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PROGRESS REPORT ON THE INFORMATION SERVICE

PART I

When the first group of some 800 volunteer evacuees arrived in Manzanar from Los Angeles on March 23, 1942, none of them knew what mode of living they were going to be placed in. Influenced by promises they received from W.C.C.A. officials and by all kinds of rumors about Manzanar which prevailed among the Japanese communities along the Coast, all of the evacuees were in a very dubious state of mind. Some expected that they were going to receive union wages and most of the anticipated to be employed in construction work.

These evacuees were the ones who bravely dared many terrible rumors by responding to the call by the Army for voluntary evacuation. Upon arriving here they found only two blocks of unfinished barracks, standing in a barren desert. No one knew just what was going to happen to him. Most of the evacuees were worried, wondering whether their families would be allowed to join them later. And they were also dubious as to whether they would be given <sup>un</sup>employment insurance or not.

On the second day of arrival, the Administration building was swamped with hundreds of wondering evacuees who wanted to know whether their mail was being censored or when they could start to work, and so forth.

Mr. Triggs, then the Manager of this Center and his Caucasian aids, were kept busy all day long trying to answer all the questions, and still unable to see and satisfy everyone.

Roy and Dave immediately saw the need for some sort of facility to disseminate information which was being asked for by the evacuees. An interview was granted by Mr. Triggs and Mr. Kidwell, Chief of the Service Division. These two Caucasian officials



explained their plans for this Center to them; in turn, Dave and Roy presented a written recommendation which included:

1. Establishment of an information center with a staff of five men, conversant with both English and Japanese, to issue orders and instructions.
2. Providing a bulletin board in front of the Main Administration Office to publish regulations, schedules, and various news items.
3. Hold assembly meetings at a designated time every morning and have the managers make statements or give lectures to keep the boys informed of the Camp developments.

They also recommended the establishment of a public relation system whereby the managers here can keep contact with various Japanese communities in the prohibited zones and keep the Japanese informed of what the early evacuees were doing here and how well they were being treated, so that all the rumors unfavorable to Manzanar may be spiked.

On this day, Dave was asked to round up some 200 volunteer workers from the evacuees in order to start the initial work of clearing up the Center grounds. He had to go to every apartment in the two blocks and solicit young men to help. Many boys that he contacted, wanted to know how much they were going to be paid; Dave had no information to offer. He urged them to forget about wages and give their hand in community work to build up a new society.

As a result of this work, he saw the need for a labor organizers group which was also included in his recommendation.



Of these recommendations, the one for the establishment of an information service was immediately taken up by Mr. Kidwell. On the following day, that is March 25, Dave and Roy opened their office in Block 1, Bldg. 9, Apt. 1. Two girl typists were sent from the Administration Building, one of them acted as a mail clerk, handing out letters addressed to the residents and receiving out-going mail. Dave and Roy were assigned the duties of receiving complaints, inquiries and suggestions and also taking applications for employment.

Only a few days after arrival, the evacuees became tired of loafing around and wanted to do some work in order to kill time; thus the Information Office was flooded with requests for jobs, as well as, by all kinds of questions. This is how our Information Service came into being.

As the population increased, the facilities were improved and two weeks after arrival, shower rooms were built. As the facilities improved and families started coming in, complaints on facilities decreased but many more problems arose. An outstanding complaint since the arrival of family groups, was about the lack of privacy. Two or three families were put in one apartment with women and children. At this time, W.C.C.A. promised to build partitions in order to minimize complaints on privacy, but to this date, three months after their arrival, the promise has not been realized.



PART II

Mr. Kidwell, Chief of the Service Division, was a guiding light for the early evacuees. He had given serious thought to every complaint and every suggestion that were made through our Information Service, and tried to satisfy the Japanese as much as possible. He practically worked day and night; there was no Saturday or Sunday for him. Our Information Office also stayed open almost twelve hours a day including Saturday and Sunday for the first four or five weeks.

Since the first day of our business, we started handing in daily reports enumerating questions that we could not answer and suggestions that we believed merited consideration by the Management. Every morning Mr. Kidwell would look through the reports and give prompt answers to every question. This service was immediately welcomed by all the residents, and since then our office has been the busiest place in the Center.

