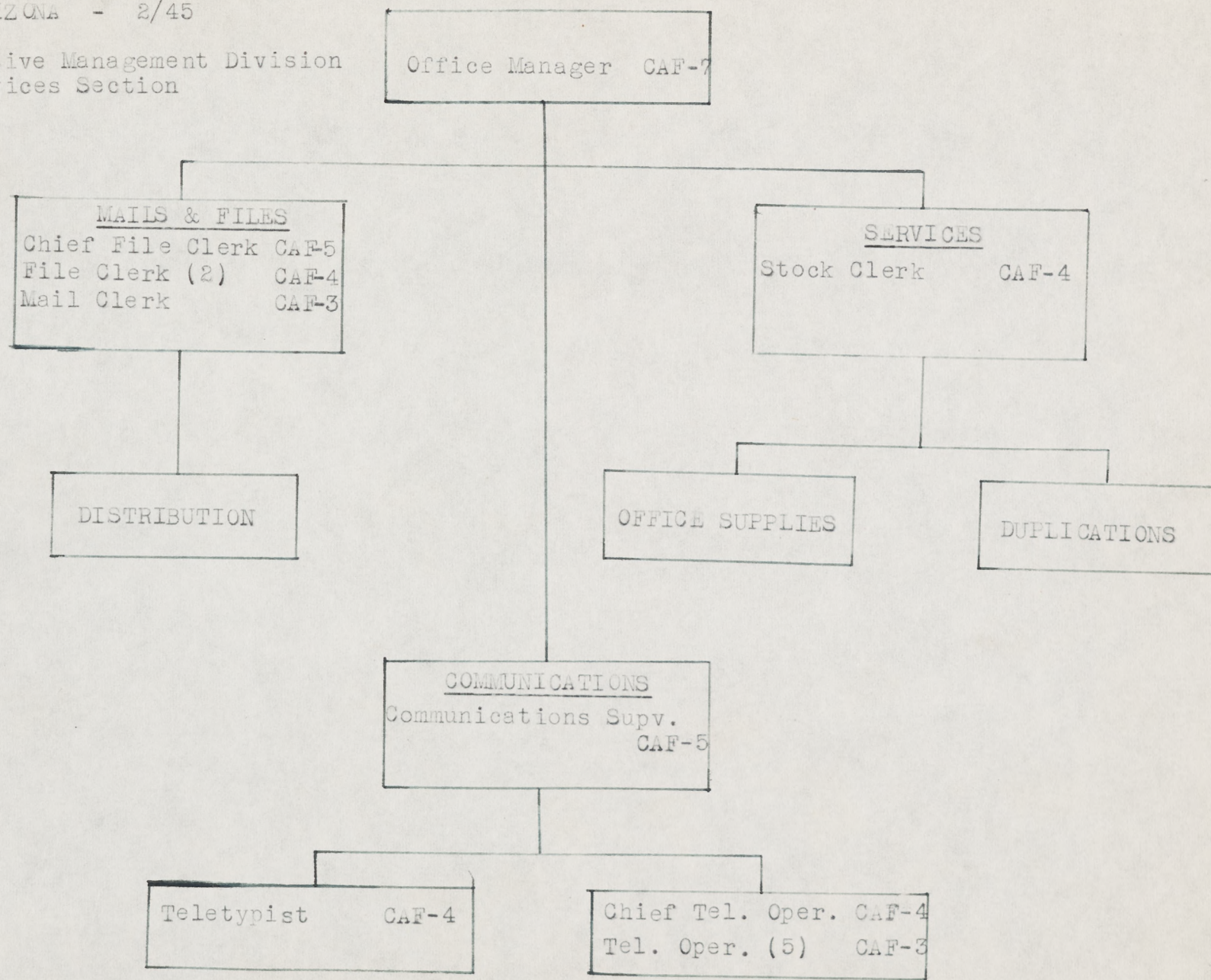


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DEPARTMENT OF THE INTERIOR
WAR RELOCATION AUTHORITY
COLORADO RIVER RELOCATION CENTER
POSTON, ARIZONA - 2/45

