

MINUTES: TRANSFER COMMITTEE MEETING

SEPTEMBER 2, 1943
THURSDAY 9 AM

Mr. Lafabregue presiding.

Mr. Lafabregue reported that a teletype was received from the Washington WRA office saying that residents of Topaz might send 25-word personal messages to friends and relatives in Japan by repatriates who are aboard the Gripsholm, the exchange ship. He said that the messages must be in Washington by Saturday and that there was great need for speed, and to make it possible for those desiring to send messages he had made arrangements for a crew to remain at Rec Hall 23 until 10 p.m. tonight and all through Friday until 5 p.m. Special message forms have been prepared and these will be airmailed East.

He reported on the transfer program that he had received from Malcolm Pitts full details of the final make up and the schedule for the trains. Mr. Ernst named the Director's Representatives who will be aboard the various transferee trains. Mr. Hughes will make the trip to Tule Lake and come back on the first train. Mr. L. Bell will make the first trip to Tule Lake with Topaz transferees, and will come back with the second trip from Tule Lake. Mr. R. Bell will take the second train load of transferees and return with the final Tule Lake residents. Mr. Lafabregue will accompany the final train with Topaz transferees, and then will take time off on the way back.

Various messages from Washington, D. C. and other sources dealing with the transfer program were read and copies distributed.

In the discussion it was agreed that in addition to the resident car captains, a train leader named by the transfer residents committee would serve as liason with the Project Director's representative and the Transfer Resident Committee will be requested to name such a train leader. The military commander will deal with him and the Resident car leader, who will deal with the car captains.

Transportation of the Tule Lake residents to Topaz and the removal of Topaz transferees to the train came in for considerable discussion.

A detailed report is to be made by R. Bell on this matter, as to whether it will be necessary to add busses to those already planned to see the movement is carried out on time. If it is necessary to carry transferees early in the morning arrangements are to be made by Mr. Hughes for securing use of some building in Delta where the transferees may be assembled for relaxation, and eat their lunches. They will report back on the final plans by Saturday.

There was some discussion on arranging for a loud speaker at the depot or wherever else it might be needed to give directions to the transferees.

(signed)
Russell A. Bankson

WAR RELOCATION AUTHORITY
Central Utah Project

August 11, 1943

TRANSFER OFFICE COMMITTEE MEETING

M I N U T E S

THOSE PRESENT: Mr. George Lafabregue Miss Adrian Altvater
 Miss Eleanor Gerard Mrs. Louise Watson
 Mr. Victor Goertzel Miss Chiyoko Yoshii

CALL TO ORDER: Regular meeting was called to order at 8:10 AM.

TRANSFER ON BLOCK BASIS: Washington has approved the movement of segregatees by blocks. An objection was raised that certain families, because of being close friends, want to go together. Mr. Lafabregue announced that the Council Committee of Repatriates is going to make a plan to divide the camp into districts and movement to Tule Lake will probably be on that basis.

REPATRIATION APPLICATIONS: There is no deadline for taking new applications. However, those applications after July 1st will be classed in Group 3.

Miss Altvater asked whether these people should be interviewed for transfer. It was felt that the interviews should not be held as this group of repatriates would conclude that they were to be transferred with the first group.

FAMILIES WITH MEMBERS IN THE ARMED FORCES: Notations should be made on the interview sheets of those families who are repatriating or are "nos" that there is a member of the immediate family in the Armed Forces.

RECORDS: Records for Repatriates:

1. Work Sheet (BA Form)
2. Three interview sheets attached
3. If person is to accompany voluntarily - Volunteer Form. If voluntary by virtue of repatriation after July 1 - Repatriation Form.
4. Medical Certificate

A teletype must be sent to Washington by the 20th on the above and the forms must follow by mail.

Records for "No" Group:

1. BA Form
2. Hearing Sheet
3. Interview Sheet
4. Medical
5. Voluntary Form

WELFARE INTERVIEW SHEET: The interview sheet does not go with the Welfare record. Therefore, it will be necessary that a narrative sheet be made to put in the Welfare file.

MEDICAL REFERRALS: The Certificates of Illness should be ready by the 20th. The complete file should be gone over again with the Hospital for a final check as to changes.

On the interview sheets, if there is no medicals involved, "None" should be typed in to assure that it has not been overlooked.

If a person has been turned down for a sleeper, they should be advised they will go by coach.

PERSONNEL: Five typists with typewriters are needed urgently in Rec. 4 to complete the forms. Mr. Lafabregue said to contact Mr. Pratt first. If he cannot furnish enough typists, then Community Management and Operations will be contacted.

HOUSING: Mr. Goertzel suggested that present residents of the center who desire to move should be moved into Block 1 so that there will be a mixing of incoming residents and old for assimilation. He believes it is undesirable to have a whole block of people from one place as it is presently with the group from Hawaii. However, this plan is difficult to carry out as the people from Tule Lake will arrive before the group leaves from here.

MISCELLANEOUS: On August 14, the "No" list should be ready. Then on Monday morning, August 16th, the alphabetical list of repatriates, "No's", and volunteers can be started. This list will be mimeographed.

A question was raised as to whether a family who volunteered, if they change their minds later and decide to remain here, will they be permitted to do so -- the answer was "yes".

ADJOURNMENT: The meeting was adjourned at 9:05 A. M.

Respectfully submitted,

Kimiyo Miyata

WAR RELOCATION AUTHORITY
Central Utah Project

August 6, 1943

TRANSFER OFFICE COMMITTEE MEETING

M I N U T E S

THOSE PRESENT: Mr. George Lafabregue Miss Adrian Altvater
Miss Eleanor Gerard Mrs. Louise Watson
Mr. Victor Coertzel Miss Chiyoko Yoshii

CALL TO ORDER: The meeting was called to order at 8:05 A. M.,
presided by Mr. Lafabregue.

CRYSTAL CITY: We are informed that Crystal City will accept
50 families. Those families who have applied for repatriation
or answered "No" to question 28 and have applied to join an
interned member at Crystal City will not be sent to Tule Lake
until further notice.

GRATES: The Council Committee of Repatriates will take care
of the property forms that will be necessary for the trans-
ferees in conjunction with the Property Officer.

Grates are being made by Mr. Henry Watson's department.

REPATRIATE COMMITTEE OFFICE: Mr. Shigeru Yamamoto will set up
offices in the Council Chambers.