Mr. Kidwell set up a plan of providing one Information Office for each 1500 residents and planned to open a maximum of eight offices for 15,000 residents which was the maximum number to be expected at that time. Later he reduced the planned number to six when the maximum number of population was changed to 10,000.

When the W.R.A. took over the Center, and the name of this Center was changed to Relocation Center from Reception Center, Mr. Kidwell transferred our office from the Service Division to Publication Section under Mr. Bob Brown. By that time, the number of personnel had increased to 57, including 20 clerks, 10 typists and 27 messengers. This was the maximum number we reached.



Everyone of the clerks took the position as representative of the Management when he faced the residents. Dave as one of the co-managers, took the position as representative of the residents when he conferred with the Caucasian officials of the Administration; thus our service was a dual one and acted as an intermediary.

### PART III

One vital function of the Information Service was the so-called Voluntary Service Corps. When the first group of women and children arrived, a group of young men voluntarily helped them in carrying blankets and baggage, and in guiding them to their assigned quarters. These arrivals had to be given attention because everything was new to them and they were very much perturbed, wondering how to adopt themselves into this new environment.

Our Information Service recommended to the Management that it should organize a Voluntary Helpers Corps by soliciting community minded residents in order to assist arrivals that will come in from time to time. Then the Information Office was appointed by the Management as a registration center for these volunteers. At first we had only 150 members but our work made a profound impression upon the residents, particularly the new arrivals that have been assisted by this group. This work has since then become a custom of this Center. At the end of May the membership of this Corps had reached 450. On some occasions the volunteers worked till late hours in cold and windy nights. We made it a rule that all Information clerks should go out and help the new arrivals whenever we had induction. Many of our Information clerks have been regarded as leaders of the community and voluntary work has added to their popularity.

Since the population has reached its maximum, the Voluntary Service Corps has been automatically dissolved.



But we believe that the spirit of community service will remain with the residents as a result of this work.

PART IV

When Mr. Campbell, new Assistant Project Director, brought out the idea of incorporating Information Office into the Office of the Block Leaders, we could not reconcile ourselves at first to this idea because we believed that this special type of service should be retained as a part of the Management and should not be turned over to the Block Leaders, who are primarily politicians.

There were series of arguments between Mr. Campbell and Mr. Brown. Finally Mr. Campbell told us that he wished to try out this new system and that if it does not work, he will not blame the Japanese people for its failure, but will go back to the old system again. As we failed in our attempt to maintain the integrity of the Information Service, we more or less felt like turning over the whole business to the Block Leaders, but as the Block Leaders themselves asked for our continued cooperation, we decided to act as assistants for the Block Leaders and carry on the duties in our special line, that is, Information Service.

We have just turned in our 83rd daily report. This 100th day since we opened our offices on March 23rd, we call it finis.

--Dave Itami  
July 3, 1942



WORK OF THE INFORMATION CLERKS -- OFFICE NO. 1

An official from the administration appeared in our office one day accompanying a Caucasian visitor. We overheard him say: "This is the office of trouble-shooters."

Actual work done by our offices have been more of a trouble-shooting type than that of information. Our offices have acted as the clearing houses for the problems and complaints. Besides, we did clerical works which rightfully belonged to other divisions until they were ready to accept the jobs themselves.

Thus at the early stage of the camp life, the Information Office--there was only one office then--took care of the mail service until the Post Office was established; received the applications for jobs until the Employment Office was ready to take the applications; took the names of those who wanted mops, brooms, and buckets until the Lodging Section was ready to accept the people themselves; received the residents who wanted to have their quarters changed until the Housing Section hired their clerks; and the Recreation Division asked us to take care of the reservation of recreation halls until they were ready to do it by themselves.

Besides these, it has been our assigned works, pretty well reutilized, to take complaints on roofing, electricity, stoves, repair works on buildings, plumbing and other miscellaneous fixings. Reports on these services have been made daily. The front desk clerks throughout the five Information Offices have been useful for the residents in assisting them to fill out their selective service papers and occupational questionnaires. Being versed in both languages, the information clerks have been most useful



to the issei residents who have difficulty in expressing themselves in English language. Many have come to the Information Offices with their individual troubles. In many cases, the clerks wrote for them letters in English. A typical one may be extracted from our report file: K. Saito built a house on his landlady's farm land some time ago. Before he was evacuated, the landlady promised him \$75.00 for the house built on her land. The landlady promised to send him a check. One month passed since his evacuation, but no check nor letter. Saito wants to know if something can be done about it. The case was put into the inquiry and we received an instruction from the management to take K. Saito to Mr. Tsurutani, a lawyer. The lawyer told him that since there was no legal paper, nor any witness for him, there was no way to take legal action against the landlady. We wrote a letter for K. Saito to a third party who stood between the landlady and K. Saito.

