

WAR RELOCATION AUTHORITY

Washington

November 30, 1943

ADMINISTRATIVE NOTICE

Subject: Manual Release No. 38

Distribution: A

Attached is a portion of the Section on Information and Reports, Sections

20.10.1 to 20.10.17  
20.10.20 to 20.10.26  
20.10.30 to 20.10.32

This supersedes Administrative Instructions Nos. 8, 56, and 57, together with all Supplements, which may now be destroyed.

As noted in 20.10.3, the agreement with OWI reproduced as Exhibit I to Instruction No. 8 is now largely inoperative. Those relationships with OWI still in effect are covered in 20.10.4 and 20.10.5.

*Kellogg Barnes*

Executive Officer

- .1 Information to the public and to evacuees, administrative reports, and photography are the responsibility of the Reports Division in Washington and at the centers, and of Reports Officers in field offices.
- .2 A. The War Relocation Authority will make appropriate efforts to keep the public and evacuees informed of its policies and activities, by means of pamphlets, photographs, press releases, radio broadcasts, and use of other means of communication. Requests for information by representatives of the press or other media of communication will be complied with promptly and fully. Visits to relocation centers by representatives of the various media, including photographers, will be permitted and encouraged, except in unusual instances when the Project Director determines that such visits would be detrimental to the administration of the center.
- B. Staff members providing information on the WRA program will confine their statements to known facts and established policy, and will avoid speculation on future policy of the agency.
- C. Relations with representatives of the press or other media ordinarily should be handled by the following persons:  
  
In Washington: The Director, or Chief of the Reports Division.  
  
At Centers: Project Directors or Reports Officers.  
  
At Field Offices: Field Assistant Directors, Relocation Supervisors, Relocation Officers, or Relocation Reports Officers.
- D. Photographic Documentation - see Section 20.10.50.
- E. Historical Documentation - see Section 20.10.30
- F. Project Newspapers - See Section 20.10.6 to 20.10.10.
- G. Administrative Reporting - see Section 20.10.20

WRA  
Organization  
for  
Information  
Work

WRA  
Information  
Policy

- .3 The WRA public information program has been planned to fit into the program of the Office of War Information, especially in the field of information to the press, magazines, and radio. Many activities of OWI, since August, 1943, have been discontinued, thus rendering inoperative certain portions of an agreement between OWI and WRA signed on April 13 and April 19, 1943.

- .4 A. Press releases prepared by the Washington office for national circulation will be cleared with and issued by the News Bureau of OWI. Releases prepared by reports officers in the field for local or regional circulation and dealing with routine WRA activities may be issued directly to the press with approval of the responsible staff officer at the point concerned. Local or regional releases that deal with national WRA policy or that cut across the national activities of other government agencies, however, should be cleared with the Reports Division in Washington prior to release.

- B. WRA photographs that have been approved for release by the Reports Division in Washington may be released by reports officers in the field to newspapers or magazines, either in response to request or on the initiative of the field reports officers. Photographs should not be released for exclusive use of a particular publication, however, without advance approval of the Reports Division in Washington.

- C. Contacts with national magazines of general circulation ordinarily will be made by the Washington office of WRA, with the knowledge and assistance of OWI.

- D. Requests for radio time will be cleared through the appropriate radio representative of OWI, in Washington or in the field. This principle will apply to network and local broadcasts alike.

- E. Speeches, including those in the form of radio broadcasts, by the Director of WRA or other ranking Washington staff members representing him will be cleared with OWI.

- .5 A. All types of informational material prepared by relocation reports officers for use at relocation centers will be cleared with the Reports Division in Washington prior to release. This policy applies to pamphlets, newsletters, releases to project newspapers, and other materials aimed at evacuee residents of the centers and intended to stimulate relocation.
- B. Any WRA staff member preparing an article or feature story on WRA activities for a magazine of national circulation or a newspaper syndicate will submit one copy of the article or story to the Reports Division in Washington at the same time

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Supersedes A.I. # 8

(.5B)

the material is submitted to the publisher. This procedure is intended primarily to keep the Reports Division informed of such releases but will also serve as a check on publication of information which is inconsistent with WRA policy. Staff members preparing such articles should confine themselves to factual reporting and should not deal with controversial policy questions.

