you in method of planting, preparation of soil, etc. Hand tools and garden tools will be kept in a tool box so that they can be checked out by residents of the block. A supply of scrap lumber will also be available. Soil, gravel, and rocks will be hauled by Motor Pool trucks on schedule as rapidly as possible. The service will be available effective September 10. There is already a pile of gravel in the block which can be used for walks.

The personnel council will propose to the Deputy Project Director any recommendations for changes in plans or present any new needs which arise as the work goes along. They will organize groups of residents for such activities as hauling soil, hauling fertilizer or hauling gravel and stones.


James F. Hughes
Deputy Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

No. 4

Return to Mails & Files

Operations Division

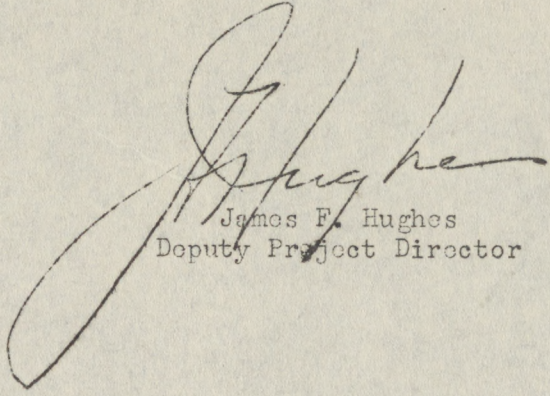
September 11, 1943

MEMORANDUM TO: Appointive Staff

In order that we may plan our transportation of school children to Delta we shall appreciate it if you note on the bottom of this letter how many children will be attending school in Delta. Please indicate your address and the names of the children so that there will be no difficulties in picking the children up.

The bus will stop at the north end of Block 2 near the basketball court and at the south end of the Administrative housing area at approximately 8:00 A.M. This service will start on Monday, September 13. Buses will leave Delta to return to Topaz at 4:00 P.M.

This letter should be returned to Mr. Carl Rogers, Supt. of Motor Transport.



James F. Hughes
Deputy Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

No. 5

January 3, 1944

TO: All Appointed Personnel

SUBJECT: Purchase of Bread and Milk at the Dining Hall

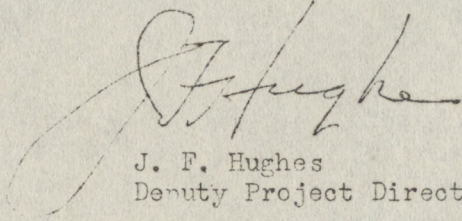
The restricted purchase of milk and bread for the center makes it impossible for us to continue further sales of these commodities to the appointed staff. Effective January 4th, the sale of milk and bread at the Administrative Dining Hall will be discontinued.

The Consumer's Cooperative will commence the sale of milk to the appointed staff on Tuesday, January 4th, at the store located in the building just east of the Administrative Dining Hall. A sufficient quantity of standard commercial grade milk will be handled at this store to supply the current need of the staff.

Bread, hereafter, will have to be bought from one of the stores in Delta, just as you already are making similar grocery purchases. We are establishing a service that will pick up grocery orders, not later than 4:00 p.m., in Delta and deliver them at the center three times each week.

This delivery service will call at the Stevens Store, Quality Market, and the Sterling Market for grocery orders placed by members of the appointed staff. The deliveries will be made to apartments sometime before 5:00 p.m. on the scheduled delivery day. Tentatively, this service will be available on Mondays, Wednesdays, and Fridays of each week commencing January 3rd.

It will be necessary that each family place its order by telephone and advise the Delta store that the order will be picked up by our truck. The drivers of the delivery service cannot do any shopping nor will it be possible to request this service of the carrier drivers hereafter. Although the delivery service is experimental at this time, we will endeavor to make it as helpful as possible to the appointed personnel. Your suggestions as to improvement in the service will be appreciated.



J. F. Hughes
Deputy Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

No. 6

January 4, 1944

TO: ALL APPOINTED PERSONNEL

SUBJECT: THE USE OF THE ADMINISTRATIVE RECREATION HALL

I am very glad to announce the recent completion and furnishing of the administrative recreation hall. This building should provide for us a convenient place where we can get together informally for reading, recreation, or visiting. It is intended for the use of all employees whether living in Block 2, in the dormitories, or in the staff housing.

The following principles have been agreed upon for the use of this building. However, these are subject to change and any suggestions submitted through the staff housing council will be welcomed.

1. Group parties, not of an exclusive nature, are encouraged at any time. Presumably such occasions will not require all of the space to the exclusion of others.
2. Everyone is expected to exercise a sense of responsibility toward the building and its furnishings. A limited janitorial service will be provided, but the premises should be cleaned up and the furnishings restored to the normal arrangement after use.
3. Daytime use of the hall by organized groups of children is encouraged when these groups are under the supervision of an adult who will take full responsibility for their conduct and care of the facilities.
4. Since the hall will be used by dormitory residents as a reading room and recreational space, it may not be assigned to any sectarian group for private meetings. The west end of the recreation hall in Block 2 has been retained for this purpose.
5. Furnishings or equipment assigned to the hall may not be removed or borrowed under any circumstances, except through the usual property control channels.
6. Special events and the general policies governing operation will be regulated by the Staff Housing Council subject to approval by the Project Director. The Director has delegated this supervisory interest to the Personnel Management Section.
7. Open hours will be daily from 1:00 p.m. to 11:00 p.m. unless conditions warrant a later closing. The small room at the north end is open to persons using the sewing machines from 8:00 a.m. to 6:00 p.m. daily. This room is intended for card games or any other leisure activities between the hours of 6:00 p.m. and closing time. Recommendations for changing the schedule should be submitted through your representative on the staff housing council. The last person using the building should see that the windows are closed, and the doors bolted. An Internal Security guard will check the premises to be certain these precautions have been taken and that the main entrance is locked. A key to the main entrance will be kept at the office of the Internal Security Officer and in the Personnel Management office.

