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20 of 28

Final Report--
Services Section

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WAR RELOCATION AUTHORITY
GRANADA PROJECT

FINAL REPORT

OF

OFFICE SERVICES SECTION

BY

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The functions of the Office Services sections on the Granada Project have been to provide a central mail room for sorting all income mail and routing it; handle all incoming and outgoing teletypes; provide service on incoming and outgoing telegrams; maintain a stock room for the issuance of office supplies; supervise and maintain 24 hour telephone service; keep an active and dead reader file on all letters; teletypes, and telegrams going out from the project; and secure workers for delivering mail to the evacuee population.

The Civil Service Personnel consisted of three regular telephone operators and one substitute, one file clerk, and the office manager.

During this period the evacuee employment fluctuated a little, but in the main consisted of 5 evacuee postmen, 2 mail messenger boys to deliver mail to the offices, 1 mimeographer, 1 stock room clerk, 1 messenger-typist for use at the hospital, and 1 receptionist in the main North Administrative Building to help direct evacuees seeking information, and interpreting when the need arose.

Every Tuesday and Friday were order days for the project offices to obtain office supplies from the office service warehouse. The ~~#~~ order forms were summarized the next day and sent to the property office for checking after having been entered in the office services journal. Materials were ordered through procurement, except for forms which were ordered directly from Washington.

All WRA mail was routed through the office services division, where it was sorted, opened, and routed. The evacuee messenger boys delivered the mail to the offices and picked up outgoing letters, teletypes, and telegrams. Administrative Notices, Manuals, Handbooks, and other directive materials were routed through the office and filed for reference purposes. All outgoing envelopes were counted, reported quarterly, and daily entries made of all stamps used and for what purposes they were used.

Almost all outgoing teletypes were transmitted to the Denver central office a minimum of twice a day. When necessary, however, a direct connection was made with the receiving office.

It was necessary to phone all telegrams to the Granada Western Union Station. The police department picked up all incoming telegrams and delivered them to the Office Services manager, who made an official copy, filed them, and sent the originals to the proper section.

All the mimeograph work, except that of the project newspaper, was done in the office services section, by an evacuee helper. Each Granada WRA form was given a number and a stencil file was kept of those used, so as to eliminate unnecessary re-typing of forms used on the project.