

INDUCTION, RECORDS & STATISTICS

An administrative service division assisting various departments relative to population data and records.

* It is the function of this ~~division~~ to keep accurate up-to-date records which will be available to departments on the project requiring this data as well as governmental agencies and others on the outside who may inquire about this information. 40

Induction Department

- (1) Records egress-ingress population movements from:
 - (a) Hospital Reports
 - (1) Births- birth certificate
 - (2) Deaths-Death Certificate
 - (3) Outside Hospitalization
 - (b) Internal Security
 - (1) Outside detention
 - (c) Mr. Sprinkel
 - (1) Government hearing cases at al. which may require permits to enter prohibited zone.
 - (d) Gate
 - (1) Pick up passes of persons entering Project.
 - (e) Interview all outgoing persons by issuing passes on date of departure. (In exchange for Property Clearance Slip fully signed)
- (2) Reports
 - (a) To W.R.A., Washington, D.C.
 - (1) Admission Advices WRA form 177
 - (2) Departure Advices WRA form 178
 - (3) Daily Population Summary WRA form 176
 - (b) To WRA regional offices
 - (1) Departure and Admission advices on all Indefinite and Seasonal leaves.
 - (2) Copies of WRA 126 for each individual
 - (c) U.S. District Attorney
 - (1) Departure and Admission advices on each alien leaving on Indefinite or Seasonal leave.
 - (D) Daily Population summaries to Department Heads:
 - (1) Mr. Stafford * Project Director
 - (2) Mr. Schafer * Assistant Project Director
 - (3) Mr. Sprinkel -Sr. Administrative Officer
 - (4) Mr. Bigelow - Reports Officer
 - (5) Mr. Sheehan - Chief, Public Works Division
 - (6) Mr. Green * Public Work Div.
 - (7) Mr. De young * Social Analysis Division
 - (8) Dr. Neher - Hospital
 - (9) Irrigator

- (e) Daily Population Summary and list of names
 - (1) Mr. Beeson - Employment
 - (2) Mr. Mc Laughlin - Leave Section
 - (3) Mr. Sandoz - Counsellor
 - (4) Clothing allowance Dept.
 - (5) Ration Office
 - (6) Housing Division
 - (7) Steward - Cost Accounting

- (3) Induction of New Colonists
 - (a) Social Data Registration
 - (b) Issue Family Numbers
 - (c) W.R.A. 26's

- (4) Transferees to other projects.
 - (a) Gather all available project information for transmittal:
 - (1) Employment records
 - (2) Social service records
 - (3) Hospital records
 - (4) Leave Papers
 - (5) All other information

Records Department

(1) Card Files

Alphabetical File:

Contains card for each individual inducted into project or ever having resided here.

Various colored cards used to denote whether living on project or on leave:

Blue - Indefinite Leave
 Transferred to another Relocation Center
 Pink - Seasonal Leave
 Yellow - Short Term Leave
 White with black border - Died

Information:

Name
 Sex
 Project Address
 Pre-evacuation address
 I.D. Number
 Alien Registration Number
 Birth Date
 Place of Birth
 Marital Status
 Assembly Center
 Record of all leaves from project
 Date of departure
 Expiration date
 Destination
 Date of Return

Serviced daily:

Change of addresses - Housing report

Change of marital status - Counsellor
Admission or Departure - Induction report
Change of addresses on outside - Leave section

Seasonal Leave File:

Contains white basic cards which have been replaced,
in Alphabetical file by duplicate Pink card.

Short Term Leave File:

Contains white basic cards which have been replaced
in Alphabetical file by duplicate Yellow card.

Indefinite Leave File:

Subdivided according to:

- (1) Outside occupation
Forwarding address
Type of work
- (2) Volunteers for armed forces of United States
- (3) General leaves
Mixed marriages
to join relatives, etc.
- (4) Transferees
- (5) Deaths

This file contains white cards which have been
replaced in alphabetical file by blue duplicate
cards or black bordered card for deaths.

Returned from Leave file

Returned from Seasonal Leave
Returned from Short Term Leave
Returned from Indefinite Leave

Cards in these files shifted to Indefinite
Leave card when person leaves.

This file contains colored card which had been in-
serted into alphabetical file while white basic
card was in Leave outstanding files.

Block or Address Files

Contains card for each actual resident in the project
filed by addresses.

Includes persons on seasonal or short term leave with
colored markings on cards.

Hospital file

- Daily record of persons entering and discharged
from hospital with a card for each patient.
While the person is in the hospital, basic card
is replaced by a blue card.

Serviced daily for:

Change of addresses
Departure from and admission to Project
Hospital cases
Marriages

This file's usefulness is its connection to the
Housing records and steward departments ration
program.

Reports from the Block file :

Weekly report to the Steward Division on number
of persons in each block with specifications :
Total number in block
Those under 16
Those over 16

Admission-Departure File

Daily record of all egress and ingress information
Contains information secured by Induction department
at time they interview persons departing from
project.

Confidential Records File

Individual Folder for each person ever having been in
Project.

Filed alphabetically with colored tabs as follows:

Blue: - Indefinite Leaves & Deaths, Transferee
to other Project
Green: - Transferees from other Project
Buff: - Parolees, repatriates
Cherry: - newly born babies

Contains correspondence on individuals
Birth Certificates
Death Certificates
F.B.I. reports on parolees
Internal Security Reports
Social Data
Deportation proceedings data

And all records on persons who have left the project on
Indefinite Leave:

Project Employment records
Hospital records
Internal Security Reports
Legal Aid data
Disbursement Office correspondence

Statistics Department :

Weekly summary of leaves and admissions
Weekly data on age, sex, citizen, non-citizen breakdown of
project population
Weekly summary of leaves, noting age and occupation on
project with its relationship to available manpower
on project.

Daily charts:

Spotting of locality of persons on Short Term or Seasonal
Leave as well as Indefinite Leave in neighboring
states.
Spotting map of United States with Indefinite Leaves
Age Sex Pyramid manipulated weekly

Population Barometer

From Time to time the Statistics department makes studies for various department heads such as Project Director, Assistant Project Director, Leave and Employment, Reports Officer, Education on various phases of Population Data.

Studies for W.R.A., Washington, D.C.