One or two weeks later K. Saito appeared in our office and thanked us for the trouble we took for him, saying that he received the money from the landlady.

For a couple of weeks after new groups of evacuees came in, the front desk was busy in filling out the change of address forms which were to be sent to the F. B. I., Post Office, the Immigration and Naturalization Service in Washington D.C. and the Local Board.

Another job which took a considerable time and tact was to accept or reject the applications for family reunion. It was necessary for the clerks to explain what categories of relatives were allowed to be reunited and what were not. (A more detailed



report is to be written on this matter elsewhere. (Also a report on the baggage kept by the Federal Reserve Bank is to be prepared) After the notice on the baggage kept in the government storage appeared on the bulletin boards, a great number of residents appeared in the Information Offices.

Besides the complaints listed above, the clerks at the front desk had to receive all and every kind of complaints, suggestions and inquiries the residents wanted to have heard by the management. The system developed by the Information Offices and the Services Division chief, that is, the system in which we compiled each day the day's report--inquiry, suggestion, complaint, etc--made it easier for us to satisfy the residents; because under this system we could get definite answers on the next day. We believe also that such reports were useful for the management to know the feeling and problems of the residents here.

Perhaps an idea can be given as to the nature of the inquiries, complaints and suggestions if we choose at random one day's compilation of the inquiries and etc. On May 16, 1942, we had in our report the following inquiries, complaints and suggestions: Can we get a permit for an Angler's Club?....Is there going to be a turkey farm here? If so we better start soon.... Can we have janitresses for toilet cleaning?....A family in 4-3-3 had diarrhea....A Maryknoll School girl wants to know if she can continue her studies by correspondence.... A man wants to know if he can bring his wife here....A woman was embarrassed by a janitor who walked into the ladies' lavatory....The notice board in No. 3 Kitchen should be changed....Block 23 Men's lavatory drainage ought to be lowered....The children of K. family are too noisy... How about a lattice work in front of the door ways to all lavatories?



....The canteen should supply more fruits....A sanitary inspector suggests a need for some disinfecting chemicals in lavatory rooms ....How about small shelves in shower rooms....It may be a good idea to put up a sign in the lavatory saying not to use sink for washing....The Information Offices suggest that the parcel be delivered to the nearest Information Office; that the Information Offices should have a supply of stamps; and that a branch post office is necessary.

Encouraging facts for the clerks and the residents are that more than majority of the reasonable complaints, inquiries, and suggestions are satisfied sooner or later. We can see that by observing the improved conditions existing now.

We always worked conscientiously with the feeling that the management takes our reports seriously and that the residents express themselves to us freely and with trust.

We feel we have been doing our duties well, and expect to help the block leaders with our valuable experiences and training, after we are incorporated in the block leaders' offices.

--Kiyoshi Yano



## Progress Report

### LOOKING FORWARD ON THE INFORMATION SERVICE

This volume of assembled reporting marks the end of Information Service under the pattern set up by the W.C.C.A., elaborated and put into operation under our initiative.

The product might be called a result of teamwork between the co-managers. They will split up now, insofar as the physical set-up of their separate tasks are concerned. But they intend to continue collaborating: Dave from the Block Council's Office, assuming that his position there is indisputably clarified by the Block Leaders; and Roy from the Publications Section.

No matter how well the new Office of Information Reports under Mr. Brown is prepared to operate, it will be well-nigh functionless unless the channel for reports and replies between the blocks and the administration is devised and kept operating by Dave in the Council's Office. This is the delicate and thankless task cut out for Dave.

There never has been such an opportunity in the history of the isseis and niseis in America when they were granted the opportunity for such a wide latitude of self-government as that granted to us here by the W.R.A. management. Its success remains to be seen.

The relation between the blocks and the management may even be likened to the relationship between our Federal and the State Governments.