MEDICAL CERTIFICATES: Mrs. Watson reported that 11 people have
been interviewed and medical referrals made to the Hospital.
However, the Hospital does not yet have the mimeographed forms
"Certificate of Illness."

BAGGAGE: A question has been asked whether baby cribs and
baths, etc. have to be included in the parents' 150 pounds or
whether they can get special weight. The Manual does not make
any provisions for special weights.

MISCELLANEOUS: The Transfer Office has been referring people
to Miss Yoshii for information regarding whether a person's
name is on list to go to Tule Lake. This must be stopped
immediately.

ADJOURNMENT: Meeting was adjourned at 9:30 A. M.

Respectfully submitted,

Kimiyo Miyata

WAR RELOCATION AUTHORITY
Central Utah Project

August 9, 1943

TRANSFER OFFICE COMMITTEE MEETING

M I N U T E S

THOSE PRESENT: Mr. George Lafabregue Miss Adrian Altvater
 Miss Eleanor Gerard Mrs. Louise Watson
 Mr. Victor Goertzel Miss Chiyoko Yoshii

CALL TO ORDER: Regular meeting was called to order at 8:05 A. M. by Mr. Lafabregue. Copies of various literature were passed out.

MEDICAL STATEMENTS: The medical statements are due by August 24, but we should have a list prepared and checked by the Hospital for justification prior to that date.

FAMILY FORM: These forms should be made up in duplicate for each "No" family by Rec. 4. Miss Yoshii should do the same for each repatriate family. If the status of the family cannot be clearly discerned, a cross-reference should be made on the bottom of the form.

Statements to justify special groupings are being prepared by Miss Gerard. Also statements for those persons who declined repatriation after July 1st and for whom we will try to get special dispensation s should be ready by noon today.

RECORDS: On repatriation groups, the following information must be submitted:

Interview sheets: Original to Washington
 1st copy to Statistics
 2nd copy to Transfer Office files
 3rd copy to Tule Lake files

Volun teer forms: For those who are going by virtue of applications for repatriation after July 1, this form will not be necessary. On bottom of interview sheet, a notation should be made that the person filed after July 1st.

Original to Transfer Office files
1st copy to Statistics
2nd copy to Tule Lake files

RECAPITULATION FORM: This report must be sent to Washington airmail today.

ADJOURNMENT: The meeting was adjourned at 8:40 A. M.

Respectfully submitted,

Kimiyo Miyata

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

MINUTES OF SPECIAL SUBCOMMITTEE OF
THE TRANSFeree COMMITTEE

AUGUST 4, 1943
WEDNESDAY, 10:00 AM

Mr. Bankson presided.

Members present: Mr. L. Bell, Mr. G. Morris, Mr. H. Watson
and Mr. S. Yamamoto

The subject for discussion was the dissemination of information to the transferees at the block level. Special points considered were:

1. Supplying of boxes and crating for repatriates and expatriates who will compose the first detachment to be transferred to Tule Lake--it was decided that as large quantities of boxes and crates will be required to prepare the household goods of the transferees for crate shipment to Tule Lake, time could be saved by beginning the construction of standard size boxes immediately. Mr. Watson was requested to take the responsibility for having the boxes ready. He reported that scrap lumber and lettuce and orange crates are already available in the yards for a large supply of boxes. Mr. Watson said that he would put a crew to work immediately on the construction of these boxes. The standard size boxes will be 3x3x3 and 2x2x2. Where necessary, boxes will be prepared at the request of transferees.

2. Mr. Morris using Form 156 will begin as soon as possible a series of interviews by blocks with transferees to determine the quantity of household goods to be transferred in accordance with Administrative Instruction No. 78. Mr. Bankson was delegated to see that 2000 copies of this form are mimeographed. It will probably be necessary for Mr. Morris to conduct second interviews on block schedules between August 24 and September 13 to complete Form WRA 276, the block check sheet of information interviews with evacuees for train trips. This information can be obtained only after train schedules and other information concerning the actual departure from the center and journey to Tule Lake have been ascertained from Washington. Mr. Bankson will have 1000 copies of Form WRA 276 mimeographed.

3. In connection with the dissemination of correct information to all of the transferees, it was proposed that Mr. Yamamoto

will serve as liaison between this committee and the transferees; that Mr. Bankson prepare and supply to Mr. Yamamoto all detailed information in English concerning each step to be taken in transfer and each thing to be done; that Mr. Yamamoto will then translate into Japanese and prepare stencils; that Mr. Bankson then have produced the English and Japanese versions by mimeograph, copies to be turned over to Mr. Yamamoto. Mr. Yamamoto would then assume responsibility for delivering copies of these information sheets individually and personally to every apartment where transferees reside; such distribution would be made by the block members of the committee of 33 repatriates clearing with the block managers. These information sheets would be prepared and distributed as frequently as new information is obtained in any way concerned with the preparation for and departure of the transferees.

All general information about repatriation will be used in the Topaz Times, the information bulletins being used only for details affecting only the transferees themselves.

4. Mr. Yamamoto will maintain committee headquarters in the Community Council Chamber and Mr. Bankson agreed to attempt to find through placement office a typist who can assist the committee of 5 repatriates with the secretarial work of the committee.

Russell A. Bankson

MINUTES: TRANSFER COMMITTEE MEETING

September 4, 1943

Saturday 9 AM

Mr. Lafabregue presiding.

Mr. Lafabregue reported that 1,901 Red Cross messages were sent by residents of Topaz to be delivered by repatriates aboard the transfer ship GRIPSHOLM to relatives and friends in Japan.

He reported on the transfer program that he had been advised by Malcolm Pitts at Fort Douglas that Captain Wood will come to Topaz to assist in organizing the transferee train coming in from Tule Lake and turning around at Delta to take the first load of transferees from Topaz.

He explained the points brought out in Supplement 1 to Administrative Instruction 100.

A memorandum from Dr. Simpson was read which reported that the crisis in diapers for babies who will be aboard the transfer train has been overcome and that an adequate supply is now on hand.

A letter in English and Japanese giving final notice to transferees was presented and approved. Slight changes in the assignments for train number 2 were explained. The table of assignments to the three trains was shown and approved.

Mr. Bankson was instructed to find out how many pets are to be shipped by the transferees and Mr. Hughes was to discuss with Mr. Pitts the manner in which they will be shipped to Tule Lake.

