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INDEX FOR FINAL REPORTS
of the
Minidoka Relocation Center
Hunt, Idaho

February 9, 1946

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1/24/46

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- ✓ 4 Supervisor of Student Teachers
- ✓ 5 Chief Counselor (Welfare)
- ✓ 6 Project Attorney
- ✓ 7 Fire Protection Officer
- ✓ 8 Relocation Program Officer
- ✓ 9 Community Activities Supervisor

Copy 2 - R. Spicer

FINAL REPORTS FROM MINIDOKA * SECOND SET

JANUARY 31, 1946

Statistical-

~~Statistical~~-functional reports of the Reports Division

- ✓ Assistant Project Director of Community Management
- ✓ Business Enterprises Section
- ✓ Health Section
- ✓ Community Analysis Section
- ✓ Community Government
- ✓ Office Services Section

and Personal Narratives of the Chief Medical Officer

- ✓ Hospital Administrator
- ✓ Community Analyst
- ✓ Office Services Manager
- ✓ Acting Statistician

Statistical- Functional reports of ✓ Mess Operations --R.R. Richmond

- ✓ Personnel Management - L.W. Polson
- ✓ Operations Division - George McIntyre
- ✓ Statistics Sections - J.H. Nichols
- ✓ Engineering Section - Monroe E. Sydnor & Arthur Fick

Personal Narrative reports of ✓ Mess Operations ----- R.R. Richmond

- ✓ Motor Transport & Maintenance - GB McIntyre
- ✓ Acting Statistician ----- Mary Mann
- ✓ Project Director's Narrative - Harry L. Stafford
- ✓ " " " " W.E. Rawlings
- ✓ Irrigation, Drainage, & Roads Maintenance -Harvey Floyd
- ✓ Motor Pool Supervisor - R.W. Hampton
- ✓ Utility Operation Supt. - Varsell Ballantyne
- ✓ Office Services - Helen Newell

✓ Index for final reports

3rd Set

R Spicer

Winidoka Relocation Center

Hunt, Idaho

February 4, 1946

Mr. Dillon S. Myer, Director
War Relocation Authority
Barr Building
Washington 25, D. C.

Attention: W. M. Tozier, Chief, Reports Division

Dear Mr. Myer:

We are sending you the third set of Winidoka final reports. This includes the following:

- ✓ Statistical-functional reports of the Agriculture Section ✓
- ✓ Motor Maintenance and Transport Section ✓
- ✓ Supplement to Fire Protection Section ✓
- ✓ Supplement to the Reports Division ✓
- ✓ and Personal Narratives of the Senior Foreman Mechanic ✓
- ✓ Construction and Maintenance Superintendent ✓

The last set of reports and the cumulative index will be transmitted February 9, 1946.

Very truly yours,

W. E. Rawlings
Project Director

Richard A. Niver
Acting Reports Officer

Minidoka Relocation Center

Hunt, Idaho

February 9, 1946

Mr. Dillon S. Myer, Director
War Relocation Authority
Barr Building
Washington 25, D. C.

Attention: W. M. Tozier, Chief, Reports Division

Dear Mr. Myer:

We are sending you the last shipment of final reports from Minidoka and the index for all reports transmitted.

The following reports, although included in this shipment, were submitted to the Reports Office on February 8 or 9, so late that they could not be indexed:

- ✓ Personal Narrative of Office Services Manager (Helen Newell)
- ✓ Personal Narrative of the Project Steward (R.R. Richmond)
- ✓ Section Report of Mess Operations Section
- ✓ Personal Narrative of Procurement Officer

The attached page lists the reports that have not been prepared, the names of people who should have written them, their forwarding addresses, and any arrangements made for completion of the reports later on. We have informed these persons that the Washington office may contact them for material they failed to submit as ordered.