For the purpose of this paper, our personal interests lie in seeing to it that the management shall be supplied with up-to-the-minute pictures of the condition in Manzanar.

The self-government program calls for the block leaders to be the representative voices of their respective blocks. We expect to



hear these voices through the daily reports which, it is planned, will be funnelled to the management through Mr. Brown and the office of the Block Leaders' Council. The product of this procedure, although similar in kind to the type of reports hitherto sent in from the Information Offices; cannot be duplicated.

The reason is obvious. Our offices accepted the inquiries, complaints and suggestions. These, together with our comments on the daily trend of attitudes among the residents in Manzanar, were submitted to the Service Division of the management. Under the new self-government plan, much of their daily reports may reasonably be expected to be a combination of the residents' views, superimposed by the discretionary views of the block leaders. This may be an improvement on the previous method. By differentiating the two methods in this manner, we are not inferring that the latter method is less preferable.

The Block Council's office represents the ultimate center of unity. This office will represent the pulse of unity in Manzanar at all times. To a considerable extent, the council can guide and reflect the project's tenor or moral. These evidences, we hope to report to the management through the Office of Reports in the Publications Section, a carry-over from the expired Information Service.



## A SUMMARY REPORT OF THE VOLUNTARY SERVICE CORPS

If you want to enumerate the virtues which are essential for bringing a harmony in the Center, the spirit of the Voluntary Service Corps will be listed at the top. Now the Corps has fulfilled its intended works and the existence of which as a corps is to be terminated. But, the spirit of the Corps, which has been lively in the Center since its organization by Bill Tanabe, the foreman, sometime around April 20, will remain in the Center.

The Corps, the original name of which was the Voluntary Helpers' Corps instead of Voluntary Service Corps, took a definite form when Mr. Adkins of the Construction Section wished to have an emergency crew to help unloading coal, stoves, hay, foods, etc., from supply trucks. To answer the problem, Bill organized a corps of 25 boys.

Once it was organized, such an organization became very handy when new group of evsuees arrived at Manzanar. Besides, it was scutely felt that a voluntary organization was necessary to assist the new arrivals and to show the residents a self-sacrificing spirit by deeds in order to <sup>E</sup>h<sub>N</sub>ghten the moral of the residents in Manzanar.

In the meantime we placed a sign on the front desk and the clerks took the names of volunteers. But the Corps had a difficulty at first to get enought volunteers.

Around April 24, the foreman Bill Tanabe and the block leaders got together and agreed upon a scheme to get necessary number of voluntary helpers at the time on induction day. Each Block Leader was to supply 15 men from his own block. This scheme did not work except on April 26, 27, and 28. The number of signed names, however, jumped to 400 by April 25 as the result of the block leaders' cooperation.



"The spirit and cooperation offered by the Voluntary Service Corps and the residents in general on these days impressed the administration very much, and on April 29 a notice was issued by Mr. Black lauding the spirit and cooperation. It read:

The management wishes to express its sincerest appreciation to all of the volunteer helpers who worked ceaselessly in order to facilitate domiciling the new arrivals for the past three days. Through your untiring efforts the inductions on all three occasions were accomplished with a minimum of time and congestion.

We have acquired a profound admiration for the zeal and spirit of cooperation among the residents of the Center."

Signed--Harry L. Black  
Assistant Manager

The Voluntary Helpers were instructed not only to carry blankets, suitcases and etc., and take the new arrivals to their assigned quarters, but to give them full information, such as where to eat, where to go for information, how to light stoves, where to find lavatories, and etc.

Kind helps offered by the Helpers seemed to have given good impression to the somewhat suspicious new arrivals. They had heard many foolish and erroneous rumors about Manzanar. They had heard for instance, that there were so many thieves in Manzanar that they should not trust anybody. Many of them had brought locks for their apartment doors.

Since the last contingent of evacuees arrived a month ago, the foreman, Bill Tanabe's job has been a miscellaneous one. He has been acting as a high calibre messenger for the Information Offices, so to speak. He has been taking care of the complaints reported to the Information Offices and to him directly by the



residents when they can not be taken care of by younger messengers we have in the office. He visited the quarters of the new arrivals to see if there were any troubles which needed quick readjustments. Shortage of beds, mattresses, and blankets in apartments where babies were quartered were promptly taken care of by reporting cases immediately to the Lodging Section. Bill helped those who had been working voluntarily, such as lavatory janitors and janitresses in obtaining work slips and tools for them. He has been extremely useful for the Information Offices in keeping contact with the offices in warehouses because he knew practically everybody in warehouses.