Mr. R. Bell reported that arrangements have been made for buses sufficient to haul all inductees from the train to Topaz and all transferees from Topaz to the train in a single trip.

Mr. Lafabregue stated that the final train list by coach and pullman breakdown will be ready to distribute to the Block Consultants by Monday for the first train. He suggested that the newcomers from Tule Lake be assembled in Delta and officially welcomed there but this idea was voted down because it was apt to cause confusion. It was agreed that the original plan to be maintained of bringing the Tule Lake inductees directly to Topaz from the train welcome them here.

Mr. Ernst asked that a progress report be presented by everyone concerned at the Cabinet Meeting this afternoon. Mr. Barnhart reported that he is checking up on the men who are now at Leupp Center as to how and when they will be removed to Tule Lake and whether they will be brought first to Topaz, special reference being made to those who might have families now being transferred to Tule Lake.

(signed)

Russell A Bankson

MINUTES: TRANSFER COMMITTEE MEETING

SEPTEMBER 7, 1943

TUESDAY 9 AM

Office of Project Director

Mr. Homer Hanson of the Evacuee Property office in San Francisco was present and presented to the Committee. He is here to act in an advisory capacity in working out the details of the movement of freight and checkable baggage.

Mr. Lafabregue brought in various new instructions and reports which were discussed. A revised train list showed that 8,556 persons will be transferred to Tule Lake from the 9 other centers. A letter from Tule Lake suggested a system for making up records. This was turned over to Mr. Hughes to be considered. Mr. Hanson reported that the instructions that said pets must be shipped at the expense of the owner had been rescinded and new instructions were to come through which would explain the State Laws relative to the shipment of pets and that such pets would be shipped at the expense of the Government.

Some discussion arose over whether the Project Director must sign each page of each train list or whether he may sign the last page only. Mr. Hughes was asked to clarify this with Mr. Pitts.

Instructions called on the centers to distribute male bachelors throughout the train so that they will not be concentrated in any one place.

In view of the fact that Topaz has a special problem here because of the large number of bachelors in Block 1 among the Hawaiians who will alone fill two and a half cars, Mr. Hughes was asked to telephone Mr. Pitts to determine whether special dispensation could be not be made for this group.

Mr. Lafabregue reported that the latest instruction call for an auxiliary diner which will supply meals to those on special diets and will carry a complete staff made up from among the transferees, although the medical officer will prepare the diet list and the Army will assist in setting up the kitchens. The matter of having transferees selected to serve as car mothers and car captains was discussed and it was decided that the Transferee Committee should nominate these persons for the approval of the Director. The transferee train monitor will wear a blue sleeve band. The car captains and car mothers will wear red bands and the kitchen crew will wear white bands. These are to be prepared for each train trip in Topaz. Mr. Bankson was requested to prepare and have mimeographed 350 copies of the instruction to the train monitor in English only and 1,000 copies of instructions to evacuees in English and Japanese.

Mr. L. Bell reported that the vacant church near the depot is

available as a place of assembly for the transferees while awaiting time to board the train. There will be no rent charge, smoking is prohibited in the building, and the WRA is liable for damages to the building.

Earlier at 8 o'clock a meeting was held in the office of Mr. R. Bell where the handling of freight and checkable baggage was discussed with Mr. Hanson present. Mr. Gooding was called on to find out what storage place may be available in Delta for the freight so that they can be moved directly from the apartments to the railhead. The schedule of freight pick up was decided as follows:

Train 1----September 14, 15, 16
Train 2----September 20, 21, 22
Train 3----September 25, 26, 27

For the three trains, the checkable baggage will be picked up 24 hours before departure on September 18, 23, and 28.

Warehouse representatives will be aboard each baggage pick up truck to check the baggage that is loaded on with a crew of 3 or more to handle the loading. The file records will be picked up last the night before so that they will be the first thing unloaded at Tule Lake. Transferees will be called on to assemble their checkable baggage at the street by their barracks so they may be easily reached and loaded.

(signed)
Russell A. Bankson

C O P Y

MINUTES: TRANSFEE COMMITTEE MEETING

Comm. Govern.

SEPTEMBER 9, 1943
WEDNESDAY 9 AM

Mr. Lafabregue presiding.

Mr. Lafabregue reported that he had received a teletype from Mr. Pitts to the effect that the 125 or more single males who had been listed to occupy two and a half coaches on the trip to Tule Lake would have to be scheduled throughout the train. As a result Mr. Lafabregue stated that the car list for the first train movement are being completely revamped to care for this military request. He said that the train 2 and train 3 car list stands approved and may be given for the use of the transferees.

The matter of volunteer workers for the dining cars on the trains came up for discussion. It was reported that transferees are considerably disturbed over the necessity for working in the preparing of food aboard the train.

Mr. Ernst pointed out that the same service will be effected on every train movement from every center and that the Topaz transferees would attract unfavorable attention as the others are.

It was decided that this matter should be presented to the Community Coop Committee of the Community Council and that this should be done at once so that this Committee could discuss the matter with the Transfer Committee and come to an understanding, before the general Transferee Committee meeting at 10:45 A.M. today. Mr. L. Bell was instructed to present the problem to the Council Committee.

Mr. Bankson reported on the Information Consultant block meetings which are now in progress through the Center. He reported that there was almost a 100% sign-up for Form 165 of train 1 block meetings on Wednesday. The train 2 block meetings are being held today. Train 3 meetings will be held Friday.

Russell A. Bankson

MINUTES: TRANSFER COMMITTEE MEETING

SEPTEMBER 11, 1943
SATURDAY 9 AM

Mr. Lafabregue presiding.

A teletype from Malcolm Pitts was read. It dealt chiefly on the prohibition of the release of new about the transfer train movements, setting forth that no information is to be published about the train schedules, military personnel or general information. The teletype also stated the rules for the taking of pictures at depot or elsewhere showing transferees being moved. Specific permission, however, is given to the Project Reports Officer to take pictures for documentation purposes, and Mr. Bankson was instructed to arrange for the taking of such photographs.

Mr. Lafabregue outlined the proposal for the holding of a rehearsal for induction at 9:30 a.m., September 15 at Rec. Hall 4 to make certain that all emergencies are prepared for and understood. This plan was given approval by the committee.