- .6 At each WRA centers, a newspaper shall be established and operated as a means of keeping the residents of the center advised of WRA policies and decisions, of eliciting cooperation with WRA, and of maintaining morale in the center. Evacuees will be encouraged to take as much responsibility as possible for the paper, including the determination of news and editorial policy, and financing, either as a department of the Business Enterprise or as a separate trust.

Project  
Newspapers

- .7 A. Assistance and advice of the WRA administrative staff shall be available upon request to the business enterprise or trust managing the newspaper, but the enterprise should

- (1) Determine the financial policy of the newspaper, including that on solicitation of advertising and subscription rate.
- (2) Determine the editorial policy of the newspaper.
- (3) Determine the news coverage that will meet the needs and interest of the residents of the center.
- (4) Assume responsibility for the accuracy and integrity of reporting.
- (5) Determine the method of reproducing the newspaper (mimeographing, multilithing, printing, etc.) and make the necessary arrangements for such reproduction; provided, however, that no printing facilities may be established on a center without express permission from the National Director.
- (6) Select the newspaper staff and make changes therein, subject to the limitations on employment by Business Enterprises in Section 50.5.9.
- (7) Publish in the newspaper factual information when requested by the Project Director.

Evacuee  
Managed  
Project  
Newspapers

- B. During the early stages, of its organization, the evacuee managed newspaper may not be able to pay its staff the standard cash compensation and clothing allowance prescribed by Section 50.5.

Financing

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Since the newspaper will serve a valuable purpose in communicating official information to the evacuees and in maintaining morale in the center, the Project Director is authorized to waive the requirements of 50.5.9 regarding the evacuee staff of Business Enterprises, for such time as he may deem necessary, and provide cash compensation and clothing allowances for some or all members of the newspaper staff by designating them as members of the center administrative staff.

**Suspension  
of  
Publication**

- C. The Project Director may suspend publication and distribution of the evacuee managed newspaper in the event of flagrant disregard of the responsibilities that accompany publication of a newspaper.

- .8 Where arrangements cannot be made for operation of the newspaper as a department of the Business Enterprise, or where this is temporarily not possible, the Project Director shall establish and operate a newspaper as a function of center administration. The following policies will apply to each project newspaper as long as it remains under WRA management.

- A. Such newspaper shall have as its purpose the keeping of evacuees informed of administrative decisions affecting their interests and of general activities within the center.
- B. The staff needed to issue and distribute the newspaper shall be recruited from qualified persons among the evacuees, and shall be on the rolls as regular evacuee administrative employees.
- C. The Project Reports Officer, under direction of the Project Director, shall exercise general supervision over the newspaper, but shall delegate as much responsibility as possible to the evacuee staff. All available facilities shall be utilized for training the staff to assume additional responsibility.
- D. The evacuee staff shall be allowed the maximum freedom of expression short of libel, personal attack, and other utterances contrary to the general welfare.

**WRA  
Managed  
Project  
Newspapers**

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E. The newspaper shall not accept advertising.

- .9 Mailing lists for Project newspapers shall include the following:

6 copies, Washington office, WRA  
1 copy, Project Director each relocation center.  
1 copy, each Field Assistant Director  
1 copy, each Relocation Supervisor and Officer  
1 copy, Edward J. Ennis, Director, Alien Enemy Control Unit, Department of Justice, Washington, D. C.

**Mailing  
Lists for  
Project  
Newspapers**

The Reports Officer at each Center shall report to Washington the names and connections of the persons to whom copies of project papers are being sent for purposes of public relations.

- .10 A. Both printed and processed newspapers issued at relocation centers and produced entirely at WRA expense may be mailed to WRA offices, to other relocation centers, and to members of Congress under the penalty mailing privilege. Copies sent to the individuals and agencies listed in 20.10.9 may be sent under the free mailing privilege.
- B. Center newspapers which are produced without expense to WRA or which have only part of their production costs (such as light, heat, space, and cash advances for editorial and clerical personnel) provided by the Authority will be mailed by the editorial staff only under postage. Reports Officers at the centers, however, may mail such newspapers in franked envelopes to WRA offices and to other government agencies for official purposes.
- C. All center newspapers, regardless of financing, will be mailed to private individuals and non-governmental organizations only under postage. Since it is desirable from the point of view of public relations for copies of center newspapers

**Method of  
Mailing  
Project  
Newspapers**

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(.10C)

to be received by certain individuals and private organizations, it is felt that the WRA is justified in expending the necessary funds to buy postage stamps for mailing center newspapers to persons or agencies in this category. Project Procurement Officers have the necessary authority to purchase postage stamps for this purpose.