Administrative Management Division
Office Services Section



JUNE REPORT

18. OFFICE SERVICES SECTION:

Teletypes, Incoming-----	663
Teletypes, Outgoing-----	885
Telegrams, Incoming-----	1,034
Telegrams, Outgoing-----	703
Telephone Toll calls-----	437
(completed)	
Telephone Toll calls-----	39
(cancelled)	
Mimeograph Stencils, Run-----	89
Number of Copies, Run-----	160,320
New Stencils Issued-----	533
(22 quires, 24 to each quire and 5 extra.)	
Request for Office Supplies and Requisition Slips---	342

SUPPLY OFFICER	
REC'D	7/19
NOTED	
ANS'D	
FW'D	

QUANTITY

Off Service
131

COLORADO RIVER RELOCATION CENTER
POSTON, ARIZONA

MAY REPORT

17. OFFICE SERVICES SECTION:

	<u>QUANTITY</u>
MAIL, INCOMING -----	6,389 ✓
Mail, Outgoing -----	3,498 ✓
Teletypes, Incoming -----	626 <i>25 per day</i>
Teletypes, Outgoing -----	908 <i>36 per day</i>
Telegrams, Incoming -----	968 <i>39</i>
Telegrams, Outgoing -----	840 <i>35</i>
Telephone toll calls, Completed -----	454
Telephone toll calls, Cancelled -----	54
Mimeograph Stencils, Run -----	231
Number of Copies Run -----	280,745
New Stencils -----	77
Request for Office Supplies & Stencils -----	444 <i>17 per day</i>

SUPPLY OFFICER	
R'D	JUN 12
NOTED	JUN 12 '44
A.S'D	
FW'D	

Off Service
131

COLORADO RIVER RELOCATION CENTER
Poston, Arizona

August 4, 1944

JULY REPORT

19. OFFICE SERVICES SECTION

QUANTITY

Teletypes, Incoming	688
Teletypes, Outgoing	799
Telegrams, Incoming	980
Telegrams, Outgoing	709
Telephone Toll calls, Completed	376
Telephone Toll calls, Cancelled	42
Mimeograph Stencils, Run	578
Number of Copies, Run	205,483
New Stencils Issued	456
Request for Office Supplies and Requisition Slips .	304

Off. Service
131

SUPPLY OFFICER	
REC'D	AUG 5 1944
NOTED	AUG 5 '44
ANS'D	
FW'D	

September 4, 1944

AUGUST REPORT

20. OFFICE SERVICES SECTION

QUANTITY

Teletypes, Incoming	654
Teletypes, Outgoing	941
Telegrams, Incoming	1060
Telegrams, Outgoing	701
Telephone Toll calls Completed	418
Telephone Toll Cancelled	42
Mimeograph Stencils, Run	72
Number of Copies, Run	134, 831
New Stencils Issued	201
Request for Office Supplies and Requisition Slips.	308

SUPPLY OFFICER	
REC'D	SEP 4 1944
NOTED	SEP 4 '44
ANS'D	
FWD	

Office Service
131

Colorado River War Relocation Project
Poston Arizona

October 10, 1944

SEPTEMBER REPORT

21. OFFICE SERVICES SECTION

QUANTITY

Incoming Mail	6562
Incoming Telegram	973
Outgoing Telegram	629
Incoming Teletypes	601
Outgoing Teletypes	703
Telephone Toll Calls Completed	404
Telephone Toll Cancelled	37
Number of Copies	104117
Number of New Stencils , Run	38
Number of New Stencil issued	9
Request for Office Supplies and Requisition Slips ..	277

SUPPLY OFFICER	
REC'D	OCT 9 1944
NOTED	OCT 10 '44
ANS'D	
FILED	

Office Services
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Colorado River Relocation Center
Poston, Arizona