Mr. Lafabregue also proposed that a rehearsal be held for the transferees leaving Topaz. While members of the Welfare Staff will be used for the induction rehearsal, Mr. Lafabregue proposed that actual transferees be used for the departure rehearsal and at least two trucks be used to go into the center and pick up transferees with their hand luggage. Mr. Lafabregue was directed to discuss this proposal with Mr. R. Bell, who will be concerned with the actual movement of the transferees, and Mr. Yamamoto, chairman of the Transfer Committee, and a decision will be announced later.

Mr. Bankson requested that official status be given several members of the Topaz Times staff to be at the train to watch the transfer movement. This was approved.

Mr. L. Bell was requested to arrange for the placing of a desk or a high checker's table on the platform at the Delta station where the Project Director may sign the individual car lists after the transferees have been checked onto the car by car checkers.

Mr. Bankson reported that the series of block meetings of Information Consultants had been completed for this week and that all the 156 forms had been properly filled out. The matter of routing the incoming and outgoing traffic during the transfer was discussed. It was proposed by Mr. Barnhart that the military gate be used for incoming inductees and that the west gate be used for the movement of transferees, thus leaving the main gate for normal activities. This will be decided by the Project Director.

Mr. Bankson was instructed to use the Block Information Consultants to convey the car list information together with the information on where transferees will gather and at what time they will gather for each movement. This will be given to the transferees at a final series of block meeting with the consultants to be held Wednesday, Thursday and Friday of this coming week. At that time, Form 276 will also be filled out.

Mr. Bankson reported that Mr. Hanson of the Evacuee Property Office had rented a large garage to serve as a storage warehouse for the freight of the transferees.

Mr. L. Bell was directed to assume charge of the handling of the transferees after they have been moved to the old church building where they will wait the hour to board the train. Mr. Bell will report back on these plans prior to the transfer. Mr. Hughes or his assistant will assume charge of the preparing and distribution of the noon lunches when they are assembled here.

Communication from the Communication Analyses at Tule Lake to the Communication Analyses at Topaz suggesting that Tule Lake residents coming to Topaz be given a percentage priority on employment was read and discussed without any conclusions being expressed.

(signed)
Russell A Bankson
Secretary

MINUTES: TRANSFER COMMITTEE MEETING

SEPTEMBER 14, 1943

TUESDAY 9 AM

Mr. Lafabregue presiding.

A letter from Mr. Ray Best, Tule Lake Project Director, with a long list of WRA missing articles was read and discussed. It appears from the letter that Mr. Best expects an inspection of incoming baggage and luggage from persons being transferred to Topaz and he requested that during this inspection a list of various Government articles such as typewriters, etc., be listed for comparison with the list supplied.

In as much as it had not been anticipated that an incoming inspection would be conducted, Mr. Roy Potter, who is acting for James F. Hughes, Deputy Project Director, during the latter's absence at Tule Lake, was instructed to contact Colonel Meek in Fort Douglas and determine whether there will be a military inspection here.

Mr. Lafabregue also read a list of the work classification of the persons who will be aboard the first train from Tule Lake to Topaz. Mr. Lafabregue was directed to turn this list to the Employment Division which in turn will appraise the section heads of the number of persons who may be especially eligible for employment with them so that requisitions for their services may be made.

Authorization was received from Mr. Pitts for the preparation of the car lists in such a manner that only the last sheets need be signed by the Project Director before the train leaves.

Mr. Lafabregue read a teletype from Malcolm Pitts dealing with the medical cases and emphasizing the need for being certain that there will be no serious medical mishap during the journey.

Mr. R. Bell reported that lumber will be available for the new inductees to fix up their rooms.

The question of identification cards was brought up and it was explained that these will be made ready to hand out to the new inductees as they are inducted into the Center. At the same time Mr. Lafabregue was requested to telegram Mr. Hughes at Tule Lake to find out what is being done there about the preparation of identification cards.

The matter of tags for transferees leaving on the train was discussed and it was decided that a small tag will be prepared with the person's name, train and car numbers written on it in advance. These will be handed out as the persons are checked onto the bus at Topaz and will be worn until the persons board the train.

A communication from Dillon S. Myer requesting a full picture for documentation of the transferring of segregates was read and Mr. Bankson was directed to arrange for this documentation.

Mr. R. Bell reported that with the assistance of a crew of volunteers the first freight in Block 1 was picked up today, for transportation to the rented storehouse in Delta. He reported that crews were back at work following the recent work stoppage in the Operation Division. A statement of the settlement of the trouble was prepared for the Topaz Times. The matter of an executive assistant would serve as an adjutant for the Project Director in the Operations at ~~Delta~~ Delta during the transfer was discussed, and Mr. Earnhart, Project Attorney, was selected by Mr. Ernst to serve in this capacity. Mr. Noble of the Education Division will be in charge of the center in the church in Delta during the wait for the train.

At 11 o'clock members of the Segregation Committee, under the leadership of Chairman Shig Yamamoto, joined the meeting at which time arrangements for the tags was completed and the various new instructions were read. It was agreed that the main gate would be used for both the removal and induction trucks. Mr. Yamamoto asked that assistants in the kitchens and diners be given passes to move from one car to another so that they may have an opportunity to sit down and rest. Mr. Lafabregue was asked to discuss this with Mr. Pitts and give a later answer.

(signed)
Russell A. Bankson

MINUTES: TRANSFER COMMITTEE

SEPTEMBER 16, 1943
THURSDAY 9 AM
Mr. Ernst presiding.

This was a general meeting of the key personnel in the transfer program.

Mr. Lafabregue, transfer officer, explained that the duties of Mr. Ralph Barnhart, Project Attorney, as adjutant to Mr. Ernst at Delta on Sunday forenoon would be to serve as liaison between Mr. Ernst and all points of the movement of the Tule Lake inductees coming in and the Topaz transferees leaving. He will be stationed on the platform of the depot by 8 o'clock Sunday morning where he will be available for all persons desiring or needing to contact the Director and will serve as executive officer in keeping the activities moving on schedule.

David Ernst, son of the Director, who will be visiting here, will serve as Mr. Barnhart's assistant during the movement, doing some of the leg work; while Paul Bell, son of Mr. Roscoe Bell, will assist as a messenger boy carrying information to and from the rendezvous at the LDS church.

Mr. Potter reported that there will be 6 buses lined up at the depot to remove the new inductees from the train. The military aboard the train will count the inductees into the buses and they will then be turned over to Mr. Barnhart, who will procure the train lists for the Director. Mr. Hughes, coming in on the train, will stand inside each car with the military to check off the lists into the buses.

