

J1.89



June 17, 1942

FROM: MORRIS JAMES  
TO: John Evans  
SUBJECT: Billboards for Poston.

After a discussion at a meeting in the <sup>Regional</sup> ~~Program~~ Office in San Francisco, I am suggesting that we install in Poston, three, 8-sheet billboards to promote community enterprise and civic events.

One such billboard will be located at the entrance to the city. Its inscription reading, "Welcome to Poston". Our artist, Howard Wakuda, formerly of MGM and Disney Studio, can prepare with ordinary house paint, an elaborate and colorful design showing the future city of Poston, and its vast agricultural and industrial projects.

In the center of the city, midway between the Poston Cooperative Store and the Press Bulletin office, will be a same 8-sheet billboard used for progressive store and civic events.

Smaller billboards will be erected adjacent to Mr. Mathiesen's Guayule Poultry and Swine Project, and the 38-acre vegetable garden. In addition to the art work, the boards will include appropriate material in English and Japanese.



June 23, 1942

From: Mr. James  
To: Mr. Evans

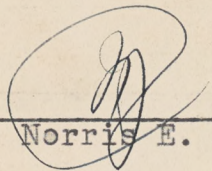
Re: WRA Work Corps Participation In  
Fourth of July Celebration

1. I should like to suggest that the WRA Work Corps be prominently identified with the Fourth of July Celebration in Poston, through a parade of our various project groups.

2. Through the cooperation of various project administrators, it should not be difficult to assemble various and interesting parade units:

- (a) Truck corps
- (b) Tractor corps
- (c) Soil subjugation crew
- (d) ? Tom Fukuda and his older men
- (e) Various divisions of stenographic and office personnel.

3. I believe, with the assistance of WRA Regional Offices in S.F., we can secure a suitable WRA Work Corps banner, which we could officially present to the Corps.



---

Norris E. James



Mr. Evans

August 20, 1942

MEMORANDUM TO: Press Bulletin Staffs, Poston I, II, and III.

FROM: Mr. James

SUBJECT: Combination of the three News Services.

1. Effective Monday August 24, the Press Bulletin will put out a front page containing the most important news from all three units of the city. Acting City Editors of the three Bureaus are requested each day from now on to list the 2 or 3 stories which are in their opinion to make page one.

For the first trial week, the following will be installed as Managing Editors for the respective dates placed after their names:

Monday, August 24, (issue of 8/25), Kaz Oka, News Bureau 2.

Tuesday, August 25 (issue of 8/26), Susumu Matsumoto, News Bureau 1.

Wednesday, August 26 (issue of 8/27), Kenny Murase, News Bureau 3.

Thursday, August 27 (issue of 8/28), Tets Yoshida, News Bureau 3.

Friday, August 28 (issue of 8/29), Kaz Oka, News Bureau 2.

Saturday, August 29 (issue of 8/30), Susumu Matsumoto, News Bureau 1.

2. Where News Bureau chiefs from 2 and 3 have been assigned as M.E., it is suggested that preliminary staff work and assignments in their units be completed not later than 2 P.M. on the date prior to publication. That they bring with them to Administration Building #1, their own stencil cutter and copy assistant. Production of the front page may require from 2 to 3 hours depending upon the judgement of the M.E. in which case, special meals will be provided at mess hall 32, Poston 1.

3. Transportation to and from Poston 3, 2 and 1 will be provided and the members of Bureau Staffs will be returned to their quarters on the same evening.



\*\*\* DIRECTORY OF RECORDS \*\*\*

EMPLOYMENT - EXECUTIVE SECTION

CORRESPONDENCES

- I. Individuals Outside the Project by Areas
- II. U.S. Employment Service
- III. Inter-Project Correspondences (General)
- IV. Civil Service Commission

Record Of Volunteers For The Army

EMPLOYMENT - CENSUS SECTION

- I. W.R.A. 26 - Original Census Forms - Up-to-date File  
By Blocks - By Alphabet - Unit I only
- II. Social Data Records Up-to-date File Unit I Only
- III. Directory - Address-State of Birth-Birthdate, Marital  
Status-Sex-Family Number-Citizenship- Unit I, II, and III
- IV. Population by Blocks - Up-to-date