- .11 .In recognition of the fact that a considerable number of evacuees can read only Japanese, it will be the policy of the War Relocation Authority to produce certain written statements in the Japanese language. Recognizing also that it is necessary that translations be made of certain verbal communications between War Relocation Authority staff members and evacuees who do not speak or understand English thoroughly, it will be the policy of the War Relocation Authority to utilize the services of translators.

- .12 Each Project Director is authorized to recruit from among the evacuees a staff of persons competent in both English and Japanese languages, to work under the direction of the Project Reports Officer or other designated staff member, in preparing Japanese language statements, including Japanese language supplements to the project newspaper, translations of the Administrative Notices, Instructions, announcements, posters and requests for co-operation, and also to interpret verbal statements when this is necessary.

- .13 Evacuees selected to do translating work will be those deemed thoroughly loyal to the United States, of high integrity and accomplished in the use of both the English and Japanese languages. The director of each center shall submit to the Director in Washington the name of each evacuee whose services are to be used in making translations, either written or spoken, together with information on education and experience which would tend to indicate his competence in each of the two languages. The Director will notify each Project Director of translators approved or disapproved for such service.

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.14 A. Notwithstanding previous instructions to the contrary, the use of the Japanese language in the project newspaper announcements, posters and other graphic materials is no longer restricted to translations of materials published or otherwise produced in English, except at the Tule Lake Center, where the restriction stated above shall continue. At other centers, production of original material in the Japanese language supplement to the project newspaper is hereby specifically permitted.

Published  
Material  
in  
Japanese  
Language

B. At his discretion, the Project Director may require the submission of English translations of material published in the Japanese language section of the project newspaper.

.15 It is recognized that the differences in idiom between the English and Japanese languages are such that an exact literal translation from one language into the other, may distort the meaning. Therefore, translators should be instructed to depart from literal translations to such extent as may be necessary to transmit the accurate meaning.

Use of  
Idiom

.16 A copy of each issue of the project newspaper, including the Japanese language supplement, shall be sent to Special War Policies Unit, Department of Justice, 501 Hutchins Building, Washington, D. C.

Special  
Distribution  
of  
Newspaper

.17 The Washington office of WRA will issue several types of material primarily for staff information, to be distributed to staff members at all points. There will be no objection to making the contents of these documents available to evacuees or to the public. Materials issued will include the following:

Staff  
Information  
Material

A. Information Digest----bi-weekly summary of administrative developments.

B. Press Review----listing and summaries of clippings from newspapers and magazines.

The Reports Division in Washington will maintain a comprehensive file of clippings pertaining to the WRA program.

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- .20 It is essential that the Director in Washington and members of his staff be kept promptly and adequately informed of progress and developments at each of the centers and in each Relocation Area. To provide that information, a system of administrative reports has been established and is hereby continued.

Administrative  
Reporting

- A. The Project Director at each center is responsible to the Director in Washington for making regular reports of progress and activity. The Project Director may, however, delegate the responsibility for actually preparing such reports to the head of each operating division or section since such persons are in the best position to compile the information needed. He may also delegate to the Reports Officer responsibility for assisting division or section heads in preparing the reports and for seeing that all reports are in good order and completed on time.

from  
Projects

- B. Relocation Supervisors will be responsible for submitting monthly reports of progress of the relocation programs in their area to the Chief of the Relocation Division. Responsibility for assembling information and preparing the report may be delegated to the Reports Officer.

from  
Relocation  
Areas

- .21 Project reports shall be made each month on the following prescribed forms

WRA-119, Rev.	Industries (one part)
WRA-121, Rev.	Project Attorney
WRA-122, Rev.	Employment (page 1 only)
WRA-123, Rev.	Agriculture (three parts)
WRA-125, Rev.	Office of Reports
WRA-158	Fire Department
WRA-236	Internal Security
WRA-237	Engineering
WRA-238	Education
WRA-239	Community Activities
WRA-240	Business Enterprise
WRA-241	Evacuee Property
WRA-242	Public Health
WRA-243	Public Welfare
WRA-244	Housing

Project  
Report  
Forms

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**Preparation  
of  
Reports**

.22 A. (1) The Project report forms listed above are designed to provide information in both statistical and narrative form. In some cases space is provided for the narrative report on the form itself. If additional sheets are used, they should be attached to the form.