Mr. Potter will be in charge of the buses at the Station in Delta and the matter of placing a representative of Topaz aboard each bus came up. It was decided that it would be desirable to have such a representative to ride the bus to Topaz, guiding the driver to the induction center at Rec. 4 and then riding it on its way to the block to which it will be assigned for the picking up of the transferees.

Mr. Ernst selected Mike Maruyama, former chairman of the Community Council, as chief guide in charge of the group of 16 such guides who will board the 16 buses and trucks which will be used in bringing the inductees from Delta to Topaz. Mr. Maruyama was instructed to select his guides from among the residents and submit the list of names at the meeting Friday morning, so that they may be appraised of their duties and where they will assemble as early as possible. These guides will wear yellow arm bands, which will be arranged for by Mr. L. Bell.

While the chief duty of these guides will end when they turn the empty bus over to the car checker in the block, it was proposed that they remain with the car checker to assist him in loading the outgoing bus. In the afternoon these guides will again assist at Warehouse 112 in sorting of the checkable baggage of the inductees preparatory to the inspection by the military and also assist the military in opening and closing the baggage.

The car lists for the 9 cars of transferees leaving for Tule Lake will be placed in the possession of Mr. Barnhart; and when the car checkers report that all are aboard the train, Mr. Barnhart will present the lists to the Project Director for his signature at the bottom of the last page and deliver the list to the Director's Representative aboard the train.

The first checking of the lists will be made in the blocks when the transferees are placed on the buses. They will ~~be~~ be discharged at the rendezvous in the LDS church. Standards will be placed inside the church at strategic points designating the car letters. All transferees will have previously been given a tag which they will wear indicating their car number and name. They will assemble immediately about the standard bearing their car number. They will bring their hand luggage with them to this point where it will be deposited after which they will be at liberty to mingle in the building and the adjacent recreation grounds. Before disbursing, however, the car checker will make another check of the names to make certain that all are accounted for.

A loud speaker system will be installed in the building and the grounds to issue information and directions to the transferees. When a car on the train has been emptied and cleaned, a messenger will convey this information from Mr. Barnhart at the depot to Mr. Noble at the rendezvous. When a complete list has been checked at the rendezvous, Mr. Noble will send this message to Mr. Barnhart. When it is time to load a car where Mr. Barnhart has the information that all members of that car are assembled, he will send a message to Mr. Noble who will instruct the car checker to then check that car list aboard a waiting bus at the rendezvous, which will convey the group to the depot platform where the transferees will be finally checked aboard the car. The car checker will then present the tallied list to Mr. Barnhart for Mr. Ernst's signature.

The church auditorium and the adjacent playground will be available to the transferees until such time as they are called to assemble for movement to the train. Arrangements will be made under the direction of Mr. Noble for recreational relaxation in the way of games, and the transferees will have free movement in and out of the building about the grounds. The church has requested that there will be no smoking inside the church building and signs to this effect will be prepared for posting in the building.

The resident car captain among the transferees and the car checker will be available at their various car standards within the church building, so that they may be quickly contacted.

Captain Farrington of the military will provide a detail of men to patrol the outer bounds of the church grounds for the purpose of keeping outsiders from crowding in too close and to keep the 4 streets bounding the area free of vehicles except those operated in the transfer movement by WNA. Captain Farrington will confer with the Delta City Marshal as to the extent of patrol service.

The invalid cases and family groups using the sleeper will be removed first from the train for transfer to Topaz. Similarly the transferees in Topaz who are to occupy cars A & B will be gathered up in cars at their apartments and taken directly to the train from Topaz with the families remaining together until they board the train. Those who are to have berths will then be taken into the sleeper and the members of their family who are to be in the adjacent car will enter the car. The hand luggage will be separated after they have boarded the two cars. Mr. Nlesse and Mr. Nichols will be the car checkers for these two cars.

Mr. Potter will discuss with Captain Farrington the need of a further detail of military police to control traffic about the depot between 8:30 AM and noon. After Mr. Noble and Mr. Potter have worked out the traffic routing into Delta, Mr. Noble will report the final plans for this routing at the Friday Morning meeting.

In the routing of traffic into and out of Topaz, the main gate will be used at all times. Buses will not be stopped at the gate but those coming in will move at 10 minute intervals to the east end of Rec. 4 where the traffic control will be under the Topaz Internal Security. The inductees will alight at the door of the rec. hall and move through the induction procedure leaving at the west end. Ropes will be stretched from the corners of Rec 4 to the east corners of Rec. 3. Boy Scouts will assist in carrying hand luggage of inductees from Rec. 4 to Rec. 3, while resident guides under the direction of Mike Maruyama will assist in the traffic control between the two rec. halls. Inductees will have their hand luggage inspected by the military in the east end of Rec. 3 and then move on ~~the~~ to the west end where the social reception will be in continuous progress during the morning. Relatives and friends of the new arrivals may contact them immediately after the inspection has been completed and may attend the reception and the program which will be arranged there, or may go at once to their new assigned apartments.

At the east end of Rec. 4, when the inductees have been unloaded from buses or trucks, the guide will report this to Ivan Sorenson, who will be stationed near the door to dispatch the trucks to the blocks, where the transferees will be assembled. Mr. Sorenson

will inform the guides to which block dining hall the particular vehicle is to go and the guide will accompany the vehicle and turn it over to the car checker in the block. The guides may assist in seeing that the proper tags are given to the individual transferees.

The Internal Security will be responsible for roping off the area around each dining hall to keep the crowds back while the transferees are being checked on to the buses.

Internal Security will also be responsible for roping off the main gate and closing of the east-west road so that there will be free passage for the incoming and outgoing traffic. The crowds will be permitted to assemble between the main gate and the east gate along the fence to bid the transferees final farewell and to greet the newcomers as they arrive. Mr. Lewis of Internal Security was asked to lay out the complete plan for traffic control at the gate and in the center around Rec. Hall 4 and 3 and at the dining halls and report this at the Friday morning meeting.