Very truly yours,

W. E. Rawlings
Project Director

Richard A. Niver
Acting Reports Officer

RAN:vmd
Inc. 2

*Turned in
to Larson?*

REPORT	WRITER	ADDRESS	COMPLETION ARRANGEMENTS
Finance Section Report	Charles Forrest	224 8th Ave. Haure, Mont.	To be submitted to Washington
✓ Personal narrative report of Finance Officer	Charles Forrest	? "	" " " " <i>Is doing</i>
Personal narrative report of Asst. Finance Officer	Earl C. Murray	W.R.A., Washington, D. C.	To be submitted to Washington <i>Early in May.</i>
✓ Report of Asst. Project Director in Charge of Admin. Management	Jack Nichols	W.R.A., Washington, D. C.	" " " "
Supply Section Report	Howard Mann	W.R.A., Hunt, Idaho	" " " "
✓ Personal narrative of Supply Officer	Howard Mann	W.R.A., Hunt, Idaho	2 " " "
Personal Narrative of Insurance Officer	Kenneth Merrill	2	
Personal Narrative of Property Officer	Gordon O'Bryan	Bureau of Reclamation Hunt, Idaho	" " " "

Minidoka Relocation Center
Hunt, Idaho

October 25, 1945

M E M O R A N D U M

With center closing a fact, some attention now can be turned to the preparation of final reports, as required by law of a liquidating agency. A staff member of whom a report is required may secure a copy of Exhibit XXVI 140.10.1B if he does not have one. The Reports Office will give any help possible.

Reports from sections or units whose work will not be completed for several weeks should not be turned in until the entire story can be included, unless the individual responsible for the report plans to terminate before the job is finished. Rather than leave all the work on reports until the end of the program, it would be advisable for sections still winding up their activities to outline their statistical-functional report, and assign a member of the section staff to compile file material.

Two types of reports are required: (1) Statistical-functional for each Section and Division, (2) Personal narrative.

1. Statistical-functional reports, required of each Section, need make no attempt to be "literary". They should be complete without duplicating information already sent to Washington. Their purpose will be served better if they are factual, with opinion and speculation kept to the minimum. If documentary photographs will amplify and clarify these formal reports, and if such photographs are on hand, they may be included with other exhibits.

2. Personal narrative reports are required of each staff member who has had charge of a unit, section or division. The narrative reports should be full and frank; they are not subject to clearance or censorship. However, the report will defeat its purpose if the writer attempts either to "make the center look better", or to use the narrative as a means of unloading personal grievances. Narrative reports will be of greatest value if they are analytical and interpretive, showing in a program unprecedented in American history, what was tried, what worked, what failed, and why, along with the writer's commendations.

The documentation of WRA's history will not merely be placed in the Archives of the United States for the research of scholars and scientists. The reporting of an agency's activities is a regular government procedure: copies of these reports are required for submission to the Congress of the United States, the Bureau of the Budget, and the Library of Congress.

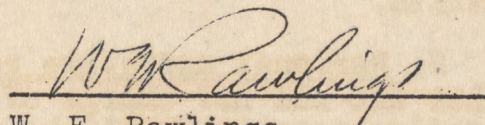
It may be of interest that the United Nations Relief and Rehabilitation Administration has literally besieged WRA for information for UNRRA's administrative guidance. Other groups similar to UNRRA also are setting up camps for the temporary care of thousands of displaced persons in all parts of the world. These agencies regard WRA's experience as their only precedent, and look to the Authority as a handbook.

The only near-precedents in the United States for the Japanese evacuation were the evacuation some years ago of a group of Southwest Indians, and the pre-engineering resettlement program of the Tennessee Valley Authority. While they furnished little guidance to WRA administration, this agency's trial-and-error experience is regarded as authoritative for possible future programs modeled after or related to TVA.

Under a democratic system, certain groups look to a tax-paid program to make information accessible to them which might benefit civic activities, for example: educators, race relations groups, cooperative business enterprises, agricultural experimenters, law enforcement and fire prevention groups, and a number of others.

Division and Section heads should:

- (1) Confer with the Reports Office for information and assistance in getting the preparation of their reports under way
- (2) Designate one or more persons to be responsible for the preparation of each statistical-functional report, and
- (3) Advise each staff member who will be required to submit a personal narrative that he is to prepare such a report.


W. E. Rawlings
Project Director

UNITED STATES DEPARTMENT OF INTERIOR
WAR RELOCATION AUTHORITY
Minidoka Project
Hunt, Idaho

November 1, 1945

TO: All Staff Members Helping to Prepare Minidoka's Overall History

POINTERS ON FINAL REPORTS

These are some guide posts prompted by questions various staff members have asked the Reports Office regarding writing of statistical-functional and personal narrative reports:

IF YOU ARE UNSURE HOW REALLY IMPORTANT FINAL REPORTS ARE

1. National Director Dillon S. Myer, in a recent telephone conversation with Project Director William E. Rawlings said: "Don't let your people underestimate the importance of the final reports."
2. Most project people have been so busy doing their jobs that they have not had time to realize the importance outside groups, both private and public, have attached to the unique work of WRA.