EMPLOYMENT - OUTSIDE EMPLOYMENT OFFICE

- I. Employment Offer Records
  - A. Current File Offers From W.R.A.
  - B. Dead File Offers Referred to Individuals
- II. Leave Application Records other than to accept job offer
  - A. Pending Requests of Individuals to join relatives
  - B. Pending requests for indefinite leaves to accept  
hostel invitations
- III. Hostel Applications - Pending and Dead
- IV. Seasonal Contracts - Chronological Order
- V. Monthly Report on Types of Jobs Offered
  - Number of Jobs Offered
  - Number of Corresponding Applications
  - Percentage Calculation
  - Accumulative Totals of Job Offers and  
Corresponding fulfillments

EMPLOYMENT - POPULATION SECTION

- I. Weekly Departures - Broken Line Chart
- II. Cumulative Project Population Chart
- III. Weekly Indefinite Leaves Granted - Broken Line Chart



- IV. Weekly Summary Report of Departures
- V. An Active File of Address Cards of Individuals Outside - Alphabetically Arranged

#### EMPLOYMENT - MASTER FILE

- A. Active File - Persons Who Have Not Applied for Leave or who Have Been Out on Short Term or Seasonal Leave and Have Returned to the Project
  - 1. Seasonal File - Individual folders for those Granted Seasonal Leave
  - 2. Short-Term File - Individual folders for those Out On Short-Term Leave
  - 3. Indefinite File - Individual Folders for those Granted Indefinite Leave
- \* Individual Folders Contain Individual's W.R.A. 26 Form. His Mass Registration Form. And all Letters of Application, etc. Pertaining to his Job.

#### EMPLOYMENT - STATISTICAL SECTION

#### EMPLOYMENT - DEPARTURE STATION - FREIGHT ASSISTANCE RECORD

#### FAMILY WELFARE DEPARTMENT

- I. Monthly Report of Transfers
  - A. Inter-Project Transfers
  - B. Parolees
- II. Bi-Monthly Voucher Record of Financial Aids to Families And to Individuals Where Clothing Allowances Not Available Due to Unemployment
- III. Truancy Cases - Accumulative Record
- IV. Individual Record of Re-Patriation and Ex-Patriation

#### CLOTHING DEPARTMENT

- 1. Number of Basic Families in Unit I by Blocks
- 2. Number of Individuals and Family Heads Receiving Clothing Allowance
  - A: By Blocks
  - B: By Quads
  - C: By The Whole Unit (I)
- 3. Clothing Allowance Ledger for Unit I - Containing Demarcations



For Adults Unemployed and Reason. Children attending  
School

#### HOUSING DEPARTMENT

- I. Monthly Report of Unit Population - Corrected Bi-Monthly  
By Registration Record containing Births, Deaths, movements,  
Hospitalization, F.B.I. Roundups
- II. Address Directory
- III. Children's Report - Ages 1-15 - Kept up-to-date
- IV. Children's Report - Age Classification-Weekly  
0-6, 7-12 and over 12
- V. Active Application File for Barrack Movements

#### EDUCATION DEPARTMENT

#### UNIT EMPLOYMENT OFFICE

- I. Code File
  - A. Active File - Unemployed Males and Females with Record of  
Occupational and Educational Background
  - B. Inactive File - Employed Males and Females with Record of  
Occupational and Educational Background
- II. Daily Record of:
  - A. Interviews Made
  - B. Inquiries
  - C. Assignments Issued
- III. Master File - Individual Record of Project Employment -  
Alphabetically Arranged
- IV. Assignment Sheet File (By Departments)
- V. Departmental File for Requisition Filled
- VI. Mess Hall Personnel Record
- VII. Application File for Outside Employment - Pending and Dead  
(By Alphabet)
- VIII. Individual Leave Application - Pending and Dead



## HOSPITAL - EXECUTIVE OFFICE

- I. Daily Census of Hospital Patients
- II. Monthly Report to the Indian Service including items on:  
Vital Statistics (Births, Deaths)  
Communicable Diseases - (In-Patient) (Out-Patient)

## PUBLIC HEALTH

- I. Communicable Disease Chart - Broken Line Charts
- II. Immunization Chart - Innoculation - By Block
- III. Weekly Ratings of
  - A. Mess Halls
  - B. Warehouses
  - C. Latrines
- IV. Survey Notes By Inspectors
- V. Water Report - Every 10 days - Prepared by the State and the Army
- VI. Food Analysis - Survey Notes

## UNIT III - (Tsuruoka)

### INDUSTRY

Consolidated Statement Regarding the Manufacture of Tofu, Bean Sprout, Flower.