Now the Information Offices are to be incorporated into the Block Leaders' Offices. Newcomers do not come in groups any more. Besides, those Voluntary Helpers, who signed up for offering their helps, are now employed after doing night works; and many have become inactive. The spirit itself still lives, but the Voluntary Helpers' Corps as such has virtually died down.

Bill Tanabe will act as the Liaison Officer for the Executive Council of the Block Leaders after the Information Offices are incorporated into the Block Leaders' offices. We expect the spirit of the Voluntary Helpers' Corps to live under the leadership and help of Bill Tanabe in the future.

--Kiyoshi Yano



## PROGRESS REPORT ON BAGGAGE

Although we have always handled problems concerning individual's baggage as one of our routine duties, we added to this service by taking care of the residents baggage in groups. This service began with the notice in regards to baggage sent to Santa Anita by mistake. Up until the present we have handled F.R.B., Maryknoll baggage (in hands of government) receipts and also private stored baggage. This service has so far been handled efficiently by our clerks, and everything except private storage receipts have been turned over to Mr. George Akahoshi in the Project Director's office. Thus our duty concerning baggage to the present has been completed.

### 1. Maryknoll baggage

A notice was posted May 21, 1942 in regards to goods stored, through Maryknoll in Government warehouses. However, at that time it did not seem to be understood among the residents that this baggage was in the hands of the Government. The only service we ~~are~~ rendered to these people was to inform them of the method in which their baggage might be sent for.

### 2. Santa Anita Baggage

A notice in regards to baggage sent to Santa Anita by mistake was posted May 26, 1942. Due to sudden change in evacuation orders a number of people were perplexed to find that although having already sent their baggage to Santa Anita they were obliged to come to Manzanar. We found out that 18 persons had already sent their baggage to Santa Anita and were here without any extra clothing whatsoever. A few weeks elapsed before any direct action could be taken, but finally the proper authorities were contacted and all 18 persons have received their baggage.

### 3. F.R.B. Baggage and Maryknoll Baggage (in hands of Government.)

A notice, on June 3, 1942, was posted to the effect that all receipts for baggage stored in government warehouses must be turned in so as to have all baggage transported and warehoused here, regardless of the individuals opinion. The object is to clear all government warehouses.

We started receiving these baggage receipts on June 4. However, due to the indifference of many of the residents toward notices posted on Bulletin Boards, we did not receive a steady inflow of these receipts as anticipated. But as the time went on and word finally got around, we were able to round up 250 receipts by June 15, the deadline. After segregating the receipts according to the location of the different warehouses they were handed to Mr. George Akahoshi.

### 4. Private Stored Baggage

A notice was printed in the free press concerning private stored baggage on May 24, 1942. The application forms were printed and everything ready to get under way when we found that this problem concerning private storage, had not been studied carefully enough by the Project Director's office. It was found that there were several points which must be cleared up, before any action whatsoever may be taken. We wrote a memorandum on the different points which remained to be argued and sent it to Mr. Brown and Mr. Temple.

We have not yet received any definite notice and are thus unable to start this service.



## REPORT ON SUPPLIES

During the initial stage of our Information Office, the consumption of supplies was comparatively small. But as our office expanded and branch offices were set up, the consumption of supplies has grown so that we find it difficult to meet our demands.

The greater part of our consumption of supplies consists of paper (onion skin, carbon, canary, and white), folders, envelopes, pencils, clips, typewriter ribbons, scotch tape, thumb tacks, etc.

Consumption of the above supplies by our offices from May 4 to June 27, 1942 (Period for which statistics are available):

1. Paper (canary, white, onion skin). . . .55 rms.
2. Carbon paper. . . . . 12 packages.
3. Folders, manila. . . . .65 .
4. envelopes, Manila. . . . . 60
5. Pencils. . . . . 8 doz.
6. Clips. . . . .21 boxes
7. Thumb tacks . . . . . 38 boxes.
8. Typewriter ribbon . . . . . 12
9. Scotch tape. . . . . 40

-----Masao Kadomatsu



## REPORT ON FAMILY REUNION APPLICATIONS

On April 27, 1942 the first notice was placed on the bulletin in regard to Family Reunion. Responding to this notice, many parties came into our office to place their applications for family reunion. On April 9, 1942 a count was made of the applications, the result of which tallied to 323 applicants. This tally itself explains the great demand for the adjusting of separated families of the residence in Camp. These applications were taken in accordance with the following form.