It is hoped that this recreational facility will improve the community life of the staff. The hall is yours and we trust its importance constantly will be expanded by your suggestions and frequent use.

J. F. Hughes
J. F. Hughes
Deputy Project Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

Please distribute
No. 8

January 18, 1944

MEMORANDUM TO: All Members of the Appointive Staff

All members of the appointive staff, together with their wives, are invited to be present Thursday evening, January 20, at 7:30 PM at the appointive staff recreation hall. The purpose of this get-together is to discuss the President's Birthday Ball, to be held Friday evening, January 28, 1944, at the Civic Auditorium. This will give all those interested in lending their assistance in making the affair a success an opportunity to do so.

After the brief business meeting is concluded, there will be an opportunity for playing games. Please bring your favorite or any that you may have, also a card table if you have one.

Charles F. Ernst
Charles F. Ernst
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

January 18, 1944

MEMORANDUM #9

TO: All Members of the Appointed Personnel

FROM: Charles F. Ernst
Project Director

SUBJECT: Relocation Division Liaison

It has become increasingly necessary to channel all contacts regarding relocation through existing authorized Relocation Offices now set up in key cities of the United States.

Hereafter, all project contacts with private employers, relocation offices or other agencies, whether public or private will be made only through the Relocation Division on the project.

The Project Relocation Office will in turn channel such correspondence through the appropriate War Relocation Office, in line with administrative instructions.

Charles F. Ernst

CHARLES F. ERNST
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

NO. 11

January 27, 1944

MEMORANDUM TO: Appointed Personnel

SUBJECT: Revised purchase of milk

The Cooperative Store is encountering many difficulties in handling the sale of milk on a restricted basis to families of the appointed personnel. We have been requested to provide another means of providing this necessity, so that the Cooperative will be relieved of the responsibility as soon as convenient. The following plan has been developed with the Brooklawn Creamery of Delta which will become effective February 1, when all the details are completed.

The Creamery has agreed to furnish any required quantity of first grade pasteurized milk to families of the appointed personnel under the following conditions:

- (1). One gallon containers will be the standard unit from the Creamery. Two or more families may divide the unit after delivery to the project.
- (2). Containers must be washed before return to the Creamery. A fee of \$1.00 in advance is required to cover possible breakage of the glass containers.
- (3). Delivery will be made four times weekly, on Monday, Wednesday, Friday & Saturday to your door, usually between 3:30 p.m. and 5:00 p.m.
- (4). Based upon your estimate of delivery payment is required in the amount of one-half the monthly purchase. The Brooklawn Creamery is primarily a wholesale concern and does not carry retail credit accounts. Paul and Ernest Bell have been appointed agents at the project to handle door deliveries and other details of collection and service. The price will be \$.44 per gallon.
- (5). Please fill out the attached form to indicate the milk service desired by your family, taking into consideration the possibility of dividing the Four-weekly deliveries with someone nearby in the event the gallon unit is beyond your needs. The agents will contact you shortly to discuss the plan, accept your order, and make collection of the necessary bottle fee and advance payment.

SUBJECT: Revised Purchase Of Milk (Continued)

Until the revised plan is in operation, milk purchases will be continued by the Cooperative Store.

We will endeavor to improve this service until it meets everyone's needs satisfactorily as possible.

James F. Hughes
Deputy Project Director

M I L K O R D E R

NAME _____ ADDRESS _____

PLEASE DELIVER THE FOLLOWING AMOUNTS OF MILK ON THE DAYS
DESIGNATED TO THE ADDRESS LISTED ABOVE:

AMOUNT IN GALLONS

_____	MONDAY	_____
_____	WEDNESDAY	_____
_____	FRIDAY	_____
_____	SATURDAY	_____

ENCLOSED IS A CHECK FOR \$ _____ TO COVER 1/2 MONTH'S
DELIVERIES.

SERVICE TO BE STARTED _____.

SIGNED _____.

Commit cases to
permit sterilizing
holders in case
of mixed rods to permit
turning cases over.

Jack

m. Jue

WAR RELOCATION AUTHORITY
Central Utah Project
Tonaz, Utah

No. 12

February 9, 1944

MEMORANDUM TO: All Appointed Staff
SUBJECT: Physical Examination for
Selective Service

At the time that a member of the appointed staff is requested by his Selective Service Board to report for a physical examination, it will be necessary for him to make arrangements with the Project Director's office for his absence from the Project.

The Project Director may allow, at his discretion, employees whatever time is required for the physical examination under the Selective Service Act.

Charles F. Ernst

Charles F. Ernst
Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

February 12, 1944

MEMORANDUM TO: All Appointive Staff Members
FROM: Charles F. Ernst, Project Director
SUBJECT: Relocation Information Team

Mr. Harold Fistere, relocation supervisor from Cleveland, Ohio, and Dr. P. A. Webber of the Salt Lake City relocation office, composing the Relocation Information Team sent out from Washington to the various projects, will spend next week at Topaz. Their time has been allocated throughout their visit and the hour between 5:00 and 6:00 p.m., Monday, February 14, has been set aside for their meeting with the appointive staff. This meeting will be held in the administration rec hall.

Will each and every member of the staff please arrange his or her time so that there will be a 100% attendance. The members of this team have an interesting message to bring to the staff and no one should miss it.

Charles F. Ernst
CHARLES F. ERNST
Project Director

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