## CENSUS OFFICE

Broken Line Chart - Daily Population - Admission and Departure

## STATISTICAL OFFICE

Graphical Chart - Distribution of Counties - Former Residence - September 1942 - By Blocks (Numerical Tabulation)  
Map Form Chart - Evacuees Religion, Major Sects  
Graphical Chart - Issei, Nisei, and Sansei  
Graphical Chart - Accumulative Leaves

## UNIT II

### FAMILY WELFARE

Survey of Children - 1-16 Age Groups (Made for Christmas Gift Distribution)  
Percentage Study of Former Residence



COLORADO RIVER WAR RELOCATION PROJECT  
Poston, Arizona

February 5, 1944

RESEARCH AND INFORMATION

OUTLINE OF FUNCTIONS

I. Reading Room

A. Maintain Card File

1. All material by Cities
2. All material by Topics

B. Procure Material

1. Purchase
2. Request
3. Gathering and Collecting from Newspaper and etc.
4. Studies and Surveys
5. Reports Office

C. Presentation of Material

1. Exhibits
2. Displays
3. Folders, Scrapbook, etc.

II. Study

A. Relocation Survey

1. Outside
2. Project

B. Folder for Advisors

C. Folder for People Leaving

D. Statistical Studies (As aid in planning)

1. Historical
2. Characteristic
3. Trend



### III. Reports

- A. Maintain File of Reports
  - 1. From Departments
  - 2. From Washington
- B. Tabulation and Recording of Reports
- C. Make Reports
- D. Directory of Records and Statistics

### IV. Files Maintains:

Correspondence  
Charts and Graphs  
Memos and Notices  
Price Lists and Catalogues  
Reports  
Reports from Relocation Offices  
Statistics  
Studies and Suggestions  
Survey  
Miscellaneous

Source Material--Government

Purchase  
Supplies  
Publications

Job Offers by City--Type  
Indefinite Leave by City--Address  
Reading Room



Those checked in red could be put under boards & Com. (003) as separate from Com. Council.

These are separate organizations; there are minutes for each:

1. Community Council (overall as three unit)

2. Unit I local council (or Unit I Community Council)

3. " II " " " II " "

4. " III " " " III " "

5. Unit I Block Managers (also Executive Comm. of Bl. Men.)

6. " II " " (also Executive Committee of Bl. Men.)

7. " III " " "

✓ > 8. Manpower Commission Unit I overall 1943  
also Manpower Conference (connected)

✓ > 9. Overall Manpower Commission 1944-45  
(all camps)

✓ > 10. Unit III Manpower Commission

11. Unit I Merit Rating Board

12. " III " " "

Com. 1  
2  
Com. 1



- ✓ 13. Unit II Fair Practices Board (which became Unit II Labor Commission)
- ✓ 14. Labor Relations Board (Unit I)
- ✓ 15. Executive Board Unit I
- ✓ 16. Executive Board Unit II
- ✓ 17. Judicial Commission (each unit <sup>8 overall</sup>)  
     Judicial Council - filed rules (not necessarily minutes) for trials
- 18. Appointed staff
- ✓ 19. <sup>19</sup> Division Heads <sup>21</sup> Unit I
- ✓ 20.       "                   "       Unit II
- ✓ 21.       "                   "       Unit III

(22. Public Health Committee  
 (for each unit & overall)

also Finance, Food, Police, etc. committees in three units & overall. These are Council committees.

*Hostile  
 Self Relations  
 Social Police  
 Commission*



23. Community (Business) (or Cooperatives)  
Enterprises

✓ 24. Segregation Advisory Board, <sup>(Overall)</sup>

✓ 25. Relocation Advisory Board (Overall)

✓ 26. City Planning Board (Unit I)

✓ 27. Civic Planning Board (Unit I)

28. Planning Board (Council Committees)  
1 - 2 - 3 & Overall.

~~29. Organization Committee~~



These organizations may not  
have had minutes &

Police Commission (each unit)

Youth Counseling Board. (Unit I)

Organization Commission. (Overall)