Party Here	Party to Be Sent For
Camp Address	Relationship
	Address

With no definite and clear-cut definition of the phrase "reuniting of families" applications for such relationship as: uncles, cousins, in-laws, and close friends were taken. Because of the doubtfulness of the interpretation, the clerks had no ground to reject the applicants.

In spite of the deadline announced in the notice, issued on April 27, that all applications be made before the 29th of April, the deadline was ignored. By May 26, 1942 the number of applications had reached the number of 377.

These applications were referred to the administration (Mr. Temple).

On June 1, 1942 at the request of the administration a recheck of 45 applications picked by the administration was referred to us. A recheck was made with emphasis on: the full names of all the parties concerned; the addresses of the party to be sent for; and the reason for the request of reunion.



After the completion of this recheck, another Bulletin (No. 25) was issued by the W.R.A. Administration, requesting the residence to once again submit their applications for family reunion.

After the Bulletin was issued, our office was again flooded with applicants. The strict and clearly stated definition of the "immediate family" published in the bulletin, made some ground upon which our clerks would reject the applications which didn't conform to the rules of the Bulletin. The "immediate family" as stated in the Bulletin No. 25 excludes uncles, aunts, cousins, in-laws, and brothers and sisters who are married and are living independently. Thus it includes only those who have been living together prior to evacuation and those under the age of 18 years or otherwise dependent on the head of the family. These applications were taken in accordance with form No. 160. These applications were taken in triplicate copies; two copies of them having been sent to the administration on the 13th of June.

Around the 16th or 17th of June the administration through Mr. Temple, Service Division Chief, again announced a more lenient interpretation of Bulletin 25 to be used in taking application. Mr. Temple also added that all applicants be referred to his office and he would try to make some arrangements for them. As a result of these arrangements, many applicants that were rejected at our office were accepted when consulting Mr. Temple. The different information in regard to "family reunion" given out by our offices and that of Mr. Temple's office created misunderstanding and confusion among the residence applying for family reunion.



Presently the applications are being taken in accordance with the lenient interpretation of the rule (Bulletin No. 25)

Due to the frequent change of policy in regard to "family reunion" and the delayed action on the applications, have discouraged many of the applicants.

--Mitsuka Koba



## REPORT ON THE PERSONNEL

In the three months' period, the tasks performed by the Information Service were developed and systematized to produce maximum service and efficiency. The backbone of this development was in the fine staff we were able to secure and train for this work.

For a little over a month, one office handled the entire job. When Mr. Kidwell, then chief of the Service Division, saw that our clerks in the one office were being over-worked with the mass of residents seeking informational services, he ordered that field offices be opened up. Then the residents could receive Information Services from offices in their neighborhood. The first of the proposed six offices was opened on April 28.

Dave and Roy's task, then, included a new one; that of interviewing applicants for the positions of information clerks, train them in the main office, and send them out to the successively opened field offices. The model staff for a field office, it was learned by experience, consisted of one office manager-information clerk to head the office, to be assisted by another information clerk, a typist, and two messengers.

Insofar as the objective was practicable, we kept in mind the qualifications desired in the information clerks. The factors considered were: personality, fluency in speaking both English and Japanese, so that they can accommodate the isseis as well as the niseis; past occupation, and education. In general, we tended to prefer matured applicants, believing that their judgment would be more reassuring to the residents as a whole.



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Too much cannot be said for the fine spirit of unity, of the will to work together for the community, fostered by and among the workers. This is the primary factor behind the integrity of this service office, and the reasons for the establishment of goodwill of the community toward this organization, and through it, toward the management, in the relatively short period of three months.

The composition of our staff of 51 shows that 19 of them are information clerks. Around this clerical staff was built the remainder of the working staff, including translation and copyists' staff, the typing staff and messengers' crew.