Office Service Section
Report for August

September 1, 1945

	Mo. of May	Mo. of June	Mo. of July	Mo. of August
Incoming Mail-----	3,867	4,036	12,275	12,618
Outgoing Mail-----	3,138	3,671	3,423	3,728
Incoming Telegrams----	1,040	1,119	975	1,226
Outgoing Telegrams----	805	814	762	1,254
Incoming Teletypes----	725	1,005	527	907
Outgoing Teletypes----	759	826	682	980
Toll Calls Completed--	459	374	260	509
Toll Calls Cancelled--	60	52	80	148
Mimeograph Copies-----	56,110	96,730	85,630	84,825
Stencils Run Off-----	123	107	123	152
Postage Used				
(Airmail & Registered)	\$47.02	\$45.18	\$43.43	\$34.17
Evacuee Personnel-----	25	30	24	3
Appointed Personnel---	10	14	13	25
(4 on Detail)				

Colorado River Relocation Center
 Poston, Arizona

Office Service Section

STATISTICAL REPORT
 1945

	No. of March	No. of April	No. of May	No. of June	No. of July	No. of August
Incoming Mail-----	2,992	2,859	3,867	4,036	12,275	12,618
Outgoing Mail-----	3,298	2,993	3,138	3,671	3,423	3,728
Incoming Telegrams---	913	987	1,040	1,119	975	1,226
Outgoing Telegrams---	772	749	805	814	762	1,254
Incoming Teletypes---	538	934	725	1,005	527	907
Outgoing Teletypes---	772	1,004	759	826	682	980
Toll Calls Completed---	503	465	459	374	260	509
Toll Calls Cancelled---	40	52	60	52	80	148
Mimeograph Copies---	132,326	108,468	56,110	96,730	85,630	84,825
Stencils Run Off-----	319	86	123	107	123	152
Postage Used (Airmail & Registered)	\$14.41	\$25.33	\$47.02	\$45.18	\$43.43	\$34.17
Evacuee Personnel-----	38	18	25	30	24	3
Appointed Personnel---	8	10	10	14	13	25
(4 on Detail)						

Colorado River Relocation Center
Poston, Arizona

Office Service Section

STATISTICAL REPORT
1945

	Mo. of March	Mo. of April	Mo. of May	Mo. of June	Mo. of July	Mo. of August
Incoming Mail-----	2,992	2,859	3,867	4,036	12,275	12,618
Outgoing Mail-----	3,298	2,993	3,138	3,671	3,423	3,728
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Postage Used (Airmail & Registered)	\$14.41	\$25.33	\$47.02	\$45.18	\$43.43	\$34.17
Evacuee Personnel----	38	18	25	30	24	3
Appointed Personnel-- (4 on Detail)	8	10	10	14	13	25

OFFICE SERVICES SECTION
Poston, Arizona

December 3, 1945

MEMO TO: Mr. Lipian

SUBJECT: Work Completed

Following is a list of work completed in this section during
the week of November 26 thru December 1, 1945.

Evacuee Address Files:

Evacuee forwarding address files completed.....449 man hours

Individual File Folders:

^d
1,640 folders completed160 man hours

Mail Room120 man hours
(No Backlog)

Central Files ..(on backlog)..... 10 man hours
(Daily work current, Backlog approx. 3,200)

Teletype Room(current) 40 man hours

Mimeograph Room(current) 20 man hours

Final Report completed..... 20 man hours

Katherine McRay
Katherine McRay
Office Manager

✓ Transfer of all individual folders
to Hat

TELETYPE

MAY 20, 1942

WADE HEAD
WAR RELOCATION AUTHORITY
PARKER ARIZONA

TELETYPES MAY BE SENT TO THE COLORADO RIVER WAR RELOCATION
PROJECT ADDRESSED AS SHOWN ABOVE.

E R FRYER

14

UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF INDIAN AFFAIRS
FIELD SERVICE

Reed
MAY 28 1942

May 27, 1942

Memo to Mr. Palmer:

With further reference to the request for stencils. Please note that the weight is not inserted on the B/L attached. Also note that the Express Company dated it May 25, while it was the 26th. O me, O my! Better look closely to see what else might be wrong, also with the P.O. attached. I showed the address as 520 Eighth & Figueroa Building, L. A., since Schwabacher-Frey said they could not deliver to Arizona as it was out of their territory, but they could deliver to us. The appropriation is not inserted in the B/L, nor the purchase order. In future cases of this nature should we go ahead and insert the fund reference you gave us, namely: "1425997, Working Fund, Interior, Indians (Emergency Management, War Relocation Authority, National Defense) 1942."