(2) Reports from Relocation Supervisors will be in narrative style, and no blank forms are provided.

**Time of  
Submission**

B. (1) Heads of project divisions should submit their reports to the Project Director on the last day of the month for which the report is made or as soon thereafter as possible. The Project Director, with the assistance of the Reports Officers, should assemble the reports from the various divisions and mail them to the Reports Library in Washington by regular mail not later than five days after the close of the calendar month.

(2) Reports from Relocation Supervisors should be mailed not less than five days after the close of the calendar month.

**Number of  
Copies and  
Distribution**

C. (1) An original and at least four copies should be made of each monthly report - both of the report form itself and any narrative report which may accompany it. Three copies should be sent to the Reports Library in Washington, one copy to the Field Assistant Director for the area in which the center is located, and one copy ( or as many additional copies as may be needed) retained for center files. Copies to Washington should be assembled in three sets, each set containing one copy of the report for each different division, with notations if any are omitted or are to be sent later.

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- (2) Relocation Supervisors should submit three copies of each monthly report to the Relocation Library in Washington. One copy will be placed in the Document files, one will be routed to the Chief of the Relocation Division, and one to the Director and division heads.

.23 At the end of each week, the Project Director should prepare a brief narrative report to the Director in Washington setting forth the most significant developments, problems and events of that week. Three copies of this report should be sent AIR-MAIL to Washington and one copy to the respective Field Assistant Director. (No regular form is prescribed for this report.) It is of the utmost importance, both from the standpoint of good administration and in answering requests for information, that the Director in Washington be kept informed of current developments at each of the centers. This weekly narrative report by the Project Director should not be a review of routine administrative activities. It should be brief, clear, and confined entirely to matters which have been of significant interest and concern to the staff and residents of the center during the week. Other members of the staff are urged to inform the Project Director of anything they may wish to have included in this weekly report.

**Weekly  
Reports**

.24 In any emergency situation which may develop, the Project Director shall immediately communicate with the Director in Washington by telephone or telegraph. Such a report should be followed immediately by a written report giving detailed information and sent air-mail.

**Telegraphic  
Reports**

.25 Since the monthly reports on prescribed forms will not ordinarily provide an overall or complete picture of a continuing administrative activity, the Project Director should require that supplementary narrative reports be prepared from time to time on such continuing activity and also on outstanding events of community-wide interest--such as dedications of school buildings, agricultural fairs, and similar occasions. The responsibility

**Supplemental  
Reports**

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for preparing such reports should be delegated to the Reports Officer who will assist and direct the staff of evacuee writers in the Documents Section in their compilation. These supplemental narrative reports may cover any phase of program of center administration and of life among residents of the center, and may constitute a very important part of the documentation program. They should be regarded as separate and distinct parts of that program and not be included with or considered as parts of the regular monthly reports. These supplemental reports should be numbered in series and two copies of each should be submitted to the Director in Washington as soon as completed.

**Over-all  
Reports**

- .26 The Semi-annual Report of the War Relocation Authority to Congress and the President will be prepared by the Washington Office. Quarterly reports from the centers will no longer be required. Each division of the Washington office will submit a report to the Director on activities for which it is responsible, in January and July of each year.

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- .30 The preparation of historical reports of the War Relocation Authority program shall be a function of the Reports Division. This type of report shall include periodic administrative reports (quarterly or semi-annual) and a complete administrative history of the agency, based on official reports and records of the agency, and on special reports requested from the Reports Officers in the field.

Historical  
Reports

- .31 Reports Division staff members responsible for historical reports shall consult with the WRA Records Officer on the handling of types of official records to be used in the preparation of such reports.

Liaison  
With  
Records  
Officer

- .32 The WRA Library shall be maintained within the Reports Division of the Washington Office. Its functions will be:

WRA  
Library

- A. To order and maintain a library of books, periodicals, and other printed materials particularly pertinent to the operations of WRA.
- B. To operate an inter-library loan service through OEM Library for printed material needed by the Washington WRA staff for temporary use.
- C. To receive, record, and route all Center and Relocation Office reports, documents, and publications submitted by Reports Officers.
- D. To maintain a bibliographical record of magazine articles about WRA and Japanese Americans.
- E. To serve as library reference center for Washington staff.
- F. To provide research service for the Washington Reports Division.
- G. To maintain an order file of all printed matter ordered by all Divisions of the Washington office.
- H. To prepare abstracts of important magazine articles relative to the WRA program.

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