(For reference, see attached diagram of the Information Staff. Information Offices already have them.)

-- R.M. T.



REPORT FROM THE LOST AND FOUND DEPARTMENT

Period covered----March 24th---June 19 , 1942

Number of reported found articles up to date-----401  
Number of reported lost articles-----376  
Number of claimed articles-----158  
Number of unclaimed articles-----241  
Total transaction-----1176

Activities.

a/ All found articles turned over to this department were recorded in a notebook and a receipt was made when claimed by the correct owner. All claimants are asked to sign their name after claiming their articles.

b. Lost articles were recorded lost on the back section of the notebook.

c. An inventory on all found articles was taken at least twice a month and a copy of each was sent to all field offices.

d. Three notices were made on all found articles of which only one was placed on all sign boards. Others were placed only on all Information Offices' sign boards.

4. e. Since May 16th, lists of daily found articles divided into three divisions (men, women and miscellaneous) and list of daily reported lost articles were sent to all field offices.

f. A new cabinet from the carpenter's shop was placed in the main office on May 22nd., for safe keeping of all found articles and other office records.

g. On several occasions we requested the Free Press to publish something about Lost and Found in the Manzanar Free Press in order to notify the residents of many unclaimed articles.

h. The Police Station was always notified when any found articles turned over by them were claimed by the correct owner.

i. On May 25th, we adopted a system of putting a tag on all found articles. By this system 60 days were to be allowed to claim any found turned in articles. After 60 days allowance, an auction sale has been proposed. The money made on auction will be given to Family Relation office for Center's welfare purposes.

j. At least twenty-five residents were notified through our runners that their missing articles have been found and were placed in our department. They responded with the exception of a few.

k. Daily, weekly, and monthly reports have been made for this department.

-----Nobuko Sakai



PROGRESSIVE REPORT  
LETTERS WRITTEN FOR RESIDENTS

Among the numerous services rendered by this office to the residents of this community, was that of writing letters. Letters were written for the isseis who could not write English. Several letters written in Japanese, received by niseis were translated for them.

This service played an important part in the daily duties of our clerks as may be seen by the following statistics of the official, business, and personal letters that were written by them during the past three months. These figures also include those that were written by the field offices.

During the month of April:

10 personal letters  
15 business letters

During the month of May:

15 business letters  
15 official letters  
20 personal letters

During the month of June:

45 personal letters  
10 business letters  
37 official letters

A total of 167 letters were written during this period.

Personal and business letters were written for the residents regarding: withdrawing money from the bank, adjusting bank accounts, mix-up of telephone, gas and light bills, life insurance premiums, lost or missent baggages, and regarding several other miscellaneous items.

Letters were received from business concerns as king for the addresses of their former customers. These also were answered by our clerks.



An innumerable amount of change of address forms were filled for both the issei and the nisei residents, notifying their respective draft boards and Post Offices. And for the issei residents, notifications of their change of addresses were sent to the Department of Justice, Washington D.C., and to the Federal Bureau of Investigation.

Through our Miscellaneous Service Department, we served the residents of this Center by helping them fill out their Selective Service and Occupational Draft Questionnaires.

In cooperation with the Local Draft Boards, we located and assisted the people concerned in filling out their Occupational Draft Questionnaires which were sent directly to us from the draft boards.

We cooperated with the following draft boards:

Local Board	216	--	677 So. Central, Los Angeles, California
"	"	232	-- 1853 So. Arlington, Los Angeles, California
"	"	200	-- 2834 Whittier Blvd. Los Angeles, California
"	"	231	-- 912 S. Western Ave., Los Angeles, California
"	"	178	-- Provident Bldg., Van Nuys, California
"	"	248	-- 1613 Cornith Ave., Los Angeles, California
"	"	217	-- Los Angeles, California
"	"	183	-- Rm. 9 - 205 W. Broadway, Glendale, California
"	"	173	-- 200 E. Center, City Hall Anaheim, California
"	"	134	-- Bank of America Bldg., Bishop, California
"	"	132	--
"	"	229	--

A total of 150 questionnaires were sent directly to us from the above draft boards. Not only were the registrants contacted, they were assisted by our clerks in filling them out.

Three hundred Occupational Questionnaires were brought to our office by individuals to be filled out with the assistance of our clerks.