You will note from the GSS catalog, Class 53, listing the stencil paper, that the A. B. Dick Company's address is given at Washington, D. C., and Chicago, Illinois, only, so you would have no way of knowing out there that their contract items could be delivered from any nearer point and the fact that I was told that they could be delivered immediately from San Francisco wouldn't enter into the picture at all, so apparently there would be no question of the open market purchase in an emergency such as yours. And too, I wonder whether the 89¢ stencils would really be much good, particularly if they could be affected any by the intense heat, which I don't know.

I was asking Mr. Madden, of the U. S. Engineers, about that new type of stencil they have been using some ^{with a} cellophane-like cover which they type on. He says the girls like it very much because it is so much cleaner and they do not have to clean their type, but that it does not hold up, that only a very small percentage of copies can be made from one of those stencils as compared to the A. B. Dick Company stencil No. 960 which they find superior to any they have ever used. He also said the other type stencil would probably be hard to get from now on.

Olora.

Palmer

RECEIVED
NOV 13 1942
PROCUREMENT OFFICE

November 12, 1942

Memorandum to: All Department Heads

From: Clair S. Brereton, Chief, Mails, Files and
Communications

Subject: Departmental Mail for Poston II and III

In order to facilitate the delivery of departmental communications to Poston II and III please route all such materials, properly identified, to the office of Mails and Files in Administration 4. There the communications for each of these two units will be assembled and placed in large carrying envelopes for delivery to Poston II and III respectively, via bus. Individual envelopes will, accordingly, not be necessary.

Will you please instruct your stenographers, clerks and messengers so that this service may be effective immediately.

Clair S. Brereton

Clair S. Brereton
Chief, Mails, Files and
Communications

Approved

H. W. Smith
H. W. Smith

Senior Administrative Officer

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(1094)

Mr. Galvin

COLORADO RIVER WAR RELOCATION PROJECT
POSTON, ARIZONA

March 15, 1943

MEMORANDUM TO: Miss Clair S. Brereton, Chief
Mails, Files & Communications Division

I have discussed the proposition of duplicating services in connection with the publication of a proposed information bulletin to be issued by the Employment Division regarding the job employment situation on the outside and to some extent the ability to keep jobs within the Project organization. Inasmuch as it appears that this particular work is in line with the duties and responsibilities being assumed by the Employment Division of this Project, the use of Government-owned supplies and equipment is authorized.

I have explained to Mr. Jimmy Yamada, Public Relations Officer, however, that an estimate of the needs for this work should be presented in order that supplies may be purchased to last over a period of time.

Another topic was discussed and that was the proposed paper to be published in the interest of the camouflage net workers. Inasmuch as this operation is under a private contractor, the publication of the proposed paper should be financed from sources other than Government funds. It was agreed, however, to start this publication the Project would furnish, on a loan basis, the stencils and equipment. I suggested that if at all possible, the use of the equipment belonging to Community Enterprises be arranged for in lieu of Government-owned equipment inasmuch as the Government equipment would have to be charged for, involving a long drawn-out process of billing and collection, which would be eliminated by dealing directly with another private enterprise.

Should there be a further question regarding this matter, please discuss it with Mr. Kennedy.

cc: R. M. Galvin
Mr. Kennedy
Jimmy Yamagada
AWB:MN

A. W. Empie
Chief Administrative Officer

13

Colorado River Relocation Center
Poston, Arizona

S T E N O G R A P H E R ' S H A N D B O O K

This style handbook is a condensation and adaptation of instructions for project use of the Stenographer's Handbook prepared for use in the Washington office, which supplements manual release 20.8.3.

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

Correspondence which does not conform to these specifications will be returned to the preparing office for rewriting. Correspondence should be reviewed for neatness and accuracy and work which is smudged, contains strikeovers or noticeable erasures, will be returned for rewriting.