After the induction is completed, 4 cars and 2 trucks will be available at Rec. 3 to deliver inductees to their apartments guided and assisted by Boy Scouts. The procedure for the inspection and handling of checkable baggage will be as follows:

The baggage will be brought to Warehouse 112 by 10:30 A. M. Sunday. Here warehousemen, assisted by guides, will assemble the baggage according to blocks and apartments, so that it can be readily distributed to the homes. All of that going into Block 1 will be transferred to either the rec. hall or dining hall at Block 1. Captain Farrington has been requested to provide 10 military inspectors in the Warehouse 112 and 10 in Block 1. The owners of baggage will be given a slip ~~of~~ when they are inducted telling them when to appear at the warehouse or in Block 1 to be present when their baggage ~~is~~ inspected. As soon as the inspection is completed, it will be delivered to the apartments of the owners.

Blankets will be issued from the warehouse to the inductees through the block managers on Sunday. Saturday, soiled blankets will be picked up.

Mr. E. Bell will be responsible for providing tables for the inspection of the hand luggage at Rec. 3.

The Committee will meet again Friday morning for summary of the procedures and again on Saturday morning for the final summary. Then at the cabinet meeting Saturday afternoon, all persons who are involved in transfer movement on Sunday will attend and the entire procedure will be reviewed.

At the Friday morning meeting, every person involved is to turn in a list of all the workers or committee men together with a statement of their duties, this to be given to Mr. Bankson who will prepare mimeographed copies, so that everybody will know the duties of all others.

Miss Yoshii will prepare the identification cards and family numbers, so that they will be ready to be handed out to the inductees at Rec. 4, having learned that there are no identification cards at Tule Lake.

At 9 o'clock Monday morning all those participating in the transfer program will meet in the Director's office to review the movement.

(signed)
Russell A. Bankson

WAR RELOCATION AUTHORITY
Tule Lake Project
Newell, California

September 4, 1943

MEMORANDUM TO: Mr. Charles F. Ernst, Project Director
Topaz Relocation Project

SUBJECT: Government property

Because of the large number of persons being sent from, and received by this center in the course of the segregation movement within a few days, we have felt it would be virtually impossible for us to conduct an intensive inspection of all baggage being taken or shipped by persons leaving this center for other relocation centers.

This decision has been made also in the light of the fact that a military inspection would be made at the receiving center. We are, nevertheless, interested in preventing the unauthorized departure of government property with the evacuees leaving for your center. We would appreciate it, therefore, if you would arrange with the military police at your center to intercept and hold any pieces of WRA property which they may find in the course of their contraband inspection of baggage from Tule Lake entering your project.

For your guidance we are attaching two lists of articles. The first is a list of articles known to be missing which are definitely identifiable as belonging to the War Relocation Authority. The second list gives the numbers of all standard and portable typewriters in this project belonging to, or rented by, the War Relocation Authority. This may be of service either in identifying government property or in proving conclusively the ownership of the machine of an evacuee.

We would appreciate having you use this information and advise us of any property belonging to this center which is found during the inspection.

(signed)
R. H. Best
Project Director

Attachments

21222

LIST I

IDENTIFIABLE PROPERTY OF WAR RELOCATION AUTHORITY
MISSING ** TULE LAKE PROJECT, NEWELL, CALIF.

1. TOOLS: Marked with WRA initials

- a. Electrical
- b. Plumbing
- c. Construction

2. TYPEWRITERS:

Underwood	Serial No.	4680737
"	"	488203
"	"	4097393
"	"	5022943

3. ATHLETIC EQUIPMENT

Bats: Painted green at ends

- a. 3 Baseball bats (Wilson Lightweight)

Mitts: Stamped "Tri-State"

- a. 1 hardball mitt (Spaulding)
- b. 1 first base hardball mitt (Spaulding)
- c. 1 softball first base mitt (Wilson)
- d. 1 catcher's mitt (Wilson)
- e. 3 Fielder's gloves (Wilson No. 561 Enos Slaughter Model)

4. STEAM IRON (Electric)

Model KG-1, 115 volts, The Waring Corporation, 1,000 watts.

5. WASHING MACHINE MOTORS, "Maytag"

- a. 3 No. 508678N
- b. No. Unknown

6. NUMBERING MACHINES: lever type---6 wheel

No. P-707697	No. P-707030
No. P-707033	No. P-707022) Either
No. P-707698	No. P-707002)

7. "PYRENE" Fire Extinguishers---1 quart size

8. LEAD BURNING TIP SET

Nos. 91 to 95 inclusive

Supplement to List I, Item 2.

2. TYPEWRITERS--Standard

L. C. Smith	1466424
Royal	1788600
"	2242514
Underwood	4800204
"	4849825
"	4928714
"	4420800

MINUTES: TRANSFER COMMITTEE MEETING

SEPTEMBER 18, 1943
SATURDAY 9 AM

Mr. Ernst presiding.

The announcement was made at this meeting that the first train, bearing 441 persons to be inducted into Topaz, would arrive at approximately 3:24 PM on this day instead of 8:30 AM on Sunday, September 19, as originally scheduled. The first word came from Mr. James F. Hughes, the director's representative aboard the train, and confirmed shortly thereafter by the train commander.

This necessitated a complete revisal of all plans for the movement of the first group in and out of Topaz. All Administrative Heads were called into executive sessions and the entire program as it was affected by the new schedule was discussed and made ready for operation.

The regular cabinet meeting for Saturday afternoon had been previously called off and a general meeting for every person, appointive or resident who was connected with the transfer movement had been invited to attend a general "rehearsal meeting" at Dining Hall 32. Mr. Bankson immediately prepared notices for all these persons, asking them to report to their superiors to see what part they would play in the revamped program. It was agreed that Dining Hall 32 together with certain designated Rec Halls would be made ready immediately for the newcomers by placing cots and bedding in them. It was reported that about 150 persons, chiefly those riding in the Pullman cars could be immediately housed in vacant apartments so that only approximately 300 would be put up temporarily overnight.

It was reported that Captain Wood would arrive in Topaz early in the afternoon to assist in the debarkation at the Delta depot. Three members of the City Council, representatives of the Block Managers and others among the leading residents were designated as representatives committee to go into Delta with the director to welcome the newcomers.

Captain Farrington of the military was requested to designate his men who would inspect the hand luggage in Rec. 3 after they had been inducted at Rec. 4. Ten soldiers were designated for this work.

Mike Maruyama, chairman of the guides, and his group were to go into Delta early to board the trucks bringing the inductees to Topaz. One truck was designated to receive the records at the train and bring them immediately to the Administrative offices in Topaz. B. Watson was instructed to make ready for the feeding of the newcomers. Mr. L. Bell was directed to make arrangements for the hospital to receive hospital cases.