Eighty Selective Service Questionnaires were filled out by our clerks for residents requesting this service.



Because these Selective Service Questionnaires were required to be notarized, there was a constant demand for a notary public. Many questionnaires could not be returned by the designated date because the notary was not available.

In responding to the constant request for a notary public, Mr. Thomas Temple, Service Division Chief, announced that he would witness the signature of the registrants holding the questionnaire.

All letters written through the Information Offices are made in duplicate and one copy is kept on file for reference. Those written by the branch offices are forwarded to the No. 1 Office to be filed.

The writing of letters and the assistance given in filling out forms and questionnaires, was greatly appreciated by those who received this service.

-- Shigeo Furuta



## REPORT ON THE MESSENGERS' CREW

The messenger staff, comprised of boys, performed an essential task in our Information Offices.

The messenger boys were assigned with the responsibility of carrying all messages to all the branch offices and the other administrative offices. These boys carried these messages in rain, heat, or dust storms. Their conscientious attitude and their untiring stamina in carrying these messages is deserving of high praise.

Because of the great number of messages that had to be delivered to the five information offices located throughout the Center, it was necessary to keep a staff of 28 messengers.

Some of the routine duties of these faithful boys were:

- Placing of all bulletins in all mess halls.
- Placing of all notices in all mess halls.
- Carrying daily reports to and from the branch offices.
- Notifying the Block Leaders when a meeting of the same was called.

Besides these routine duties they were constantly kept busy with other messages to residence, post office and other miscellaneous duties.

--Shigeo Furuta



## STORY OF OUR DIRECTORY

The need for a directory of the residents, readily available to the administrative departments as well as to the residents, is apparent. I believe that an ever accurate Manzanar directory should be maintained.

Soon after the present main Information Office was opened on last March 23, a directory of the first volunteers group was prepared by that office. The approximately 1,000 persons then in Manzanar were listed alphabetically. Incomplete as it was, this directory proved to be useful.

Spurred by this limited success, the second enlarged directory was produced following the arrival of several contingents of evacuees. While the first "volume" consisted of listed names in scratch papers, the second volume was prepared in a book form, believing this to be an improvement over the previous method. However, the rigidity of this method made difficult the revisions and adding of names in the directory. We still did not have a complete directory. The names listed did not have full names, resulting in a half a dozen "Tanakas and Y. Yamamotos."

However, the product attracted the attention of other departments, we acceded to the requests from the Hospital, the Post Office, the Police Department and other administrative sections for loans of this directory.

Our typist-filing clerks like to boast that we have the most complete residence file in this Center--and the most readily available one. We are receiving the cooperation of Housing Coordinator George Kurata in recording the daily changes of apartments by the residents. As many as 50 families have been moved in a day by coordinator's office--all of them having been recorded in



our directory. Then, there are new arrivals trickling in, from Montana, New Mexico, Los Angeles and elsewhere. Their names are secured from the Personnel Office. To prepare the first directory, a master sheet was borrowed from the office of the Housing Coordinator.

Our directory is in constant demand by the residents. Letters and cablegrams, requiring addresses of persons in this Center, are referred to us frequently from the Administration. Selective Service Questionnaires from the draft boards are also sent to the right parties by referring to the directory.

The directory has been a constantly growing thing. The first volume included less than a thousand names of the volunteers. The present third volume includes nearly 10,000 names, listed at present in four duplicate sets. It includes every issei and nisei in Manzanar---excepting the new babies born at our hospital. And the girl clerks shortly will track them down, too.

The accuracy of a directory can only be maintained, we believe, when we entrust this work to a conscientious group of filing clerks; for the work practically requires who have been doubling in this work, in addition to their routine office work, have constantly sought to improve their method of preparing the directory by ceaseless trial and error method.

If the block leaders' council does not wish to handle the maintenance of the directory, as has been voiced informally by some of their members, it is possible for the typists in the new Information Coordinator's office under Mr. Brown do this job. We believe that three girl-typists transferred from the present Information Offices, could do this work. They would carry on this work whenever they are not occupied with the routine work in the new Information

Coordinator's office.



It is my personal belief that sooner or later, each one of the block leaders will come to realize the value of possessing a complete, up-to-date directory of the residents in their office.

(taken from the memorandum of June 27,--R.M.T.)