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

March, 1944

Colorado River Relocation Center
Poston, Arizona

STENOGRAPHER'S HANDEBOOK

GENERAL

Unless specifically authorized otherwise, all communications to the Washington Office shall be addressed to the Director and shall be signed by the Project Director.

Correspondence which deals with project policy, whether addressed to the Washington Office or elsewhere, shall be prepared for the signature of the Project Director.

No field office of the War Relocation Authority shall communicate directly with the main office of another Federal Agency. Only the Director may sign such correspondence. This does not prohibit direct contact with other agencies for the purpose of requesting published material.

Personal correspondence may not be sent through the mails under the frank privilege accorded official government matter.

Official stationery and envelopes of the Government must under no circumstances be used for personal correspondence.

LETTERS

1. Minimum Margin Widths. All material must be balanced on the page, with care taken to keep margins of the right width and evenness. The minimum margin 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.

If the entire letter cannot be typed on one page without crowding the margins, it should be carried over to the second page. In such cases the bottom margin on the first page must be at least an inch and a quarter, and the top margin on the second page at least one inch above the page number. If a letter is carried over, at least two lines of the text, besides the complimentary close, must appear on the last page.

2. Date. The date should be placed on the right of the page and should end close to the edge of the right margin, at least three spaces below the heading.
3. Address. The address should be single spaced in block style. Not more than one title should appear on one line. Organizational titles, such as "Director", or "Finance Officer", should be written on the second line.

4. Salutation. The usual salutation is "Dear Mr. _____;"
5. Attention Line. If an attention line is used, it should be placed two spaces below the last line of the address and flush with the left margin. Whenever the attention line is used, the salutation should be addressed to the person to whom the letter is addressed, not to the person named in the attention line.
6. Body of Letter. The body of the letter should be single-spaced. Three or four line messages may be double-spaced in order to balance on the page. An indentation of seven spaces should be made at the beginning of all paragraphs.
7. Second Pages. The second and succeeding pages of a letter should have the name of the addressee, page number, and date approximately 6 spaces below the top of the page, as follows:

Dr. John Doe

- 2 -

3/15/44

The text should begin four spaces below.

8. Complimentary Close. The complimentary close may be either "Very truly yours," or "Sincerely yours,"
9. Signature. The name and title of the signer of the letter should be typed five spaces below the complimentary close and blocked with it.
10. Enclosures. If enclosures are to be sent, the word "Enclosure" should be written at least two spaces below the title of the signer of the letter, and flush with the left margin. The number of enclosures, if there are two or more, should be indicated thus: Enclosures-2, Enclosures-3, etc. The word should be at least one inch above the bottom of the page.
11. Letters Requiring Special Handling. On confidential letters or letters requiring special handling, the words CONFIDENTIAL, AIRMAIL, or PERSONAL ATTENTION should be typed in capital letters and underlined two spaces above the address, flush with the left margin.
12. Envelopes. For correspondence addressed to the Washington WRA Office, the Office Services Section will prepare the envelopes, except for letters requiring special handling or mailing. For the latter, as well as for all other correspondence, the originating office will prepare the envelopes.

In preparing envelopes for correspondence requiring special handling, such as AIRMAIL or SPECIAL DELIVERY, the words should be typed and underlined, three lines above, and blocked with the address. If an envelope is prepared for correspondence containing an attention line, a similar line, underscored, should be typed in the lower left corner. For mail marked CONFIDENTIAL, two envelopes should be addressed. The word CONFIDENTIAL should be typed on the inside envelope, together with the name and address, and the material sealed into it. The outer envelope should indicate only the name and address.

13. Number of Carbon Copies.

- a. For correspondence to all WRA Offices or Centers, and to other Government agencies, an extra white tissue copy should be stapled to the original and mailed.
- b. For all correspondence to the Washington WRA, except routine letters of transmittal, a tissue copy should be made for the Field Assistant Director at San Francisco. His name should be typed on the copy and a check mark in colored pencil placed by the name. The envelope for this copy will be prepared by the Office Services Section.
- c. Two copies of all correspondence should be sent to the Office Services Section for filing purposes. One copy should be marked "Project" and the other, "Chronological."
- d. Any additional copies as required by the originating office.