It was reported that the military aboard the train would be housed in the military post and the two Army nurses would be housed in the dormitories in Topaz.

The car checkers were directed to take a bus into Delta where they would prepare to check the newcomers on the buses. Mr. Barnhart, acting as aide to Mr. Ernst, was designated to receive the names of the persons in charge of any detail of the movement, who were directed to report to him when any of their assigned tasks were completed. It was reported that the train would be cleaned overnight and made ready to receive the residents of Topaz as early as desirable in the morning. All details of the Sunday movement were to be carried out as originally planned, with the exception of the bringing of the newcomers to Topaz and the induction to the center, and the elimination of the reception in the Mormon Church in Delta where the transferees would be assembled, and now it would be possible to take them directly to the train.

It was decided that all these involved in the movement would gather in Mr. Ernst's office at 7:30 PM to discuss the movement from Delta into Topaz to determine where any weak points were shown.

(signed)
R. A. Bankson

MINUTES: TRANSFER COMMITTEE MEETING

SEPTEMBER 21, 1943

TUESDAY 11 AM

Office of Project Director

Mr. Hughes presiding in the absence of Director Ernst.

Members Present: The appointive transfer committee
The resident transfer committee headed by Shigeru Yamamoto.

Mr. Lafabregue, transfer officer, reported that there were vacant seats in each of the cars on the first trainload of transferees so that there was no overcrowding. He said that he had wired to Tule Lake asking the capacity of each coach which will form the second train to Topaz.

Mr. Hughes, who was the director's representative aboard the first train from Tule Lake, reported that there was no hitch throughout the trip and that the behavior of the inductees was exceptional so that the train commander was very complimentary.

It was decided that the transferees for the second train should assemble at the Dining Halls at 9:00 AM and that the Pullman passengers will be picked up at 10 o'clock.

At the request of Mr. R. Bell, it was decided that the tags would be turned over to the residents transfer committee to be filled out by the transferees the night before and worn by them with their names, family numbers and address. The Block Managers were asked to assist in assembling the transferees at the Dining Halls and to see that they have their identification tags displayed. The car captains and the car checkers will assist in preparing the tags.

Car checkers and car captains will report to the Motor Pool at 8:45 AM. Friday, to board the bus going to the various blocks, where they will assume their duties. The passenger buses and trucks to convey the inductees will drive up to the right door entrance to the Dining Hall and after being loaded will go past the Motor Pool, where the car list will be checked. They will, then drive through the main gate to form a caravan on the highway before starting to Delta. Mr. Barnhart will call in from Delta as to the order of the trains and the buses will be formed according to this list. The buses will back up to the bank next to the driveway along the train depot. Hand luggage will be spread out on the driveway to be claimed by the transferee as they leave the coaches to board the train. As each car checker finishes his checking, he will report to Mr. Barnhart, who will report to Mr. Ernst. A crew will be assembled from among the car checkers after they have completed their work to assist in assembling the baggage and get the people aboard the train.

The car captains from trip number 3 requested and were granted passes to go into Delta to observe the loading of the trains and will assemble at the Administration area to be taken in by truck at 9:30 AM.

A report was made that the freight is moving rapidly and will all be away from Delta within 30 days.

(signed)
R. A. Bankson

Dispatch Union Skin

MINUTES: TRANSFER COMMITTEE MEETING

SEPTEMBER 20, 1943
MONDAY 9 AM

Mr. Hughes presiding in the absence of Mr. Ernst away on business.

The first movement into and out of Tonaz having been completed over the weekend, this meeting was called to discuss the highlights of the movement and to plan for the second movement, scheduled for Friday of this week.

In review, it was reported that instead of arriving at the first scheduled hour of 3:24 PM of Saturday, the train bearing 441 inductees actually arrived at 7:30 PM. The machinery had been well oiled and the movement got under way without a hitch. Buses and trucks were waiting at the depot and within a very short time the inductees were taken off the train and brought to Rec. 4. Within an hour the induction had been completed. The inspection of hand luggage at Rec. 3, however, proved to be a bottleneck and it was two and a half hours before the last inductee had finished this last phase of the induction. As a result, Mr. Hughes is to ask the military if it can be possible to designate more inspectors. All of Rec. 3 will be cleared and turned over to the military. In addition, all the necessary appointive personnel will be called upon to assist in opening baggages and closing them after the inspection.

It was reported that in all the inspection, only one article which was listed on the missing list from Tule Lake was found, this being an electric steam iron.

The question of the hour upon which the next contingent will arrive was discussed, it not being possible to determine much ahead of time when the train will come in. All of the necessary facilities will be in working order, however, for any contingency. It was agreed that it would be much better to take the inductees off the train and bring them into the center where they may sleep on cots rather than leaving them on the train until morning. Miss Altwater was made responsible for seeing that the necessary cots and blankets were in the Rec. Halls. R. Bell was requested to see that each of the Rec. Halls is divided into thirds by installing permanent partitions, making it possible to separate the males and females over night.

It was reported that many of the apartments of Block 1, which was vacated by the transferees Sunday morning, are in such filthy condition that new inductees cannot reside in them until they are cleaned and be put into order. It was decided that crews should be put to work at once and that calimine should be supplied to new residents who desire to calimine the inside of their own apartments to speed up the operation.

It was decided that the serving of refreshment was also a bottleneck as a social function causes groups to remain in the building. With the next induction the refreshments will be served in the

block dining halls to which the inductees are assigned.

An important change in plans for the handling of transferees and inductees in Delta was decided upon when it was found that driving the trucks upon the runway beside the train causes considerable congestion. R. Bell and Potter were requested to make arrangements for the backing of all trucks to the bank beside the runway. In this way the runway will be kept free of traffic and military guards will be posted at both ends to keep spectators out. The hand luggage of those coming in and going out will be spread from each truck to each car and as the persons pass to and from the coach they will be able to pick up their luggage and carry it on. It was also decided that all persons authorized to be inside the lines will wear a large size badge indicating their official duty so that those without authorized badges can be easily detected and kept behind the lines. The spectators will be limited to the depot platform and the area immediately adjacent to the platform. R. Bell and Potter were instructed to arrange for the installation of lights along the station runway and in the baggage cars so that in case operations are handled at night, there will be plenty of light. A number of WRA gasoline lights will also be made available for use wherever needed.