IF YOU ARE PUZZLED ABOUT SOURCES OF FACTUAL INFORMATION

1. Refer to back files of Monthly Reports, which may give you the information you are after, or establish such pivotal facts as dates, institution of new policy, or give a narrative report of a particular phase or event.
2. Look through file material of sections whose work is related to your own activity; it is recognized that files are not altogether orderly, and you may turn up needed information in someone else's records.
3. Consult earlier handbooks and manuals for out-dated policy and procedure under which your section operated in previous years.
4. You have access to a complete bound file of the evacuee newspaper "The Minidoka Irrigator" in the Reports Office; this can establish dates and events and reflects attitudes at a given period.
5. Ask the Personnel Office for employee and organization data; turnover and other factors in this office have left blanks in Minidoka personnel records, but much usable information is available.
6. Consult with the Reports Office which as clearing house for final reports may be able to suggest a source of information if facts are not on hand.

7. If all these file sources fail, write to Washington as a last resort, and ask your Division Chief for the loan of records on file there.
8. Confer with your Division head about parts of the section or unit program with which you may be unfamiliar.
9. Call on persons who have been at the center since early days; many of these employees can furnish background which may lead to more specific details on your own program's history.
10. Talk to employees who are now in different center jobs, but who once worked in the section about which you are writing.
11. Write to people who once held your job, and who have terminated. They may be persuaded to give you a general picture of the program at the time they were active in it.
12. Arrange informal conference with others who are also writing reports, and whose work has some bearing on your own; discussion may stimulate ideas which would otherwise escape.

IF YOU AREN'T SURE WASHINGTON WILL UNDERSTAND ABOUT MISTAKES

One of the principal objectives of a final report, aside from the fact that it is required by law of a liquidating agency, is for it to become a handbook for other agencies faced with similar or related problems. For example, UNRRA needs WRA background on administering temporary camps for displaced persons, operations like TVA must carry on resettlement programs prior to their construction activity. The Washington staff is keenly aware that WRA, unprecedented, could function ONLY on a trial-and-error basis.

IF YOU AREN'T SURE OF THE DIFFERENCE BETWEEN THE TWO REPORTS

1. A safe guide might be to approach the two phases of center documentation as a newspaperman would the reporting of an event and the writing of an editorial on the same occurrence.
2. Along these lines, your historical narrative as outlined in the handbook would tell the section's story much as a newspaperman would cover a straight news story -- FACTUALLY. For example, if the story is of a strike, you simply tell what parties were involved, what issues were at stake, how the strike was arbitrated and by whom, what compromises were reached, the outcome of the struggle, and the results. Either notations or records, correspondence and other quotations of documents support the facts. Your statistical-functional "news story" is that of an impersonal, impartial observer.
3. Your personal narrative can be more like an editorial, in which you take a stand and discuss the same event. Whereas the factual account of a strike would state only that "the administration rejected the evacuees' demands, perhaps quoting the demands and the reasons given for their rejection, an editorial comment in your personal narrative might be your OPINION, INTERPRETATION and ANALYSIS that "the administration's rejection was STUBBORN and UNFAIR," or that "the evacuees' demands were UNREASONABLE." In short, your personal narrative may include your PERSONAL reactions and recommendations.

IF YOU ARE UNSURE HOW FAR TO GO ON OPINION IN PERSONAL NARRATIVES

1. Opinion should not masquerade as established fact.
2. For the protection of the writer's integrity, to avoid contradictions or the appearance of them, and to aid in the very large job of the Historian, facts should be as carefully checked in the personal narrative as in the formal statistical-functional report. Notation of sources of information will add value.
3. An OBJECTIVE interpretation of events in human, technical and administrative terms, and analyses of why certain things took place as they did, will be more valuable than inconclusive opinion, or non-constructive criticism.
4. Include recommendations in personal narratives, rather than in section reports, which should be straight historical relation of facts, and event. Broad, general recommendations on policy may be attached to historical reports.

IF YOU WONDER HOW "PERSONAL" YOUR PERSONAL NARRATIVE SHOULD BE

1. Personalities have entered so strongly into the operation of the center that their effect cannot be ignored or minimized. But because one of the major purposes of the final report is its service as an administrative guide to other agencies, finger-pointing or name calling will accomplish no constructive objective. The use of titles rather than names has been suggested.
2. If the failure of a program rested, in your opinion, with faulty procedure or policy, blame should not be laid on an individual who attempted to carry out such directives.
3. As much as possible an OBJECTIVE viewpoint is the ideal approach to writing a personal narrative. Personalities should enter the picture only as guides to future administrators, in order to set up administrative and procedural guards against normal human failings and idiosyncracies.