14. Initials of Dictator and Stenographer.

Should not appear on: the original
carbon copy mailed with original
carbon copy mailed to Field Asst. Director.

Should appear on: all file copies

15. Clearing of Correspondence. All letters prepared for the signature of the Project Director must first be cleared by the proper Section and Division Heads, who should indicate clearance by initialing the "project" file copy.

16. Assembly of Mail. After letter has been prepared, the various parts should be assembled and clipped together in the following order, with the original letter on top:
 - a. Original, on letterhead, to be mailed.
 - b. Extra copy for addressee, when used, stapled to original.
 - c. Enclosures, if any.
 - d. Envelope, when used.
 - e. Project file copy (initialed for clearance).
 - f. Chronological file copy.
 - g. Information copies, if any, clearly indicated to whom they should be sent, including Field Assistant Director's copy.
 - h. Letter being answered, if any (with routing slip for return to proper office).

MEMORANDA (for inter-office communication)

1. Heading. In order to conserve printed letterheads, use plain paper and type in heading:

Colorado River Relocation Center
Poston, Arizona

2. Date. The date should be placed on the right of the page and should end close to the edge of the right margin.
3. Addressee and Subject Lines. Use following form:

MEMO TO:

SUBJECT:
4. Name and Title of Signer. Should be typed five spaces below bottom line of text, without a complimentary close.
5. Body of Memo. Begin three spaces below subject line. Indent seven spaces for first line of each paragraph.
6. Attachments. The word "Attachment" instead of "Enclosure" is used for memoranda. Attachment should be followed by a number, if there is more than one.
7. File Requirements. Same as for letters.
8. Clearance. If the memorandum is prepared for the signature of the Project Director, the clearance requirements are the same as for letters.

TELETYPES

1. Use of teletype. All messages sent by wire from this project go out by teletype, except in special cases when arrangements should be made with the Office Services Section for transmission by Western Union.
2. Form. Special teletype form to be used for original. (Sample heading shown on attached exhibit.)
3. Number of Copies.
 - a. For Office Services Section: original on teletype form, and 2 tissue copies. One copy should be marked CONFIRMATION. The Office Services Section will prepare the envelope for forwarding the confirmation copy.
 - b. For originating office: additional copies as required.
4. Dictator's Initials. The initials of the dictator and stenographer should appear on all copies (including the original ribbon copy) except the confirmation copy.
5. Clearance. All messages prepared for the signature of the Project Director must first be cleared by the proper Section and Division Heads, who should indicate approval by initialing the original in the lower left-hand corner.

Official messages sent in the name of someone other than the Project Director must be submitted to the Project Director for approval.

(Printed Letterhead)
WAR RELOCATION AUTHORITY

Colorado River Relocation Center
Poston, Arizona

March 27, 1944

AIRMAIL

Mr. Dillon S. Myer
Director
War Relocation Authority
Barr Building
Washington 25, 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. If the entire letter cannot be typed on one page without crowding the margins, it should be carried over to the second page. In such cases the bottom margin on the first page must be at least an inch and a quarter.

Neatness and accuracy are important.

Sincerely yours,

Duncan Mills
Project Director

Enclosures-2

Colorado River Relocation Center
Poston, Arizona

March 28, 1944

MEMO TO: Mr. L. L. Nelson, Assistant Project Director

SUBJECT: Inter-office Communication

The memorandum form may be used for inter-office communication. If the memorandum is to more than one person, sufficient carbons must be prepared to send one copy to each addressee and have enough remaining for regular file requirements.

Duncan Mills
Project Director

PARKER VALLEY 7152 R2

T E L E T Y P E

Admn. Mgmt. Div.

Parker Valley 7152 to Px 90 for relay to Washington, D. C.

NO. March 28, 1944

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

The text of a teletype, properly punctuated, with paragraphs indented seven spaces, should be typed in ordinary lower-case letters. If the message is short, it should be double-spaced. Superfluous words should be omitted.

Duncan Mills
Project Director

LLN:ds
LLN