It was decided to maintain the church building and grounds in case there is an emergency need for them. It was also decided that it would be desirable to have an extra set of car checkers ready in case that the regular schedule is maintained where inductees and transferees will be coming and going at the same time, making it necessary to check both ways.

The next meeting of the transfer committee meeting will be Wednesday at 2 AM.

(signed)
R. A. Bankson

MINUTES: TRANSFER COMMITTEE MEETING

SEPTEMBER 23, 1943
THURSDAY 3 PM

Mr. Ernst presiding.

Mr. Lafabregue reported that he had received a telephone call from Mr. L. Bell of Topaz, the director's representative aboard the special train coming from Tule Lake. The call was at 2:30 PM. It was made from Ogden, Utah. Mr. Bell stated that it was expected that the train would reach Delta at 9 PM.

Mr. Potter reported that 6 large buses and a special passenger bus from Provo, with a capacity of 75 persons, would be lined up at the Delta depot ready for the arrivals. Mr. Lafabregue stated that the train list for the Tule Lake group inductees include 519 persons. They will be unloaded and brought to Topaz in a single convoy. Trucks will also unload the two express cars of checkable baggage so that it may be brought out and distributed as early as possible. It will be left on the buses and distributed at the dining hall 32, Rec. Hall 2, and warehouse 112, where it will be sorted on Friday and inspected.

Induction will be in Rec. Hall 4, as in the previous induction and the inductees will move from there to Rec. Hall 3 where their hand luggage will be inspected. The military will have 20 or more inspectors so that there will be no need for delay in completing this part of the induction. It was reported that sufficient number of cots and mattresses will be distributed this afternoon to the 14 Rec Halls where persons will be housed overnight until their permanent apartments are vacated on Friday morning by the transferees from Topaz. The inductees will be given refreshments in the Dining Hall of the blocks in which they spend the night.

The Dining Hall in Block 12 will remain open throughout the night to serve refreshment to workers in the induction. It was decided that the final check of inductees would be made by counting heads rather than by calling the roll of names. The sleeper passenger cars will be unloaded first and the other cars will be unloaded in order. There will be one ambulance case and the ambulance will be on hand.

In connection with the out-going movement of transferees on Friday, the transferees will be cautioned again to not take food aboard the train with them. There will be nine coaches

and 2 sleepers with 9 to 10 empty seats in the coaches. A total of 489 persons will leave. The large passenger bus from Provo will be used to pick up the persons who will occupy the 2 sleepers. Mr. Potter will have the buses labeled for the different cars. Identification tags will be distributed by the resident transfer committee tonight.

A convoy of all of the busses and the trucks with the checkable baggage will be formed in the order of the train make-up at the Motor Pool and move out through the main gate without stopping. The car captain will assemble at the Motor Pool at 9:15 PM and ~~the~~ the pickup of residents will start at 9:30. Two pairs of formula girls will be selected to help in the diet kitchen.

(signed)
Russell A. Bankson

MINUTES: TRANSFER COMMITTEE MEETING

SEPTEMBER 25, 1943
SATURDAY 9 PM

Mr. Ernst presiding.

Mr. Lafabregue gave a brief summarized report on the movement of transferees out of Topaz on Friday forenoon. He stated that everything had run in perfect order except for a considerable mix-up in the train makeup at Delta, where the cars had not been arranged according to the makeup which he provided. As a result, buses loaded with persons for certain cars were unable to load them until the train had been moved about to give them a chance to go aboard. Just who was to blame for this was not ascertained. It was decided that in the next movement the order of the train makeup should be turned over to the military commander. It was also suggested that car captains should be assigned to cars in which they are riding as near as possible. It was also suggested that there should be several medical checkup.

A teletype from Mr. Pitts emphasized the need for a train chef and a crew to work in the special diet kitchen. It was reported that the pickup of transferees started at 9:30 A/M, Friday, and that the convoy carrying all the transferees left for Delta at 10:30 AM. It was found to be an advantage to organize the convoy at the Motor Pool before it started. The entire transferees group was reported to be loaded and ready at 12:00 noon and that the necessary reshuffling of the cars to put the train in proper moving order required the time until 12:45 PM when it actually left the depot.

Mr. Lafabregue reported that there was considerable complaint among the new arrivals that the apartments in Topaz are considerably smaller than those to which they have been accustomed in Tule Lake. It was decided that Mr. H. Watson should investigate the possibility of procuring sufficient calcimine for all residents in Topaz to calcimine their own apartments. Brushes would be supplied to the Block Managers who would loan them to the residents. It was reported that plenty of blankets will be ready for the third inductees.

Mr. Bankson reported on the picture program which Mr. Charles Mace had carried out with his assistant, covering the complete picture documentation of the entering of inductees and the moving out of transferees from Topaz.

Mr. Lafabregue reported that there will be 484 persons leaving Topaz in the third movement and 512 are expected to come in from Tule Lake.

Mr. Ernst talked to the committee and especially to Shigeru Yamamoto, who was the chairman of the Resident Transfer Committee, about keeping up the moral of the transferees from Topaz by suggesting that they correspond with their friends in Topaz and keep the administration informed about their activities. Mr. Yamamoto was thanked by Mr. Ernst for his assistance in making the transfer movement run so smoothly. Mr. Yamamoto will leave on the final train and will serve as train monitor for the last train.

(signed)
Russell A. Bankson

File

WAR RELOCATION AUTHORITY

Room 120, Building 99
C/o Civil Affairs Branch
Headquarters, Ninth Service Command
Fort Douglas, Utah
Oct. 12, 1943

Mr. George LaFabreque
Central Utah Relocation Center
Topaz, Utah

Dear Mr. LaFabreque:

During the past few weeks, the War Relocation Authority has completed the transfer of a large number of evacuees between Tule Lake Center and the other relocation centers. No serious or unusual occurrences took place during these transfers.

As a representative of the Director of WRA on one or more of the transfer trains, you played a large part in making these transfers a success, and without incidents which might have had international implications. I have ridden several of these trains myself and know that a WRA train rider's job is far from easy.

May I express to you the appreciation of the Director, and add my own personal thanks, for your willingness to apply yourself to the job to be done, frequently at some personal sacrifice, and for the good job you did while on board the train.

Sincerely,

Malcolm E. Pitts

Malcolm E. Pitts
Field Assistant Director