IF YOU DO NOT KNOW WHAT OFFICIAL GUIDE ON REPORTS TO FOLLOW

1. Suggested material to be included in your own unit's or section's report is incorporated into Handbook Release No. 199, dated February 28, 1945, with attached Exhibit XXVI 140.10.1B. The Reports Officer can give you the section of the Exhibit that outlines your own report.
2. Your Division head has a complete copy of this Exhibit. It is strongly urged that everyone preparing a report also read the introduction to the reporting procedure:
 - I. Form of Report, A through F

IF YOU ARE VAGUE ABOUT OBJECTIVES AND PURPOSES OF REPORTS

This is the manual on the subject: "Writers of these narratives are requested to bear in mind the purpose of their reports, which is to provide guidance to future administrators faced with similar or related problems."

And this is how the manual suggests that this purpose be carried out in personal narratives: "The substance of the personal narrative report is what happened when the writer attempted to carry out policy, what worked and what did not work, and according to his most carefully considered judgment, what factors made a particular program a success or a failure. In the simplest terms, each narrative should answer frankly and thoughtfully the following questions: What was your job? What did you accomplish? How did you do it? What, if you had it all to do over again, would you do, and what would you avoid doing?"

IF YOU HELD OTHER WRA JOBS BEFORE THE ONE YOU ARE WRITING ABOUT

1. If the section you were formerly in requests a narrative from you, it should be included in THAT section's report as a separate personal narrative, concerning that section.
2. Your personal narrative is your PERSONAL narrative, but only as it regards the story of the unit, section or division which you headed.

IF YOU ASKED IF YOU COULD MAKE GENERAL RECOMMENDATIONS ON WRA

Yes.

In your personal narrative, it is permissible to include ideas for improvement of the program in general or in specific parts, outside your own activity. Your observations, if constructive, can be very valuable to the staff compiling the agency's overall story.

IF YOU ARE UNINFORMED ABOUT SIGNATURES, CREDIT, RESPONSIBILITY

1. Every personal narrative is to be signed by the writer.
2. Both statistical-functional and personal narrative reports will include on the title pages:
 - a. Name of the writer
 - b. Official title of writer
 - c. Dates of term of service of writer
 - d. Credit line for persons assisting in actual writing, other than the unit, section or division head who is nominally responsible for its preparation.

IF YOU DON'T KNOW WHAT CLEARANCE YOUR PERSONAL NARRATIVE PASSES

Here is what the manual says about it: "The persons to whom these personal narratives are submitted will include them verbatim with the division reports and submit all to the project director."

IF YOU ARE UNCERTAIN WHETHER TO ATTACH DOCUMENTARY PHOTOGRAPHS

In a recent letter from Washington, the Reports Division Chief clarified this point:

"... Since the /Denver/ Photo Unit is somewhat shorthanded and overburdened with print orders of all types, we hesitate to ask them to handle any additional work. Consequently, we wish to make the following points:

- "1. Photographic illustration of final reports should be held to a reasonable minimum, pictures being used only where visual presentation is necessary to illustrate or emphasize a particular point . . .
- "4. The Denver Photo Unit will be able to help out on orders of this type during November and December
- "5. These limitations and suggestions apply only to negatives on file at the projects which you wish to loan to the Photo Unit to have prints made. It does not apply to negatives already in the files of the Denver Unit.

IF YOU HAVE TECHNICAL DIFFICULTIES WRITING YOUR REPORT, REMEMBER:

1. Your reports need not be formal, literary, or conform to a standardized style. Write them as though you were telling a replacement on your job what had gone before.
2. You do not need to write "governmentese". You can tell your story just as well by saying "I planned" or "We decided" as to write "A new policy was instituted".
3. Mainly your report should be clear, reasonably complete and factually correct.
4. If you run into real writing problems, talk them over with the Reports Officer.

IF YOU WONDER IF CLEARANCE WILL BE GRANTED IF REPORTS ARE MISSING

No. A missing set of initials on your termination clearance sheet will prevent your final official papers from being processed.

W. E. Rawlings
Project Director

Richard A. Niver

Richard A. Niver
Acting Reports Officer